

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.”

## **About the Office of Early Learning (OEL)**

### OEL’s Mission

In collaboration with Family and the community, we will educate, empower and support children by providing continuous high quality comprehensive services to achieve successful parent engagement and positive child outcomes. The UPO Office of Early Learning has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Lead Family Engagement Specialist HUB  
**DIVISION/OFFICE:** Office of Early Learning (OEL)  
**BULLETIN No:** 16042021  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** April 15, 2021  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

### **BRIEF DESCRIPTION:**

The Lead Family Engagement Specialist supports teachers, administrators and staff in the seamless provision of Head Start services to children. The Family Engagement Specialist brings to the educational process an understanding of the psychosocial development of children and the influences of family, community and culture. The Lead Family Engagement Specialist conduct ongoing monitoring to support program goals.

### **MAJOR DUTIES:**

Establish a monthly recruitment plan in coordination with Center Director. Assess all families for needs by using a strengths- based approach to address their needs while developing family goals that are specific, measurable, action oriented, realistic and timely. Develop and implement Family Partnership Agreements with the families. (SMART Goals) Follow-up with families regarding goal progress at least once every quarter. Document progress in ChildPlus.

Develop and maintain meaningful, productive relationships with families from diverse populations. Refer parents/guardians or families to community agencies when indicated. Follow-up the outcome of the referral. Maintain an active list of all available resources for families.

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Assist in developing, implementing and follow-up on transition plans for each child and families at least 6 months prior to leaving the program. Plan and provide school-wide programming to support responsive parenting.

Assigned family caseloads are modified to ensure that the monitoring of the assigned child care partner's enrollment and attendance and monthly average daily attendance; effective oral health practices and nutrition services that meet children's nutritional needs; timely information on children's health status and follow-up services; family engagement, assessments, trainings and goals that strengthens individualized family outcomes; and parent committee meetings. Provide monthly progress reports to the Director and Board. Participate in Service Integration Meetings. Participate in community events and community recruitment of families.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Social Work or related field, such as, Counseling, Psychology, or Education. 2 years' experience working with low income families. Must possess the knowledge of and have a thorough understanding of human relationships. Must possess excellent communication skills with the ability to express ideas clearly, both in writing and verbally. Strong organizational skills. Strong knowledge of community resources to assist families, including those facing homelessness, domestic violence, drug abuse, unemployment and literacy issues. Ability to work in a fast-paced environment. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs.

**DESIRED QUALIFICATIONS:**

Master's degree from an accredited college or university in Social Work or a related field, such as, Counseling, Psychology, Education etc., and two years of experience working with children and families.

**ELIGIBLE FOR REMOTE/TELEWORK:**       YES       NO

**ESSENTIAL POSITION:**       YES       NO

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This position IS NOT covered by the Collective Bargaining Agreement with the CWA Union.**

**This is a Special Trust position subject to mandatory random drug and alcohol testing.**

**To be considered for this position: Please submit your resume/copy of your degree or transcripts to [upojobs@upo.org](mailto:upojobs@upo.org).**

**ALL VISITORS TO UPO FACILITIES:**

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice 6 Foot Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**

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