

## About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, 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.” **Our Promise:** Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

## 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.

<b>POSITION:</b>	<b>Health Services Specialist</b>
<b>PROGRAM/DIVISION:</b>	Office of Early Learning-EHS
<b>BULLETIN No:</b>	<b>07062021</b>
<b>SALARY RANGE:</b>	Commensurate with Experience
<b>OPENING DATE:</b>	<b>June 7, 2021</b>
<b>CLOSING DATE:</b>	Open until filled
<b>FIRST SOURCE:</b>	N/A

## MAJOR DUTIES:

The Health Services Specialist is responsible for the accurate tracking and monitoring of all child health status. The Health Specialist develops the Health Advisory Board, ensuring that the composition of the Board includes parents and health professional stakeholders. The Health Services Specialist coordinates the Health Advisory Board Meetings. The Health Services Specialist collaborates with health providers/agencies to provide comprehensive services to families. In addition, the Health Services Specialist provides training to staff and families on the Early Periodic Screening Diagnosis and Treatment (EPSDT) Program, best practices and common illnesses. The Health Services Specialist connects families with appropriate health and dental resources to match the needs of families. Inform all Center Directors and Family Engagement Specialists of any new information from the Office of Head Start Early Childhood Learning and Knowledge Center (ECLKC), Early Head Start Performance Standards, Office of the State Superintendent of Education regulations/policies and NAEYC guidelines or regulations.

**UPO Vacancy Announcement  
Health Services Specialist-EHS  
Page Two**

Establish a procedure and track children's health status for compliance and report results to Director of Early Head Start and Monitoring and Compliance Manager. Provide follow up for children not in compliance with all state and federal health regulations. Monitor and analyze all health data (PIR, health tracking, health referrals, etc.) by center quarterly and report results to the Lead Health Services Specialist and the Director of Early Head Start with recommendations and action steps for any needs that have not been addressed.

Ensure all documentation is in the database system and report monthly desk audits in the area of health services to the Lead Health Services Specialist, Early Head Start Directors and the Monitoring and Compliance Manager. Monitor and accompany staff post-partum visits of each newborn within 2 weeks after birth to ensure both the mother's and the child's well-being. Monitor the health care plans of children to ensure that staff are compliant with the plans. Coordinate the development of MOUs with community partners to ensure all child health needs are being met. Develop community resources network.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Health Administration or related field with two years of experience. Ability to maintain confidentiality, work sensitively and effectively with individuals of diverse educational, social-economic and cultural backgrounds. Good working knowledge of MS Office (Word, Excel, Outlook and Power Point), data management systems, and the ability to use/learn electronic time-keeping program. Possess effective organizational and professional communication skills, both written and verbal.

**DESIRED QUALIFICATIONS:**

Master's degree from an accredited college or university in Health Administration or a related field with five years of experience. Ability to maintain confidentiality, work sensitively and effectively with individuals of diverse educational, social-economic and cultural backgrounds. Good working knowledge of MS Office (Word, Excel, Outlook and Power Point), data management systems, and the ability to use/learn electronic time-keeping program. Possess effective organizational and professional communication skills, both written and verbal.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the 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 is a Special Trust position subject to mandatory random drug and alcohol testing.**

**This position *IS* in the collective bargaining unit of the CWA Union.**

**ALL VISITORS TO UPO FACILITIES**

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

**Submit your resume/ copy of your degree/or transcripts to  
[upojobs@upo.org](mailto:upojobs@upo.org)**