

**The United States Congress appropriated \$2.2 trillion dollars to aid US citizens and business through the Coronavirus Aid, Relief and Economic Security (CARES) Act. An appropriation from the Act was set aside for Community Action Agencies across the country to address local community challenges resulting from the pandemic.**

### **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.

**POSITION:** Family Engagement Specialist Bilingual GED/ESL (CARES Act Stimulus Project)

**PROGRAM/DIVISION:** Office of Early Learning (OEL)

**BULLETIN No:** 01062021

**SALARY RANGE:** \$50,000 - \$60,000 per year (Commensurate with experience)

**OPENING DATE:** June 11, 2021

**CLOSING DATE:** Open until filled

**FIRST SOURCE:** N/A

### **JOB SUMMARY:**

The Family Engagement Specialist (FES)-GED/ESL supports teachers, administrators and staff in the seamless provision of Head Start services to children. The Family Engagement Specialist works with non-CARES Act Family Engagement Specialists to provide case management support and resources for families participating in the GED and ESL classes.

### **ESSENTIAL DUTIES:**

Establish a monthly recruitment plan in coordination with Center Director and non-CARES Act Family Engagement

Specialists to recruit parents to participate in the GED and ESL classes. 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.

Enter service data into the management information system, ensuring accuracy of all data. Assist in developing, implementing and follow-up on transition plans for each child and families at least 6 months prior to leaving the program. Provide support to centers regarding emergency assistance and housing services. Provide crisis and/or emergency intervention to children and families as needed.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in social work, counseling, psychology, special needs or a related field, and eligible for licensure in the District of Columbia as a Licensed Social Worker Associate. Effective communication skills, both written and verbal. Strong organizational skills. Computer literacy required. 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. Bilingual/Spanish

**DESIRED QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in social work, counseling, psychology, special needs or a related field, from an accredited college and two years of experience working with children and families. Current District of Columbia License as a Licensed Social Worker Associate.

**OTHER REQUIREMENTS:**

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

**This position *IS NOT* covered by the collective bargaining agreement of the CWA local 2336.**

**[This position is funded by the CARES Act Stimulus Project and will end 9/30/2022.](#)**

**ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.**

**Submit your cover letter, resume/degree or transcripts to [upojobs@upo.org](mailto:upojobs@upo.org) or fax all documents to 202/319-3237.**

**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.**