

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 to view all of our vacancies and to learn more about our company and services.

POSITION: **Monitoring and Compliance Manager-HUB (1)**

PROGRAM/DIVISION: Office of Early Learning-EHS

BULLETIN No: **10112021**

SALARY RANGE: Commensurate with Experience

OPENING DATE: **November 10, 2021**

CLOSING DATE: Open until filled

FIRST SOURCE: N/A

MAJOR DUTIES:

Provide support services for the QIN HUB Project in the areas of tracking, planning, monitoring, compliance, evaluation and reporting. Provide oversight and guidance on required program reports and federal standards. Monitor, track and analyze all child-family health and outcomes data and report results to the QIN HUB Project Director. System administrator for all program data bases.

Supervise assigned Service Area Specialists. Provide management support for Service Area Specialists to ensure day-to-day EHS comprehensive services for children and families for each QIN EHS-CCP. Administrator for all of the program’s tracking systems – ChildPlus and SharePoint.

Coordinate with Child Plus to create custom reports in response to Grantee and/or Funder requirements.

Work with the lead Family Engagement Specialist, Early Learning Specialists, Family Education Manager, Family Education Coach, Data and Eligibility Specialist, and Nutrition Specialist to track, evaluate and report program data.

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Monitoring and Compliance Manager-HUB
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Oversee the completion of program's annual Program Information Report (PIR). Conduct bi-monthly reflective supervision with assigned Program Specialists. Participate in the DC Health Management Network, Office of Early Learning – Quality Improvement Network Health Advisory meetings, Department of Health's Health and Wellbeing Subcommittee meetings. Collaborate with other agencies to provide comprehensive health services to families.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration or related field. Three years' experience working in a Head Start and Early Head Start program. Strong knowledge in Office of Head Start Performance Standards, DCMR29 Regulations and Health and Safety policies. 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 in Business Administration or related field. Knowledgeable in all Head Start content areas. Five years' experience in the evaluation, monitoring and development of Continuous Quality Improvement plans for Head Start and Early Head Start programs. Strong knowledge in Office of Head Start Performance Standards, DCMR29 Regulations and Health and Safety policies. 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 NOT* 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 [Apply Online](#)