

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:	Nutrition Services Specialist-HUB
PROGRAM/DIVISION:	OEL
BULLETIN No:	11112021
SALARY RANGE:	(Commensurate with Experience)
OPENING DATE:	November 16, 2021
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES: Oversee the nutritional needs of the children and families enrolled in the QIN Hub program. Assess all enrolled children and families for nutritional needs; review menus; monitor food service orders; provide nutritional training to staff and parents. Monitor the centers for compliance with the USDA CACFP Grant.

Coordinate and plan with the Health Services Specialist activities and areas of discussion for the quarterly SCCDCC meetings. Responsible for carrying out goals, policies and activities designed to implement objectives and program standards; update the annual plan in conjunction with the appropriate Head Start Policy Committee. Responsible for carrying out goals, policies and activities designed to implement objectives and program standards; update the annual plan in conjunction with the appropriate Head Start Policy Committee. Work with Center Directors on reviewing the nutritional data for each family to provide nutrition programs and/or nutritional education. Ensure compliance with local and state health, sanitation and safety standards; review menu snack plan and ensure that it is implemented with minimal substitutions.

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Check food allergy list. Work with each center to develop a schedule to ensure CACFP compliance, such as observing at meal times. Provide Food Handlers training to ensure that each center remains compliant with the Early Head Start Performance Standards and DCMR 29 regulations. Attend monthly meetings on nutritional services successes and challenges. Submit a monthly report to the Monitoring and Compliance Manager. Provide nutritional trainings to parents.

MINIMUM QUALIFICATIONS:

Bachelor degree in Nutrition Health and Human Services or related field and two years of experience. Registered dietician. Reliable transportation to be able to travel to various sites. Excellent working knowledge of MS Office Suite.

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. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Master's degree in Nutrition, Health and Human Service or related field and four years of experience; registered dietician and experience working with a Head Start or Early Head Start program. Knowledge of rules, and regulations related to food service, USDA guidelines.

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 [Apply Here](#)