

## 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>Family Engagement Specialist</b>
<b>PROGRAM/DIVISION:</b>	OEL (HUB)
<b>BULLETIN No:</b>	<b>06012022</b>
<b>SALARY RANGE:</b>	\$45,000 -\$55,000 (Commensurate with Experience)
<b>OPENING DATE:</b>	<b>January 3, 2022</b>
<b>CLOSING DATE:</b>	Open until filled
<b>FIRST SOURCE:</b>	N/A

## MAJOR DUTIES:

Responsible for the delivery of high quality services in all classrooms/centers while supporting teachers, administrators and staff in the seamless provision of Early Head Start/Head Start services to children and families. The Family Education Manager brings to the educational process an understanding of the psychosocial development of children and the influences of family, community and culture. In coordination with the Family Education Coach, establish a monthly recruitment plan that includes recruiting children with disabilities. Regularly observe all classrooms ensuring the delivery of classroom practice-based coaching, research-based parenting curriculum and strength-based two-generational engagement of families.

Coordinate with staff to ensure: individualization of services for all children; children and families’ goals are progressing, resources are meeting the child and family needs to support family well-being, family safety and economic stability; home visits and parent/teacher conferences with families are met as required by the Head Start Performance Standards and as needed; weekly or bi-monthly reflective supervision are conducted with teachers. Provide feedback that is incorporated into a quarterly Professional Development Plan.

**UPO Vacancy Announcement**  
**Family Engagement Specialist-HUB**  
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**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in social work or a related field; such as, counseling, psychology, or education. Obtain Strengthens-Based Family Worker credential by August, 2018. Have two (2) years of 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. Possess 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 and able to learn and use an 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 social work or a related field, such as, counseling, psychology, education etc., and two years of experience working with children and families.

**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.**

**[Apply to the Career Center:](#) Submit your resume, a copy of your degree/or transcripts**