

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: Family Engagement Specialist-Bilingual (English-Spanish)
PROGRAM/DIVISION: OEL- EHS
BULLETIN No: 06072022
SALARY RANGE: \$45,000 - \$52,000 (Commensurate with Experience)
OPENING DATE: July 1, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

The Family Engagement Specialist supports teachers, administrators and staff in the seamless provision of Head Start services to children. The Family Engagement Specialist brings to the educational process an understanding of the psychosocial development of children and the influences of family, community and culture.

Establish a monthly recruitment plan in coordination with Center Director. 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.

Develop and maintain meaningful, productive relationships with families from diverse populations. Refer parents/guardians or families to community agencies when indicated. Follow-up the outcome of the referral. Maintain an active list of all available resources for families.

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Ensure that all Head Start families and children receive comprehensive services stated in the revised Head Start Performance Standards. Develop and follow-up on transition plans for each child and families at least 6 months prior to leaving the program.

Coordinate with teachers to conduct home visits with families as required by the Head Start Performance Standards and as needed. Coordinate on site and ongoing parent trainings based on the revised HSPPS and family assessment data; such as, emergency preparedness, SIDS, school readiness, parenting classes, health, etc. Facilitate parent engagement in the Head Start Policy Council (Grantee Level) and Parent Committee (Center Level)

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, 2021. 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.

Special Notice to all Applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work.

Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees

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, a copy of your degree/or transcripts to the [Career Center](#)