

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 Services Manager-EHS (2)
PROGRAM/DIVISION:	Office of Early Learning
BULLETIN No:	09112022
SALARY RANGE:	Competitive Salary (Commensurate with Education and Experience)
OPENING DATE:	November 10, 2022
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

The Family Services Manager understand the complex needs of families that we serve and develop a vision and plan to support families toward self-sufficiency. Implement a system of continuous Quality Improvement to ensure positive family outcomes.

Provide reflective supervision for all Family Engagement Specialists. Analyze data and develop a professional training plan for the Family Engagement Specialists/Center Directors to increase capacity based on staff strengths, family needs and gaps in service. Analyze all family data (PIR, Family Partnership Agreements, Family Needs Assessments, etc.) by center quarterly and report family outcomes to the Regional Service Integration Manager with recommendations and action steps for any gaps in service. Coordinate the completion of all Family Needs Assessments and verify utilizing the Child Plus Tracking System.

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Family Services Manger-EHS
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Visit centers after completing monthly desk audits for follow up and review progress with Family Engagement Specialists and Center Directors. Oversee the Parenting Curriculum implementation, including the fidelity to the model, staff training and frequency of classes offered. Oversee Parent Café implementation, including analyzing the outcomes, tracking expenditures, compliance with funding requirements.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in social work or a related field, such as, counseling, psychology, or education. 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. Experience supervising staff. 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 five years of experience working with children and families. Familiarity with Head Start Performance Standards is preferred

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 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, and a copy of your degree or transcript to the Career Center