



3805 Marshall Street, Suite 100  
Wheat Ridge, CO 80033  
(P) 303.422.2133

## Job Posting

### Bilingual Prevention and Advocacy Specialist

#### Organization Overview

The mission of Family Tree is to partner with all people to prevent and overcome the interconnected issues of child abuse, domestic violence and homelessness to promote safety, healing and stability across generations.

As a long standing non-profit human services agency, we are committed to empowering change and transforming the lives of vulnerable populations in our community. We aim to recruit and retain high-quality and diverse team members who share in our commitment and vision to empower people and transform our community through innovative and integrated services. We are also committed to investing in our team i.e., strive to pay a fair wages, offer competitive benefits, provide generous sick and vacation time, offer staff development along with believing each employee's unique qualities and experiences are the core of the organization.

Family Tree strives to value and uplift diverse and marginalized voices, to recognize and address the ways in which oppression impacts the communities with which we work, and to promote inclusion and equity.

#### Recruiting and Retention Bonus

Family Tree is offering a \$300 hiring bonus paid on the first paycheck after hired. In addition, Family Tree is offering a retention bonus of \$500 after 12 months of employment and \$700 after 18months of employment.

#### Job Summary

This position is responsible for providing individual advocacy, group support, and education for survivors of domestic violence. Must demonstrate a commitment to serving and working with diverse populations. This position is also responsible for participating in outreach activities designed to inform the community on prevention efforts on intimate partner violence, the dynamics of domestic violence, Family Tree Services, and how to engage survivors in those services

#### Example Activities

- Engage all Family Tree programs and services in order to provide clients effective connection to relevant services at the agency.
- Provide advocacy and individual and group support and education for survivors of domestic violence.
- Assist survivors with in-depth safety planning and help to increase awareness of relevant community resources.
- Complete client documentation, statistics and any other documentation as required in a timely manner.
- Continually strive to increase knowledge of agency and community resources, dynamics of domestic violence, prevention of teen dating violence, trauma-informed care practices, impact of domestic violence on survivors and their children, and other topics pertaining to the clients served by the Outreach Program.
- Coordinate and staff cases with Outreach Program Director and/or Program Staff.
- Answer general Outreach Program phone/email, assess needs and offer appropriate interventions, safety planning and referrals. Return phone calls/email to survivors and community partners requesting services.
- Assess needs of walk-ins and/or callers to schedule intakes or provide appropriate referrals.
  - Coordinate and staff cases with Outreach Program Director and/or Outreach staff.
- Assist Program Director as needed in the training and/or onboarding of new staff, volunteers, and interns in the Domestic Violence Outreach Program.
- Represent Family Tree at networking events, prepare and present community workshops, and cultivate the growing network of community partnerships.

#### Required Skills

- Must be bilingual in Spanish

EMPOWERING CHANGE. TRANSFORMING LIVES.

- Must have some knowledge of the dynamics of domestic violence, trauma-informed practices and basic mental health issues.
- Experience and knowledge of social justice issues regarding gender-based violence, privilege and oppression, and systemic inequalities preferred.
- A basic understanding on prevention of gender-based violence including teen dating violence is preferred.
- Must have excellent oral and written communication skills; demonstrated public speaking skills are necessary as this position requires the ability to provide educational trainings in the community.
- Basic computer competency necessary.
- Excellent verbal and written communication skills required.
- Must demonstrate a commitment to serving and working with diverse populations.

### **Preferred Education and Experience**

Bachelor's Degree in Social Work, Counseling, Human Services or related field preferred or equivalent training and/or previous experience whether life or work. A minimum of two years' experience working with survivors of domestic violence preferred

### **Job Details**

#### **Location(s):**

- Adams County Human Services  
11860 N Pecos St, Westminster, CO 80234
- Porchlight Family Justice Center  
11100 W 8th Ave Suite 200, Lakewood, CO 80215

**Program:** Domestic Violence Outreach Program

**Full/Part time Status:** Full-time

**Salary Pay Rate:** 21.46-\$25.75+ \$1.50 for bilingual differential

The base salary range represents the low and high end of Family Tree's hiring range for this position. Actual salaries will vary depending on factors including but not limited to range of experience, years of experience. The range listed is just one component of Family Tree's total compensation package for employees.

**Benefits:** Medical, dental, vision, supplemental insurance, retirement plan and retirement plan match, employer paid long-term disability, EAP, wellness program, paid sick and vacation time

**Travel Requirements:** Traveling to various Family Tree locations as well community outreach will be required.

**Schedule:** Monday- Friday 8:30am-4:30pm

**Working Conditions:** Office out of the PorchLight Family Justice Center and be available to work at co-located community partner agencies at but not limited to Adams County Department of Human Services building in the shared community partner space and/or Jefferson County Human Services Department of Child, Youth, and Family. This is a blended/hybrid remote/virtual and in-office work arrangement Equal Opportunities and Accommodations Family Tree is committed to building a workplace where inclusion is not only valued, but prioritized.

### **Equal Opportunities and Accommodations**

Family Tree is committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

**Deadline to apply:** Family Tree accepts applications on an ongoing basis and this position will close when the position is filled.

Family Tree is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact Human Resources at 303-403.5884, or by email at [dberridge@thefamilytree.org](mailto:dberridge@thefamilytree.org)

### **Fair Chance Hiring**

We value diverse experiences, including those who have had prior contact with the criminal legal system. We are committed to providing individuals with criminal records a fair chance at employment.

For more information about Family Tree and other open positions please go to [www.thefamilytree.org/careers](http://www.thefamilytree.org/careers).

To apply for this position or other positions please send your resume to [hrjobs@thefamilytree.org](mailto:hrjobs@thefamilytree.org)