



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

## Job Posting

### Bilingual Case Manager

#### 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 and Responsibilities

Homelessness Program Case Managers provide home-based case management services to families and individuals who have experienced homelessness or are at-risk of homelessness. In order to help households overcome their housing crisis and prevent future episodes of homelessness, Family Tree Homelessness Program utilizes the evidence-based practice of a Housing First Model. Case Managers work with individuals and families within their homes by providing rental assistance, supportive services, resource connections and goal-setting.

#### Example Activities

- Provide and document home-based case management according to specific program(s) guidelines.
- Assist program participants with housing navigation, benefits acquisition, educational/vocational referrals, financial empowerment, behavioral/health referrals, goal setting, life skills and the establishment of a personal support network.
- Develop, monitor and revise housing stabilization plan with program participants.
- Assist with interviewing, assessing and determining program eligibility for people who are homeless or at risk of homelessness.
- Promptly enter documentation and information into Client files, HMIS and other respective tracking systems as required; maintain documentation and data needed for monthly grant reporting.
- Maintain a full case load.

#### Required Skills

- *Initiative* – Able to work in a self-directed manner while also communicating well within a team; able to perform tasks with strong attention to detail, critical thinking, and excellent organizational skills.
- *Relationship Management* – Experience working with under-resourced, at-risk families and individuals coming from a combination of lived experience and/or professional/educational experience working with vulnerable individuals/families.
- *Flexibility and Adaptability* – Open to learning and able to learn quickly; navigate change well.

EMPOWERING CHANGE. TRANSFORMING LIVES.

- *Strengths-Based Approaches* – Ability to practice trauma informed care, which includes being culturally appropriate, strengths-based, and providing individualized case management; able to apply a 2-Gen or multi-generational model while working with households/families.
- *Teamwork and Collaboration* – Committed to and skilled at building and maintaining relationships; able to work effectively with various individuals, organizations, and team members.

#### **Preferred Education and Experience**

- *Resourcefulness* – Knowledge of and ability to navigate Metro Denver area community resources; an understanding of voucher administration and Medicaid billing processes.
- *Digital Literacy* – Strong knowledge of Microsoft Suite and HMIS.

#### **Job Details**

**Location:** 3805 Marshall St. Wheat Ridge CO 80033

**Program:** Homelessness Program

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

**Salary Pay Rate:** \$21.45-\$25.75

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, floating holidays.

**Travel Requirements:** None

**Schedule:** Flexible schedule, Monday-Friday, occasional evenings depending on clients' needs

**Working Conditions:** Due to various funding streams, responsibilities may include but not limited to working with participants in Permanent Supportive Housing, Rapid Re-Housing and Prevention Services. Must be comfortable going into homes that may be under-resourced, not air-conditioned, etc. This position requires visiting homes or locations that may or may not be handicapped accessible. Must have access to reliable transportation on a daily basis for home visits and various off-site meetings. Due to program participants' availability, this position schedule requires flexibility, may include afternoon and evening hours, and very occasionally, weekend hours. This is a 40 hour a week position, primarily Monday through Friday, however can allow for a flexible schedule, with a blended remote 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. 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.

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)