



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

## Job Posting

### Kinship 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

To increase the stability of families receiving Child-Only TANF by providing short-term case management, crisis intervention, referrals to community resources, financial assistance and emotional support and improving their knowledge and accessibility to community resources available in their community.

#### Example Activities

- Facilitate regular and effective Kinship Team meetings to build a positive and integrated team.
- Conduct and facilitate case reviews to ensure timely and complete documentation in case files and CBMS postings and to identify continuous improvement opportunities.
- Provide direct support and coaching activities to six staff members as well as volunteers and interns periodically following Family Tree's policies.
- Maintain regular check-ins (supervision) with direct reports to help them develop their professional development goals, achieve the outcomes of their work and encourage to advocate for themselves.
- Complete six months and annual reviews for all direct reports following Family Tree's policies.
- Provide strategic program evaluation, management and administration for the Kinship Programs following Family Tree policies and procedures, existing contracts, and grant agreements.
- Develop and implement program objectives, procedures, and standards, ensuring adherence to contractual requirements and that the defined scope of services is provided.
- Develop goals and implement strategies to foster quality programming, positive client impact, and continuous improvement.
- Provide quality assurance and supervision of program and staff activities, including administration of client assistance funds per agency and funding source policies.
- Ensure that required reports are completed and submitted promptly and accurately.
- Build and maintain productive professional relationships and collaborations with the Contract Administrators, Volunteer attorneys and community organizations.
- Review and manage program budgets to present questions, issues, and solutions at the quarterly finance review meetings and present program needs to budget revisions meetings.
- Ensure program expenses are within the projected budget with appropriate documentation and approval.
- Ensure proper client and file documentation and complete case reviews and audits.

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- Respond to client complaints or grievances and follow Family Tree's appeal and HIPPA policies.
- Support Family Tree's mission and model Family Tree values of commitment, integrity, accountability, diversity/inclusiveness, collaboration, and advocacy.
- Participate and organize agency presentations, program outreach, professional development, etc.
- Provide support and oversight for Legal Clinics, Circle of Parent support groups, the Kinship annual conference partnership and other special projects. Ensure Circle of Parents services meet contractual and MOU requirements and responsibilities.
- Provide case management and direct services as needed to meet program needs and contractual obligations.
- Lead recruitment, selection, training, supervision, coaching, and performance evaluation of case managers according to Family Tree values, policies, and procedures.
- Facilitate regular program team meetings and direct supervision of all Program Staff, interns, and volunteers.

### Required Skills

- **Critical Thinking and Problem Solving**-Demonstrate abilities to carry out self-directed tasks with limited supervision. Demonstrate abilities to address issues as they arise.
- **Flexibility and Adaptability**- Comfortable navigating the unknown and able to make decisions with limited information. Can easily transition from one task to the next and work in a fast-paced environment that changes frequently.
- **Fostering Teamwork and Collaboration**- Demonstrate collaboration with team members to achieve program goals and outcomes. Demonstrate abilities to listen to ideas and communicate ideas and disagreements timely and constructively.
- **Relationship Management**- Ability to build healthy and effective working relationships with under-resourced, at-risk families.
- **Strengths-Based Approaches** – Demonstrate the ability to practice trauma-informed care, which includes being culturally appropriate, strengths-based, and providing individualized support to families.
- **Supporting Family Well-Being**- Demonstrate abilities to apply a Multi-generational Approach and the protective factors in daily work with families.

### Preferred Skills/Competencies

- **Decision Making**- skilled in gathering information, evaluating options, and efficiently presenting solutions or courses of action.
- **Resourcefulness**- Demonstrate knowledge of and the ability to influence others to navigate resources in the Denver Metro area.
- **Organizational Competency**- can prioritize and manage workload, manage their time, and have strong attention to detail.
- **Digital Literacy**- Strong knowledge of Microsoft Suite Programs

### Preferred Education and Experience

Lived experience and/or professional experience working with vulnerable populations preferred. Education in a human-service related field (social work, psychology, etc.) preferred and not required

### Job Details

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

**Program:** Kinship

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

**Salary Pay Rate:** \$21.46-\$24.00/hour

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:** None

**Schedule:** Monday to Friday, some weekends and evenings. 8am-4:30pm

**Working Conditions:** This is a blended/hybrid remote/virtual and in-office position. Must have access to reliable transportation daily for home visits and various off-site meetings. This position schedule requires flexibility and may include afternoon, evening, and, occasionally, weekend hours. This is a 40-hour-a-week position, primarily Monday through Friday.

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**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)