



3805 Marshall Street, Suite 100  
Wheat Ridge, CO 80033  
(P) 303.422.2133  
(F) 303.422.5707

## Job Posting

### Family Navigator

#### 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.

#### Job Summary and Responsibilities

This position provides support, structure, crisis intervention, and advocacy for residents in a residential setting using a 2 Generational or multi-generational approach. Assist families in navigating systems and connecting to resources such as parenting education, employment, youth development, education, physical and mental health services. Support a residential community for parents and children that is strengths-based, trauma informed and resident centered. Coverage may include days and evenings. Must demonstrate a commitment to serving and working with diverse groups of people.

#### Example Activities

- Provide crisis intervention and case management and document in GOALS connect database.
- Provide information, referral, and advocacy to residents.
- Complete phone assessment and process of residents entering shelter.
- Orient new residents to shelter and explain house guidelines.
- Complete intakes with new residents.
- Assist residents in developing individual case plans for self-sufficiency.
- Complete Continuous improvement tools with residents.
- Assess each family's needs and offer appropriate interventions and community referrals.
- Facilitate group sessions, community meetings, and activities for residents.
- Present cases in staff meetings and offer input to other cases, including case coordination and case plan implementation.
- Complete exit work with the residents.
- Participate in the maintenance of the house and assist with food and supply needs, including inventory management and purchasing
- Complete safety check at the start of each shift and frequently throughout the shift.
- Provide shelter tours upon request
- Coordinate with other community resources.
- Work with other Family Tree staff in a cooperative manner that allows timely completion of work and to ensure smooth flow of work in programs/departments within the agency and the community.

#### Required Skills

- Ability to work effectively with persons in crisis and trauma from diverse populations
- EMPOWERING CHANGE. TRANSFORMING LIVES.

- Ability to identify and assess community resources and guide clients to navigate resources to help accomplish their goals
- Ability to work from a strengths-based, client-centered, and inclusive approach
- Ability to build positive relationships with clients, community, and team
- Ability to think critically and make difficult decisions
- Ability to learn quickly, attend to details, and adapt well to change.
- Ability to use computer proficiently, including web-based database platforms and Office 365.
- 

**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

**Job Details**

**Location:** 15001 E. Oxford Avenue, Aurora, 80014

**Program:** GOALS

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

**Hourly Pay Rate:** \$20.21-\$24.27

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:** Varied schedule working evening hours

**Working Conditions:** This position works in a residential program with people experiencing homelessness and their children requiring coverage 24 hours a day 7 days a week.

**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)

