



3805 Marshall Street, Suite 100  
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[www.thefamilytree.org](http://www.thefamilytree.org)

**Kinship Program Director**  
**Internal Only**

**Description**

This position reports to the Vice President of the Community Based Services and oversees Family Tree's Kinship Programs. This position provides program management, program development, staff supervision and coaching, client service delivery, and quality assurance for Family Tree's Kinship Program, currently in Adams and Denver Counties. The program seeks to increase the stability of kinship and TANF-recipient families by providing comprehensive case management, financial assistance, and supportive services to families referred to Family Tree per county contracts.

This is a full-time, exempt position with a hiring salary range of \$55,702-\$66,040 per year working primarily Monday-Friday and occasional evenings and weekends. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

**Essential Duties/Responsibilities**

Provide leadership and day-to-day program management and administration of Kinship Programs service delivery. Develop program objectives, procedures and standards, ensuring adherence to contractual requirements and provide the defined scope of services. 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 in a timely and accurate fashion. Build and maintain productive professional relationships and collaborations with the Contract Administrators, County personnel and community organizations that may serve kinship and TANF families. Ensure program expenses are within the projected budget with appropriate documentation and approval.

**Other Duties**

Support Family Tree mission and model Family Tree values of commitment, integrity, accountability, diversity/inclusiveness, collaboration and advocacy. Participate in agency presentations, program outreach, professional development, etc. and as a member of Family Tree's Expanded Leadership Team. Provide support and oversight for monthly Legal Clinics, Circle of Parents support groups, Kinship 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. Ensure that program staff maintains a safe work environment and follows all safety procedures, including maintaining confidentiality of all client information and ensuring that staff adheres to abuse/neglect reporting mandates. Review monthly financial reports to ensure the program is on target with annual budget and contract requirements. Provide input on annual budget and feedback as appropriate for program budget revisions.

Oversee hiring, training, supervision, performance evaluation, and accountability of paid staff and volunteers in service area according to Family Tree values, policies and procedures. Facilitate regularly and effective Kinship Team meetings to build a positive and integrated team. Provide individual supervision with all program staff and volunteers serving Kinship Programs. Complete Performance Reviews on an annual basis or as needed. Conduct and facilitate case reviews to ensure timely and complete documentation in case files and CBMS postings, and to identify continuous improvement opportunities.



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### **Knowledge, Skills and Abilities**

Must be a collaborative, client-centered and strengths-based leader, with excellent communication, conflict management, coaching, and interpersonal skills. Must have a strong understanding and the ability to lead with a commitment to Trauma Informed, Multi-Generational, Client Centered and Strengths Based approaches, and with behaviors in alignment with Family Tree values of Commitment, Integrity, Accountability, Diversity, Equity and Inclusiveness, Collaboration, and Advocacy. Must possess the ability to build and maintain positive working relationship with community partners. Must be committed to and skilled at building relationships with under-resourced, at-risk families. Must be open to learning and able to be both creative and flexible in service delivery and management duties. Knowledge of North-Metro Denver area resources preferred. Must demonstrate strong engagement skills to retain clients in a voluntary, home-based service, and strong coaching skills to support staff retention and development. Must understand and implement Case Management best practices. Must ensure a safe work environment and follow and enforce all safety procedures. Must have excellent computer skills; prefer Word, Outlook, Access, CBMS and Salesforce. Bilingual (English-Spanish) skills preferred, but not required.

### **Education or Formal Training**

A bachelor's degree in a Human Services related field preferred or an equivalent combination of education, professional and lived experience, And a minimum of three years of direct service experience with at-risk families required, preferably with Kinship and/or TANF-eligible families.

### **Working Environment**

Must be comfortable with holding difficult conversations with people. Must be comfortable going into client homes that may not be air-conditioned, etc. 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.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Activities**

Sitting for long periods of time. Talking, hearing (ordinary conversation). Seeing (read paperwork, computer work). Manual dexterity sufficient to operate a computer, calculator and telephone. Visiting Homes/apartments that may or not be handicapped accessible.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Job descriptions are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated.