



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

Team Lead Advocate

Description

This position reports to the Residential Director at Roots of Courage. This position provides safety, structure, crisis intervention, advocacy, and non-therapeutic counseling for adult clients and children in a residential shelter.

This is a full-time, 20 hours a week, overnight, non-exempt position with a hiring salary range of \$19.72 to \$23.47 per hour.

This position takes place in a residential program working some evenings and weekends as needed.

Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

Essential Duties/Responsibilities

- Regular and a reliable level of attendance is required.
- Complete all regular duties of advocates such as answering the 24- hour crisis line and provide safety planning, resources, and support while also screening for potential residents.
- Act as the point person for shelter data collection, train staff on the tools, oversee implementation, and monitoring progress.
- Maintain confidentiality of shelter, employees, and client information per Family Tree policies, state and federal laws protecting victims of domestic violence.
- Support advocates by assigning clients, watching over caseloads in the absence of the Primary Advocate and sitting in on client check in's in order to provide feedback and support.
- Complete monthly quarterly and yearly qualitative and quantitative reports for shelter grants.
- Regularly update and maintain all documents, forms, and training manual.
- Follow Family Tree child abuse reporting procedures as a mandated reporter.
- Be on a rotating weekly on call schedule with all other regular time staff.
- Fill in as back up on call in the absence of the Shelter Director.
- Attend and help facilitate weekly team meetings.
- Attend and participate in weekly staff meetings by presenting cases in staff meetings and offer input to other cases, including case coordination and case plan implementation.

Other Duties

- Participate in various committees in order and relay information and be a voice for ROC.
- Adhere to Family Tree mission, vision, values, goals, and personnel policies.
- Train all new staff, volunteers, and interns on shelter policy and procedures.
- Oversee house guidelines and safety procedures by providing crisis intervention, milieu management, and conflict resolution.
- Participate in the Integration Committee with a focus on meeting client needs that integrate with other Family Tree programs.
- Assist clients in developing individual case plans for self-sufficiency.
- Complete assessments of all clients including children and their parents in shelter.
- Assist in the training and direction of interns and volunteers.



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- Serve as a liaison for community agencies (i.e., schools, mental health agencies, human services, victim advocates, mentors, and medical agencies, etc.).
- Provide group support and education on domestic violence and self-sufficiency issues.
- Adhere to Family Tree Roots of Courage policies, procedures, and grant goals and objectives.

- Attend weekly supervision with Shelter Director to communicate needs and concerns as they arise.

Knowledge, Skills and Abilities

- Ability to provide advocacy, crisis intervention and milieu management through a trauma informed lens.
- Must have a passion for working with diverse populations of individuals and families experiencing crisis.
- Ability to communicate with the family unit around family communication and/or conflict on a case by case basis.
- Ability to assess each child's needs with regard to the effect of domestic violence and knowledge of offer appropriate interventions and community referrals.
- Use appropriate assessment tool to gauge survivors' needs.
- Must represent Family Tree professionally in the community.
- Must coordinate with other advocates including Shelter, Legal, Outreach along 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.
- Must be willing and able to serve and work with all populations and people.
- Knowledge of domestic violence and the impact on children, and child development.
- Understanding and application of generational trauma and trauma informed care.
- Must have strong computer skills.
- Bilingual Spanish preferred.

Education or Formal Training

Bachelor's Degree in Human Services field (or equivalent work experience) and one- year experience in Human Services field (two years preferred) or lived experience in the issues program participants have faced.

Working Environment

This position works in a residential shelter with survivors of domestic violence and their children that is in operation 24 hours a day 7 days a week.

Physical Activities

This position requires accessing rooms that may or may not be handicapped accessible. Talking, hearing (ordinary conversation), seeing (read paperwork, computer work.) Manual dexterity sufficient to operate a computer, calculator and telephone. Physically exert force of 10-15 lbs.