



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

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 wage, 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 is a bilingual (Spanish and English) position providing safety, structure, crisis intervention, advocacy, case management and non-therapeutic counseling for adult clients and children in a residential program.

Example Activities

- Orient new clients to shelter and explain house guidelines.
- Provide information, referrals, and advocacy to current and prospective shelter program participants.
- Assist clients with processing their feelings, learning and practicing appropriate coping skills, and safety planning.
- Complete documentation in log entries, case notes, statistics, and other written information regarding client issues.
- Guide program participants in developing individual case plans for self-sufficiency. This may include assisting with benefits acquisition, educational/vocational referrals, financial empowerment, behavioral/health referrals, goal setting, life skills and the establishment of a personal support network.
- Complete safety checks at the start of each shift and throughout the shift if higher levels of concern exist.
- Complete intakes with new clients and exit paperwork with outgoing clients.
- Assist in the training and direction of interns and volunteers.

Required Skills

- Must be able to speak and write in Spanish and English.
- Ability to work effectively with persons in crisis and trauma from diverse populations
- 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, trauma informed and inclusive approach
- Ability to build positive relationships with clients, community, and team.



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EMPOWERING CHANGE. TRANSFORMING LIVES.

- 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 (HMIS experience preferred) and Office 365.
- Be creative and flexible in service delivery of case management and Case Manager duties.
- Knowledge of metro Denver area resources preferred.
- Demonstrate strong engagement skills to retain clients in a voluntary, residential service.
- Ensure a safe work environment and follow all safety procedures, including proper food handling and storage.

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: 3301 S Grant Street, Englewood, 80113

Program: House of Hope

Full/Part time Status: Full-time

Hourly Pay Rate: \$21.21-\$25.27+ \$1.50 for bilingual

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: Travel required around the Denver Metro area to attend home visits and off-site meetings.

Schedule: Must be able to work a varied schedule including evening and weekends, full-time (40 hours a week)

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

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.

To apply for this position or other positions please send your resume to hrjobs@thefamilytree.org