



Job Posting

Bilingual Housing 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 bilingual position reports to the Residential Director of the Generational Opportunities to Achieve Long-term Success (GOALS). Provides safety, structure, crisis intervention, and advocacy for clients in a residential shelter utilizing a 2Gen Model working with both children and their caregivers. Support program participants in their current housing crisis and to provide supportive services in efforts to prevent future episodes of homelessness, using a low barrier model and connecting residents to community resources to address their stated needs and goals, which may include: physical and/or mental health, substance use, employment, education and financial well-being.

Example Activities

- Support clients in reaching their goals by assisting them in navigating resources and facilitating family support team meetings with their providers.
- Complete documentation in GOALSconnect Database and other written information regarding client issues.
- Provide information, referral, and advocacy to current and prospective shelter program participants.
- Guide program participants in developing individual case plans for self-sufficiency, which may include assisting with benefits acquisition, educational/vocational referrals, financial empowerment, housing, 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.
- Orient new clients to shelter and explain house guidelines.
- Complete intakes with new clients and exit paperwork with outgoing clients.
- Serve as a liaison for community agencies (i.e., schools, mental health agencies, human services, victim advocates, mentors, and medical agencies, etc.)
- 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.

Required Skills

- Bilingual Spanish and English required
- Ability to build positive working relationships with individuals from diverse populations and families experiencing crisis.
- Ability to use a Trauma Informed approach when interacting and supporting residents.
- Ability to communicate with the family unit around family communication and/or conflict.

- Ability to work from a strengths-based, client-centered, and inclusive approach.
- Ability to think critically and make difficult decisions.
- Ability to use computer proficiently, including web-based database platforms and Office 365.
- Ability to build relationships with under-resourced, at-risk families.
- Ability to be both creative and flexible in-service delivery of case management duties.
- Knowledge of metro Denver area resources preferred.
- Ability to establish and maintain working relationships with various community providers and Homelessness Program team members.
- Demonstrated strong engagement skills to retain clients in a voluntary, residential service.
- Knowledge of and ability to work with the entire household utilizing a 2-Gen or multi-generational approach.

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
- English/Spanish bilingual skills required.

Job Details

Location: 15001 E. Oxford Avenue, Aurora, 80014

Program: GOALS

Full/Part time Status: Full-time

Hourly Pay Rate: \$21.71-\$25.77

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 shelter with survivors of domestic violence 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

EMPOWERING CHANGE. TRANSFORMING LIVES.