



3805 Marshall Street, Suite 100  
Wheat Ridge, CO 80033  
(P) 303.422.2133  
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[www.thefamilytree.org](http://www.thefamilytree.org)

## Job Posting

### Bilingual Advocate

#### 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 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.

#### Example Activities

- Individual, group, and family advocacy to shelter residents.
- Assist with processing resident's feelings, learning appropriate coping skills, and safety planning.
- Complete documentation, log entries, data entry into CAFÉ, maintain case notes, statistics and other written information regarding client issues.
- Provide information, referral, and advocacy to shelter clients and crisis call clients.
- Complete safety checks at the start of each shift and frequently throughout the shift.
- Aid in self- sufficiency planning by providing individual advocacy on domestic violence and case management, including safety plan and community referrals.

#### Required Skills

- Bilingual Spanish and English required
- Ability to provide advocacy, crisis intervention, conflict resolution to individuals who have experienced domestic violence.
- Maintain confidentiality of shelter, employees, and client information per Family Tree policies, state and federal laws protecting victims of domestic violence.
- Ability to build positive working relationships with individuals from diverse populations and families experiencing crisis.
- Ability to communicate with the family unit around family communication and/or conflict
- Basic knowledge of domestic violence and the impact on survivors, children and child development.
- 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 (Salesforce experience preferred) and Office 365.

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### **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 preferred (with increased pay differential if fluent)

### **Job Details**

**Location:** Confidential Location

**Program:** Roots of Courage

**Full/Part time Status:** 1-Full and 1-Part-time (20 Hours a week) position available.

**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](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)

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