



3805 Marshall Street, Suite 100  
Wheat Ridge, CO 80033  
(P) 303.422.2133

## **Job Posting**

### **Connections Program**

### **Director**

#### **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.

#### **Recruiting and Retention Bonus**

Family Tree is offering a \$300 hiring bonus paid on the first paycheck after hired. In addition, Family Tree is offering a retention bonus of \$500 after 12 months of employment and \$700 after 18months of employment.

#### **Job Summary and Responsibilities**

The Connections Program Director provides day-to-day administration and oversight of the Family Tree Connections Program. This includes program management, staff supervision, intern/volunteer supervision, training, and direct service delivery. Connections director provides emergency support services to people at risk of and those currently experiencing homelessness, to support program participants as they end their current housing crisis, and to provide supportive services in efforts to prevent future episodes of homelessness, utilizing a Housing First program model.

#### **Example Activities**

- Provide day-to-day program management and administration of Connections Program service delivery.
- Develop program objectives, procedures, and standards, ensuring the team adheres to contractual requirements and scope of services. Develop goals and implement plans to foster quality programming, positive client impact, and continuous improvement.
- Accurately and promptly report program data for grant/contract reports, billing, and internal reports.
- Lead recruitment, selection, training, supervision, and performance evaluation of program case managers, helpline staff, volunteers, and interns according to Family Tree policies and procedures. Provide direct supervision to four to five staff members.
- Facilitate regularly scheduled Connections Team meetings, as well as regular supervision with Connection Program Staff (and volunteers as needed). Foster teamwork and integrate services and opportunities within the program and organization.
- Oversee intern program. Supervise, coach, and evaluate interns by conducting meetings one hour per week per intern in accordance with college/university requirements. Supervision may be individual or group, depending on college/university requirements. Develop individual goals with each intern based on program needs. Attend and participate in college/university intern training. Communicate directly with college/university professors to ensure a positive intern experience and a strong partnership with Family Tree.

EMPOWERING CHANGE. TRANSFORMING LIVES.

## Required Skills

- Requires a degree in a Human Services field (or equivalent work experience) or lived experience, and one-year experience in the Human Services field (two years preferred)
- *Relationship Management* – Experience working with under-resourced, at-risk families and individuals coming from a combination of lived experience and/or professional/educational experience working with vulnerable individuals/families. Ability to create and maintain healthy relationships with other staff members, community partners, and clients.
- *Flexibility and Adaptability*- Comfortable navigating the unknown and able to make decisions with limited information. Can easily transition from one task to the next and work in a fast-paced environment that changes frequently.
- *Project Management*- Demonstrate abilities to prioritize, organize, and implement plans while managing time and schedules.
- *Critical Thinking and Problem Solving*-Demonstrate abilities to carry out self-directed tasks with limited supervision. Demonstrate abilities to evaluate implemented plans and address areas of improvement.
- *Fostering Teamwork and Collaboration*- Demonstrate abilities to collaborate with team members, Family Tree Leadership, and partnering agencies leadership to achieve program goals and outcomes. Demonstrate abilities to listen to ideas and communicate ideas and disagreements timely and constructive.
- *Teamwork and Collaboration* – Committed to and skilled at building and maintaining relationships; able to work effectively with various individuals, organizations, and team members.
- *Communication*- Ability to explain complex and diverse ideas to audiences in written and oral formats.
- *Leadership* to keep self and others motivated, ability to influence others and hold difficult conversations.
- *Decision Making*- skilled in gathering information, evaluating options, and presenting solutions or courses of action.
- *Organizational Competency*- can prioritize and manage workload, manage their time, and have strong attention to detail.
- *Digital Literacy*- Strong knowledge of Microsoft Suite Programs

## Preferred Competencies:

- *Resourcefulness* – Knowledge of and ability to navigate Metro Denver area community resources.
- Understand and utilize a 2-Gen or multigenerational approach.
- *Bilingual*- English/Spanish preferred
- *Change Management*- Ability to initiate innovative ideas and influence organizational change within their team.
- *Quantitative Reasoning*- Demonstrate abilities to gather and interpret quantitative and qualitative data, prepare reports, and prepare, review, and manage budgets for accuracy and accountability.

## Job Details

**Location:** 3805 Marshall St. Wheat Ridge CO 80033

**Program:** Homelessness Program

**Full/Part time Status:** Full-time

**Salary Pay Rate:** \$61,887-\$64,000

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:** Regular travel throughout the Denver Metro area, visiting families' homes.

**Schedule:** Monday-Friday, occasional evenings and weekends based on client's needs. Some remote work available, can allow for a flexible schedule.

**Working Conditions:** Due to various funding streams, responsibilities may include but not limited to working with participants in Permanent Supportive Housing, Rapid Re-Housing and Prevention Services. Must be comfortable going into homes that may be under-resourced, not air-conditioned, etc. This position requires visiting homes or locations that may or may not be handicapped accessible. Must have access to reliable transportation on a daily basis for home visits and various off-site meetings., with a blended remote and in-office work arrangement. The work environment

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

### **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)