



Job Posting GOALS Program Director

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

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 GOALS Program Director provides day-to-day administration and oversight of the GOALS Two-Generation residential program. This includes program management, staff supervision of approximately 8 staff as well as interns/volunteers, training and direct service delivery. The Program Director leads the team in providing a strength based, client centered, trauma informed residential environment where every resident feels safe, heard, and supported in meeting their goals. The director is the key liaison to community partners with the objective of building on site services for residents.

Example Activities

- Provide day-to-day program management and administration of program service delivery.
- Develop program objectives, procedures, and standards, ensuring the team adheres to contractual requirements, scope of services and program budgets. Accurately and promptly report program data for grant/contract reports, billing, and internal reports).
- Develop goals and implement plans to foster quality programming, positive client impact, and continuous improvement. Report data promptly and accurately as requested.
- Support the implementation of Family Tree's diversity, equity and inclusion objectives, including the application and execution of the organization's equity decision-making tool(s) and processes.
- Create and maintain community partnerships to support GOALS program residents
- Lead recruitment, selection, training, supervision, coaching, and performance evaluation of program staff, including family navigators and overnight staff, according to Family Tree values, policies, and procedures.

EMPOWERING CHANGE. TRANSFORMING LIVES.

- Facilitate regularly scheduled program team meetings, as well as regular direct supervision of all GOALS Program Staff (as well as interns and volunteers as needed).
- Foster teamwork and integrated services and opportunities within the program and organization. Ensure proper client and file documentation, assist with case reviews and audits.
- Ensure a safe working environment, following Family Tree protocols and including the leadership and implementation of safety procedures for GOALS.
- Provide direct support to GOALS residents as needed in addition to that of the family navigators. Respond to resident concerns and conflicts which may include complaints or grievances.
- Ensure 24/7 staff coverage on-site at GOALS, including on-call back-up support.

Required Skills

- Ability to be a collaborative, client-centered and strengths-based leader, with excellent communication, critical thinking, conflict management, coaching, and interpersonal skills.
- Ability to build relationships with under-resourced, at-risk families and individuals.
- Knowledge of Trauma Informed Care, which is culturally appropriate, individualized and strengths based.
- Must be open to learning and adapt well to change.
- Ability to establish and maintain working relationships with various community providers and other Family Tree teams and employees.
- Must have a valid Colorado driver's license, car insurance, and acceptable motor vehicle record.
- Knowledge of 2Gen or multi-generational approach and ability to work with the entire household.

Preferred Education and Experience

- A combination of lived experience and professional/educational experience working with vulnerable individuals/families, or
- Bachelor's degree in a human service-related field preferred plus one year of experience working with vulnerable individuals/families,
- Must have strong computer skills; prefer Word, Outlook, HMIS and Excel and Sharepoint.

Job Details

Location: 15501 E. Oxford Ave, Aurora CO. 80014. Field-based work also required.

Program: GOALS Program

Full/Part time Status: Full-time

Hourly Pay Rate: \$61,848-\$70,000

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: Travel required around the Denver Metro area to attend home visits and

off-site meetings.

Schedule: The schedule may include days, evenings, and weekends.

Working Conditions:

This position works on site in a residential program which may require a flexible schedule including availability to staff after hours or on the weekends to respond to crisis calls.

Due to program participants' and staff availability, this position schedule requires flexibility, may include afternoon and evening hours, and very occasionally, weekend hours. Can allow for a flexible schedule, with a hybrid remote and in-office work arrangement.

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 rjobs@thefamilytree.org