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www.thefamilytree.org

Job Posting

Residential Director

Excited to make change? Becoming the Residential Director of House of Hope, a residential program for women and children experiencing homelessness is your opportunity to join a well established program that is in the process of making change—program development, change in systems and culture to best serve these families. We want you!!!!

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 House of Hope Program Director provides day-to-day administration and oversight of the House of Hope residential program within Family Tree's Residential Services. This includes program management, staff supervision of approximately up to 7 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.

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.
- Lead recruitment, selection, training, supervision, coaching, and performance evaluation of program case managers, according to Family Tree values, policies, and procedures.
- Facilitate regularly scheduled program team meetings, as well as regular direct supervision of up to seven House of Hope 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.
- Lead weekly staff meetings, supervision meetings, and participate in on-site and off-site trainings, Expanded Leadership Meetings, continuous improvement activities, and other meetings as

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requested.

Required Skills

- Ability to lead with a collaborative, inclusive, client-centered and strengths-based approach, with excellent communication, critical thinking, conflict management, coaching, and interpersonal skills.
- Ability to initiate tasks and projects; organize and set priorities; and coordinate multiple tasks with multiple priorities, many of which are time sensitive.
- Ability to work effectively with persons in crisis and trauma from diverse populations, applying a trauma informed approach; and ability to coach team members.
- Ability to build positive relationships with clients, community, and team; and skilled at implementing positive change
- Ability to apply critical and strategic decision making for complex decisions; and ability to coach team members
- Ability to learn quickly, attend to details, and adapt well to change
- Ability to use computer proficiently, including web-based database platforms and Office 365; and ability to coach team members

Preferred Education and Experience

A combination of lived experience and professional/educational experience working with vulnerable individuals/families. Or Undergraduate degree in a human service related field (social work, psychology, etc.) preferred /Spanish bilingual skills preferred (with increased pay differential if fluent)

Job Details

Location: 3301 S Grant, Englewood, 80113

Program: House of Hope

Full/Part time Status: Full-time, exempt

Hourly Pay Rate: \$\$61,848-\$74,247/year

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: Occasional travel required around the Denver Metro area to attend off-site meetings.

Schedule: Flexible working primarily Monday-Friday and may include some evening and weekend hours.

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.

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.

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

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