



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

## Job Posting

### Housing Case Manager

#### 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

Housing Case Managers in Family Tree's Homelessness Program provide home-based case management services to families and individuals who have experienced homelessness or risk of homelessness. In order to help households overcome their housing crisis and prevent future episodes of homelessness, Family Tree Homelessness Program utilizes the Housing First Model that is guided by client choice and the belief that housing is needed before it is possible to attend to less critical needs such as getting a job or attending to substance misuse. Housing Case Managers work with individuals and families within their homes by providing rental assistance, supportive services, resource connections and goal setting.

#### Example Activities

- Provide home-based case management according to specific program(s) guidelines.
- Assist program participants with benefits acquisition, educational/vocational referrals, financial empowerment, behavioral/health referrals, goal setting, life skills and assist with the establishment of a personal support network.
- Develop, monitor and revise housing stabilization plans with program participants.
- Assist with interviewing, assessing and determining program eligibility for people who are homeless or at risk of homelessness.
- Enter documentation and information into Client files, HMIS database, and other respective tracking systems.

#### Required Skills

- Ability to work effectively with persons in crisis and trauma from diverse populations
- Ability to identify and assess community resources and guide clients to navigate resources to help accomplish their goals
- Ability to work from a strengths-based, client-centered, and inclusive approach
- Ability to build positive relationships with clients, community, and team
- Ability to think critically and make difficult decisions
- Ability to learn quickly, attend to details, and adapt well to change.
- Ability to use computer proficiently, including web-based database platforms (HMIS experience preferred) and Office 365.

EMPOWERING CHANGE. TRANSFORMING LIVES.



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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:** 3805 Marshall Street, Wheat Ridge for office. Field-based work also required.

**Program:** Homelessness Program

**Full/Part time Status:** Full -time, 40 hours per week.

**Hourly Pay Rate:** \$20.21-\$24.27

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

### **Working Conditions:**

- This is a blended/hybrid remote/virtual and in-office work arrangement.
- Housing Case Managers go into homes that may not be ADA accessible, air-conditioned, etc.
- Housing Case Managers must have access to reliable transportation on a daily basis for home visits and various off-site meetings.

### **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)