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Job Posting

Housing 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.

Job Summary and Responsibilities

This position reports to the Vice President in the Homelessness Program. The Connections Program Director provides day-to-day administration and oversight of the Family Tree Connections Program. This includes program management, supervision of up to seven staff members, supervision of volunteers and interns, training and direct service delivery. The Connections Program provides emergency support services to support people at risk of and those currently experiencing homelessness. Those services may include rental assistance, utility assistance, resource connections and additional supportive services. Most of the services offered through the Connection program are provided through the help-line, walk-in services or referrals from community partners.

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.
- Develop goals and implement plans to foster quality programming, positive client impact, and continuous improvement.
- Lead recruitment, selection, training, supervision, coaching, and performance evaluation of admin staff and 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 Homelessness Program Staff (as well as interns and volunteers).
- Approve and submit financial requests including rental assistance as well as other supportive services.
- Oversee intern program.
- Supervise, coach and evaluate interns.
- Attend and participate in college/university required intern trainings.
- Communicate directly with college/university professors to ensure a positive intern

EMPOWERING CHANGE. TRANSFORMING LIVES.

- experience and a strong partnership with Family Tree.
- Foster teamwork and integrated services and opportunities within the program and organization.
- Ensure proper client and file documentation, assist with case reviews and audits.
- Maintain a case load, when necessary, provide and document home-based case management and habitability inspections according to specific program(s) guidelines.
- Develop, monitor and revise housing stabilization plan with program participants.
- Assists with interviewing, assessing and determining program eligibility for people who are homeless or at risk of homelessness.
- Participate in regular Supervision (virtually or in person) and regularly communicate with Vice President of Housing and Employment Services to ensure high quality service delivery, effective problem solving, integration and culture of learning.
- Must work in partnership with other Homelessness Program Directors and Vice President of Housing and Employment Services to ensure all federally and state funded policies and guidelines are implemented at Family Tree.

Required Skills

- Ability to think critically and make difficult decisions.
- 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 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.
- Bi-Lingual English/Spanish Preferred
- Demonstrate best practices in service delivery for households at risk of or experiencing homelessness.
- Ability to learning and adapt well to change.
- Ability to establish and maintain working relationships with various community providers and Homelessness Program team members.
- Understand the 2Gen or multi-generational approach and work with the entire household.
- Must have strong computer skills; prefer Word, Outlook, HMIS and Access.
- Excellent customer service skills and leadership experience.

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.

Job Details

Location: 3805 Marshall Street, Wheat Ridge 80033

Program: Homelessness Program

Full/Part time Status: Full-time, exempt

Hourly Pay Rate: \$59,823-70,982/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: 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.

At times, this position goes into homes that may not be ADA accessible, air- conditioned, etc.

The Connections Program Director 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

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 hrjobs@thefamilytree.org

