



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

Job Posting

Housing Specialist

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 Supportive Housing Director in the Homelessness Program. Determines initial and ongoing participant eligibility. Provides housing navigation and placement to households enrolled in Family Tree Homelessness Program. It is the role of the Housing Specialist to support program participants as they end their current housing crisis, utilizing a Housing First Program Model.

Example Activities

- Interviewing, assessing and determining initial and ongoing program eligibility for people who are homeless or at risk of homelessness according to specific program(s) guidelines.
- Provide and document initial and ongoing housing navigation and placement according to specific program(s) guidelines, including HQS inspections.
- Lease up newly enrolled clients, as well as established clients.
- Develop and maintain relationships with landlords in the Denver Metro Area.
- Determine client rental payment amounts in accordance with program guidelines.
- Submit payment requests for payments with all proper documentation including but not limited to Lease, W-9 and Landlord Verification Form. E
- Enter documentation and information into Client files, HMIS, and other respective tracking systems as required.

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.



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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

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 Specialists go into homes that may not be ADA accessible, air- conditioned, etc.
- Housing Specialists 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

EMPOWERING CHANGE. TRANSFORMING LIVES.