



3805 Marshall Street, Suite 100  
Wheat Ridge, CO 80033  
(P) 303.422.2133

## Job Posting

### Nurse Care Coordinator

#### 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 18 months of employment.

#### Job Summary and Responsibilities

This part-time position (approximately 8 hours/week) coordinates medical clinic operations, provides care coordination and assistance with medical resources and referrals, and provides professional nursing care, as needed, at Family Tree Roots of Courage. Collaborates with volunteer physicians and other medical providers, along with Roots of Courage staff, to coordinate timely health care services to meet resident/patient needs within Family Tree's emergency domestic violence residential program. Promotes effective care combined with quality outcomes.

#### Example Activities

- Coordinate urgent and primary healthcare for Roots of Courage residents/patients (children and adults).
- Manage medical provider volunteer staffing, complete weekly/monthly/quarterly schedules; assist with finding replacement coverage when someone is unable to cover a shift.
- Work with Roots of Courage advocates on patient/clinic schedule each week, communicate follow-up actions to be taken by advocates.
- Follow-up with clinic patients who need lab or medical imaging results or follow-up appointments.
- Work with psychiatrist and other mental health professionals to secure follow-up services, as needed, for residents/patients.
- Manage patient charts/medical records.
- Recruit new medical provider volunteers and orient them to clinic, as needed
- Keep updated records on phone numbers and email address for volunteer medical providers
- Develop relationships with Exemplar Lutheran Medical Center labs, medical imaging and other departments, as needed.
- Order medical supplies through approved Family Tree vendor
- Work with Medical Director and Shelter Director as issues arise, and schedule monthly check-in meetings
- Provide education to Roots of Courage staff when appropriate, e.g., universal precautions, hand washing, flu protections, etc.
- Update clinic policies and procedures as needed
- Connect Roots of Courage staff to appropriate public health resources, as needed

#### Required Skills

EMPOWERING CHANGE. TRANSFORMING LIVES.

- Experience and advanced knowledge of health and psychosocial needs of child and adult survivors of domestic violence
- Team player, ability to work with and coordinate among several different agencies and individuals
- Must have a passion for working with diverse populations of individuals and families experiencing crisis and providing services with a trauma-informed approach.
- Knowledge of domestic violence and the impact on children, and child development.
- Must have strong computer skills.

#### **Preferred Education and Experience**

- Registered Nurse in State of Colorado

#### **Job Details**

**Location:** Confidential location

**Program:** Roots Of Courage

**Full/Part time Status:** Part-time 10-15 hours weekly

**Salary Pay Rate:** \$40.93/hour-\$45.00/hour

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:** EAP, , paid sick time

**Travel Requirements:** None

**Schedule:** Varied schedule

**Working Conditions:** This position works in clinic setting within a residential facility for survivors of domestic violence and their children. The schedule includes Tuesday evenings when the clinic is operating, generally 5-8pm, and other hours flexibly worked throughout the work week, Monday through Friday.

#### **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)

- Ability to use a Trauma Informed approach when interacting and supporting residents.
- Ability to communicate with the family unit around family communication and/or conflict.