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Job Posting Parenting Time 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.

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

Provide supervised visitation, safe exchanges and day-to-day support to the Parenting Time Program, by providing trauma-informed, client-centered and a two-gen approach to all clients at the Family Tree Karlis Center, ensuring alignment with Family Tree's mission, vision, and values.

Responsibilities

- Supervise parenting time visits at Family Tree's Karlis Center, Human Service Department or in the community.
- Supervise children during safe exchanges at Family Tree's Karlis Center
- Complete documentation for visits or exchanges and clients' interactions timely and accurate.
- Follow up with applications for services and complete intakes of new clients.
- Follow up with clients' requests for information via phone or email, reschedule visits, and complete records requests promptly and accurately according to the Family Tree's customer service standards.
- Communicate with partner agencies and other professionals on a case when necessary to better service our clients.
- Adhere to Family Tree's Continuous Improvement Practice of completing client support tools and sending feedback and post-exit surveys to clients according to Family Tree's standards.

Knowledge, Skills and Abilities

- Critical Thinking- Demonstrate the ability to think clearly and rationally when a situation demands it. Ability to analyze facts objectively.
- Problem Solving- Demonstrate abilities to carry out self-directed tasks with limited supervision. Demonstrate abilities to identify and define a problem; determine the cause of the problem; identify, prioritize, and select alternatives for a solution; implement a solution; and evaluate the results.
- Fostering Teamwork and Collaboration- Demonstrate abilities to collaborate with team members, Family Tree Leadership, and partnering agencies to help our program goals and outcomes. Demonstrate abilities to listen to ideas and communicate ideas and disagreements timely and constructively.
- Flexibility and Adaptability- Comfortable navigating the unknown and able to make decisions with limited information. Can easily transition from one task to the next and work in a fast-paced environment that changes frequently.
- Communication- Ability to explain complex and diverse ideas to audiences in written and oral formats. Ability to provide direction, information, or instructions effectively. Demonstrate abilities to report factual interactions.
- Professionalism and Work Ethic- Demonstrate abilities to manage their time adequately and be accountable. Demonstrate abilities to focus on client's needs, applying trauma-informed practices, cultural competency, and inclusiveness.
- Relationship Management- possess the skills to build healthy and effective working relationships with Family Tree team members. Skills gained from lived experience and professional experience working with vulnerable populations and marginalized communities.
- Decision Making- skilled in gathering information, evaluating options, and presenting solutions or courses of action.
- Organizational Competency- can prioritize and manage workload, manage their time, and demonstrate strong attention to detail.
- Communication- Ability to explain complex and diverse ideas to audiences in written and oral formats. Ability to provide direction, information, or instructions effectively. Demonstrate abilities to report factual interactions.
- Digital Literacy- Ability to find, evaluate and communicate information by utilizing typing and digital media platforms like Microsoft Suite Programs and search engines.

Education or Formal Training

- Lived experience and/or professional experience working with vulnerable populations preferred or
- Education in human service related field (social work, psychology, etc)

Working Environment

This is an in-office position. This position schedule includes afternoon, evening, and weekend hours. This is a 40-hour-a-week position. The schedule may vary according to the needs of the program.

Job Details

Location: 1777 Kipling Street, Lakewood

Program: Parenting Time Program

Full/Part time Status: Full-time

Hourly Pay Rate: \$21.46-\$25.75

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, floating holidays.

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

Schedule: Flexible schedule, Sundays required.

Working Conditions:

This position works at the program site supervising visits. At times there may be the need to move quickly (standing, reaching, bending, or possibly climbing onto a play structure) to provide safety to children.

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