



3805 Marshall Street, Suite 100  
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## **Job Posting Parenting Time Support and 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**

This position provides two roles in the Parenting Time Program. The primary role is to perform administrative duties for the Parenting Time Program such as record requests, writing newsletters and working with our continuous improvement work. This position, as needed, will conduct intakes and supervise visits with children and a non-residential parent, ensuring safety (physical, mental and emotional) for the child. This position documents visitations and provides feedback to parents.

### **Responsibilities**

- Supervise parenting time sessions with non-residential parent and their child(ren). Complete parenting time documentation in a timely manner
- Provide intakes and communication to parents.
- Provide communication with other professionals involved with clients as requested
- Perform administrative duties such as record requests, newsletters, continuous improvement practices, returning phone calls, answering phones and scanning documents and records to clients and caseworkers
- Works with other Family Tree Programs to coordinate and provide a continuum of services that are trauma informed, culturally sensitive, focused on safety and

empowerment of victims of domestic violence, as well as providing opportunities to address multi-generational service needs

### **Knowledge, Skills and Abilities**

- Knowledge of the dynamics of high conflict divorce and domestic violence upon children and victim parents, child abuse and neglect, child development (infancy through adolescence) mental health and substance abuse issues
- Ability to work effectively with persons in crisis and trauma from diverse populations
- Ability to build positive relationships with clients, community and team
- Ability to think critically and make difficult decisions
- Knowledge of de-escalation techniques
- Excellent verbal and written communication skills required
- Must have advanced computer competency

### **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 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.
- Schedule is flexible but Friday evenings and Saturdays are required

### **Job Details**

**Location:** 1777 Kipling Street, Lakewood

**Program:** Parenting Time 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:** Occasional travel around the Denver Metro area to attend off-site meetings.

**Schedule:** Flexible schedule, weekends 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](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)