



## Job Posting Advocate

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[www.thefamilytree.org](http://www.thefamilytree.org)

### 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 and Responsibilities

This I position reports to the Residential Director at Roots of Courage. This position provides safety, structure, crisis intervention, advocacy, and non-therapeutic counseling for adult clients and children in a residential shelter. Regular and a reliable level of attendance is required. Complete all regular duties of advocates such as answering the 24- hour crisis line and provide safety planning, resources, and support while also screening for potential residents. Act as the point person for shelter data collection, train staff on the tools, oversee implementation, and monitoring progress. Maintain confidentiality of shelter, employees, and client information per Family Tree policies, state and federal laws protecting victims of domestic violence. Support advocates by assigning clients, watching over caseloads in the absence of the Primary Advocate and sitting in on client check ins in order to provide feedback and support to interns. Complete monthly quarterly and yearly qualitative and quantitative reports for shelter grants. Regularly update and maintain all documents, forms, and training manual. Be on a rotating weekly on call schedule with all other regular time staff.

### Example Activities

- Attend and participate in weekly staff meetings by presenting cases in staff meetings and offer input to other cases, including case coordination and case plan implementation.
- Attend weekly supervision with Shelter Director to communicate needs and concerns as they arise.
- Must coordinate with other advocates including Shelter, Legal, Outreach along with other Family Tree staff in a cooperative manner that allows timely completion of work and to ensure smooth flow of work in programs/departments within the agency and the community.

EMPOWERING CHANGE. TRANSFORMING LIVES.

- Assist parents with parenting skills and addressing the effects of domestic violence on children.
- Adhere to Family Tree mission, vision, values, goals, and personnel policies.
- Orient new clients to shelter and explain house guidelines.
- Assist clients in developing individual case plans for self-sufficiency.
- Adhere to Family Tree Roots of Courage policies, procedures, and grant goals and objectives.

### **Required Skills**

- Ability to provide advocacy, crisis intervention and milieu management through a trauma informed lens.
- Must have a passion for working with diverse populations of individuals and families experiencing crisis.
- Ability to communicate with the family unit around family communication and/or conflict on a case by case basis. Ability to assess each child's needs with regard to the effect of domestic violence and knowledge of offer appropriate interventions and community referrals.
- Knowledge of domestic violence and the impact on children, and child development. Understanding and application of generational trauma and trauma informed care.
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### **Preferred Education and Experience**

- Bachelor's Degree in Human Services field (or equivalent work experience), one- year experience in Human Services field (two years preferred), or lived experience in the issues program participants have faced.

### **Job Details**

**Location:** 3805 Marshall Street, Wheat Ridge, 80033 for office. Field-based work also required.

**Program:** Roots Of Courage

**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:** The schedule may include days, evenings, and weekends.

**Working Conditions:** This position works in a residential shelter with survivors of domestic violence and their children requiring coverage 24 hours a day 7 days a week.

### **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 [rjobs@thefamilytree.org](mailto:rjobs@thefamilytree.org)

