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## Overnight Advocate

### 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 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.

### Example Activities

- Regular and a reliable level of attendance is required.
- Answers the 24- hour crisis line and provide safety planning, resources, and support while also screening for potential residents.
- Provide individual, group, and family advocacy to shelter residents.
- Assist in the processing of client's feelings, learning appropriate coping skills, and safety planning. Maintain confidentiality of shelter, employees, and client information per Family Tree policies, state and federal laws protecting victims of domestic violence.
- Complete and maintain documentation, log entries, data entry into CAFÉ, maintain case notes, statistics and other written information regarding client. Provide information, referral, and advocacy to shelter clients and crisis call clients.
- Follow Family Tree child abuse reporting procedures as a mandated reporter. Complete safety checks at the start of each shift and frequently throughout the shift.
- Must aid in self- sufficiency planning by providing individual advocacy on domestic violence and case management, including safety plan and community referrals.

- 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.
- Set the alarm system at night and maintain shelter safety throughout the night by completing regular safety checks.
- Assist parents with parenting skills and addressing the effects of domestic violence on children.
- Provide direction on house guidelines.
- Orient new clients to shelter and explain house guidelines.
- Complete intakes with new clients.
- Assist clients in developing individual case plans for self-sufficiency.
- Complete assessments of all clients including children and their parents in shelter.
- Assist in the training and direction of interns and volunteers.
- Serve as a liaison for community agencies (i.e., schools, mental health agencies, human services, victim advocates, mentors, and medical agencies, etc.).
- Provide group support and education on domestic violence and self-sufficiency issues.
- Complete exit work with the clients.

### **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.
- 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.
- Use appropriate assessment tool to gauge survivors' needs.
- Must represent Family Tree professionally in the community.
- 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.
- Must be willing and able to serve and work with all populations and people.
- Knowledge of domestic violence and the impact on children, and child development.
- Understanding and application of generational trauma and trauma informed care.
- Must have strong computer skills.
- Bilingual Spanish preferred.

### **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.
- Knowledge of domestic violence and the impact on children, and child development.
- Understanding and application of generational trauma and trauma informed care.
- Must have strong computer skills.

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

### **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)

