



3805 Marshall Street, Suite 100
Wheat Ridge, CO 80033
(P) 303.422.2133
(F) 303.422.5707
www.thefamilytree.org

Residential Program Director

Description

This position reports to the Vice President of Residential Services. The position is the leader of Family Tree's residential program, House of Hope which provides safe shelter and supportive services for women with children experiencing homelessness in Englewood. This position is responsible for providing a trauma informed, safe environment for families experiencing homelessness within a residential setting. The director is responsible for ensuring the program provides a strengths-based, client centered, trauma informed residential environment where every resident feels safe and heard.

This is a full-time, exempt position working typically Monday-Friday with some weekends and evenings based on the needs of the program. The hiring salary range is \$57,266- \$68,747. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>

Essential Duties/Responsibilities

Provides leadership, program management and program development for a residential program serving women and children experiencing homelessness. Provides a safe, trauma informed residential program for families. Supports residential team on site with training and supervision and holds them accountable by communicating clear expectations that align with Family Tree's core values. Takes responsibility for administrative duties including program finance, grant reports and continuous improvement data.

Other Duties

Supports Family Tree mission and model Family Tree values of commitment, integrity, accountability, diversity/inclusiveness, collaboration and advocacy. Attends regular finance meetings. Meets deadlines for expense reports. Approves timesheets in the electronic payroll system in a timely manner. Completes grant reports, TANF billing and data in a timely manner. Ensures that there is an accountability process in place for checking residents in and out of the program to ensure that all program belongings are accounted for and all CIP data is collected. Is an active and engaged member of the Expanded Leadership Team (ELT) this includes regular attendance at ELT meetings. Actively participate in residential directors meetings, integration and impact champions meetings.

Supervisory Responsibilities:

Leads recruitment, hiring, training, supervision, and performance evaluation of currently 4 case managers and overnight staff in alignment with Family Tree policies and values. This includes clear communication with the team during regularly scheduled team meetings, individual check ins and communicating this information forward to staff that are unable to attend meetings. This person also provides task supervision for interns and volunteers. Training for and requested assistance by staff is also required.

Knowledge, Skills and Abilities

Collaborative, client-centered and strengths-based leadership skills, with excellent communication, conflict management, coaching, and interpersonal skills with persons from diverse and all populations. This person must have excellent critical thinking, communication and leadership skills as the position is communicating regularly with multiple stakeholders including staff, residents experiencing complex trauma and community partners that may operate in work cultures that are very different from Family Tree's. This person should be familiar with MS Office Suite, in particular Outlook, Excel and Teams. They must be comfortable working in a database to track program data



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and be familiar with the HMIS system to assist staff in completing VISPDAT assessments as part of the housing referral process.

Education or Formal Training

Master's in Social work preferred so that they may supervise graduate interns but Bachelor's Degree in Human Services or relevant experience with oppressed populations including lived experience welcome.

Working Environment

This position works on site in a residential program at 3301 S. Grant Street in Englewood which may require a flexible schedule including availability to staff after hours or on the weekends to respond to crisis calls.

Physical Activities

Able to view computer screen or utilize with accommodations. Able to verbally converse with clients and staff and stakeholders. Able to travel to various community appointments. Requires the ability to sit or stand for long periods of time and to perform routine office duties such as typing, filing, writing, etc.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Job descriptions are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated.