



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

Job Posting

Team Lead Case Manager

Internal Only

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 wage, 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.

Job Summary and Responsibilities

To provide safety, structure, crisis intervention, advocacy, and non-therapeutic counseling for adult clients and children in a residential program. To support the team as a lead and assist the program director.

Example Activities

- Train all new staff, volunteers, and interns on program policy and procedures.
- Oversee house guidelines and safety procedures by providing crisis intervention, milieu management, and conflict resolution.
- Assist case managers in developing individual actions plans for self-sufficiency with families.
- Serve as a liaison for community agencies (i.e., schools, mental health agencies, human services, family tree services, mentors, and medical agencies, etc.).
- Participate in and coordinate family activities and rotate with team members.
- Act as the point person for some data collection, train staff on the tools, oversee implementation, and monitor progress.
- Complete all regular duties of case manager such as answering referral questions and providing/supporting behavior plans, resources including housing.
- Support case managers by assigning clients, watching over caseloads in the absence of the primary Case Manager and occasionally sitting in on client check ins in order to provide feedback and support.
- Complete monthly, quarterly and yearly qualitative and quantitative reports for program grants.
- Regularly update and maintain all documents, forms, and training manual.
- Be on a rotating weekly on call schedule with the Program Director.
- Maintain a caseload

Required Skills

- Ability to work effectively with persons in crisis and trauma from diverse populations
- Ability to identify and assess community resources and guide clients to navigate resources to help accomplish their goals
- Ability to work from a strengths-based, client-centered, and inclusive approach
- Ability to build positive relationships with clients, community, and team

EMPOWERING CHANGE. TRANSFORMING LIVES.



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- Ability to think critically and make difficult decisions
- Ability to learn quickly, attend to details, and adapt well to change.
- Ability to use computer proficiently, including web-based database platforms (HMIS experience preferred) and Office 365.

Preferred Education and Experience

- Lived experience and/or professional experience working with vulnerable populations preferred
- Education in a human service related field (social work, psychology, etc.) preferred
- English/Spanish bilingual skills preferred (with increased pay differential if fluent)

Job Details

Location: 3301 S Grant Street, Englewood, 80113

Program: House of Hope

Full/Part time Status: Full-time

Hourly Pay Rate: \$21.21-\$25.27

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: Must be able to work a varied schedule including evening and weekends, full-time (40 hours a week)

Working Conditions: This position works in a residential program with people experiencing Homelessness 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

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