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## Job Posting

### Family Navigator

#### 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.

#### Job Summary and Responsibilities

To provide safety, structure, crisis intervention, advocacy, and non-therapeutic counseling for adult clients and children in a residential program.

#### Example Activities

- Complete all regular duties of Navigator such as answering referral questions and providing/ supporting behavior plans, resources, and assigning new families to navigators.
- Act as the point person for some data collection, train staff on the tools, oversee implementation, and monitoring progress.
- Support navigators by assigning clients, watching over caseloads in the absence of the primary Navigator and occasionally sitting in on client check in's 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 all other regular time staff.
- Fill in as back up on call in the absence of the Program Director.
- Maintain a caseload.
- Follow up with clients that have transitioned out of GOALS.
- Attend and help facilitate weekly team meetings.
- Participate in various committees in order and relay information and be a voice for GOALS.
- Train all new staff, volunteers, and interns on program policy and procedures.
- Assist with planning family voice meetings.
- Oversee house guidelines and safety procedures by providing crisis intervention, milieu management, and conflict resolution.
- Participate in the Integration Committee with a focus on meeting client needs that integrate with other Family Tree programs.
- Assist navigators in developing individual actions plans for self-sufficiency with families.
- 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, family tree services, mentors, and medical agencies, etc.).
- Participate and coordinate family activities and rotate with team member.

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## 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
- Ability to communicate with the family unit around family communication and/or conflict on a case by case basis.
- 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 and Office 365.
- Knowledge of homelessness and the impact on children, and child development.
- Understanding and application of generational trauma and trauma informed care.

## 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

## Job Details

**Location:** 15001 E. Oxford Avenue, Aurora, 80014

**Program:** GOALS

**Full/Part time Status:** Full-time

**Hourly Pay Rate:** \$20.21/hr-\$24.27/hr+ \$1.00 for Lead

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:** None

**Schedule:** Varied schedule working evening hours

**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](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)

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