



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

Internal Only
Job Posting
Team Lead
Prevention and Advocacy Specialist

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

The Lead Prevention & Advocacy Specialist (Lead Advocate) is responsible for providing assistance to the Director the Domestic Violence Outreach Program and provide peer support to advocates in the program.

Example Activities

- Provide peer support, direction and mentoring to Outreach advocates, interns, and volunteers during their day-to-day job responsibilities.
- Compile and ensure coverage for weekly walk-in and email/voicemail schedules for the Outreach Advocates and when appropriate, send out the schedule to Family Tree staff and/or relevant partners.
- Review resumes, interview, and offer recommendations of candidates to make offer for Outreach staff, interns and volunteers.
- Supervise volunteers and interns, coordinate volunteer and intern schedules, and submit monthly volunteer and intern hours to the Director of Volunteer Engagement.
- Train, onboard, and mentor new interns, and volunteers.
- Gather data of statistics to prepare and submit monthly, quarterly and annual Program Reports in collaboration with Outreach Director.
- Participate in the meetings and continuous improvement activities and coordinate needed data entry and follow-up.
- Serve as the point of contact to internal staff and community partners in the absence of the Outreach Director.
- Coordinate and staff cases with Outreach Program Director and/or Outreach staff.
- Work with other Family Tree staff in a cooperative manner that allows timely completion of work and to ensure smooth flow of work in programs and departments within the agency and the community.
- Provide advocacy and individual and group support and education for survivors of domestic violence
- Assist survivors with in-depth safety planning and help to increase awareness of relevant community resources.
- Answer general Outreach Program phone/email, assess needs and offer appropriate interventions, safety planning and referrals. Return phone calls/email to survivors and community partners requesting services.
- Assess needs of walk-ins and/or callers to schedule intakes or provide appropriate referrals.
- Complete client documentation, statistics and any other documentation as required in a timely manner.
- Coordinate and staff cases with Outreach Program Director and/or Program Staff.

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Required Skills

- Ability to work effectively with persons from diverse populations
- Ability to identify and assess community resources
- Ability to guide staff and program participants 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 staff, program participants, community, and team
- 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.
- Must have knowledge of the dynamics of domestic violence, trauma-informed practices and basic mental health issues.
- Experience and knowledge of social justice issues regarding gender-based violence, privilege and oppression, and systemic inequalities preferred.
- Basic understanding on prevention of gender based violence including teen dating violence is preferred.
- Must have excellent oral and written communication skills;
- Ability to public speak skills to provide educational trainings in the community.

Preferred Skills

- A minimum of two years experience working with survivors of domestic violence preferred.
- A combination of lived experience and professional/educational experience working with vulnerable individuals/families or Bachelor's Degree in Social Work, Counseling, Human Services or related field preferred

Job Details

Location: Porchlight Family Justice Center 11100 8th Avenue, Lakewood 80215

Program: Domestic Violence Outreach Program

Full/Part time Status: Full-Time

Hourly Pay Rate: \$20.21-\$24.27+ 1.00

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: Limited travel around the Denver Metro area to meet with clients and attend off-site meetings.

Schedule: Flexible schedule working primarily Monday-Friday and may include evening hours,

Working Conditions:

- This position's schedule requires flexibility with a blended remote and in-office work arrangement and may include evening hours and occasional weekend hours.
- Office out of the PorchLight Family Justice Center and be available to work at co-located community partner agencies at but not limited to Adams County Department of Human Services building in the shared community partner space and/or Jefferson County Human Services Department of Child, Youth, and Family.
- Must have access to reliable transportation on a daily basis for co-location and various off-site meetings and/or events.

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.

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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.



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