



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

## Job Posting

### Temporary Parenting Time 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

This position reports to the Program Director at Family Tree's Parenting Time Program. The position supervises visits with children and a non-residential parent or provides safe exchanges with parents and children. This position ensures safety (physical, mental and emotional) for the child at all times. Documentation and feedback is completed during and after visits.

#### Example Activities

- Supervise parenting time sessions and safe exchanges
- Complete parenting time documentation in a timely manner
- Intervene and redirect as necessary during visits
- Provide communication with other professionals involved with clients as requested
- Provide support for staff, volunteers and interns as needed

#### 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 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.
- Knowledge of the dynamics of high conflict divorce and domestic violence upon children and victim parents, child abuse and neglect, child development (infancy through adolescence) mental health and substance abuse issues.
- Skilled in de-escalation techniques
- Excellent verbal and written communication skills

#### Preferred Education and Experience

- Lived experience and/or professional experience working with vulnerable populations

EMPOWERING CHANGE. TRANSFORMING LIVES.

- Education in a human service related field (social work, psychology, etc.)
- English/Spanish bilingual skills preferred (with increased pay differential if fluent)
- Supervised parenting time experience beneficial
- Experience working with families involved in child custody disputes, domestic violence, mental health issues, substance abuse issues beneficial
- Knowledge of the dynamics of high conflict divorce and domestic violence upon children and victim parents, child abuse and neglect, child development (infancy through adolescence) mental health and substance abuse issues.

**Job Details**

**Location:** 1777 S. Kipling Street, Lakewood, 80215

**Program:** Parenting Time

**Full/Part time Status:** Part-time-up to 20 hours a week

**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:** None

**Schedule:** Varied schedule working evening and weekends

**Working Conditions:** This position works at the Karlis Family Center site in Lakewood working with challenging situations and family dynamics and one must be prepared and willing to have difficult conversations with all populations, including persons in crisis.

**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)