



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

## Temporary Part-Time Advocate

### Description

This position reports to the Residential Director at Roots of Courage. This position provides safety, structure, crisis intervention, advocacy, and non-therapeutic counseling for adult clients and children in a residential shelter.

This is a temporary 12-18 months, part-time-20 hours a week, non-exempt position with a hiring salary range of \$18.72 to \$22.47 per hour. This position takes place in a residential program with varied hours including days, evenings, holidays and weekends. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

### Essential Duties/Responsibilities

Regular and a reliable level of attendance is required. Provide individual, group, and family advocacy to shelter residents. Assist with processing their feelings, learning appropriate coping skills, and safety planning. Maintain confidentiality of shelter, employees, and client information per Family Tree policies, state and federal laws protecting victims of domestic violence. Complete documentation, log entries, data entry into CAFÉ, maintain case notes, statistics and other written information regarding client issues. Provide information, referral, and advocacy to shelter clients and crisis call clients. Follow Family Tree child abuse reporting procedures as a mandated reporter. Complete safety checks at the start of each shift and frequently throughout the shift. Must aid in self-sufficiency planning by providing individual advocacy on domestic violence and case management, including safety plan and community referrals.

### Other Duties

Attend and participate in weekly staff meetings by presenting cases in staff meetings and offer input to other cases, including case coordination and case plan implementation. Attend weekly supervision with Shelter Director to communicate needs and concerns as they arise. Must coordinate with other advocates including Shelter, Legal, Outreach along with other Family Tree staff in a cooperative manner that allows timely completion of work and to ensure smooth flow of work in programs/departments within the agency and the community.

### Knowledge, Skills and Abilities

Ability to provide advocacy, crisis intervention and milieu management through a trauma informed lens. Must have a passion for working with diverse populations of individuals and families experiencing crisis. Ability to communicate with the family unit around family communication and/or conflict on a case by case basis. Ability to assess each child's needs with regard to the effect of domestic violence and knowledge of offer appropriate interventions and community referrals. Knowledge of domestic violence and the impact on children, and child development. Understanding and application of generational trauma and trauma informed care. Must have strong computer skills. Understanding and application of generational trauma and trauma informed care.

### Education or Formal Training

Bachelor's Degree in Human Services field (or equivalent work experience) and one-year experience in Human Services field (two years preferred.) Knowledge of domestic violence and the impact on children, and child development.



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### **Working Environment**

This position works in a residential shelter with survivors of domestic violence and their children requiring coverage 24 hours a day 7 days a week.

### **Physical Activities**

This position requires accessing rooms that may or may not be handicapped accessible. Talking, hearing (ordinary conversation), seeing (read paperwork, computer work.) Manual dexterity sufficient to operate a computer, calculator and telephone. Physically exert force of 10-15 lbs. 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.