



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

## **Prevention & Advocacy Specialist**

### **Description**

This position is responsible for providing individual advocacy, group support, and education for survivors of domestic violence. Must demonstrate a commitment to serving and working with diverse populations. This position is also responsible for participating in outreach activities designed to inform the community on prevention efforts on intimate partner violence, the dynamics of domestic violence, Family Tree Services, and how to engage survivors in those services.

This is a full-time, non-exempt position with a hiring salary range of \$16.72 to \$20.90 per hour. This position is typically Monday-Friday 8:30-5:00 PM with some occasional evening and weekend hours to meet the needs of clients. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

### **Essential Duties/Responsibilities**

Engage all Family Tree programs and services in order to provide clients effective connection to relevant services at the agency. 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. Complete client documentation, statistics and any other documentation as required in a timely manner. Continually strive to increase knowledge of agency and community resources, dynamics of domestic violence, prevention of teen dating violence, trauma-informed care practices, impact of domestic violence on survivors and their children, and other topics pertaining to the clients served by the Outreach Program. Coordinate and staff cases with Outreach Program Supervisor and/or Program Staff. 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.

### **Other Duties**

Adhere to Family Tree's Strategic Plan, mission, vision, values and goals. Attend staff meetings, individual supervision sessions, required trainings, Family Tree orientation, and other meetings as required. Coordinate and staff cases with Outreach Program Supervisor and/or Outreach staff. Maintain confidentiality per Family Tree policies and state and federal laws protecting victims of domestic violence, mandated reporting laws for child/adult abuse and neglect. Assist Program Supervisor as needed in the training and/or onboarding of new staff, volunteers, and interns in the Domestic Violence Outreach Program. 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. Represent Family Tree at networking events, prepare and present community workshops, and cultivate the growing network of community partnerships. Adhere to Family Tree Personnel Handbook, and Domestic Violence Outreach Program procedures, grant goals and objectives.

### **Knowledge, Skills and Abilities**

Must have some 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. A basic understanding on prevention of gender-based violence including teen dating violence is preferred. Must have excellent oral and written communication skills; demonstrated public speaking skills are necessary as this position requires the ability to provide educational trainings in the community. Basic computer competency necessary. Excellent verbal and written communication skills required.



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**Education or Formal Training**

Bachelor's Degree in Social Work, Counseling, Human Services or related field preferred or equivalent training and/or previous experience whether life or work. A minimum of two years' experience working with survivors of domestic violence preferred.

**Working Environment**

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. Reliable transportation is required.

**Physical Activities**

This position may require long periods of sitting or standing. Ability to lift up to 15 pounds. Ability to speak and hear in ordinary conversation and groups. Normal vision is required with or without corrective lenses.

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.