



**Organization:** Denver Indian Family Resource Center

**Job Title:** Family Engagement Specialist

**Type:** Full-time

**Location:** Denver, CO

**Pay range:** \$42,000 to \$50,000 depending on experience

**About us:**

The mission of Denver Indian Family Resource Center (DIFRC) is to strengthen American Indian and Alaska Native (AI/AN) children and families through collaborative and culturally responsive services. Our vision is to achieve generations of healthy and strong American Indian/Alaska Native children and families.

**About this position:**

Denver Indian Family Resource Center is looking for a caring and thoughtful individual to help keep American Indian and Alaska Native families strong, whole, and healthy. We are adding a new specialist position to support the work of our dedicated Family Engagement team.

The specialist is responsible for the engagement, intake, assessment, and case management of families seeking services from the Denver Indian Family Resource Center (DIFRC). The specialist contributes to the positive adjustment and development of families by providing trauma-informed and strength-based services to meet the needs and goals of each family.

Services include family engagement, direct intervention, home-based services, assistance with service navigation, advocacy on behalf of children's permanency, Indian Child Welfare Act (IWCA) advocacy, and collaboration with partner agencies to meet the specific needs of each family. The specialist assists families in the advancement of their life and parenting skills and supports families to attain their goals using a culturally responsive approach.

This position reports directly to DIFRC's Family Engagement Manager. Candidates for licensure in social work have access to direct supervision by an LCSW at no cost to the employee, and have access to generous training and support in the field of social work.

- **Responsibilities**--NOTE: Applicants are encouraged to apply even if they don't have experience in every area below. The best applicant will have a mixed skills and that mix looks different for every person.
- Works directly with clients about half of the work week.

- Interviews and onboards new clients into Family Engagement program, including the use of evidence-based assessments to determine the strengths and needs of each assigned family.
- Promotes positive outcomes through supportive relationships, and client- driven, strength-based interventions.
- Completes ongoing assessments, case management family plans, and evaluations with each family consistent with program procedures.
- Administers assessments to families to measure progress toward goals.
- Attends and advocates for children’s permanency at family team meetings, individual educational planning meetings, and other collaborative meetings.
- Interacts regularly with external partners including county caseworkers, Guardian ad Litem, and tribal liaisons to help case planning, child well-being and permanency.
- Facilitates Life Skills, supervises visits between parents and children, and supports the facilitation of Nurturing Parenting groups. Services may be in person or virtual.
- Provides advocacy and cultural perspectives in the form of ICWA “active efforts” on behalf of families, in cooperation with collaborators, including judicial systems.
- Maintains case records, including required evaluation, data collection, Salesforce Data Entry, monthly county billing summaries and other assigned summaries.

**Other Requirements—NOTE:** A successful candidate does not necessarily need proficiency in every area listed below. (We are willing to offer instruction for the platforms and processes we use.)

- Must possess knowledge of American Indian/Alaska Native cultures, the Indian Child Welfare Act, and have experience working with Native communities.
- Proven organizational skills.
- Excellent written, oral, and interpersonal communication skills.
- Flexibility, and willingness to work collaboratively and proactively with a team of peers and supervisors.
- Nonprofit experience a plus.
- Strong computer skills in using Google products, as well as the Microsoft Office Suite, particularly Microsoft Word and Microsoft Excel.
- Pass a pre-employment criminal background check.
- Possess and maintain a valid driver’s license and insurance.

**Minimum qualifications:**

- Bachelor’s degree from accredited college or university with major in one of the following disciplines: social work, social welfare, human development, psychology, or other degree with a focus on individuals, families, groups, and communities;
- OR minimum eight years’ experience performing a broad range of tasks within a social service, non-profit, or child development agency providing direct services to vulnerable children, youth, or their families.

**Salary and benefits:** The salary range for this position is \$42,000 to \$50,000 depending on experience and includes generous health insurance, vision, dental, life insurance, short-term disability, paid time off, and complimentary access to mental health and well-being counselors.

**To apply:** We are motivated to bring a new staff member onboard and estimate the process will take two to four weeks. Here is the process:

- Initial short interview by video or phone
- Second interview in person with team members
- Reference checks
- Contract offer

Send a resume and letter explaining why you are a good fit for this position to [apply@difrc.org](mailto:apply@difrc.org) with "Family Engagement Specialist" in the subject line. We will accept applications until the position is filled.

We will notify all applicants when a contract is offered.

*Denver Indian Family Resource Center (DIFRC) is an equal opportunity employer that values workplace diversity. DIFRC strives to create an inclusive workplace that embraces diverse backgrounds, life experiences, and perspectives. DIFRC prohibits discrimination of employees or applicants on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.*