



The Gathering Place®
a refuge for rebuilding lives

On Call Resource Advocate

About The Gathering Place:

Founded in 1986, The Gathering Place (TGP) serves women, transgender individuals, and their children who are experiencing poverty, many of whom are also experiencing homelessness. TGP offers a comprehensive array of services and programs to assist people through every step of their journey in recovering from homelessness and other forms of instability. We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. We believe deeply in the power of our community and continually work to make it stronger. We also believe in hope as an important change agent and hold hope for everyone. Our key values include recognizing individual strengths, building respect and trust, and offering unconditional acceptance.

This position reports to: Community Access Team Manager/Family Program Manager/
Emergency Shelter Program Manager

Department: Programs and Services

FLSA Exemption Status: Part- time, non- exempt

This position is for on-call- shifts and will be offered only as available.

***The Gathering Place has implemented a mandatory vaccination policy requiring Covid-19 vaccinations. All employees of The Gathering Place are required to be fully vaccinated as defined by the CDC.*

Position Overview: This position is responsible for welcoming members and creating a safe environment at The Gathering Place, as well as offering basic services and managing crises that arise.

Essential Duties/ Responsibilities:

- Welcome and sign members in daily in order to assist in documenting the volume and impact of the services that are received at The Gathering Place.
- Provide services such as distributing mail, personal hygiene items, clothing, and food, as well as receiving messages for members daily.
- Sign members up daily for various emergency services such as showers, laundry, and nap room.
- Answer agency phones and speak with members directly to provide general information, referrals and crisis intervention on a daily basis.
- Maintain a safe environment for the community at all times.

- Assist with crisis management and intervention; assist with making decisions regarding de-escalating violence, aggression, drug and alcohol behavior and chronic mental illness.
- Engage with members daily in order to build positive relationships and enrich our community.
- Interact with our agency volunteers and volunteers from collaborative agencies to ensure that daily services are delivered seamlessly.
- Other duties as assigned by supervisor

Supervisory Duties:

None

Job Qualifications

Knowledge, Skills and Abilities

- Must have skills in crisis management
- Must have successful conflict management skills
- Knowledge of resources in Denver for homeless individuals and families.
- Ability to communicate clearly orally and in writing.
- Current knowledge of or desire to learn Microsoft Outlook, Word, Excel and other computer programs and software.
- Ability to multi- task in a unique, fast- paced environment.
- Ability to work independently and in a variety of work group sizes
- Ability to listen compassionately and suspend judgment in order to accommodate the needs of individuals and include them in a highly diverse setting.

Education or Formal Training

- Minimum of high school diploma or GED. Bachelor's Degree Preferred.

Experience:

- Previous nonprofit experience a plus.
- Spanish speaking a plus.

Physical Activities:

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- The person in this position frequently communicates with member inquiries. Must be able to exchange accurate information in these situations.
- Frequently moves equipment and supplies weighing up to 30 pounds across the building for various needs.

Five Key Attributes for Hiring at The Gathering Place:

- Positive and willing to learn
- Collaborative
- Open- minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

Compensation: \$19.50/hour or the premium rate of \$22.00/ hour with a commitment to a minimum of 2 shifts per week. Shift differential pay applies on shifts at the Emergency Shelter for 2nd, 3rd, and weekend shifts.

To Apply: No phone calls, please. Posting open until filled. E-mail resume and cover letter to: becca@tgpdenver.org Becca Smith, Human Resources Manager, The Gathering Place, 1535 High Street, Denver, CO 80218

The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry, and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.