



The Gathering Place®
a refuge for rebuilding lives

Wellness Navigator
www.tgpdenver.org

Guiding Principles

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. TGP serves women, children and transgender individuals who are experiencing homelessness or poverty. We believe in hope as an important change agent and hold that hope for everyone. We believe deeply in the power of community and continue working to develop it. Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

This position reports to: Physical Health Mental Health Program Manager
Department: Programs and Services
FLSA Exemption Status: Non-exempt, full-time

General Purpose:

The general purpose of the Wellness Navigator position is to provide assistance to TGP members in accessing services and supports to meet their behavioral health and physical health needs. The Wellness Navigator works within the Wellness program to facilitate connection to care options in the community and within the TGP continuum of care, assists in the coordination of services provided by partner agencies at TGP, and provides direct services to members.

Essential Duties/ Responsibilities:

- Provide referrals to members seeking mental and physical health support.
- Keep up to date on resources to ensure quality referrals are being made to outside providers
- Provide members with information about supports groups and specialized provides
- Help members to fill out paperwork and forms as appropriate
- Provides crisis intervention and emotional support and encouragement to TGP members
- Distributes resources, as appropriate, to members including, but not limited to, pregnancy tests, reading glasses, etc.
- Coordinate and increase utilization of onsite services delivered by partner agencies
- Collaborates and communicates Wellness Program updates with TGP programs and external partners through meetings, e-mail or other forms of communication
- Ensures completion of all program effort documentation and data entry as required, in a timely manner
- Demonstrates respect, cultural competence and knowledge of trauma informed care in interactions with TGP members, staff and collaborative partners
- Regularly participates in supervision
- Maintain confidentiality of all members
- Attend weekly staff meetings and trainings

- Other duties as assigned by the Physical and Mental Health Program Manager

Supervisory Duties:

- None required

Job Qualifications:

Knowledge, skills and abilities:

- Basic computer skills, including use of internet, email, and word processing programs
- Familiar with service programs in the Metro Denver area
- Good customer service skills
- Able to maintain professional and appropriate boundaries
- Able to maintain confidentiality
- Able to communicate clearly and calmly
- Able to set limits with members in a firm but respectful way
- Able to prioritize when faced with many tasks at once
- Able to work independently
- Able to work with a diverse community
- Able to give and receive constructive feedback
- Bilingual Spanish and English speaker preferred

Education or Formal Training:

- Bachelor's Degree (degree in Social Work, Human Services, or a related field) or direct relevant experience preferred

Experience:

- Lived experience with homeless and/or experience with a behavioral health condition who is not maintaining stability preferred
- Relevant work experience in the field of behavioral health or a social service organization preferred
- Experience working with vulnerable or marginalized populations, with an understanding of the barriers and challenges caused by homelessness and extreme poverty lived experience with homelessness and/or poverty preferred

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 members and community partners via telephone, email, and in person. Must be able to exchange accurate information in these situations.
- Frequently moves equipment and supplies weighing up to 25 pounds across the building for various needs.
- Occasional travel within the Denver Metropolitan area is required. If transportation is by driving a personal vehicle, you must have a valid, current driver's license recognized by the State of Colorado and carry personal auto insurance with minimum coverage amounts specified by The Gathering Place's liability insurance carrier

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:

Salary range starts at \$15.00/hour depending on skills and experience. The Gathering Place offers medical, dental, vision, and life insurance plans, a 403(b) retirement savings plan, a flexible work schedule, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan.

Hours:

M- F NO Evenings NO weekends

To Apply:

E-mail resume and cover letter to:

Becca@tgpdenver.org

Becca Smith, Human Resources Manager, The Gathering Place, 1535 High St. Denver, CO 80218.

No phone calls please.

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.