



The Gathering Place®
a refuge for rebuilding lives

WELLNESS PROGRAM MANAGER

www.tgpdenver.org

About The Gathering Place:

Founded in 1986, The Gathering Place (TGP) is the only daytime drop-in center in metropolitan Denver that serves women, transgender individuals, and their children who are experiencing poverty, many of whom are also experiencing homelessness. 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. We refer to the people who access programming and services at TGP as “members,” to reflect our community-centered and inclusive practices.

This position reports to: Director of Wellness and Recovery Programs

Department: Programs and Services

FLSA Exemption Status: Non-exempt, full-time

General Purpose:

The purpose of this position is to develop and implement evidenced-based, culturally responsive programming to meet the wellness and recovery needs of TGP members. The position oversees and manages the program operations, administrative responsibilities and staffing of the Wellness Program which include wellness, art and peer recovery activities and support. The program manager must operate with a broad understanding of the impacts of trauma, substance misuse and mental health and physical health conditions to ensure the Wellness Program maintains low barrier and member-centered services.

Essential Duties/ Responsibilities:

- Under direction of the Director of Wellness and Recovery Programs, develops and aligns programmatic goals and objectives to TGP’s mission, values and strategic plan
- Responsible for developing and implementing a programmatic plan based on goals and objectives for peer recovery, wellness and art programming and activities
- Monitors and evaluates overall performance of the peer recovery, wellness and art programming and activities ensuring that established programmatic goals and objectives are met
- Ensures compliance with all relevant grants and contracts
- Manages the program budget in compliance with grant and contract requirements ensuring eligibility of expenses, monitoring spending, prompting and preparing modifications as necessary
- Stays up-to-date on best practices in the field, and ensures that TGP program offerings incorporate best practices as appropriate to ensure program efficacy
- Is knowledgeable about other TGP programs and services and makes appropriate internal referrals to ensure we are offering our full range of support to meet the continuum of our members’ needs

8/27/2021

- Is knowledgeable about and stays up-to-date on physical health, mental health, substance treatment and other wellness services in the community
- Develops relationships with members that are marked with dignity and respect that foster hope and empowerment and provides one-on-one support and navigation to assist members in meeting their wellness and recovery needs
- Responds to crisis situations related to medical emergencies, wellness, substance misuse and mental health. This includes crisis management and intervention, verbal de-escalation, safety planning, overdose prevention interventions and coordinating with emergency responders
- Ensures timely completion of all program effort documentation and data entry as required
- Makes high quality contacts and referrals for external programs that promote stability and access to recovery supports
- Fosters new community partnerships and maintains current community partnerships to deliver wellness and recovery supports and services on site at TGP to meet the needs of members
- Ensures that proper support and communication is provided to community partners which includes establishing scope of work, expectations and responsibilities and executes and keeps up-to-date partner agreements
- Provides support and guidance to volunteers and interns
- Works as a member of the program manager's team to resolve issues across TGP programs, coordinate resources, and provide organizational leadership
- Demonstrates respect, cultural competence and knowledge of trauma informed care in interactions with TGP members, staff and collaborative partners
- Maintains staff by selecting, orienting, and training employees
- Provides supportive 1:1 supervision to program staff that focuses on performance, growth and progress
- Regularly participates in supervision
- Schedules, attends, facilitates, and participates in required meetings
- Other duties as assigned by supervisor

Supervisory Duties:

- Supervises all Wellness Program staff

Job Qualifications:

- Background in social work, behavioral health, sociology, psychology or related field
- Demonstrated effective crisis intervention skills
- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently
- Strong critical thinking and problem solving skills
- Excellent computer skills – including Microsoft Office, Excel, Word, familiarity with online job applications. Work with computerized educational programming a plus
- Bilingual Spanish and English speaker preferred

Education or Formal Training:

- Bachelor's Degree preferred (degree in Social Work, Human Services, or a related field). Direct relevant experience may be substituted for degree in case-by-case basis

Experience:

- At least 3 years' relevant work experience in program management (or increasing responsibility for program coordination)

8/27/2021

- Experience working with vulnerable or marginalized populations, with an understanding of the barriers and challenges caused by homelessness and extreme poverty especially as it relates to wellness and recovery
- Lived experience with homelessness and/or experience with effectively coping with a behavioral health condition a plus
- Experience supervising individuals with lived experience or who are in recovery a plus

Physical Activities:

- Must be able to remain in a stationary position 50% of the time
- Occasional lifting and moving of objects weighing up to 25 pounds
- 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 teams, telephone, email, and in person. Must be able to exchange accurate information in these situations
- 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 is \$18.14- \$22.68/hour or more, 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:

Typical days and hours of work are Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

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.