



The Gathering Place®
a refuge for rebuilding lives

Employment and Education Case Manager

www.tgpdenver.org

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.

These values and principles apply to our staff as well as those we serve. As a result, we have a highly collegial, friendly, and supportive work environment where employees can grow and thrive. Our work involves dealing with difficult circumstances that can be emotionally challenging, so we intentionally foster interpersonal connections, encourage authenticity and transparency, and model healthy boundaries as tools for maintaining well-being in this work. We also promote and sustain employee health, well-being, and longevity through a robust Employee Assistance Program (which includes free counseling sessions), paid wellness time, and ongoing professional development opportunities.

This position reports to: - Education and Job Readiness Program Manager

Department: Programs and Services

FLSA Exemption Status: Non-exempt, full-time

The Gathering Place, in a continued effort to keep our staff, members, volunteers, and community healthy, will continue to require all employees to be fully vaccinated as defined by the CDC.

Position Overview

The purpose of this position is to provide evidenced-based, culturally responsive adult education and employment support for members. Services are delivered through assessment, goal setting, employment case management, and resource navigation to assist with skill development, connection to educational/training opportunities, job readiness and job search and placement.

Essential Duties/ Responsibilities:

- Works with program participants in setting goals to develop strong pathways towards educational and training opportunities and employment
- Helps program participants identify barriers and risk factors to education and job readiness and, as appropriate, collaborates with other TGP programs to address those barriers
- Assists program participants with developing resumes and writing cover letters
- Provides job search assistance and placement through knowledge of partner employer openings, internet searches, application assistance, and interview preparation

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- Builds connections with employers who are interested in partnering with TGP to employ program participants
- Works with program manager to maintain up-to-date information about job, job training, and education opportunities from a variety of community resources; organizes and distributes this information to members in response to member needs and goals
- Provides case management and service navigation, as necessary, to support program participants in maintaining employment or participation in a training/educational program.
- Works with the program manager to achieve programmatic and agency goals connected to the Education and Job Readiness program
- Develop relationships with members that are marked with dignity and respect that foster hope and empowerment
- Ensures completion of all documentation and data entry as required, in a timely manner
- 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
- Makes high quality contacts and referrals for external programs that assist with education and job readiness
- Collaborates with partner agencies who provide education and employment services onsite which may include, but are not limited to, hiring events, high school equivalency classes, skill building activities, and tutoring
- Supports volunteers in the education and job readiness program
- Supports program participants in completing various assessments including, but not limited to, the interest inventories, skills assessments and value assessments
- Demonstrates respect, cultural competence and knowledge of trauma informed care in interactions with TGP members, staff and collaborative partners
- Other duties as assigned by supervisor

Supervisory Duties:

- No supervisory responsibilities are associated with this position

Job Qualifications:

Knowledge, Skills and Ability:

- Background in Workforce Development, Job Readiness, or Adult Education programs
- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently
- Strong critical thinking and problem solving skills
- Good professional writing skills
- Excellent computer skills – including Microsoft Office, Excel, Word, familiarity with online job applications. Work with computerized educational programming a plus.
- Bilingual (Spanish/English) a plus

Required:

EITHER

- High school diploma or equivalent *and* 2-3 years of direct, relevant work experience considered on a case by case basis

OR

- Associates Degree in a relevant field (Social Work, Human Services, or a related field), plus at least one year of direct, relevant work experience

Experience:

- Relevant work experience in the field of behavioral health or a social service organization a plus
- 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 a plus
- Lived experience with homeless and/or experience with a behavioral health condition who is maintaining stability 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 \$22.20- \$23.45 per 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 with financial advising services, a flexible work schedule, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan. Employees are eligible for professional development opportunities, paid weekly wellness hour, free breakfast and lunch, and a robust Employee Assistance Program.

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.