

Housing Peer Navigator The Gathering Place

General Purpose:

The Housing Peer Navigator's main purpose is to assist The Gathering Place (TGP) members in obtaining and sustaining housing. The Housing Peer Navigator will provide an essential role in linking members to housing resources. The navigator should come to this position with lived experience as described below.

Lived Experience: This person has lived experience with homelessness but is now maintaining stability. This position will be most successful if the Navigator has knowledge of affordable housing resources in Metro Denver.

This is a part-time, 20-hour per week position, and is FLSA non-exempt. This is a temporary, 12 month position.

This position reports to: Community Access Team Program Manager

Essential Duties/ Responsibilities:

- Use lived experience, as appropriate, in order to build respectful, trusting, empathic, collaborative, and mutual relationships with members
- Research available housing in the metro Denver area including low income and affordable housing and alternative housing solutions
- Provide individualized member support by helping to create a service plan to address barriers to obtaining and maintaining housing
- Provide housing navigation in a group setting to individuals currently or at risk of experiencing homelessness
- Assist members with filling out and submitting required housing paperwork
- Assists members in accessing the OneHome system
- Help members to coordinate and follow up with housing applications which may include, but not limited to, communication with landlords, coordination with other service providers, checking on application status, and finding assistance for application fees
- Refer members to and collaborate with the DHS Outreach Worker, as appropriate
- Update and manage the TGP housing board and housing hand-outs
- Help members to access other TGP programs and services
- Help members to access programs and services in the community
- Attend weekly community meetings to announce housing programs and services
- Enter basic data such as group attendance and individual services provided in a timely manner
- Maintain confidentiality of all members
- Attend weekly staff meetings and trainings as deemed necessary by the program manager
- Other duties as assigned by the Community Access Team Program Manager

Job Qualifications:**Knowledge, Skills and Ability:**

- Lived experience with homelessness
- 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 prioritize when faced with many tasks at once
- Able to work with a diverse community
- Able to give and receive constructive feedback
- Bilingual Spanish and English speaker preferred
- Successful completion a Peer Specialist/Coach training preferred

Physical Activities:

- Operating office equipment such as computers, printers, copiers
- Moving around our facility to access office equipment and supplies
- Communicating frequently and effectively with members, community partners and other staff in a dynamic and sometimes noisy environment
- May occasionally assist with transporting and putting away donated and purchased supplies weighing up to 25 pounds

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

Salary range: **\$13.75 per hour.** The Housing Peer Navigator will receive a \$500 bonus upon successful completion of 12 months of employment.

To Apply:

E-mail or mail resume and cover letter to: Becca Smith, Human Resources Manager

Becca@tgpdenver.org

1535 High St.

Denver CO, 80218

No phone calls please.

Position Closing Date: 12/31/2019

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.