

## **Wellness Peer Navigator The Gathering Place**

### **General Purpose:**

The general purpose of the Wellness Peer Navigator is to support the Physical and Mental Health Program in providing direct services to members of The Gathering Place (TGP). The Wellness Peer Navigator provides support, encouragement, and information to members navigating the Denver Metro mental health system. Navigators should come to this position with lived experience as described below.

**Lived Experience: This person has personal experience with mental health conditions, but is now maintaining stability. They identify as being in recovery and can model recovery for others. This position will be most successful if the Navigator has personal experience with mental health resources in the Denver Metro Area.**

**This is a part-time, 20-hour per week position, and is FLSA non-exempt. This is a temporary position that is expected to last 12 months.**

This position reports to: Physical and Mental Health Program Manager

### **Essential Duties/ Responsibilities:**

- Provide referrals to members seeking mental and physical health support. Keep resources and referrals up-to-date
- Provide members with information about support groups and specialized providers
- Help members fill out paperwork and forms
- Provide support and encouragement to members who are upset or would like to talk
- Help members access in-house services such as pregnancy tests, reading glasses
- Work directly with providers that come to TGP and encourage members to use services (e.g., flu clinic, HIV screening, and others)
- Attend weekly community meetings to announce Wellness programs and services
- Enter basic data such as group attendance and services provided in a timely manner
- Maintain confidentiality of all members
- Attend weekly staff meetings and trainings
- Other duties as assigned by the Physical and Mental Health Program Manager

### **Job Qualifications:**

Knowledge, Skills and Ability:

- 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 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 and other staff members 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 Wellness 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: Erin Atencio, Physical and Mental Health Program Manager

[Erin@tgpdenver.org](mailto:Erin@tgpdenver.org)

1535 High St.

Denver CO, 80218

*No phone calls please.*

Position Closing Date: Open until filled. For best consideration, please apply no later than Sunday, November 25<sup>th</sup>.

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.