

**Job Description Release Date: 3/20/2019**

**Bilingual Resource Advocate  
The Gathering Place**

**The Opportunity:**

Are you passionate about making an impact on the Denver community? The Gathering Place is Denver's only day-time drop-in resource center for women, children, and transgender individuals experiencing poverty, some of whom are homeless.

The Gathering Place's Community Access Team works directly with the members we serve, connecting them with needed resources, both within our agency and out in the greater community. Resource Advocates provide listening ears, a safe space, basic needs items, and always a sense of humor.

**Your goal is to help members access basic services**, while being knowledgeable and compassionate, and maintaining the safety of our community.

**What you'll do:**

- Spend 40 hours a week (9am-5pm, Monday-Friday) making a difference in the lives of our members
- Be the first point of contact for women and transgender individuals who come through our door
- Spend most of your time in a fast-paced environment
- Sign members up for appointments, provide local resource information, and distribute things like toiletries, socks, gloves, and individuals' mail
- Support people dealing with crisis situations
- Operate within a strong team of other Resource Advocates, trusting one another and backing each other up
- Deliver outstanding customer service to our members
- Provide Spanish translation as needed for members' and staff needs

**What we'll do for you:**

- Give you an opportunity to be part of a well-established agency that is making an impact on Denver women who are experiencing poverty
- Provide an engaging and challenging role that will use your talents and advance your skills
- Offer you a work environment that is supportive, trauma-informed, and interested in hearing your ideas
- You'll collaborate with and report to Theresa Miller, Community Access Team Manager, to help TGP provide the best service we can offer

**Who you are:**

- A passionate person, eager to change the world
- A fluent Spanish-speaker who can translate spoken and written communications to and from English
- Someone with a sense of humor, who can take challenging situations in stride
- A calm individual when it comes to conflict
- Someone with good judgement- who is willing to enforce rules, but also able to understand when it is appropriate to bend them on occasion

- A team-player, who can get along with others and rely on them
- A creative and resourceful thinker
- You have at least one year of experience in social services, either through paid work, an internship, or a volunteer program
- You have at least a high school diploma or GED

**Compensation:** Pay starts at \$13.75/hour. The Gathering Place offers medical, dental, vision, and life insurance benefits, a 403(b) retirement savings plan, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan.

**Hiring Process:** First round is a phone interview; second round consists of an in-person interview with other members of the Community Access Team; final candidate(s) will undergo a reference check. If you are offered employment, hiring will be contingent upon passing a criminal background check.

**The Gathering Place:**

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. To learn more about us, view our video here: <https://tgpdenver.org/about/>

**To Apply:**

E-mail resume and cover letter to:

**Theresa Miller**

Community Access Team Manager

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

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.