



The Gathering Place®
a refuge for rebuilding lives

FAMILY PROGRAM INTERN

The Gathering Place

1535 High Street, Denver, CO 80218

Guiding Principles

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives.

TGP serves women, transgender individuals, and their children who are experiencing poverty, many of whom are homeless. We believe in hope as an important change agent and hold that hope for everyone. We believe deeply in the power of community and continue working to develop it. Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

This position reports to:

Family Program Manager

NOTE: We do not have licensed personnel on staff and cannot provide clinical supervision.

General Purpose:

The Family Resource Advocate Intern will work alongside a team of established professionals to provide direct services to women, transgender individuals, and their families that are experiencing poverty and homelessness. Interns will support the Family Program team to address the causes and effects of poverty, homelessness, housing inequity, employment insecurity, food insecurity, mental health and substance misuse, and domestic violence.

The scope of this internship is to work directly with children and parents to ensure that they feel welcome, wanted, and connected. The intern will also provide them with the resources that they need in order to thrive. This may include internal resources like food, clothing, and hygiene products. Interns will act as an advocate for our families, making referrals to our community partners that address larger issues like shelter, education, physical and mental health, domestic violence, and economic inequity. This will provide the intern with a keen understanding of the unique needs and issues that face families in poverty and the appropriate interventions to address them.

Essential Duties/ Responsibilities:

- Engage, assess, and intervene with families to determine their unique needs, crises, and concerns, as well as address issues like food insecurity, housing insecurity, educational barriers, physical and mental health issues, etc., by connecting them with the appropriate resources using the Trauma-Informed Care model.
- Interact directly with kids of all ages (1 day old to 17.999 years old) one-on-one or in a group activity session.
- Read to and talk with kids to boost vocabulary and verbal skills.
- Play with kids to model appropriate behavior (sharing, cooperation, etc.) and to allow children to physically manipulate their environment, build fine and gross motor skills, and develop cognitively.
- Role model appropriate, healthy, and trusting relationships between children and adults for kids and their parents. This includes positive communication, redirection, boundary setting, non-physical discipline, and nurturing behavior.
- Make referrals to outside agencies and community partners with and on behalf of our members. This includes determining what the qualifications are for other agency's programs to guarantee a quality referral to these agencies.
- Sign members up daily for various emergency services such as showers, laundry, and nap room, as well as distribute goods such as mail, personal hygiene items, clothing, diapers, formula, and food.
- Engage directly with members daily in order to build positive relationships and enrich our community.
- Maintain a safe environment for the community at all times and assist with crisis management intervention, including making decisions regarding de-escalating violence, aggression, drug and alcohol behavior, and chronic mental illness.
- Ability to remain organized and switch from one task to another in a constantly changing environment.
- Interact with all departments and personnel within The Gathering Place to understand the workings of a non-profit agency.
- Interact with our agency volunteers and volunteers from collaborative agencies.
- Staff the third floor desk.
- Other duties may be assigned by the Manager of the Family Program.

Time Commitment:

- Depends on the needs of the program at the time of application.
- Depends on the requirements of internship.
- Determined on a case-by-case basis.

Volunteer Qualifications:

- Must be able to pass criminal background check.
- Bachelors and Masters level programs only.

Education or Formal Training:

- Proficiency in Microsoft Office products; Outlook, Word and Excel

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.

- Frequently moves equipment and supplies weighing up to 25 pounds across the building for various needs.

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

The Gathering Place is committed to providing equal opportunity to all volunteers and applicants for volunteer service 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.

3/12/2020