



The Gathering Place®
a refuge for rebuilding lives

PHYSICAL AND MENTAL HEALTH 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:

Physical and Mental Health Program Manager

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

General Purpose:

This internship position in the Wellness Area works to support the Manager of the Physical and Mental Health Program in providing direct services to members of The Gathering Place.

Essential Duties/ Responsibilities:

- Work at the Wellness Desk where members have their first point of contact with the Physical and Mental Health Program.
- Find new resources for both physical and mental health needs. Update and keep track of current physical and mental health resources and make sure all literature is up-to-date.
- Support outside agency partners when they are onsite. This includes making announcements to the community prior to the visit; signing members up for appointments; and managing day of activities of paging clients, answering questions, giving members service letters when needed, and triaging and maintaining the flow of services.
- Work directly with other providers that come to The Gathering Place (e.g., flu clinic, HIV screening, and others), including set up for visit, create and post flyers, make announcements to community, coordinate day of service.

- Attend weekly community meetings (Mondays and Wednesdays) to announce programs and services pertaining to physical and mental health services.
- Keep health related reading materials full and up-to-date in Wellness Area.
- Support the Manager of Physical & Mental Health with basic data entry and research.
- Other duties may be assigned by the Manager of the Physical and Mental Health Program.

Time Commitment:

- Depends on the needs of the program at time of application.
- Depends on the requirements of internship.
- Determined on a case-by-case basis.
- *Internship must be longer than 3 months*

Intern Qualifications:

- Basic Computer Skills
- Excellent customer service, confidentiality, and personal boundaries
- Desire to achieve and to be self-motivated
- Ability to set limits with members in a firm but respectful way
- Good organizational skills
- Ability to work with a diverse community
- Willing to give and receive constructive feedback
- Interest in areas of physical and mental health
- Must be able to pass criminal background check
- Bachelor's/Master's level only

Education or Formal Training:

- Understanding of Trauma-Informed Care.

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.

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