



Elevated Denver Community Resource Connection Hub

Community Resource Specialist Job Description

Elevated Denver seeks a **Community Resource Specialist** who partners with people experiencing homelessness, or those experiencing housing instability, to facilitate connection to needed resources and services through the Community Resource Connection Hub, or Hub. The Hub was designed by people with lived and living experience in homelessness, with input and feedback from service providers and other engaged Denver residents. The Hub is being piloted in the Westwood neighborhood, and will be housed within an existing community agency, with access to a private office space, and will be staffed by a Community Resource Specialist and a Community Resource Supervisor for **20-hours a week**. This is a pilot, and the part-time position is funded for 6–9 months with the potential to extend.

Elevated Denver is seeking a **part-time Community Resource Specialist** to provide support, navigation and connection to assist community members in accessing resources and services. The focus will be on connecting with community members before they lose their housing, or early on in their homelessness journey, although it is expected that staff will support anyone who seeks support through the Hub.

Details:

- Hours: 20 hours a week, to be determined, but likely including one weekend day, and one evening a week.
- Pay: \$25/hour
- Location: Westwood Community Center (1000 S Lowell Blvd, Denver, CO 80219)

Essential Job Functions

- Establish supportive, trusting relationships with anyone who comes into the Hub, building on relevant personal experience.
- Meet with community members entering the Hub to help identify resources and support within the community, and beyond, and to increase community members' sense of connectedness.

- Facilitate interaction and communication between community members and service providers, and advocate on behalf of community members' interests and goals.
- Coordinate support with other neighborhood resources and outreach workers, as needed, to spread the word about the Hub.
- Record all meetings in a timely and complete fashion in the electronic database.
- Record telephone and other communications as appropriate in the electronic database.
- Maintain and ensure confidentiality of all Hub community member information.
- Meet regularly with Hub Supervisor and Elevated Denver oversight staff.
- Establish positive and supportive social connections within the community.
- Maintain positive working relationships with Hub staff, Elevated Denver, and site and community agencies at Hub site and in the broader neighborhood.
- Perform other duties as assigned.

Qualifications Summary

- Experience navigating Denver's homeless support services.
- At least a year of experience working as a Peer Navigator, Peer Support Specialist, or Community Health Worker supporting connection to homelessness support services.
- Bilingual Spanish and English.
- Strong cultural awareness and connection to the local community are preferred, with the ability to engage effectively and respectfully with diverse groups.
- Comfort with Google Drive, or comfort with using computers and willingness to learn Google functions.

While we value these qualifications, if you do not meet all the qualifications but feel like this position is a fit for you, we encourage you to apply.

To apply for this position, please complete a [short application](#); email it and a resume to info@elevateddenver.co or use this code to complete online.

