



<b>Job Title</b>	<b>Advisor I-III</b>
<b>Location</b>	Fort Collins, Colorado
<b>Summary</b>	The Advisor is a member of the program team providing direct services to Participants enrolled in Project Self-Sufficiency. This position requires the ability to work effectively with low-income, single parents on goal setting, career and personal planning, and problem solving. The Advisor must also be able to communicate effectively with community partners and program staff. This position reports to the Program Director.
<b>Job Duties and Responsibilities</b>	<p><b><u>IMPLEMENTATION OF SELFPower PROGRAM</u></b></p> <ul style="list-style-type: none"> <li>• Provides walk-in coverage and interviewing for applicants</li> <li>• Assessment of applicants for program readiness and needs for stabilization of resources, such as housing, food, and other basic needs.</li> <li>• Makes appropriate referrals to partner agencies to assist in stabilization of resources.</li> <li>• Completes intake and onboarding of new Participants.</li> <li>• Assessment of low income single parents' needs to become self-sufficient and earn a living wage, including barriers to remove, such as childcare, housing, food, transportation and health.</li> <li>• Develops a Self Sufficiency Action plan specifying short term and long-term goals to help the family move toward self-sufficiency and a living wage.</li> <li>• Provides guidance, emotional support, and problem solving to assist Participants in completing their Self Sufficiency Action Plan.</li> <li>• Refers to and follows-up with community agencies to support continued stabilization of resources needed reaching their self-sufficiency goals.</li> <li>• Advocates, guides, and empowers Participants to navigate county agencies, schools, housing authorities, the legal system, and partner agencies</li> <li>• Administers and interprets career assessments to provide the information for a Participant to choose a career goal.</li> <li>• Guides Participants to collect, interpret, and understand the information needed to create an academic plan to support their chosen career goal.</li> <li>• Guides and assists Participant with job search and accessing the resources to increase employability.</li> <li>• Maintains accurate and up-to-date case notes and data collection in agency database system.</li> <li>• Manages competing priorities and asks for assistance as needed</li> </ul> <p><b><u>COMMUNITY ENGAGEMENT AND VALUES</u></b></p> <ul style="list-style-type: none"> <li>• Program stewardship, outreach and education of the scope of services to inquiring individuals, as well as partner and referral agencies.</li> <li>• Attends staff meetings and Advisor's meetings.</li> <li>• Participates in agency activities such as the annual recognition ceremony, luncheon, and holiday party for participants</li> <li>• Engages in professional development, trainings, and Advisor supervision</li> <li>• Actively contributes to a highly collaborative team</li> <li>• Represents Project Self Sufficiency values in all settings and interactions</li> </ul>

<b>Knowledge and Skills</b>	<p><b><u>ADVISOR I</u></b></p> <ul style="list-style-type: none"> <li>• Basic Counseling skills (rapport building, actively listening, validation, and problem solving)</li> <li>• Brief and solution focused Counseling</li> <li>• Assessment and Advocacy of Participant Needs</li> <li>• Goal Setting and use of SMART goals, Action Plan development and implementation</li> <li>• Basic Case Management (referrals, communication with Participant, and use of internal / external resources).</li> <li>• Career Assessments (basic administration and interpretation)</li> <li>• Strong written and verbal communication</li> <li>• Efficient, Timely and use of Best Practices in case notes and documentation.</li> <li>• Organization, multi-task and prioritization</li> <li>• Basic technology systems MS Office and able to learn and navigate database.</li> </ul> <p><b><u>ADVISOR II (in addition to Advisor I skills and knowledge):</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of community resources and agencies</li> <li>• Motivational Interviewing</li> <li>• Advanced Career Counseling and Career Exploration</li> <li>• Trauma Informed Care</li> <li>• Academic Planning support</li> <li>• Cycle of Poverty (Bridges Out of Poverty)</li> <li>• Crisis Intervention</li> </ul> <p><b><u>ADVISOR III (in addition to Advisor II skills and knowledge):</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrated Leadership skills (Collaborative leadership)</li> <li>• Project management</li> <li>• Supervision of other staff for licensure</li> <li>• Expertise in a defined area such as Career Counseling, Academic Planning, Resource Development, Trauma, Parenting Skills, etc.</li> </ul>
<b>Education and Experience</b>	<p><b><u>ADVISOR I</u></b> Bachelors Degree in Human Service field and 0-3 years of related experience</p> <p><b><u>ADVISOR II</u></b> Bachelors Degree in Human Service field and 3+ years related experience, knowledge and skills or Masters Degree in Human Service field and 0+ years related experience, knowledge and skills.</p> <p><b><u>ADVISOR III</u></b> Bachelors Degree in Human Service field with 7+ years related experience, and/or Masters Degree with certifications/licensure and 3+ related experience, knowledge and skills.</p>
<b>Additional Information</b>	<p>This is a 36-hour-per-week position in the Fort Collins office. Hourly, nonexempt position with a wage range of \$19.71 - \$24.62 per hour. Benefit package includes 401(K) match, health, dental and vision insurance, Life and Disability Insurance, pro-rated PTO and 10 paid holidays per year. May be asked to participate in Board Meetings and on specific task force groups.</p>

For more details on Project Self-Sufficiency, please go to [www.bringthepower.org](http://www.bringthepower.org)

*Project Self-Sufficiency is an equal opportunity employer and does not discriminate against individuals on the basis of race, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, military or veteran status, age, physical or other disabilities, or any other characteristics protected under federal, state, or local law.*