



Job Title	Program Advisor I-IV
FLSA Classification	Non-exempt
Employment Status	Regular, Full time
Wage Range	\$18.75-\$29.74 per hour
Work Hours	36 hours per week; Monday-Thursday, with possible weekend days for events or client meetings
Supervisor	Program Manager/Director
Location	Northern Colorado
Summary	The Program Advisor is a member of the program team and provides direct service to single parents enrolled in Project Self-Sufficiency's Selfpower Model . This position requires the ability to work effectively with diverse, low-income, single-parent families to set goals and build resources in 15 key areas measured on our Self-Sufficiency Matrix, with the ultimate objective of completion of education and career goals leading to living wage employment.
Essential Functions and Duties	<ul style="list-style-type: none"> • Awareness and understanding of community resources and the ability to problem-solve and advocate for both Applicants and Participants and refer them to appropriate resources based on their needs. • The ability to provide case management services in a person-centered and collaborative way by creating Individualized Action Plans, advocating for and empowering Participants, meeting with Participants on a regular basis, and adequately documenting information into a computer database. • Knowledge and skills to implement each area of our program including engagement of eligible Applicants and assessing their readiness for the program, administering career exploration assessments, providing academic support in the areas of financial aid, academic planning, and scholarship support, assisting with job search activities such as resume and cover letter development and interview preparation, and guiding Participants through the Cliff Effect. • Program stewardship, outreach and education of the scope of services to inquiring individuals, as well as partner and referral agencies. • Be an engaged Program Advisor by attending all required staff meetings, collaborating with staff members on agency goals, participating in ongoing professional development trainings, and attending agency events including the Selfpower Celebration, Donor and Volunteer Appreciation event, and our annual fundraiser.
Knowledge and Skills	<p><u>PROGRAM ADVISOR I:</u></p> <ul style="list-style-type: none"> • Basic counseling skills: rapport building, actively listening, validation, and problem solving • Assessment and advocacy of Participant needs • Goal Setting and use of SMART goals, Action Plan development and implementation • Case management skills: referrals, communication with Participant, and use of internal and external resources • Administration and interpretation of career assessments • Strong written and verbal communication • Efficient, organized and use of best practices in documentation • Project management and execution with competing priorities • Proficiency in software including O365, Salesforce, Calendly, virtual meeting platforms <p><u>PROGRAM ADVISOR II:</u></p> <ul style="list-style-type: none"> • Advisor I Knowledge and Skills

	<ul style="list-style-type: none"> • Knowledge of community resources and agencies • Practitioner of Motivational Interviewing techniques • Knowledge of solution-focused interventions • Advanced Career Counseling expertise, includes career assessments, career exploration and job skills development • Trauma Informed Care • Academic Planning support • Cycle of Poverty and Bridges Out of Poverty constructs • Crisis Intervention <p>PROGRAM ADVISOR III:</p> <ul style="list-style-type: none"> • Advisor II Knowledge and Skills • Demonstrated collaborative leadership skills • Expertise in a defined area such as Career Counseling, Academic Planning, Resource Development, Trauma, Parenting Skills, etc. <p>PROGRAM ADVISOR IV:</p> <ul style="list-style-type: none"> • Advisor III Knowledge and Skills • Current licensure: LCSW, LPC, LMFT • Supervision of other staff for licensure
Education and Experience	<p>PROGRAM ADVISOR I: Bachelor’s degree in Human Service field and 0-3 years of related experience. Relevant client direct case management experience may be substituted for the education on a case-by-case basis.</p> <p>PROGRAM ADVISOR II: Bachelor’s degree in Human Service field and 3+ years related experience, knowledge and skills <u>or</u> Master’s degree in Human Service field and less than three years related experience, knowledge and skills. Relevant client direct case management experience may be substituted for the education on a case-by-case basis.</p> <p>PROGRAM ADVISOR III: Bachelor’s degree in Human Service field with 7+ years related experience, and/or Master’s Degree with certifications/licensure and 3+ related experience, knowledge and skills. Relevant client direct case management experience may be substituted for the education on a case-by-case basis.</p> <p>PROGRAM ADVISOR IV: Current LCSW, LPC, LMFT licensure with 3+ years of related experience.</p>
Physical Requirements/ Working Conditions	<ul style="list-style-type: none"> • Considerable time is spent at a desk using a computer terminal • Ability to access transportation for local travel to various locations • Ability to use computers and look at monitors for up to 8 hours per day • Ability to stoop, kneel, reach, and bend at the waist • Ability to sit or stand for up to 10 hours per day • Ability to use hands and fingers and have good manual dexterity for the use of common office equipment such as computer terminals and copiers/ printers • Ability to hear, see and speak within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents • Ability to communicate orally with volunteers, customers, vendors and co-workers • Ability access transportation for local travel to various locations • Ability to lift 50 lbs. for event and office supply movement and transport
Additional Information	Benefits package includes 401(K) with match; health, dental and vision insurance; Life and Disability Insurance; pro-rated PTO; and 10 paid holidays per year.

Project Self-Sufficiency does not discriminate on the basis of race including hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps. Project Self-Sufficiency also does not discriminate on the basis of, color, 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.