



Job Title	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 Director
Location	Northern Colorado
Summary	The 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	<p>The Advisor implements the case management elements of Project Self-Sufficiency's Selfpower Model, supporting participants in completing required activities throughout four phases:</p> <p>Discovery Phase: Assess applicants for program readiness and address needs for stabilization in key areas: housing, food, childcare, income, legal, health and well-being, etc. In this phase, the advisor completes intake and onboarding of new Participants; Collaborates with Participants to develop a budget and Self-Sufficiency Action plan that specifies short-term and long-term goals (career, education and training, employment) to move the family toward self-sufficiency and living wage employment; Facilitates thorough and thoughtful career planning using Career Assessments, local employment trends and wages, and informational interviews and job shadows.</p> <p>Strengthen Phase: Support Participants in obtaining post-secondary education and training required for employment in identified career pathway including navigating various academic programs and prerequisites for competitive admissions, scholarship applications, letters of recommendation, and financial aid; Guide Participants in designing a semester-by-semester academic plan to earn degree quickly and with minimal debt.</p> <p>Actualize Phase: Support Participants in building resume through internships; Conducting successful employment search, including networking, resumes, cover letters and employment applications, interviewing, evaluating offers, negotiating pay, etc.</p> <p>Launch Phase: Assist Participants in strategy and planning for career succession and navigating the Cliff Effect due to increased earned income.</p> <p>Throughout all phases of Selfpower Model, Advisor will uphold program expectations and maintain collaborative relationships with Participants to provide guidance, emotional support, and problem solving that assists in completion of their Self-Sufficiency Action Plan:</p> <ul style="list-style-type: none"> • Refers to and follows-up with community agencies to support continued access to resources needed to reach and maintain self-sufficiency goals. • Advocates, guides, and empowers Participants to navigate county agencies, schools, housing authorities, the legal system, and partner agencies. • Maintains accurate and up-to-date case notes and data collection in agency database system. • Conducts outreach to community agencies to recruit applicants and build and maintain relationships relevant to participants' success.

	Other duties as assigned, and may be asked to participate in Board Meetings and on specific committees and task force groups.
Knowledge and Skills	<p><u>ADVISOR I:</u></p> <ul style="list-style-type: none"> • Basic counseling skills: rapport building, actively listening, validation, and problem solving • Knowledge of solution-focused interventions • 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>ADVISOR II:</u></p> <ul style="list-style-type: none"> • Advisor I Knowledge and Skills • Knowledge of community resources and agencies • Practitioner of Motivational Interviewing techniques • 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><u>ADVISOR III:</u></p> <ul style="list-style-type: none"> • Advisor II Knowledge and Skills • Demonstrated collaborative leadership skills • Supervision of other staff for licensure • Expertise in a defined area such as Career Counseling, Academic Planning, Resource Development, Trauma, Parenting Skills, etc. <p><u>ADVISOR IV:</u></p> <ul style="list-style-type: none"> • Advisor III Knowledge and Skills • Current licensure: LCSW, LPC, LMFT
Education and Experience	<p><u>ADVISOR I:</u> Bachelor's degree in Human Service field and 0-3 years of related experience</p> <p><u>ADVISOR II:</u> 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.</p> <p><u>ADVISOR III:</u> 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.</p> <p><u>ADVISOR IV:</u> 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

	<ul style="list-style-type: none">• 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.

For more information about Project Self-Sufficiency, please visit www.bringthepower.org.

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.