



Project Self-Sufficiency is hiring an Advisor!

For more than 35 years, Project Self-Sufficiency has been cultivating the grit and determination needed for a lifetime of achievements for single parents and their children. We are seeking to fill the important role of Advisor. The perfect candidate will bring unique experience and strengths to our team to drive innovation and expansion, ensuring that more single parents can have the opportunities and supports they need to accomplish education goals while raising their kids by themselves. Candidates with different levels of experience are encouraged to apply. We are seeking to hire the right candidate for our mission, vision, values, and team.

The Advisor reports to the Program Director and will be a member of the organization's Program Team. This position requires the ability to work effectively with low-income, single parents on goal setting, career and personal planning, and problem solving. Communication and collaboration are essential to success in the position, both internally with participants and colleagues, and externally with businesses, educational institutions, and community and government organizations.

Our team is innovative, tenacious, and strong – qualities that enable us to stay on track to achieve big goals and objectives. And perhaps, most importantly, we like to laugh and have fun along the way.

General Responsibilities

- Case management, motivational support, and solution-focused interventions
- Detailed documentation of case management progress and daily activities in a computer database environment
- Outreach and referrals to community resources based on applicant and participant needs while remaining current of new and changing resources. Collaborate with referral partnerships and partner agencies to provide exceptional support for participants.
- Assess applicant program readiness and accomplish program participant goals and targets
- Administer career exploration activities, and assist in narrowing career choices for the participant
- Provide academic support in the areas of financial aid, academic planning, and scholarship support; provide employment services, including assistance with job searches, resume and cover letter development, and interview preparation
- Participate as required in Donor and Volunteer Appreciation events, fundraising events, and participant celebratory events

Minimum Qualifications Based on Advisor Level

- Ability to provide case management: referrals, continual communication with participant, and use of internal and external resources
- Counseling skills, rapport building, active listening, critical thinking, and solution-focused problem solving and interventions
- Experience in stabilizing low-income families
- Ability to assess applicant and participant needs and utilize advocacy skills
- Ability to source community resources and make appropriate referrals
- Goal Setting and use of SMART goals, Action Plan development, and assistance in aiding participants overcome obstacles
- Administration and interpretation of career assessments
- Ability to learn about and provide academic support
- Ability to accomplish program participant goals and targets

- Strong written, verbal, and presentation skills
- Ability to be a high influencer of the **Selfpower** model with partner and referral agencies and the public
- Project management and execution with many, multiple competing priorities
- Proficiency in software including O365, Salesforce, Calendly, virtual meeting platforms

Wage Range

\$21.55 - \$32.80 per hour

What we offer . . .

An enormous opportunity to play an essential role in transforming the lives of single-parent families in a fun, supportive work environment; a competitive benefits package that includes 401(K) match, health, dental and vision insurance, Life and Disability Insurance, PTO and 10 paid holidays per year.

An offer of employment will be subject to a signed Confidentiality Agreement, acceptable background check, and, because we work with vulnerable populations, we will require documentation of completed series of COVID-19 vaccinations.

Applicants should carefully review the complete job description for full qualifications and duties. **Qualified candidates should submit a cover letter describing their reason for interest and key qualifications for the position, along with their resume, saved as one PDF file. Email the PDF to info@bringthepower.org with the subject line "Advisor Position."** **Submissions by any other methods will not be considered.** Position is open until filled with interviews beginning in early or mid-November.

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



Job Title	Advisor I-IV
FLSA Classification	Non-exempt
Employment Status	Regular, Full time. Hybrid consists of in-office time, off-site meetings with participants and partnering agencies, and some remote work.
Wage Range	\$21.55 - \$32.80 per hour, depending on prior experience
Work Hours	36 hours per week, with occasional nights/weekends for required events
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. The Advisor will also participate in the pre-screening process, selecting applicants who display readiness and commitment to the Selfpower Model .
Essential Functions and Duties	<ul style="list-style-type: none"> • Case management, motivational support, and solution-focused interventions • Detailed documentation of case management progress and daily activities in a computer database environment • Experience with outreach and referring to community resources based on applicant and participant needs while remaining current of new and changing resources. Collaborate with referral partnerships and partner agencies to provide exceptional support for participants. • Ability to assess applicant program readiness and accomplish program participant goals and targets • Administer career exploration activities, and assist in narrowing career choices for the participant • Provide academic support in the areas of financial aid, academic planning, and scholarship support; provide employment services, including assistance with job searches, resume and cover letter development, and interview preparation • Participate as required in Donor and Volunteer Appreciation events, fundraising events, and participant celebratory events

Knowledge and Skills	<p><u>ADVISOR I:</u></p> <ul style="list-style-type: none"> • Ability to provide case management: referrals, continual communication with participant, and use of internal and external resources • Counseling skills, rapport building, active listening, critical thinking, and solution-focused problem solving and interventions • Experience in stabilizing low-income families • Ability to assess applicant and participant needs and utilize advocacy skills • Ability to source community resources and make appropriate referrals • Goal Setting and use of SMART goals, Action Plan development, and assistance in aiding participants overcome obstacles • Administration and interpretation of career assessments • Ability to learn about and provide academic support • Ability to accomplish program participant goals and targets • Strong written, verbal, and presentation skills • Ability to be a high influencer of the Selfpower model with partner and referral agencies and the public • Project management and execution with many, multiple 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 • Experienced in Case Management • Practitioner of Motivational Interviewing/support techniques • Advanced Career Counseling experience, including career assessments, career exploration, and job skills development • Academic Planning/assistance experience • Trauma Informed Care <p><u>ADVISOR III:</u></p> <ul style="list-style-type: none"> • Advisor II Knowledge and Skills • Advanced in Case Management, Career Counseling, and Academic Planning/assistance • Demonstrated ability to mentor • 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 • Expertise in Case Management, Career Counseling, and Academic Planning/assistance • Current licensure: LCSW, LPC, LMFT • Supervision of other staff for licensure
Education and Experience	<p><u>ADVISOR I:</u> 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><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. Relevant client direct case management experience may be substituted for the education on a case-by-case basis.</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. Relevant client direct case management experience may be substituted for the education on a case-by-case basis.</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"> • Ability to travel frequently to various meetings and event 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.

This job description reflects the general level of knowledge, skills, abilities, physical requirements and essential job functions and responsibilities expected of an incumbent and it is not designed to contain an exhaustive list of activities, duties, or responsibilities that an incumbent may be assigned. Reasonable accommodations may be provided to qualified individuals with disabilities, in accordance with the ADA Amendment Act of 2008 (ADAAA). I verify that I have reviewed the position job description and will be able to perform the duties of this position with or without reasonable accommodations.