



For more than 30 years, Project Self-Sufficiency has been cultivating the grit and determination needed for a lifetime of achievements for single parents and their children. It is remarkable, the level of impact we have been able to make in the lives of our participants and their children over this time. This is due to the enormous community support and love we are so fortunate to receive, combined with the skills, talents and passion of our staff, our Project Self-Sufficiency Team Awesome.

We are seeking candidates to fill the important role of Advisor. Project Self-Sufficiency is committed to grow our community impact and 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. This is an amazing opportunity for the right candidate.

Based in Northern Colorado, 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.

The Advisor reports to the Program Manager, and will be a member of the organization's Program Team. We are a strong team, committed to the full execution of our mission through excellence and accountability to each other and to the amazing community that supports our work; we require someone who is collaborative, not afraid to challenge or be challenged, while being supportive and compassionate to each other. We are tenacious and strong, we have to be in order to stay on track toward big goals and objectives. We must be extremely organized, so that we can be proactive and responsive in our work with families. Perhaps most importantly, we like to laugh and have fun along the way.

We are looking for candidates eager to help expand our impact in Northern Colorado and who bring...

- Experience working with survivors of domestic violence, abuse, trauma, child protection or drug/alcohol treatment experience;
- Expertise in job skills training, career planning, academic planning, parenting skills, and self-sufficiency programs;
- A strengths-based approach and solid understanding of the complexities of working with diverse and marginalized populations, low-income families, and DEI issues;
- A collaborative attitude and enjoy partnering with others to accomplish excellent results;
- A diverse background and/ or those who have directly experienced poverty are strongly encouraged to apply;
- A growth mindset to help transform challenges into opportunities;
- A demonstrated commitment to diversity/inclusion and a solid understanding of and appreciation for cultural, ethnic and individual differences.

Please consider learning more about the Advisor role if you...

- Are in love with Project Self-Sufficiency's mission and are passionate about helping individuals identify their strengths and skills to work toward a career pathway that fulfills their human potential;
- Know how to build and strengthen relationships via phone, written communications, and in-person;

- Think strategically and know how to leverage partnerships, resources, and people to advance our mission;
- Are not afraid to try new approaches and techniques, can embrace the concept of failing forward and are willing to push yourself and program parameters to new levels in order to improve and grow.

What we offer...

- Fun, supportive work environment with a collaborative culture and team that expects and values innovative contributions from all team members;
- An enormous opportunity to play an essential role in transforming the lives of single-parent families in a fun, supportive work environment;
- A commitment to your professional growth and development;
- A competitive benefits package that includes 401(K) match, health, dental and vision insurance, Life and Disability Insurance, pro-rated 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 vaccination.

Applicants should carefully review the complete job description at <https://bringthepower.org/careers/> for full qualifications and duties. Qualified candidates should submit a cover letter describing their reason for interest and key qualifications for the position, a separate statement on their philosophy of case management, and resume, saved as one PDF file, with the subject line: “**Project Self-Sufficiency Advisor Position**,” to hannahd@bringthepower.org. We are accepting applications until the position is filled.



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

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

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.