



**Position Announcement: Director of Student Support Services (part-time)**

**Location:** Boulder, CO

Access Opportunity's Vision is equity in opportunity for all students. Our Mission is to create opportunities for high-potential, low-income students to define their individual path through high school, college and career, ultimately benefiting the lives of others. We do this by supporting the most talented low-income students who have power to make great impact, focusing on their individual needs and career dreams.

As the first Director of Student Support Services, you will report directly to the Executive Director and create a team that will deliver professional support services to all Access Opportunity students. The Director will be responsible for creating and setting direction for this nascent team maintaining a focus on how to best support the young adults that we serve. In addition, the Director will also provide direct service to students via one-on-one counseling and check-ins, as well as referring students out to external resources, as needed.

To be successful in this role, you will be an experienced and confident social work professional with strong leadership and relationship building skills. You will be skilled in clinical crisis intervention but also comfortable with contributing to strategic conversations about program growth and support. You will have a track record of creating and fostering positive relationships with a diverse set of counseling and community resources.

**Key Responsibilities:**

**Admissions**

- Conduct assessments of prospective students

**Direct Services**

- Build supportive and trusting relationships with students through individual meetings and group work
- Provide one-on-one brief counseling and support as needed for students throughout the different phases in the program
- Identify reoccurring student needs
- Connect students to appropriate available resources and help them apply for assistance programs
- Develop and maintain a "service plan" and records for students who need case management services
- Identify student needs that can be addressed through group work and run supportive or psychoeducational groups as needed
- Document interactions, social work/case management work and referrals with students/interns into the organization's database

**Partnership Development**

- Build new/ enhance existing partnership relationships with community-based organizations and social service agencies around mental health, housing, pregnancy/parenting, financial services, family issues, immigration, substance abuse, etc. so that they are available to students as needed



- Build internal system/processes to assess, maintain and further develop partnerships
- Document any new or existing partnerships with relevant contacts and linkage/referral agreements in the organization's database
- Communicate available resources to all students

### **Program Development**

- Oversee, supervise, and train social work interns (MSW) including identifying and creating meaningful projects and facilitating intern/student direct contact and support
- Work with our Program team to create an integrated Life Skills curriculum that is directly applicable to student's lives (e.g. stress reduction, organization and planning, emotional regulation, etc.)
- Attend weekly meetings with Program team to discuss the progress of students/interns, and to develop interventions and direction, as appropriate. Provide support to staff as they work with students who need social work support.

### **Qualifications:**

- Master of Social Work degree or a degree in a related field from an accredited program along with a license, LCSW recommended
- 5+ years of professional experience preferred
- 3+ years of experience as a counselor/therapist for at-risk individuals, particularly young adults
- History of cultivating relationships and building alliances with community-based organizations and schools
- A collaborative leadership style with mature interpersonal skills and the ability to juggle and manage multiple, competing priorities and deadlines
- Effective communication skills and the ability to connect with people from diverse backgrounds
- Proven ability to make strategic decisions and strengthen processes
- A passion for working with under-served, first-generation, young adults
- Dedication and a strong belief in the mission of Access Opportunity
- Commitment to diversity and inclusion
- Positive, "can-do" attitude
- Experience with common office software programs and systems (including CRMs)
- Ability to drive own car for travel within Denver Metro area to meet students as needed and to work occasional evenings and weekends to meet the needs of our students and organization
- Bilingual language skills are a big plus, particularly Spanish

Salary is commensurate with experience and includes benefits such as paid time off, expense and mileage reimbursement, and professional development. The position will remain open until filled.

Please send to Yuri Shane (yshane@accessopportunity.org) your resume, cover letter, and 3 professional or references. Thank you for your interest!