

Please create a Cover Letter addressing the following questions. Separate questions and add subheadings. Along with your cover letter, please submit your resume.

1. Tell us about both your professional and lived experience related to Trauma-Informed Approaches and writing/ revising Agency Policies and Procedures. Please include total years of experience.
2. What skills will you bring to our organization?
3. What is important to you about the implementation of Trauma-Informed policies and procedures?
4. How do Trauma-Informed policies and procedures benefit all employees, including case managers and administrative staff?

**Job Description****Trauma Informed Care Consultant****Title:** Trauma Informed Care Consultant**Reports to:** Dr. Jessica Fiedler, Executive Director**Evaluated by:** Employee Development and Wellbeing Committee**Salary Range:** \$150-\$200/ hour**Position Type:** Contract**Job Location:** Remote or Brighton Office**Desired Deliverable:** Finalized policies and procedures, including a procedural handbook.**About the Organization:**

At Almost Home, we prevent and confront homelessness in Adams and Weld County through our three Emergency Assistance Programs. Each of our three programs are designed to make homelessness rare, brief or one time. Our targeted services help members of our community develop the skills and obtain the resources to reach long-term self-sufficiency.

Our programs save lives and ensure that our community has a resource to turn to when someone is experiencing one of the most stressful situations in their lives. As an agency, we are committed to our mission to promote self-sufficiency and provide assistance to those experiencing housing instability. Almost Home is committed to bring about real change and ensure that we can help everyone experience the dignity of having a safe and stable home regardless of socioeconomic status, race, or ethnicity.

**Summary of Responsibilities:**

The Trauma Informed Consultant (TIC) will work directly with the Employee Development and Wellbeing Committee as well as the Leadership Team to update Almost Home's policies and procedures to include a Trauma Informed Approach. This position will be contracted work, totaling 60 hours with completion within three months of starting.

Throughout the course of the position, the TIC will enhance Almost Home's agency wide policies and procedures as well as program-based policies and procedures. The TIC will review policies and procedures, update the language to focus on a Trauma Informed Approach, present any changes to the Employee Development and Wellbeing Committee and Leadership Team, and will then support the implementation the approved changes.

**Specific Duties include:**

Review agency wide policies, procedures and handbook

Review program-based policies and procedures

Identify and fill the gaps in all policies, procedures and handbook

Update language in policies and procedures to focus on a Trauma Informed Approach

Present changes to Employee Development and Wellbeing Committee and Leadership Team

Create an implementation plan for the approved changes

Attend required meetings

Ensure timely and effective flow of communication to the Employee Development and Wellbeing Committee and Leadership Team to ensure the delivery of quality services to Almost Home

### **Knowledge and Skills**

Passion for Trauma Informed Care

Familiarity and/or knowledge with nonprofit agencies

Experience, either personally or professionally, with homelessness

Ability to implement Trauma Informed policies and procedures

Ability to clearly communicate desired changes and generate specific suggestions for implementation

### **Requirements**

Experience implementing policies and procedures

Thorough understanding of trauma-informed approaches

Knowledge of nonprofit organizations

Knowledge of homelessness is preferred

Strong communication skills

Flexibility

### **How to Apply**

Please email a cover letter and resume to Lily Kapitan, [lkapitan@almosthomeonline.org](mailto:lkapitan@almosthomeonline.org)

Due to the high volume of applicants, we will only be able to contact applicants that are being considered for interviews.