



## Prevention & Recovery Manager

**Title:** Prevention & Recovery Manager

**Status:** Full-time, 37.5 hours per week; Exempt; Salaried with benefits

**Hiring Range:** \$62,500-67,500 annually

**Prepared Date:** December 31, 2025

**Mission:** We work in partnership to advocate for and support the health of our community.

**Position Summary:** The Prevention & Recovery Manager plans, implements, and oversees substance use prevention and recovery programming. This role provides program and staff management, ensures compliance, evaluation, and reporting requirements are met, and supports program sustainability through grant writing, reporting, financial management, and budget adherence. The Manager facilitates and supports collective impact and community organizing efforts related to behavioral health, prevention, and recovery through local and regional coalitions. The position also supports participant intakes and outreach, connects individuals to appropriate services, and ensures Prevention and Recovery program workflows are effective and efficient.

The position is based in Hot Sulphur Springs and requires daily travel throughout Grand County and, at minimum, monthly travel to Jackson County. This is a full-time, year-round position at 37.5 hours per week.

Strong computer skills, including Microsoft Office and internet-based systems, are required. Self-directed, motivated individuals are encouraged to apply. Bilingual, bicultural, and native Spanish speakers are strongly encouraged to apply.

**To apply:** Send cover letter and resume to Lauren Stokes, Direct Services Program Director, [lstokes@gcruralhealth.org](mailto:lstokes@gcruralhealth.org) or fax 970-725-3478

**Supervision Received:** Reports to and receives general direction from the Direct Services Program Director. Works closely with other staff, particularly community health program teams and the collective impact team.

**Supervision Exercised:** Provides overall direction, coordination, compliance, and evaluation for the Prevention and Recovery program. Directly supervises Prevention Specialists and Peer and Family Support Specialists and may provide reflective support to other direct service teams.

### Essential Functions:

1. Program Oversight and Implementation - Responsible for the overall management, implementation, sustainability, promotion, quality assurance, and growth of Prevention and Recovery programming, as well as other projects that may be developed.
  - Lead program planning, administration, scheduling, and coordination for staff, partners, advisory committees, and collaboratives.
  - Provide overall direction to the Prevention and Recovery team to ensure program goals and deliverables are met, coordinate participant referrals, steward program resources, and communicate needs or risks to the Program Director.
  - Support the use, improvement, and expansion of program tools and resources, including case management, reporting systems, and databases.

- Facilitate and support community and partner coalition building through collective impact and community organizing. Collaborate with the Collective Impact team and participate in local, regional, and statewide groups related to behavioral health, prevention, and recovery.
- Identify community needs and service gaps and collaborate with leadership and partners to advance individual and systems level solutions.

2. Supervision and Staff Management - Provide leadership, supervision, and equitable human resources management for Prevention and Recovery program and staff, including program-specific volunteer recruitment and training.

- Supervise program staff, including hiring, onboarding, training, and performance management.
- Provide reflective supervision, coaching, empathetic listening, and guidance through regular one-on-one meetings, team meetings, and case consultations.
- Facilitate team meetings focused on program coordination, policies and procedures, continuing education, training, and resource sharing.
- Develop, implement, and maintain program policies and procedures and ensure staff compliance with organizational, programmatic, and funder requirements.
- Support accurate and timely participant referrals, intakes, care management, documentation, assessments, and reporting within population health and client management systems.
- Identify and support training, professional development, safety, and emergency preparedness needs.
- Foster effective communication across program staff, organizational leadership, funders, participants, and community partners.

3. Program Sustainability, Finance, and Reporting - Support the sustainability and financial health of Prevention and Recovery programming.

- Manage day to day program financials in alignment with approved budgets and financial statements.
- Support budget development, financial monitoring, fundraising, grant writing, and grant management in collaboration with the Program Director and Development team.
- Complete accurate and timely program and grant reporting. Ensure compliance with all programmatic, financial, and administrative requirements.
- Lead ongoing program evaluation, including data collection and client feedback, and use findings to guide continuous improvement.
- Monitor and mitigate risks that may affect program or grant performance and communicate proactively with leadership.
- Participate in fundraising and community outreach events and interface with grantors and foundations as needed.

4. Support program marketing, communications, content creation, and community outreach efforts.

5. Provide direct and indirect navigation services to clients and participants, including supporting intakes and outreach and connecting individuals to appropriate services. May carry a limited caseload as needed, particularly during staff transitions.

6. As needed, assist with administration of the ACHES and PAINS Healthcare Voucher Program.

7. Support organizational leadership and office management within a small, collaborative team, including reception, administration, and maintenance.

8. Participate in regular staff and leadership meetings and provide updates on program status, challenges, and needs.

9. Assume additional duties and special projects as assigned.

**Qualifications:** To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below reflect the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Requirements:** Valid Colorado driver's license and reliable vehicle. Mileage is reimbursed for work related travel.

**Experience and Education:** Bachelor's degree in public health, behavioral health, or a related field and/or clinical licensure preferred. Peer and Family Support Specialist and or Prevention Specialist certification, or the ability to obtain

certification, preferred. Equivalent experience in prevention, recovery, and/or health systems will be considered. Familiarity with the community and experience working with underserved populations is paramount and may supersede formal certification or licensure. Bilingual Spanish skills valued but not required.

**Knowledge, Skills & Abilities:**

- Strong verbal and written communication skills to lead teams and build effective relationships with clients, staff, providers, and community partners.
- Ability to engage the public and partners in a positive, respectful, and professional manner.
- Skill in case documentation best practices, including the ability to review and coach staff on accurate and timely documentation.
- Knowledge of local health, behavioral health, and human services systems and community resources.
- Ability to work independently, exercise sound judgment, and manage multiple priorities with minimal supervision.
- Ability to respond effectively to individuals from diverse socioeconomic, cultural, and ethnic backgrounds and maintain professionalism in complex or challenging situations.
- Skill in planning and problem solving, including developing goals, action steps, and follow-up strategies at the client or program level.
- Ability to read, interpret, and respond to clinical information and electronic records verbally and in writing.
- Proficiency in Microsoft Word, Excel, and internet-based systems; experience with healthcare or case management databases preferred.
- Experience providing or supervising direct and indirect support for individuals with substance use recovery and or behavioral health needs.
- Demonstrated ability to supervise, support, and lead teams with diverse roles and responsibilities.
- Demonstrated empathy, compassion, and advocacy skills, including supporting self-sufficiency and individualized action planning.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee frequently uses hands to type, handle materials, and operate office equipment. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and move items up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position operates in a shared office environment with regular interaction with staff, clients, and community partners. Work may involve frequent interruptions and shifting priorities. The employee may be required to work at both organizational office locations and travel within Grand County as needed. The noise level is consistent with a typical office setting.

**Benefits:** Employees of the Grand County Rural Health Network are eligible for a comprehensive benefits program that includes medical insurance, retirement with employer matching, paid vacation, holiday, and sick time, flex hours, the option to work from home up to 30 percent of the time (dependent on role/responsibilities), and other benefits outlined in the employee handbook and orientation materials.

**Trial Period:** New employees participate in a 90-day trial period to ensure the role is a good fit for both the employee and the organization. During this period, employees are not eligible to use vacation time unless it was pre-approved at the time of hire, and work from home options are not available. Supervisors will provide feedback and monitor performance during this period. After successful completion of the 90-day trial period, employees become eligible for additional benefits, including the use of accrued paid vacation and the option to work from home up to 30 percent of the time.

**Core Competencies:** The following core competencies are required for this position as a leadership role. Employees are expected to bring these competencies to the role and to continue developing and strengthening them over time through training, feedback, and professional growth.

Detailed descriptions of each core competency can be found on our website: <https://gcruralhealth.org/about-us/join-our-team/>.

- Client-centered care
- Medical home approach
- No wrong door approach
- Attentive, empathetic leadership
- Equity at the center
- Continuous learning and reflection
- High volume, high efficiency
- Attention to detail
- Initiative and ingenuity
- Ownership and resilience
- Relationship-building
- Teamwork
- Adaptability and problem solving
- Strategist's mind
- Inclusive leadership
- Coaching and modeling
- Spirit of possibilities
- Work/Life balance