



Peer Recovery Coordinator

Job Title: Peer Recovery Coordinator

Employment Status: 1.0 FTE, 37.5 hours per week

Starting Salary: \$56,000-58,500 annual salary DOE

Prepared Date: April 9, 2026

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

Position Summary:

As a Peer Recovery Coordinator, your voice and story matter. You'll have the opportunity to empower others, foster substance use and mental health recovery, and contribute to a supportive team environment. This role allows you to make a meaningful difference every day by guiding individuals served toward hope, resilience, and self-determined recovery.

The Peer Recovery Coordinator provides individualized, culturally responsive non-clinical peer support, guidance, navigation, and coaching to adults and families facing struggles with substance use, including Substance Use Disorder (SUD). The Peer Recovery Coordinator engages in planning and facilitation of wellness activities and supportive meetings. In alignment with each individual participant's recovery goals, the Peer Recovery Coordinator provides referrals to local and regional recovery resources. Completes timely, accurate documentation and reporting for recovery coordination services and activities. Collaborates with partners, including law enforcement, judicial districts, community organizations, and healthcare providers to serve community members and bridge gaps in care.

Strong interpersonal skills and ability to maintain healthy boundaries required. Must be highly skilled in Microsoft Office and internet. Only self-directed and motivated individuals need apply. Requires qualification to complete training to become a Peer Coach through the Colorado Peer & Family Specialist certification program, which requires a minimum of 1 year in active and sustained recovery. High School diploma or GED required. Health or human services experience/knowledge and experience working with SUD population preferred.

Regular travel within Grand County and monthly to Jackson County required. Ability to work some evenings and weekends preferred. Bilingual and bi-cultural are strongly encouraged to apply.

To apply, send cover letter and resume to: Stevie Kitterman, Prevention and Recovery Manager, Grand County Rural Health Network, P.O. Box 95, HSS, CO 80451; or email skitterman@gcruralhealth.org.

Supervision Received:

Reports to and receives general direction from the Prevention and Recovery Manager. Works closely with other GCRHN staff, especially the Health Navigation teams.

Supervision Exercised:

None.

Essential Functions:

1. The Recovery Coordinator provides a variety of direct and indirect recovery coordination for Grand and Jackson County residents with substance use recovery and treatment needs.
 - Communicates and meets with participants regularly to provide peer coaching, support, and resources in both Grand and Jackson counties.
 - Assist participants in developing individualized, self-directed recovery plans.
 - Connects through empathy, compassion, and modeling healthy communication and boundaries.
 - Schedules and completes screenings and assessments with follow-up and appropriate referrals.
 - Tracks participant and partner communications, including participant needs, progress, referrals, and recommendations within two business days using electronic health record system.
 - Maintains HIPAA-compliance, confidentiality and informed consent.
 - Serves as a peer role model, mentor, advocate, and motivator to individuals in or interested in recovery.
 - Empowers participants to develop self-advocacy skills and helps identify and strengthen motivation for change.
 - Shares knowledge and understanding of local, regional, and statewide recovery and SUD resources, including detox services, residential treatment, 12 step and other support groups, local and telehealth providers, Medication Assisted Treatment (MAT) providers, etc.
2. Works closely with partner organizations, such as law enforcement and judicial district, to develop and implement care plans for incarcerated individuals, including in-jail peer coaching and care coordination.
3. Plans and facilitates substance use recovery wellness activities and supportive meetings.
4. Develops trusting, collaborative relationships with participants, GCRHN Health Navigation teams, behavioral health navigators, local healthcare providers, regional partner organizations, and other partners.
5. Increases community awareness and understanding of recovery services and resources and decreases SUD stigma.
6. Engages, educates, and supports local employers interested in becoming a Recovery Friendly Workplace and other workforce support programs.
7. Collaborates with partners and our Health Navigation teams to ensure program deliverables are on track and advise Prevention and Recovery Manager of any needs or potential barriers to meeting deliverables.
8. Contributes to organizational fundraising as needed.
9. Assists with grant reporting as needed.
10. Support program evaluation (client/participant surveys and assessments).
11. Participates in required internal and external meetings.
12. Assumes responsibility for projects and assignments as assigned by the Prevention and Recovery Manager and Senior Leadership Team.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Requirements: Valid Colorado driver's license and reliable vehicle (mileage will be reimbursed for work-related travel). Bilingual preferred but not required.

Experience and Education:

Requires qualification to complete training to become a Peer Coach through the Colorado Peer & Family Specialist certification program, which requires a minimum of 1 year in active and sustained recovery. High School diploma or GED required. Health or human services experience/knowledge and experience working with SUD population preferred.

Knowledge, Skills & Abilities:

- Ability to greet and meet public and professionals in a positive and professional manner.
- Skill in professional written communication.
- Skill in verbal communication to direct, facilitate and develop relationships with participants, coworkers, and partner organizations.

- Knowledge of local and statewide healthcare services and organizations, especially focused on recovery and SUD treatment.
- Understanding of recovery and principles of recovery.
- Ability to work independently without close supervision in an independent work environment.
- Ability to follow through on assignments as requested in a timely fashion with limited supervisor follow-up.
- Ability to respond to a diverse client population in a culturally competent manner.
- Ability to maintain professional demeanor when dealing with difficult situations.
- Skilled in use of Microsoft Word, Excel, and Internet. Experience with database use preferred.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is the normal level found in a shared office.

Benefits:

Employees of the Grand County Rural Health Network are also eligible for our benefits program, which includes medical insurance beginning the first day of the month after you start, retirement with employer matching, vacation time, sick pay, flex hours, and up to 30% working from home depending on role/responsibilities, and other benefits which will be described in more detail in both the employee handbook and orientation package.

Trial Period:

New employees will be on a trial period for 90 days, during which you may not take vacation (unless pre-approved at time of hire) or work from home. This is to ascertain, for both you and the company, if this is truly the right fit. During and after this period, your supervisor will closely observe your job performance. Upon completion of the first 90 days of employment, employees become eligible for certain benefits, including accrued paid vacation.

Core Competencies: The following core competencies are required for this position. 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 organizational core competency can be found on our website: <https://gcruralhealth.org/about-us/join-our-team/>.

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