Prevention Specialist

Job Title: Prevention Specialist
Employment Status: 1.0 FTE, 37.5 hours per week
Starting Salary: $58,500-60,000 annual salary DOE
Prepared Date: November 13, 2026

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

Position Summary: The Prevention Specialist leads the planning, implementation, facilitation, and evaluation of community-based behavioral health prevention initiatives that improve the well-being of youth, families, and communities in Grand and Jackson Counties. The position works within a collective impact and community organizing model, to collaborate with schools, coalitions, healthcare providers, community organizations, and residents to implement culturally responsive, trauma-informed, and evidence-based substance use prevention strategies.

Qualifications: Ideal candidates excel at building relationships, facilitating conversations, bringing people together around shared goals, and engaging diverse community members. While experience in prevention, behavioral health, or public health is beneficial, candidates with backgrounds in education, social work, community engagement, youth development, nonprofit leadership, communications, or related fields are strongly encouraged to apply. High School diploma or GED required. Bachelor's degree strongly preferred; Master's degree welcomed. Bilingual speakers are especially welcome. Must be highly skilled in Microsoft Office and web-based platforms. Only self-directed and motivated individuals need apply.

Requirements: Valid Colorado driver's license and reliable vehicle. Regular travel within Grand County and minimum twice monthly to Jackson County required. Must be available at least 2 evenings per month in Grand and Jackson Counties.

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 with supervisor approval, and other benefits outlined in the employee handbook and orientation materials.

To Apply: Send cover letter and resume to Stevie Kitterman, Prevention and Recovery Manager, skitterman@gcruralhealth.org or fax 970-725-3478.

Supervision Received: Reports to and receives general direction from the Prevention and Recovery Manager. Works closely with other GCRHN staff, especially the Collective Impact and Community Organizing teams.

Supervision Exercised: None.

Essential Functions:

1. Project manage prevention planning and implementation efforts in Grand and Jackson Counties, including coordination with consultants, contractors, community partners, timelines, deliverables, and implementation activities.

2. Build, strengthen, and sustain collaborative partnerships with local organizations, coalitions, schools, and stakeholders to advance community prevention efforts.
3. Facilitate coalition, partner, and community meetings and collaborative processes to support prevention planning, shared decision making, consensus building, coordination, and implementation.
4. Facilitate prevention-focused strategic planning workshops, presentations, training opportunities, and community engagement activities for schools, parents, and community groups.
5. Plan, implement, and evaluate prevention strategies using the Strategic Prevention Framework (SPF), including support for community assessment, asset mapping, readiness assessment, and incorporation of data, community input, and evidence informed approaches to develop, implement, and continuously improve community action plans and prevention strategies.
6. Support evaluation design and implementation, including documentation of prevention activities, partner and community engagement, CRM database entry and maintenance, data collection, outcome tracking, reporting, and completion of grant deliverables in alignment with SPF and funding requirements.
7. Support development and implementation of multimedia and community engagement campaigns that promote stigma reduction, positive social norms, and substance use prevention.
8. Support implementation of school based and community level prevention initiatives in collaboration with partners, including evidence based and evidence informed prevention programming.
9. Promote and support health equity, trauma informed, and culturally responsive prevention approaches across programs and partnerships.
10. Serve as a prevention resource for staff, partners, and community members by providing information and guidance related to mental health, substance use prevention, risk factors, protective factors, and prevention strategies.
11. Support organizational and program sustainability through fundraising activities, including grant writing, reporting, and resource development.
12. Ensure compliance with regional, state, and federal prevention funding requirements and applicable program standards.

Knowledge, Skills & Abilities:

- Ability to engage and interact with community members, partners, and professionals in a positive, professional, and relationship centered manner.
- Skill in professional written and verbal communication, including the ability to facilitate meetings, presentations, training, and collaborative discussions.
- Ability to build, develop, and maintain effective working relationships with participants, coworkers, coalition members, and partner organizations.
- Knowledge of prevention principles and community-based approaches related to mental health and substance use prevention, treatment, and recovery.
- Knowledge of local and statewide healthcare, behavioral health, and community service systems and organizations.
- Ability to plan, coordinate, and execute prevention activities, projects, events, and community engagement efforts with attention to timelines, logistics, accessibility, and follow through.
- Ability to support strategic planning, implementation, and evaluation processes, including coordination of multiple priorities and stakeholders.
- Ability to work independently with limited supervision while exercising sound judgment, initiative, and accountability.
- Ability to complete assignments and project responsibilities in a timely and organized manner with minimal supervisor follow up.
- Ability to respond effectively to diverse populations using culturally responsive, trauma informed, and health equity focused approaches.
- Ability to maintain professionalism, adaptability, and sound judgment when navigating complex or challenging situations.
- Skill in Microsoft Office suite, internet-based platforms, and database systems, including CRM or data management systems; experience with data entry, documentation, and reporting preferred.

Accommodation: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements within this job description represent the knowledge, skills, and abilities necessary for success. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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 interruptions and shifting priorities. The employee will be required to work at all office locations as well as community spaces. The noise level is consistent with a typical office setting.

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. 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/.

- No wrong door approach
- 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
- Coaching and modeling
- Spirit of possibilities
- Work/Life balance