
COLORADO HEALTH NETWORK INC.

Job Description

Position:	Prevention Services Manager - WCHN
Classification:	Exempt
Reports to:	Director of Prevention Programs
Location:	Grand Junction
Starting Salary:	\$43,787 (3 years of experience or less) \$47,290 (3+ years of experience)

Position Summary: The Prevention Services Manager is responsible for Managing the Prevention Services Department including testing services, syringe access services, PrEP support services, linkage to care services, and community educational sessions. As well as developing continual strategic outreach plans to reach priority populations in Western Colorado.

We highly recommend people of all educational background and life experiences apply. We believe that people with lived experience are among the most qualified to provide harm reduction and sexual health services. We believe that the people we serve must be centered in the work we do. Hence, we strongly encourage applications from people who hold these identities or who are members of other marginalized community

Essential Job Functions:

- Assists in all aspects of program design, development, implementation, and evaluation with the Director of Prevention Programs.
- Makes operational, tactical level decisions on a day to day basis.
- On-location supervision of the Grand Junction office.
- Facilitate on-site STI/HIV/HCV testing and counseling
- Meet with people who inject drugs and supply them with sterile injecting equipment and associated items, safe disposal containers, condoms and lubricant and educational pamphlets
- Monitors quality of programs including ongoing quality improvement efforts, program evaluation, and programmatic outcome measures.
- Manages client feedback, complaints, grievances, and appeals.
- Assists in the development of programmatic policies and procedures to ensure compliance with internal and external standards of care.
- Keeps abreast of latest research and practices in the field of sexual health and harm reduction; recommends innovative and alternative methods to current operations for improved programmatic effectiveness and efficiency with resources.
- Provide supervision, support, coaching and training for Prevention Services staff, interns, AmeriCorps Members, and volunteers in conjunction with Director of Prevention Services.
- Participate in related HIV/STI/HCV outreach, planning and professional meetings in the community as needed.
- Collaborates with Prevention Services Staff to ensure that supply levels are adequate to meet programmatic need at all times.
- Meets all deadlines agreed upon with the Regional Director.
- Meets regularly with WCHN Prevention Staff to coordinate programs and provide program development and assistance. Assists in the creation and maintenance of clinically sound programs.
- Collaborates with peers in CHN Regional Offices regarding statewide policies and procedures.
- Supports the creation of the department budget; monitors and operates within that budget.
- Supports efforts to create and maintain revenue for the department budget.
- Ensures grant compliance and supports reporting requirements for all grants related to the department with Director of Prevention Services and with CHN statewide staff.
- Participates in planning and grant related collaborations as appropriate and agreed upon with the Director of Prevention Services.
- Other duties may be assigned.

Qualifications:

- Three years supervisory experience preferred. Experience in Community Engagement and Outreach Development Experience addressing such issues as: HIV/AIDS, Harm Reduction, Substance Use and experience working with diverse populations. Bilingual English/Spanish preferred.
- Experience addressing such issues as: HIV, STIs, HCV, and experience working with diverse populations. Relevant experience may include providing services in either a work or volunteer capacity to communities of color, LGBTQ communities, MSM populations, persons living with disabilities, queer youth, people with low-income, people who use drugs, and/or other marginalized populations. Previous experience need not have been on a full-time basis.
- Bilingual English/Spanish preferred.
- Ability to discuss sex and sexuality comfortably.
- Working knowledge of the harm reduction model.

Education:

A Bachelor's Degree in human services, social work, counseling, or related program of study preferred. Relevant work experience is considered equivalent to a professional degree.

Supervisory Responsibility:

Recruits and maintains high quality staff. Conducts annual performance reviews for Prevention Services Staff. Ensures appropriate and adequate staffing and scheduling. Sets expectations of teamwork within and across departments and models collaborative behavior. Understands and communicates the strategic direction, along with relevant policies and procedures to staff members. Collaborates with Internship Coordinator to ensure that the training and task supervision needs of interns involved in Prevention Services are being met. Reviews quality of paperwork, data entry, session notes, and referrals. Assists staff to improve their skills and identify training and professional development needs. Reviews quality of staff's client interactions, assessment, and interview skills. Assist staff to improve their skills and identify training and professional development needs. Provides administrative supervision to Prevention Services Staff. Provides group supervision as needed with the entire for the Prevention Services Team. Documents supervision within Prevention Services Department.

Software Utilized:

Experience working with basic office and database computer programs, including familiarity with Microsoft Outlook, Word, Excel, Access, SharePoint, Google Docs, Slack, Facebook, Squarespace, Instagram, and the internet..

Knowledge, Skill and Ability:

Manager must have a deep understanding of the harm reduction model as it relates to people who use/inject drugs, drugs, drug use, overdose prevention, HIV and other relevant topics that relate to people who use/inject drugs. Must have an understanding of the multifaceted aspects of stigma associated with drug use and the associated impacts for people who use substances; cultural competency/sensitivity; knowledge of budget management; grant writing and fundraising; excellent communication, client relations and management skills. Manager must be highly organized and detail oriented.

This position requires personal and professional boundaries and accountability; awareness of burn out, vicarious trauma, and self-care as it relates to a potentially emotionally challenging environment; self-management and initiative; dedication to quality improvement, professional integrity and research ethics and cultural competency. Must demonstrate accuracy, efficiency and excellent organizational skills.

Material and Equipment Directly Used:

Works with standard office equipment including computer work station, printers, copiers, scanners and fax machine. Works with word processing software, spreadsheet applications, and presentation software. Communicates with clients and vendors using the telephone, e-mail, the Internet, and fax.

Physical Demands and Work Conditions:

Works in an office environment. May travel via automobile or airplane to offsite locations. Requires ability to lift up to 45 pounds of materials. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding.

As employees of a charitable organization, all CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents/donors as well as by participating in CHN events/activities in a way that is meaningful to each employee.

General Benefits Description:

We offer full-time employees a comprehensive benefits plan that includes: Health Insurance, Dental Insurance, Vision Plan, 403(b), Legal Shield, FSA, Life Insurance, EAP, Long-Term and Short-Term Disability.

How to Apply

Please email a cover letter and resume (subject line must be "Prevention Services Manager WCHN") to HR@coloradohealthnetwork.org

All offers of employment are subject to the completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE).

Application Deadline: 6/1/2021