



Position: Program Manager for Still They Rise at Empowerment

Job Description: The Program Manager will provide task and administrative support and supervision to the Still They Rise Peer Support Specialist. The Project Manager is responsible for timely and effective implementation of all Still They Rise services, including developing, maintaining and updating project specific operational procedures, and managing internal as well as external project communications. The Program Manager will also provide trauma-informed, individualized transitional supportive services from incarceration into community to ensure individuals being released from Denver County Jail (DCJ) are connected to needed resources that reduce the likelihood of recidivism. The Program Manager will collaborate with Recovery in a Secure Environment (RISE) staff, Empowerment staff, and community partners to empower individuals to break the cycles of incarceration, homelessness and instability.

Still They Rise Program Manager is responsible for:

- Understanding and implementing the Still They Rise Scope of Work and ensuring the Still They Rise Peer Support Specialist complies with all grant requirements
- Providing task and administrative supervision to the Peer Support Specialist as needed
- Screening and assigning all incoming referrals
- Conducting meetings to consult, identify strengths and challenges, collaborate, teach skills, review grant requirements, etc.
- Providing trauma informed care management and transition services to individuals being released from the RISE Program at DCJ
- Completing file audits quarterly for quality assurance
- Accurately and timely documenting participant progress and engagement through transition plans, notes and follow up contacts
- Completing all required documentation and reports
- Establishing and maintaining positive working relationships with other agencies and staff in the community
- Arranging or facilitating appropriate trainings for staff for continuous learning

Other Responsibilities Include:

- Attending all Team Meetings at Empowerment and DCJ
- Maintaining Self-Care
- Other duties as assigned

Qualifications:

- Must have reliable vehicle, valid driver's license and insurance
- Working understanding of harm reduction theory and trauma informed services
- Applicable professional or life experience is preferred
- Experience working with a diverse population
- Ability to de-escalate stressful situations with participants dealing with trauma and loss