CBHC | Colorado Behavioral Healthcare Council

# Workforce Program Manager

**Job Description · Colorado Behavioral Healthcare Council (CBHC)**

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| **Reports to** | Director, Behavioral Health Capacity & Innovation Hub |
| **Status** | Full-time, salaried, exempt |
| **Location** | Fully remote within Colorado, or hybrid from CBHC's Denver office; regular travel to rural sites |
| **Salary range** | $82,000–$95,000 |
| **Funding** | Colorado Rural Health Transformation Program. Continuation beyond each grant year depends on funding. |
| **Apply by** | November 16, 2026 |

## Position Summary

The Workforce Program Manager leads the Hub's workforce development work. Reporting to the Director of the Behavioral Health Capacity & Innovation Hub, the Program Manager finds out what training and support rural providers need, arranges it together at lower cost, and makes sure it reaches front-line staff. The role works directly with site liaisons at participating providers and with training vendors and consultants.

The position is central to a simple goal: helping rural providers recruit, grow and keep the staff their communities depend on.

## Core Responsibilities

### Needs Assessment and Baselines

- With the external evaluator, collect baseline data at five provider organizations, including training costs, contract rates, leadership time and staff retention.
- Support the administrative burden assessment and workflow redesign work with BHX and site liaisons.

### Pooled Training and Coaching

- Procure and coordinate pooled training cohorts in evidence-based practices such as CBT, DBT, EMDR, ACT, FFT and MST, including vendor contracts, enrollment and completion tracking.
- Coordinate pooled cybersecurity training for at least 500 staff, and track completion by clinic and role.
- Arrange evidence-based practice coaching and fidelity support for at least one cohort.
- Plan regional and virtual training delivery so rural staff can attend without losing days to travel.

### Supervision and Career Pathways

- Build a shared clinical supervision and pre-licensure development pathway for unlicensed and pre-licensed staff.
- Work with site liaisons to identify participating staff and track their progress.

### Cost Tracking and Reporting

- Track costs and document savings against each clinic's prior independent purchasing.
- Coordinate data requests and reports with the project management contractor and the external evaluator, including Workforce metrics for quarterly HCPF reports.

## Qualifications & Experience

### Required

- Bachelor's degree in behavioral health, social work, public health, human resources, education or a related field. Equivalent experience will be considered.
- At least four years of experience in behavioral health, workforce development, training coordination or program management.
- Experience managing vendors or contracts, including tracking costs and deliverables.
- Strong organizational skills, with the ability to manage several projects and stakeholders at once.
- Comfort working with spreadsheets and basic data to track enrollment, completion and costs.

### Preferred

- Experience in a community mental health center, CCBHC or rural health setting.
- Familiarity with clinical supervision requirements and licensure pathways in Colorado.
- Experience with group purchasing or shared training programs.
- Clinical license or credential, such as LPC, LCSW, LAC or Certified Addiction Specialist.

## Reporting & Leadership Structure

- **Supervision:** Reports to the Director, Behavioral Health Capacity & Innovation Hub.
- **Functional partnerships:** Works day to day with site liaisons at participating providers, who remain employees of their own organizations, and with the Hub Incentive Program Manager, whose process mapping builds on the Workforce burden assessment.
- **Vendor coordination:** Manages training vendors and consultants through their contracts, with the Director's approval on procurement decisions.

## Requirements and Expectations

- Travel about 20%, mostly within Colorado, including overnight trips to rural sites.
- Proficiency in Microsoft Office, especially Excel, and virtual meeting platforms.
- Diplomacy and discretion when working across independent provider organizations.
- Attend monthly CBHC Committee meetings as relevant to the Hub, and the annual CBHC Conference.
- Keep time-and-effort records as required for federally funded positions.
- Other duties as assigned.

## About CBHC and the Hub

Since 1967, the Colorado Behavioral Healthcare Council (CBHC) has represented Colorado's nonprofit community-based providers of mental health and substance use disorder services. Our members form the backbone of Colorado's behavioral health safety net, delivering skilled, compassionate care rooted in community needs, including services for individuals with serious mental illness and children with serious emotional disturbances. CBHC is Colorado's premier advocacy organization for these providers.

CBHC is launching the Behavioral Health Capacity & Innovation Hub, funded by Colorado's Rural Health Transformation Program. The Hub helps rural and frontier behavioral health providers do together what is hard to do alone:

- buying training and specialty expertise at group rates
- building shared clinical supervision and workforce pathways
- strengthening documentation, cost reporting and care follow-up
- preparing for value-based payment

The Hub launches with five founding provider organizations serving rural and frontier communities in the San Luis Valley, the Eastern Plains, southeast Colorado and the lower Arkansas Valley, and rural Weld County.

You'll be joining a new team at the ground floor. The work is practical and fast-moving, and you'll see its results in the providers and communities it serves.

## Benefits, How to Apply and EEO

**Benefits.** This is a full-time, salaried, exempt position with full benefits including health, dental, and vision insurance; long- and short-term disability insurance; a healthcare cost reimbursement arrangement; vacation, sick/well leave, and holidays; and a 401K retirement plan with employer matching.

**How to apply.** Send a resume and a cover letter describing your interest in rural behavioral health to Brittany Langevin at blangevin@cbhc.org with the position title in the subject line. Applications are due by November 16, 2026, and will be reviewed as they arrive. The target start date is early January 2027.

**Grant funding.** This position is funded through Colorado's Rural Health Transformation Program, a five-year initiative with funding awarded annually. Continued employment is contingent on the availability of grant funding.

**Equal opportunity.** CBHC is an equal opportunity employer. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other status protected by law. We encourage candidates with lived experience of behavioral health conditions and candidates from rural and frontier communities to apply. Reasonable accommodations are available on request during the hiring process.