

January 13, 2022

Hello,

The Bureau for Behavioral Health, Wellness and Prevention (BBHWP) located within the State of Nevada Division of Public and Behavioral Health manages several federal grants and State allocated funding that provide funding for community based organizations and providers to implement programs related to the prevention, intervention, treatment and recovery support services for substance use disorders, mental health and behavioral health programs, housing programs, and neonatal abstinence programs.

The BBHWP is currently seeking a full-time Health Program Specialist level 1 in the Prevention and Treatment Unit, to Supervise and oversee the development, implementation and evaluation of substance use primary prevention award recipients.

This position location is flexible, and the candidate can work remotely. The position is sponsored through the University of Nevada, Reno's Center for the Application of Substance Abuse Technologies.

Duties

This position is responsible for:

- Development, preparation and administration of agreements and subawards/contracts (per Federal Award and State contract guidelines).
- Assisting in subrecipient budget and Scope of Work (SOW) preparation and implementation of three grant funding sources.
- Program evaluation and monitoring of grant recipients.
- Preparation of funding requests.
- Monitoring of sub awardee and agency expenditures.
- Preparing grant applications to secure and maintain funding which includes writing and amending program descriptions and compiling Statewide demographic and fiscal information.
- Participation in Statewide planning and needs assessment activities for future funding cycles.
- Preparing and submitting updated progress and narrative reports, as required.
- Maintain statistical reports related to program activities as required.
- Monitoring all assigned funding program sources, as required, per Federal and State guidelines.
- Providing the BBHWP Health Program Manager and Administration with regular updates for on-site visits, audit outcomes and any additional concerns of program operations.

- Handling of consumer or program complaints, as requested, along with conducting investigations as necessary.

Qualifications

Bachelor's degree from an accredited college or university in health science, behavioral science or closely related field with an emphasis in substance abuse and mental health primarily in the field of prevention. All applicants must have experience with substance use prevention activities.

Additional qualifications required include: Advanced level knowledge, skill and ability for supervision while maintaining professionalism; and providing technical assistance to staff.

Salary

The salary range is between \$55,958.00 to \$83,394.00 per year depending on qualification, education and experience.

If you know someone who is interested in the position, please have them email their resumes and questions to Ben Trevino at (775) 684- 4081 or email at btrevino@health.nv.gov.

Thank you.