

Steve Sisolak
Governor



Richard Whitley, MS
Director

**DEPARTMENT OF
HEALTH AND HUMAN SERVICES**
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
Helping people. It's who we are and what we do.



Lisa Sherych
Administrator

Ihsan Azzam,
Ph.D., M.D.
Chief Medical Officer

Contracted Health Program Specialist I
Program Management for COVID-ARPA Substance Use Prevention & Treatment Services

General Description

The Bureau of Behavioral Health Wellness and Prevention is hiring for a contractual Health Program Specialist 1. This position will serve as a program specialist overseeing grant programs for substance use treatment and prevention services through supplemental COVID-19 and ARPA funds. This will include working with community partners to ensure effective programming is monitored, gaps are addressed, and outreach occurs as required. This position will lead partner engagement and serve as the subject matter expert for this funding source.

Health Program Specialist class specifications can be found here:

[https://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/ClassSpecs/10/10-238spc\(1\).pdf](https://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/ClassSpecs/10/10-238spc(1).pdf)

Responsibilities and Standards

- Serve as a program specialist (subject matter expert) on the substance abuse block grant supplemental dollars;
- Collect, analyze, and interpret public health data;
- Understand and monitor the budget of the specific funding source; and,
- Assist with development of contractual agreement with partner agencies.

Requirements

Bachelor's degree from an accredited college or university in a health science, behavioral science or closely related field applicable to the program area and two years of health-related experience which included at least two of the following areas: researching, collecting and analyzing data and statistics, developing objectives, protocols and procedures; providing health education services to target groups or the general public; evaluating program effectiveness and accomplishment of desired outcomes to meet federal, agency, or other standards and guidelines; providing prevention, identification or treatment services to individuals or populations who have been diagnosed or are at risk of contracting life and health threatening diseases and/or conditions; and/or investigation and prevention of communicable or chronic diseases; OR an equivalent combination of education and experience as described above.

Competencies

- Program planning/management/implementation experience
- Contract management
- Data interpretation
- Research and interpretation
- Professionalism
- Confidentiality and Privacy

Salary Information

\$25.30 - \$30.10 per hour, depending on experience.

Office located in Carson City, NV.

To apply, please send resume and cover sheet to Stacey Wittke swittke@health.nv.gov.

Candidate Name: _____

Candidate Signature: _____ Date: _____