

Joe Lombardo  
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 2** **Program Management for Recovery Support Services**

### **General Description**

The Bureau of Behavioral Health Wellness and Prevention is hiring for a contractual Health Program Specialist 2. This position will serve as a program specialist overseeing recovery support services through the Substance Abuse Block Grant (SABG). This will include working with various internal and external partners to ensure recovery support programming is embedded within our communities.

Health Program Specialist class specifications can be found here:

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

### **Responsibilities and Standards**

- Serve as a program specialist (subject matter expert) on oversight of recovery support services for Block Grant funding;
- 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 three 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; preparing grant applications and budgets and developing, preparing and administering contracts and reports related to health services; and/or investigation and prevention of communicable or chronic diseases; OR one year of experience as a Health Program Specialist I in Nevada State service; 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**

\$27.07 - \$30.84 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](mailto:swittke@health.nv.gov).

Candidate Name: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bureau of Behavioral Health Wellness and Prevention**

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