

JOE LOMBARDO
Governor



STATE OF NEVADA
NEVADA DEPARTMENT OF VETERANS SERVICES

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Reno, Nevada 89521
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Contracted Health Program Manager I
Program Management for State Opioid Response Grant
General Description

The Nevada Department of Veterans Services (NDVS) is hiring for a temporary, contractual Health Program Manager I. This position will serve as a Program Manager overseeing grant funded programs for substance use initiatives, with programs for prevention, treatment, and recovery services for opioid use disorder or stimulant use disorder. 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 NDVS subject matter expert for this funding source. The target audience for substance use initiatives through NDVS is specific to Nevada Veterans and family members of Nevada Veterans.

Responsibilities and Standards

- Serve as the Health Program Manager on the Nevada Department of Veterans Services Opioid Response grant
- Knowledge of Health Program Management principles and practices
- Grant application and administration procedures
- Grants management related to program operations
- Program planning, management and evaluation
- Collect, analyze, and interpret public health data
- Assist with development and oversight of contractual agreements with partner agencies
- Fiscal management related to program operations
- Understand and monitor the budget of the specific funding source
- Budget preparation and control
- Writing skills sufficient to prepare reports, proposals, grant applications, recommendations and justifications
- Principles of training and supervision to effectively manage program staff engaged in providing and coordinating health services on a statewide basis

Minimum Requirements

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public health, human services, social science, behavioral science or related field and three years of health-related professional experience, one year

of which was supervisory and included providing or coordinating the delivery of health care services, budget monitoring, and interpretation of regulations, policies and directives related to health care delivery systems; OR an equivalent combination of education and experience.

Special Requirements:

- This position requires a valid driver's license at the time of appointment and as a condition of continuing employment.
- This position requires a State of Nevada/FBI background check at the time of employment and as a condition of continuing employment.

Salary Information

The position is grant funded through June, 2027.

\$34.00 per hour.

Work Schedule – 40 hours per week, variable schedule to include occasional weekends and evenings.

Geographic location determined by recruitment outcome. Office may be located in Reno, NV or Las Vegas, NV.

To apply, please send resume and cover sheet to Stephanie Neill at neills@veterans.nv.gov.