

JOE LOMBARDO
Governor



STATE OF NEVADA
NEVADA DEPARTMENT OF VETERANS SERVICES

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Contracted Health Program Specialist 1
Program Management for State Opioid Response Grant
General Description

The Nevada Department of Veterans Services (NDVS) is hiring for a temporary, contractual Health Program Specialist. Under the direction of the Health Program Manager this position will support 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 conduct partner engagement, ensuring collaboration in the areas of funding. 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 Specialist (subject matter expert) for the Nevada Department of Veterans Services Opioid Response grant
- Working knowledge of Health Program principles and practices
- Working knowledge of general grant administration procedures
- Assist with the development of contractual agreements with partner agencies
- Contribute to program planning, implementation, development, and evaluation
- Collect, analyze, and interpret public health data for use by grant team
- Knowledge and understanding of funds received & expended related to program operations
- Writing skills are sufficient to prepare reports, recommendations, and justifications

Minimum Requirements

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a public health, health science, behavioral science or closely related field applicable to the program area and two years of professional 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.

Salary Information

The position is grant funded through June, 2027.

\$31.00 - \$34.00 per hour DOE.

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

This position is geographically located in Las Vegas, Nevada.

To apply, please send resume and cover sheet to Courtney Grahl at grahlc@veterans.nv.gov.