

JOE LOMBARDO  
Governor



STATE OF NEVADA  
**NEVADA DEPARTMENT OF VETERANS SERVICES**

9400 Gateway Drive, Suite A  
Reno, Nevada 89521  
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**Contracted Health Program Specialist**  
**Program Support for Community Mental Health Services**  
**General Description**

The Nevada Department of Veterans Services (NDVS) is hiring for a temporary, contractual Health Program Specialist. Under the direction of the Deputy Director of Healthcare Services this position will support grant funded programs for mental health initiatives, with programs for treatment for serious mental illness (SMI). 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 mental health 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 Community Mental Health Services 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 October, 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](mailto:grahlc@veterans.nv.gov).