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| Job Title: | Public Health  Representative 2 | Job Code/ Req#: | 63655 |
| Department/Group: | TN DOH | Position Type: | Contract |
| Duration : | 12/16/2024 - 09/29/2027 | Date Posted: | 11/20/2024 |
| Expenses Allowed | Yes | Posting Expires: | 12/02/2024 |
| **Location :** | Hybrid  **Address**  710 James Robertson Pkwy, 5th Floor Nashville, Tennessee 37243 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $42/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  7.5  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 4:30PM Regular Shift Yes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  **About Us:**  Tennessee Department of Health | Office of Healthy Aging is committed to promoting healthy aging and  addressing Alzheimer's disease and related dementias (ADRD). We are a recipient of the CDC's Building Our Largest Dementia (BOLD) Infrastructure for Alzheimer's Disease grant, focused on implementing public health strategies to reduce the burden of ADRD. Our work aligns with the Healthy Brain Initiative (HBI) Road Map and supports state and local actions to improve the quality of life for people living with dementia (PLWD) and caregivers.  **Position Overview:**  The BOLD Grant Program Coordinator will lead the strategic implementation and management of the  BOLD grant activities, ensuring that all initiatives are aligned with the goals of the HBI Road Map. The Coordinator will oversee program operations, collaborate with partners, and drive the development of dementia-capable systems within the state. This role will focus on scaling evidence-based public health interventions, fostering partnerships, and addressing health equity in dementia management.  **Key Responsibilities:**  Lead the planning, execution, and evaluation of the BOLD grant program, ensuring alignment with the  CDC’s goals and the HBI Road Map.  Develop and implement public health strategies that reduce risk factors for ADRD, with a focus on high  risk and underserved populations.  Oversee program budgets, timelines, deliverables, and reporting, ensuring compliance with all grant  requirements.  Draft, negotiate, and oversee contracts to ensure alignment and compliance.  Provide technical assistance to grantees, monitoring contract performance.  Build and sustain partnerships with community organizations, health systems, government agencies, and other stakeholders to promote dementia awareness and support services for PLWD and caregivers.  Analyze data and public health trends to inform strategic decisions and monitor program impact.  Represent the BOLD program at meetings, conferences, and other public forums, presenting program  outcomes and best practices.  Facilitate knowledge exchange and capacity-building interagency, among local health departments,  community organizations, health systems, and faith-based and religious initiatives.  **Qualifications:**  Bachelor of Science in Public Health, Health Sciences, Social Work, or a related field.  Two or more years of experience in public health program management, preferably in areas related to  aging, dementia, or chronic disease prevention.  Strong knowledge of public health systems, program development, and evidence-based interventions for  chronic diseases and dementia.  Demonstrated experience in grant management, including budgeting, reporting, and compliance.  Leadership and project management skills, with the ability to work collaboratively with a variety of  partners.  Strong analytical, communication, and presentation skills.  Experience with building partnerships across sectors, including healthcare, public health, community  based organizations, and government agencies.  Commitment to addressing health disparities and advancing health equity in aging and dementia care.  **Preferred Qualifications:**  Master’s degree in Public Health, Health Administration, Social Work, Leadership, or a related field.  Experience working with the chronic disease.  Knowledge of ADRD, including current trends in research, care, prevention, and risk reduction.  **Qualifications**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Education | Others | Education | Bachelor of Science in Public Health, Health  Sciences, Social Work, or a related field. | Proficient (4-6  Years) | Yes | | Education | Others | Preferred Education | Master's degree in Public Health, Health  Administration, Social Work, Leadership, or a related field. | Novice (1-3  Years) | No | | Skills | Others | Analytical Thinking | Applies strong analytical thinking and high-level data interpretation skills to drive informed decision-making and strategic planning. |  | No | | Skills | Others | Communication | Demonstrates strong  written and verbal communication skills, effectively engaging audiences of all sizes. | Proficient (4-6  Years) | No | | Skills | Others | Experience | Two (2) or more years of experience in public health  program management, preferably in areas related to aging, dementia, or chronic disease prevention. | Novice (1-3  Years) | No | | Skills | Others | Grant Management | Demonstrated experience in grant management,  including budgeting, reporting, and compliance. | Novice (1-3  Years) | No | | Skills | Others | Leadership | Leadership and project management skills, with the  ability to work  collaboratively with various partners. | Novice (1-3  Years) | No | | Skills | Others | Organizational Skills | Exhibits exceptional organizational skills, ensuring accurate tracking of deadlines, budgets, and  reporting requirements. | Proficient (4-6  Years) | No | | Skills | Others | Partnership | Experience building partnerships across sectors, including healthcare, public health, community-based organizations, and government agencies. | Proficient (4-6  Years) | No | | | | |
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| Reviewed By: | Swathi G | Date: | 11/20/2024 |
| Approved By: | Ram S | Date: | 11/20/2024 |
| Last Updated By: | Swathi G | Date/Time: | 11/20/2024 |