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| Job Title: | Administrative Services Assistant | Job Code/ Req#: | 63882 |
| Department/Group: | TN DOH | Position Type: | Contract |
| Duration : | 02/23/2025 - 06/30/2026 | Date Posted: | 03/11/2025 |
| Expenses Allowed | Yes | Posting Expires: | 04/30/2025 |
| **Location :** | Hybrid  **Address**  1100 England Dr Cookeville, Tennessee 38501 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $37/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**  8  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 5:00PM Regular Shift Yes  **Description**  The Community Health Improvement Plan (CHIP) Coordinator will provide subject matter expertise and support to County Health Councils who are working on their Community Health Assessment (CHA)/CHIP and will add capacity for Health Councils to implement programs, projects, or processes that will have the biggest impact in addressing their locally identified priorities.  This position will enhance Tennessee Department of Health’s (TDH's) ability to support County Health Councils in collective impact approaches to improving health equity at the community level.  This position is responsible for professional public health program development and administrative work of considerable difficulty. It may supervise work of average difficulty have statewide responsible for a large public health grant or program, and performs other work as required.  **Key Responsibilities:**  · Directly support the County Health Councils and TDH with CHA/CHIP program development, I implementation, and monitoring.  · Attend meetings of the County Health Council at the local and regional levels.  · Lead outreach and relationship-building with state and regional partners in support of CHA/CHIP goals (TDMHSAS Regional Policy and Planning Councils, for example)Coordinate and assist with the implementation of initiatives related to the Community Health Assessment and Community Health Improvement Plan.  · Provide subject matter expertise regarding the implementation of the Community Health Assessment and Community Health Improvement Plan.  · Promote ongoing education and technical assistance on the CHA/CHIP requirements as outlined by the County Health Council and Tennessee Department of Health.  · Participate on the Community of Practice Advisory Board and serve as an ambassador for the Community of Practice.  · Provide support for new initiatives, including the Tennessee Vitality Toolkit, that can improve the execution of current initiatives.  · Consult and provide strategic advice to County Health Councils as necessary.  · Engage stakeholders in the CHA/CHIP program's goals and objectives.  · Communicate success stories and accomplishments to the OSI team whenever applicable.  · Seek out and participate in professional development opportunities that  **Comments**   * Routine business hours will be Monday - Friday 800 A - 4:30 P CST. Occasional afterhours and weekends may be required. * The selected candidate will divide their work time between Cookeville office and various community locations and/or health department locations within the 14 county Upper Cumberland Region. | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 03/11/2025 |
| **Approved By:** | Ram S | **Date:** | 03/11/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 03/11/2025 |