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| Job Title: | Public Health Program Director 1 | Job Code/ Req#: | 64154 |
| Department/Group: | TN DOH | Position Type: | Contract |
| Duration : | 05/05/2025 - 09/30/2025 | Date Posted: | 03/19/2025 |
| Expenses Allowed | Yes | Posting Expires: | 04/07/2025 |
| **Location :** | Hybrid  **Address**  710 James Robertson Parkway 7th Floor Andrew Johnson Tower Nashville, Tennessee 37243 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $35/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**  The Tennessee Department of Health, Division of Family Health and Wellness is seeking a Public Health  Program Director 2 to work within the Reproductive Women's Health section. The PHPD2 will:  Support the Maternal Health Task Force & Subcommittee.  Serve as the primary coordinator for the Maternal Health Task Force and its subcommittees.  Plan, organize, and facilitate regular meetings, workgroup discussions, and strategic planning sessions.  Prepare meeting agendas, take minutes, maintain documentation, and track action items.  Provide technical assistance and logistical support to Task Force members to advance maternal health  initiatives.  Support communication and collaboration between the Task Force, subcommittees, and key partners.  Contract Management & Compliance Manage and monitor contracts related to the Maternal Health Innovation Grant and associated programs.  Ensure contractors meet performance expectations, deliverables, and timely invoicing requirements.  Review and process contract documents, amendments, and invoices in compliance with state and  federal regulations.  Collaborate with procurement and fiscal teams to ensure smooth contract administration.  **Program Oversight & Support**   * Assist in the implementation and evaluation of Maternal Health Innovation grant activities. * Monitor program progress and outcomes, ensuring alignment with grant objectives. * Prepare and submit program reports to internal and external stakeholders. * Identify and address program challenges and recommend strategies for continuous improvement. * This position is hybrid with anticipated in-office attendance in Nashville, TN. Travel to Nashville, TN central office is non-reimbursable. The position is renewable through September 2027. | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 03/19/2025 |
| **Approved By:** | Ram S | **Date:** | 03/19/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 03/19/2025 |