

Position Announcement
Public Health Program Director 3
Tennessee Department of Health
Division of Family Health and Wellness

Organization: Tennessee Department of Health, Division of Family Health and Wellness, Chronic Disease Prevention & Health Promotion

Class Title: Public Health Program Director 3 (Executive Service)

Job Type: Full Time

Job Location: Nashville, TN

The Division of Family Health and Wellness oversees the Department's initiatives related to Chronic Disease Prevention and Health Promotion, Early Childhood, Maternal and Newborn Health, Injury Prevention and Detection, Supplemental Nutrition, and Children with Special Health Care Needs. This position is housed within the Chronic Disease Prevention and Health Promotion section and will work closely with the Chronic Disease Director, the 1305 Team and the Public Health & Health Services Block Grant. This position will have primary oversight of two key areas in the Chronic Disease Prevention and Health Promotion section. The Preventive Health and Health Services Block Grant and the Chronic Disease Prevention and School Health (1305) grants, which are both federally funded through the Centers for Disease Control and Prevention (CDC). This position will serve as the statewide coordinator for Health Promotion, which includes the role of the Preventive Health Block Grant Coordinator. This position will also provide leadership and supervision to the Program Director 2 staff on the 1305 grant.

Responsibilities include:

- Supervise completion of the Preventive Health Block Grant and implementation of the Work Plan (which supports several Central Office staff and numerous health promotion/health education staff in local/regional health departments). Specific duties include facilitating the operationalization of the grant work plan, convening the Preventive Health Advisory Committee, writing the work plan, holding an annual public hearing, writing annual progress reports and preparing and submitting all contract deliverables required by CDC.
- Coordinate health promotion efforts within local health departments. Provide technical assistance to counties and regions on specific program topics (such as tobacco and physical activity). Oversee development, execution, and monitoring of health promotion contracts with local/regional health departments. Host statewide Health Promotion calls every other month, working closely with the regional Health Promotion Coordinators and Public Health Educators across the state to implement primary prevention initiative activities related to chronic disease prevention and health promotion.
- Oversee operation of the Chronic Disease Prevention and School Health Program (1305). This involves supervising a team of three Program Director 2 staff who also oversee staff. This team implements the 1305 work plan, which covers the 4 CDC Domains including school health, obesity prevention, diabetes prevention, heart disease and stroke prevention and community-clinical linkages. The PD 3 will also oversee the development, execution, and monitoring of contracts to community partners across the state to implement primary prevention strategies to

reduce the burden of chronic disease in Tennessee. The position will direct development and implementation of the Centers for Disease Control (CDC) Chronic Disease work plans throughout the state and be responsible for annual progress reporting and performance measure outcomes. The position will oversee complex grant budgets and ensure appropriate expenditure of federal funding. The 1305 program is quite complex with approximately 54 pages of work plan goals and objectives, 125 evaluation performance measures and twelve separate budgets.

- Supervision of three Program Director 2 staff includes developing Individual Performance Plans (IPP), managing the Performance Evaluation process, and approving time and labor in Edison, as well as providing daily performance coaching to assigned employees.

Criteria:

Education and Experience: There is no formal job description for this classification. The job title is EXECUTIVE SERVICE and serves at the pleasure of the appointing authority of the department in which the position is located.

<http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=101090&viewOnly=yes>

However, the following criteria are *highly desired*:

- **Education and Experience:** Graduation from an accredited college or university with a bachelor's or master's degree in Public Health, Health Education, Health Sciences, Community Health or related degree fields; and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional health program work including, at least, two years of full-time supervisory work. Other graduate coursework and years of qualifying professional experience will be considered on a year-to-year bases.

Interested applicants should submit their resume to Thea Jones, thea.jones@tn.gov

Reminder: This job posting is open until filled so interested applicants should apply as soon as possible.

Please let me know if you have any questions or need additional information.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.