



MISSISSIPPI STATE DEPARTMENT OF HEALTH

About the Position: The Office of Health Services- Genetics Bureau is seeking to fill the *Program Specialist III position*. This mid-level program management position will support the Genetics Bureau with emphasis on Newborn Screening, Sickle Cell, and CCHD Registry Surveillance and management. The employee will assist the Bureau Director on all aspects and phases of programs to ensure effective operations, quality assurance, planning, quality assurance, and account reviews. This role will share moderate program responsibilities to ensure quality performance with the use of data driven decisions methods to promote positive outcomes. Write program funding proposals to assure uninterrupted delivery of services and provide population education and family centered care with customer service, satisfaction, and safety in mind. In addition, this role will meet with stakeholders to provide clear and concise program goals. Finally, the employee in this role will review contracts, inter-agency agreements, and consult with sponsors to achieve support in project success through completion.

What You'll Need to be Successful: The employee in this position will need to execute program goals and provide support to program employees, including planning and evaluation. In addition, research and build relationships with other internal and external stakeholders to support the strategic goals of the organization. Proactively develop a method of evaluation to assess program strengths, weakness, opportunities, and threats. Produce accurate and timely data assessment and feedback throughout the program's lifecycle. Must be able to multitask and be able to adapt to ever-changing work demands.

Salary: \$43,509.31

Location: Hinds County; County Code 25

Qualifications: Typically requires state licensure as a Registered Nurse and 2+ years of experience as a Registered Nurse.

How to Apply: Interested applicants should submit a State of Mississippi Employment (<https://www.mspb.ms.gov/media/6595/application%20word%template.pdf>)

Mississippi State Department of Health
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To learn more about the Mississippi State Department of Health, please visit our website @ <https://www.msdh.ms.gov/>