



About the Position: The Mississippi State Department of Health is seeking to fill a Public Health Program Specialist Supervisor vacancy in the Mississippi Health Start Program.

Job Responsibilities: This employee will function as the Program Manager for the Healthy Start project under the direct supervision of the Maternal and Infant Health Bureaus Program Director. This position provides project oversight, maintains project documentation, monitors data and all regulatory requirements, participates in regular project meetings, and oversees data collection and cleaning. Coordinates all personnel/HR activities to ensure the staffing infrastructure needed for the Healthy Start program is properly developed by the Mississippi State Personnel Board and MSDH policies. Will ensure policies and procedures for the program are established with the input of the core leadership team and align with MSDH and federal funding agency policies. Provides collaborative supervision of staff who will provide non-FTE (i.e. Consortium) support to ensure the timely implementation of interventions and data collection. Responsible for all reporting on behalf of MSDH to larger project leads and federal funders.

To be Successful: Successful employees need to have excellent multitasking, organizational, and communication skills. Experience in managing federal grants and subgrants with high stakes deliverables, technical writing, presentation/slideshow development, teaching/education, public speaking, networking/collaboration, supervision/management, scheduling/planning, and a solid command for all current office technology and common software. Employees must prioritize work to meet deadlines and be an effective team player. Need to have knowledge of MSDH programs and use that knowledge effectively to assist clients and/or patients as needed. Knowledge of Software: EPIC, Advanced Excel, Microsoft Word, and MS PowerPoint.

Salary Range: \$ 56,345.82 - \$76,912.05 Directly related experience and advanced education will be considered for any salary increases beyond the starting salary.

Schedule: 40 hours/week

Location(s): Lee County

Preferred Qualifications: Typically requires a Master's Degree, 7+ years of related experience, and 1-2 years of supervisory experience.

A social work or psychology background is not required but is preferred.

Reference Job Action # 17959

How to Apply: Interested applicants should submit: 1.) Cover letter indicating the location(s) for which he/she is applying; 2.) State of Mississippi Employment Application and/or résumé through

[MSDH Online Application](#).

MSDH is an Equal Opportunity Employer