

# Montana Public Health Institute

## POSITION DESCRIPTION

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**JOB TITLE:** Public Health Program Officer  
**REPORTS TO:** Chief Executive Officer  
**FLSA STATUS:** Exempt  
**APPROVAL DATE:** July 27, 2021

### About the Montana Public Health Institute

The Montana Public Health Institute (MTPHI) is dedicated to optimizing the health and quality of life of Montanans by strengthening the public health system through collaboration, leadership, and the advancement of health equity. MTPHI supports state, local and tribal public health agencies, healthcare and behavioral health system partners, statewide health organizations and community-based organizations, to deliver effective public health programs, services, and protections. It serves as an independent and impartial source of reliable and relevant health information to health organizations, policy makers, funding organizations, businesses, non-profit organizations, consumer groups and the media. In particular, MTPHI programs and services seek to offer capacity and support to frontier, rural and tribal communities.

### Position Summary

The Public Health Program Officer (PHPO) will report to the Chief Executive Officer and work with all MTPHI staff. This position will support the development and implementation of MTPHI initiatives and help form the nucleus of a young organization with significant potential to positively impact the health and quality of life of Montanans. The Program Officer will build relationships and provide resources that enable the effective implementation of MTPHI programs. The initial work of the PHPO will include working with local, tribal, and state partners to strengthen public health services in communicable disease response and other areas critical to a high-functioning public health system.

This position will work to address challenging health issues in a way that empowers and assists local public health agencies and communities to develop and implement prevention-focused and wellness-oriented services for all Montanans. This work includes connecting existing statewide resources and expertise with local agencies and community groups to make a direct impact for individuals and families. The PHPO will lead, develop, manage, and continuously improve MTPHI programs and services; build and maintain strategic partnerships; cultivate and secure external sources of funding; and manage grants and contracts. The PHPO will represent MTPHI in a wide range of interactions, and public meetings.

The PHPO must be self-sufficient, prepared to work in a fast-paced environment, adapt to changing needs and identify and take on any duties and responsibilities needed to make MTPHI successful.

### Essential Functions

Resource Development

- Participate in creation and implementation of a resource development plan that allows MTPHI to actively pursue funding for infrastructure and operations, as well specific projects, programs, and services.
- Cultivate, secure, and manage external sources of funding to achieve MTPHI goals. This includes grant writing and identifying and securing contracts for services and fee-for-service agreements on behalf of the MTPHI.
- Develop, coordinate, and manage contracts, grants, and agreements, and assure compliance with all requirements of local, state, federal and private sector entities.

#### Programming

- Provide leadership to identify, develop and oversee implementation of MTPHI public health initiatives, programs, and services, again initially focused on behavioral health.
- Work with all MTPHI staff and partners to ensure the organization’s work is accessible, culturally sensitive, and appropriate, and furthers the organization’s mission to advance health equity throughout Montana.
- Develop and manage grants, contracts and agreements for programs and services funded by external sources and provided by MTPHI directly.
- Develop and manage grants and contracts for programs and services provided on behalf of MTPHI by a variety of government and private sector organizations.
- When needed, develop, and disseminate requests for proposals, work with partners to cultivate high quality applications, conduct proposal review and select contractors and grantees.
- Support implementation of health services and programs by contractors and grantees, including design and oversight of technical assistance.
- Coordinate and manage contracts and agreements to support a variety of consultant services.
- Oversee and collaborate with consultants that provide assistance to MTPHI and its contractors and grantees.
- Keep current on health issues of importance to MTPHI with literature review, participation in professional communities, and conferences and other educational programs.
- Conduct programmatic research and literature reviews to support MTPHI priorities, programs, and services.
- Assure evaluation and reporting of outcomes for MTPHI programs and services, including those provided by contractors and grantees.
- Coordinate effectively with MTPHI colleagues to ensure strategic alignment across programmatic initiatives and within a given geographic and health care system environment.

#### Partnerships

- In coordination with the CEO, COO and Board of Directors, develop and cultivate partnerships and communication strategies to advance the MTPHI vision, mission, and goals.
- Build strong working relationships with the Montana Department of Public Health and Human Services, local and tribal public health agencies, healthcare and behavioral health system partners, tribal health organizations, statewide health leadership groups, healthcare systems and providers, community-based organizations, and others.
- Represent MTPHI at stakeholder meetings, conferences, and other venues.

#### Leadership, operations, staff supervision

- Provide feedback regarding the strategic direction of MTPHI.

- Identify priority health issues, and lead research and design of effective strategies and programming to address them. Potential priorities for MTPHI identified during a feasibility study included: the social determinants of health, adverse childhood experiences; chronic disease prevention and health promotion; behavioral health; communicable disease control; maternal, infant, and early childhood care and education; health equity; and other MTPHI priorities.
- Contribute to discussions regarding MTPHI policies and operations to ensure efficient, streamlined, and effective operations and high staff morale.
- Support the CEO and COO by developing periodic reports and updates to the MTPHI Board as requested.
- Plan for and prepare materials to support strategic planning with the MTPHI Board.
- Mentor and potentially supervise and develop junior program staff.

#### Other duties

- The PHPO must be self-sufficient and prepared to work in a fast-paced environment, to adapt to changing needs and identify and take on any duties and responsibilities needed to create a successful MTPHI. MTPHI is in an early phase of our organizational development, and staff, programming, and funding will continue to grow.
- Perform other duties and complete other projects as assigned.
- Work collegially with the MTPHI leadership, colleagues, team, Board, staff, grantees, contractors, and members of the public with a positive attitude.
- Exercise discretion and maintain confidentiality as appropriate.

## Requirements/Qualifications

- Master's degree preferred, Bachelor's Degree required in a public health, health policy or related field.
- At least 5 years of relevant professional experience, including experience in managing programs and services in public health, healthcare, or related field.
- Grant writing, and contract and grants management experience.
- Knowledge of Montana's public health, behavioral health and healthcare systems, health issues, needs, opportunities and the policy environment.
- Proven strategic vision and leadership; demonstrated success in developing and implementing programs and services that effectively address health-related issues.
- Background and experience that helps propel MTPHI's mission to pursue health equity for all Montanans regardless of geographic location, race, color, creed, national origin, religion, age, gender identity, sexual orientation, or veteran status
- Excellent written and verbal communication skills.
- An overall commitment to excellence in quality of work and outcomes.
- Track record of adaptability, personal accountability and initiative.
- Proficiency with Microsoft Office Suite and ability to adapt to new software systems.

## Other Job Information

- Position is full-time – 40 hours/week.
- Salary range is \$70,000-\$80,000 plus benefit package.
- Position is in Montana.

- Regular in-state car travel with overnight stays are required. Must have access to use of a reliable private vehicle or rental car for occasional use for business travel in Montana. Mileage reimbursed at allowed GSA rates or actual costs of approved rental car. Ability to secure and maintain a driver's license valid in the state of Montana and to maintain private liability insurance with minimums outlined under MTPHI policy. Occasional out-of-state travel is also required.
- This position is grant funded for at least two years with promising long-term potential dependent on future funding and the value provided to MTPHI partners and the public health system. This position has the potential to become a keystone position within a young organization with significant growth potential.