



Job Posting: Public Health Program Specialist

The Montana Public Health Institute (MTPHI) is announcing a job posting for a Public Health Program Specialist.

MTPHI is a non-profit organization 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. The 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. In particular, MTPHI programs and services seek to offer capacity and support to frontier, rural and tribal communities.

The Public Health Program Specialist will support the administration, development, and implementation of MTPHI initiatives. The initial work of the PHPS will be focused on efforts to address behavioral health needs, specifically related to preventing opioid overdoses, supporting community-driven mental health crisis re-design, and expanding effective approaches to improve mental wellness and resilience. While this position requires a focus on behavioral health strategies and contract deliverables, this position will also support other MTPHI capacity-building initiatives with local and tribal public health departments.

If interested in applying, please submit a cover letter, resume and three references to hillary.hanson@mtphi.org by Sunday, December 4th.

Questions can be directed to Hillary Hanson at hillary.hanson@mtphi.org or 406-249-6357.



JOB TITLE: Public Health Program Specialist
REPORTS TO: Public Health Program Officer for Behavioral Health
FLSA STATUS: Exempt

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. The 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 Specialist (PHPS) will report to the Public Health Program Officer for Behavioral Health once hired. This position will support the administration, development, and implementation of MTPHI initiatives. The PHPS will support and build programs and sustain relationships that enable the effective implementation of MTPHI programs. The initial work of the PHPS will be focused on efforts to address behavioral health needs, specifically related to preventing opioid overdoses, supporting community-driven mental health crisis re-design, and expanding effective approaches to improve mental wellness and resilience. While this position requires a focus on behavioral health strategies and contract deliverables, this position will also support other MTPHI capacity-building initiatives with local and tribal public health departments.

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 PHPS will support, develop, manage, and continuously improve MTPHI programs and services; maintain strategic partnerships; responsibly administer external sources of funding; and support work on grants and contracts. The PHPS will occasionally represent MTPHI in interactions and public meetings.



This position will utilize community engagement to grow foundational public health capacities throughout Montana, and to develop policies, systems, and environmental change approaches that contribute to the advancement of health equity and racial justice. This position will work with a diverse set of federal, state, and local partners on work ranging from empowering local projects in rural and frontier communities to statewide systems change.

A major focus of this work includes working with Montana's American Indian Tribes and Tribal people in a manner that respects Tribal sovereignty and supports the priorities and decisions of local and Tribal community leaders. This work requires an unwavering patience and a commitment to listening and building trusted partnerships to achieve improvement to health and quality of life through community-driven and effective programs and partnerships. As a relatively young organization, MTPHI's funding, programming, and staff will evolve and grow. The PHPS 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

Program and Administrative Support

- Collaborate and contribute to the MTPHI team in executing program delivery and ensuring strong administrative systems necessary to achieve MTPHI strategic goals and operational priorities.
- Support the Public Health Program Officer for Behavioral Health to provide administrative support and redundancy for organizational systems and operations, fiscal management, and performance management.
- Work frequently and directly with all MTPHI staff, including the Chief Executive Officer (CEO) and Chief Operating Officer (COO), in assessing statewide public health capacity and developing programs to build a cohesive and responsive public health system.
- Always represent MTPHI in a way that fosters confidence and builds relationships with organizational partners.
- Communicate effectively with co-workers and partners and follow through on commitments made while working for MTPHI.
- Participate in workforce development activities critical to the mission of the organization and, whenever possible, conducive to desired personal growth and professional goals that allow incumbent satisfaction, growth, and achievement over the long-term.

Resource Development

- Participate in implementation of a resource development plan that allows MTPHI to actively pursue funding for infrastructure and operations, as well specific projects, programs, and services.



- Support efforts to cultivate, secure, and manage external sources of funding to achieve MTPHI goals. This includes grant writing and supporting contracts for services and fee-for-service agreements on behalf of the MTPHI.
- Assist with managing contracts, grants and agreements, and assuring compliance with all requirements of local, state, federal and private sector entities

Programming

- Assist staff to identify, develop, and implement MTPHI public health initiatives, programs, and services.
- Work effectively to build MTPHI capacity to serve Montana's American Indian Tribes and Tribal people, including expanding organizational understanding of governance, leadership, history, and public health priorities of the respective reservations and urban Indian health centers.
- Engage Tribes and public health agencies to ensure that public health systems, resources, and initiatives equitably serve Tribes and Tribal people in a manner that is effective, culturally sensitive, and always respectful of Tribal sovereignty and leadership.
- Support Tribes and other partners in efforts to utilize Tribal assets and culture to build mental wellness and resilience among Tribal people.
- Develop and support grants, contracts, and agreements for programs and services funded by external sources and provided by MTPHI directly.
- Support grants and contracts for programs and services provided on behalf of MTPHI by a variety of government and private sector organizations.
- When needed, help to 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 technical assistance.
- Work collaboratively with a variety of consultant services.
- 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.
- Support 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, Public Health Program Officers, other staff, and Board members, 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.
- Earn trust and grow partnerships with community leaders and organizations serving and representing Montana Tribes and Tribal people.
- Build relationships with organizations that work to serve groups, communities, and individuals who experience health disparities due to social or economic circumstances including but not limited to race or ethnicity, gender identity, education or income, disability, geographic location (e.g., rural, or urban), or sexual orientation.

Leadership and Operations

- Provide feedback regarding the strategic direction of MTPHI.
- Contribute to discussions regarding MTPHI policies and operations to ensure efficient, streamlined, and effective operations and high staff morale.
- Plan for and prepare materials to support strategic planning with the MTPHI Board.

Other Duties

- The PHPS 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

- A bachelor's or master's degree, including formal training or experience in public health or community health or a related field.



- Demonstrated capacity to meet contract deliverables, including the creation of statewide public health initiatives, management and coordination of sub-contractors, and effective collaboration with local and tribal health leaders.
- At least 3 years of relevant professional experience, including experience in supporting or leading programs and services in behavioral health, tribal health or human services, public health, healthcare, or related field.
- Knowledge of and/or life experience with Montana’s American Indian Tribes and Tribal people.
- Knowledge of Montana’s public health, behavioral health and healthcare systems, health issues, needs, opportunities and the policy environment.
- Proven ability supporting, developing, and implementing programs and services that effectively address health-related issues.
- Excellent written and verbal communication skills and an excellent attention to detail.
- An overall commitment to excellence in quality of work and outcomes.
- Experience is preferred working with local/tribal public health departments, a state health department, or related agencies to support community health improvement.
- 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 \$62,000-\$70,000 plus benefit package.
- 401(k) retirement plan with generous employer match.
- Position is located in Montana.
- Regular in-state car travel with overnight stays is anticipated. 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.