DIRECTOR, OPIOID RESPONSE COORDINATION OFFICE
(Public Health Administrator 2)
Nashville, Tennessee

POSITION: The Tennessee Department of Health is hiring a Public Health Administrator to serve as the Director of the Tennessee Department of Health (TDH) Opioid Response Coordination Office. The Director will work with highly talented and passionate teams to ensure implementation of the Department's opioid epidemic strategic response. The Director must build trusting relationships with stakeholders to increase collaboration and maximize the impact of initiatives within the department, among the rural regional and metropolitan health departments, with State government agencies and with other stakeholder organizations (e.g., academic centers, professional associations, community based organizations and non-profits). The Director will report to the TDH Chief Medical Officer.

RESPONSIBILITIES:
The ideal candidate will work with minimal supervision and a team approach to accomplish the following objectives:

- Facilitate and monitor execution of objectives to reach the goals set forth in the TDH strategic map for opioid epidemic response.
- Ensure overall coordination and cohesion of the response and provide firm grounding and continuity through a potential change in state government administration.
- Coordinate among more than 10 TDH offices and programs involved in opioid response to ensure appropriate project management, provide guidance in development of workable plans and measure progress.
- Provide leadership by harnessing the collective wisdom of talented and diverse teams to consider challenges, devise innovate solutions and recommend corrective actions when necessary.
- Follow the complex dynamic and changing field of opioid response to stay abreast of best practices, current literature and local, state and national conversations.
- Interpret data and policies and document progress to advise Department leadership.
- Provide supervision of staff, approving attendance and leave and preparing and reviewing individual performance plans.
- Coordinate response activities with external agencies and organizations to ensure a coordinated response and maintain a common operating picture.
- Participate at the national level in work groups and committees to provide input on new policies and identify initiatives that could improve opioid response.
- Supervise the preparation of grants, assuring that grant requirements are met and that required reports are accurately prepared and submitted timely.
- Respond to requests for information from the federal funding agency, the legislature and other elected officials, as well as other agencies that work with opioid patients.
- Monitor state and federal legislation to determine the impact of proposed legislation on program operations, prepare bill analysis and testify before legislative committee and subcommittee when requested.
- Prepare special reports and analysis as requested by the Chief Medical Officer or the Commissioner of Health.
QUALIFICATIONS REQUIRED:
- Master's degree or higher in public health or a health-related field.
- 5 years of full-time increasingly responsible professional experience
- Strong written and oral communication skills (grant/report writing, presentations, correspondence)
- Experience in quality improvement and team-based collaborative improvements
- Experience in managing complex projects
- Experience building and leading teams and partnerships
- Understanding of the role of public health in the current epidemic of opioid misuse and abuse

QUALIFICATIONS DESIRED:
- Experience in a clinical medicine or healthcare delivery settings
- Experience working with grants and contracts
- Experience developing contracts, budgets and determining allocations
- Knowledge of emergency preparedness and response

SALARY:
Salary is based on education and experience with a minimum starting salary of $5,523 per month. No relocation assistance is available. The State of Tennessee offers employees a comprehensive benefits package which includes medical, dental, vision and life insurance. For more information on this package, visit http://www.tn.gov/hr/topic/benefits. The State of Tennessee is an equal opportunity, equal access, affirmative action employer.

HOW TO APPLY:
This is an executive service position and will remain open until filled. Interested applicants should submit a cover letter, resume and contact information for three professional references to:

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Our Mission is “To protect, promote and improve the health and prosperity of people in Tennessee.” TDH has facilities in all 95 counties and provides direct services for more than one in five Tennesseans annually as well as indirect services for each citizen in the state including: emergency response to health threats, licensure of health professionals, regulation of health care facilities, and inspection of food service establishments. In this context, TDH is serving as the convener for healthcare stakeholders to create common ground to collaboratively turn the tide on opioid abuse.