

JOB ANNOUNCEMENT
Health and Human Service Program Administrator III*
Stroke/STEMI Program Coordinator
North Dakota Department of Health

Starting Salary:	\$3,899/month	Closing Date:	March 7, 2014
Location:	Bismarck, ND	Status:	Full-time/Regular
Date of Issue:	February 21, 2014	Type of Recruitment:	Internal/External
		Division:	EMS and Trauma

Minimum Qualifications:

Current licensure or eligibility for licensure as a registered nurse in North Dakota with an additional two years of related healthcare experience

Preference will be given to candidates who have experience in the following:

- Planning, organizing, directing, implementing, and evaluating health-related programs;
- Cardiac care and stroke knowledge and experience;
- Public health, health care systems, program administration;
- Providing health education/training programs.

The following are required to successfully perform the duties of the position:

- Excellent verbal and written communication skills;
- Strong organizational skills;
- Strong leadership, planning, facilitation and evaluation skills;
- Group presentation and training skills;
- Ability to manage multiple projects.

Application Procedures/Comments: * Pending classification by HRMS.

All applications for open Department of Health positions must be made via the Careers site. Paper submissions will not be accepted. Application materials must be received by 11:59 PM on the posted closing date. All potential applicants must attach and/or upload the following documents in a .pdf, .docx, or .doc format:

- Resume
- Cover letter that includes a brief description of the applicant's background/qualifications
- College transcript (copies or unofficial versions are acceptable)

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veterans' Affairs Office.

Please fill in all requested information, such as dates of employment, hours worked per week, credits earned, etc.

Applications will be scored against the minimum qualifications and preferences listed on the job announcement and qualifying military service. After the scoring is completed, a certified list of eligible candidates and the applications will be forwarded to the hiring manager for further consideration and possible interview, based on the final scores.

Applicants must be legally authorized to work in the United States.

For more information, about the position contact: Tom Nehring, Division of EMS, at 701.328.2388. For assistance in the application or interview process, contact Dirk Wilke, Human Resource Director, at 701.328.2392 or TTY 1.800.366.6888

Summary of Work:

Duties include:

- Assisting the Division of EMS and Trauma in management of the North Dakota Stroke/STEMI program.
- Initiate and facilitate a relationship with healthcare providers and institutions participating in the North Dakota Stroke/STEMI program.
- Attend meetings relating to a state-wide Stroke/STEMI program as determined by the ND Department of Health.
- Participation in various groups/committees relating to the North Dakota Stroke/STEMI program.
- Provide technical assistance to healthcare providers, institutions, groups/committees participating in the North Dakota Stroke/STEMI program.

Occasional overnight in state and out of state travel may be required.

An Equal Opportunity Employer