



GRANVILLE VANCE

public health

Lisa Macon Harrison
Health Director

July 15, 2024

Public Health Educator II

Minority Health Diabetes Prevention Program Coordinator / Chronic Disease Prevention Lead

Salary Grade 67

Salary hiring range: \$50,742 to \$81,119.

Job Number -463-29-144

It is the practice of GVPH to post the entire salary range for each job posting from hiring level to top of the range.

Salary offer will be commensurate with experience, education, and equity with others in the agency upon hire.

Local government entities may not offer salary levels outside of the posted salary range for each job posting.

Granville Vance Public Health (GVPH) is currently accepting applications for a full-time **Regional Program Coordinator of the North Carolina Minority Diabetes Prevention Program (NC MDPP)** in partnership with Region 7 health departments which include: Granville, Vance, Franklin, Halifax, Nash, Warren, Wake, and Johnston Counties. The position is funded by the NC Office of Minority Health and Health Disparities at the NC Division of Public Health, and is part of a project aimed to screen for pre-diabetes and refer people to a Diabetes Prevention Program. The position will be responsible for coordinating and managing all aspects of the Program including:

- Establish and maintain a recruitment and communications plan for program participants
- Publicize progress and outcomes of the MDPP Program to the community
- Serve as a chronic disease prevention resource to the community about diabetes education and prevention
- Coordinate activities with other health department staff and partners as needed
- Organize Diabetes Prevention Program referral process and recruitment processes
- Manage data collection related to program participation and outcomes
- Work collaboratively with diabetes lifestyle coaches across region 7 counties
- Serve as the grant manager and fulfill all program reporting requirements
- Manage funds for and procure all program-related materials
- Communicate successes and activities of the program and agencies

MINIMUM QUALIFICATIONS: The candidate for this position should have a master's degree in public health (health behavior / health education focus preferred), or graduation from a four-year college or university with a major in health education and two years' experience in public health education or a related field; or graduation from a four-year college or university and three years' experience in public health education; or an equivalent combination of training and experience. All degrees must be from an accredited institution. We seek excellent organizational, communication, and computer skills, as the coordinator will be critical to the success of MDPP in the region - responsible for nurturing partnerships, educating people, and representing MDPP to a variety of constituents. Experiences in administering grants and implementing behavioral lifestyle programs to prevent or treat chronic diseases are desired.

COMPENSATION PACKAGE: GVPH offers competitive benefits including paid group medical insurance, N.C. Local Government Employees Retirement System membership, thirteen paid holidays, and vacation and sick leave. Other voluntary group benefit options are available, including 401(k), 457(b), dental insurance, life insurance, vision insurance and flexible spending accounts.

APPLICATION PROCESS: To apply for this position, interested applicants must submit the following: a completed State application (PD 107), certified college transcripts and three work-related references. This position is open until filled with first review of applications on August 1, 2024. Applicants may submit via email to humanresources@gvph.org or postal mail to:

Personnel Director

Granville Vance Public Health

Post Office Box 367

Oxford, North Carolina 27565

SELECTION PROCESS: The selection process includes review of qualifications, structured interviews, reference checks on qualified applicants and successful completion of a pre-employment drug screen. This position will remain open until filled.

GVPH is an equal opportunity employer.