



Seconded Senior Program Manager, Health Confidentiality Policy Assessment and Stakeholder Education, Pennsylvania Department of Drug and Alcohol Programs

### Vital Strategies

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, environmental health, vital statistics systems building and Multi-drug resistant tuberculosis treatment research. Our programs are concentrated in low- and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

#### **The Position**

Vital Strategies is seeking qualified candidates for the position of Senior Program Manager, Health Confidentiality Policy Assessment and Stakeholder Education, seconded to the Pennsylvania Department of Drug and Alcohol Programs (DDAP), located in Harrisburg, PA. Confidentiality protections for SUD treatment data in Pennsylvania are more restrictive than under federal regulations, which can cause confusion and excessive caution among providers, government officials, and other important stakeholders in providing for delivery of necessary services. Vital Strategies will provide seconded staff to conduct a needs assessment that maps out gaps in understanding and practice related to the confidentiality of SUD treatment information in Pennsylvania. Results from the needs assessment will guide development and delivery of stakeholder education materials.

#### **Specific Duties**

The Seconded shall conduct work as if the Seconded were a full-time employee of the Pennsylvania Department of Health and shall have the following duties:

- Develop a needs assessment protocol in collaboration with Vital Strategies and DDAP staff
- Identify key informants and conduct interviews
- Create survey instrument(s) to be administered to key stakeholders
- Record and analyze information from needs assessment activities
- Complete a report that describes priority areas for stakeholder education and engagement
- Provide information to the team at George Washington University Health Information and the Law Project as requested
- Lead development of a stakeholder education plan in cooperation with Vital Strategies and DDAP staff
- Design and deliver educational materials, such as decision-support tools and webinars
- Participate in standing events and meetings of key stakeholders, as appropriate

## Qualities and Qualifications

- 5+ years professional and/or work experience in public policy and/or health and human services
- Graduate degree in public health, public policy, social work, psychology or other relevant field
- Project management expertise, with the ability to exercise independent judgment and maintain appropriate deadlines
- Excellent oral and written communication skills
- Strong interpersonal skills, with demonstrated ability to maintain collaborative relationships with internal and external partners
- Familiarity with HIPAA, 42 CFR Part 2 and issues relating to health information privacy preferred but not required

## How to Apply

To apply, [please click here](#). Closing date for applications is **July 19, 2019**. Only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partners; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits; and basic life and personal accident insurance.