

Women's Health Consultant

Administrative Direction: This is highly professional position that reports to the Executive Community Health Nursing Director of the Infant, Maternal & Reproductive Health unit at the Florida Department of Health.

Functional Relationships: While directly supervised by the Executive Community Health Nursing Director of the Infant, Maternal & Reproductive Health unit, the incumbent also assists with women's health initiatives assigned by the Deputy Secretary for Health and Division Director for Family Health Services. The incumbent may also represent women's health issues by working with program staff across the department.

Minimum Qualifications: This position requires a Masters Degree in public health or a related area and knowledge of policy development, group dynamics, strategic planning, legislative processes, and women's health issues. The incumbent must possess strong writing, research, communication, and facilitative leadership skills. Likewise, grant writing, management, and budgeting are highly necessary skills.

Duties and Responsibilities

1. Conduct extensive research regarding women's health services in Florida and develop inventory of existing services
2. Conduct targeted needs assessments and data analyses to define gaps in service delivery and best practice models
3. Plan and facilitate meetings of the Inter-Agency Women's Health Data Committee to develop the Women's Health Data Book
4. Assist in the identification of partners for the Intra-Agency Women's Health Committee
5. Plan, coordinate, and facilitate bimonthly Intra-Agency Women's Health Committee meetings
6. Design, coordinate, and convene quarterly, statewide audio teleconference series on Best Practices in Women's Health
7. Develop and execute competitive bid process for procuring ten demonstration pilot projects on integrating comprehensive women's health care.
8. Monitor ten demonstration projects' progress and expenditures.
9. Coordinate and facilitate bimonthly conference calls of ten demonstration projects.
10. Develop a tool kit for use by communities to create a women's health infrastructure
11. Develop information to be posted on the Women's Health Web site
12. Other duties as assigned.

Women's Health Strategy Coordinator

Administrative Direction: This is highly professional position that reports directly to the Executive Community Health Nursing Director of the Infant, Maternal & Reproductive Health unit at the Florida Department of Health.

Functional Relationships: While directly supervised by the Executive Community Health Nursing Director of the Infant, Maternal & Reproductive Health unit, the incumbent also receives direction and assignments from the Deputy Secretary for Health and Women's Health Officer. These functional relationships require that the incumbent has the ability to exercise independent thinking, critical analyses, creativity, self-initiative, and excellent organizational skills. The incumbent should be a big thinker who is dynamic, visionary, and interested in hands-on work with internal and external business partners.

Minimum Qualifications: This position requires a Bachelors Degree in public health or a related area and knowledge of policy development, group dynamics, strategic planning, legislative processes, and women's health issues. The incumbent must possess strong writing, research, communication, and facilitative leadership skills. Likewise, proficiency in Word, PowerPoint, spreadsheets, and budgeting are highly necessary skills.

Duties and Responsibilities

1. Coordinate Governor's Summit on Women's Health which may include but is not limited to the following: develop and execute RFP for conference venue which includes facility arrangements for plenary sessions, breakouts, breaks, and lunch; develop the Summit agenda; negotiate and formalize agreements with speakers; coordinate travel authorization and reimbursement for speakers; coordinate development, printing, and dissemination of conference pre-notices and promotional flyers, and negotiate with internal and external partners to coordinate donations and additional conference support.
2. Coordinate bi-annual meetings of Interagency Committee on Women's Health. This involves making all arrangements such as developing letters of invite and sending invitations, reserving the room, creating the agenda, developing and/or coordinating materials and handouts, preparing presentations for the Officer of Women's Health Strategy, responding to interim correspondence from Interagency Committee members, and sending meeting summaries to all members.
3. Establish and coordinate quarterly meetings of the Executive Committee of the Interagency Committee on Women's Health. This involves making all arrangements such as sending invitations, reserving the room, creating the agenda, developing and/or coordinating materials and handouts, preparing presentations for the Officer of Women's Health Strategy, and sending meeting summaries.
4. Serve as liaison on women's health issues between DOH and other agencies participating in the Interagency Committee on Women's Health.
5. Coordinate activities related to opportunities for public education, speaking engagements, and women's health promotion events.

6. Develop power point presentations, speaking points, and fact sheets for the Officer of Women's Health Strategy. Provide presentations on women's health when the Officer of Women's Health Strategy is unavailable.
7. Develop responses to assignments related to women's health for the Officer of Women's Health Strategy.
8. Provide staff support for Interagency Committee on Women's Health Subcommittees. This involves facilitating conference calls, attending meetings, taking minutes.
9. Oversee the completion of the annual legislative report on Women's Health.
10. Other duties as assigned.

Women's Health Special Projects Coordinator

Administrative Direction: This is highly professional position that reports to the Breast and Cervical Cancer Early Detection Program Supervisor, in the Florida Department of Health Chronic Disease and Prevention Bureau. The position links with the Infant, Maternal & Reproductive Health unit through the 2004-05 Legislative Implementation Plan. The plan identifies "an ongoing task force to encourage and track the appropriate use of mammograms by women of all ages and socioeconomic status."

Functional Relationships: While directly supervised by the Breast and Cervical Cancer Early Detection Program Supervisor, the incumbent may also receive direction and assignments from the Executive Community Health Nursing Director of the Infant, Maternal & Reproductive Health unit. These functional relationships require the incumbent to have the ability to exercise independent thinking, critical analyses, creativity, self-initiative, and excellent organizational skills. The incumbent should be detail oriented and one who is interested in hands-on work with internal and external business partners.

Minimum Qualifications: This position requires a Bachelors Degree in public health or a related area and knowledge of policy development, group dynamics, strategic planning, legislative processes, and women's health issues. The incumbent must possess strong writing, research, communication, and facilitative leadership skills. Likewise, proficiency in Word, PowerPoint, spreadsheets, and budgeting are highly necessary skills.

Duties and Responsibilities

1. Coordinate the Carol Green Breast Cancer Steering Committee on Mammography Accessibility which may include but is not limited to the following:
 - develop and execute a contract for conference venue which includes facility arrangements for plenary sessions, small work groups, and breaks;
 - assist in the recruitment of a strategic planner for the steering committee and draft the initial mission, vision and strategic goals from the 2004 Workgroup on Mammography Accessibility Recommendations.
 - develop the Steering Committee agenda; ensure availability of Deputy Secretary as keynote speaker; coordinate travel authorization and reimbursement for committee members;
 - identify and invite potential committee members, ensure members are from varied professional backgrounds and areas in the state, develop method to assign members to small workgroups, and develop participant list to include in meeting materials.
 - coordinate development and dissemination of meeting notices and materials; and
 - identify and recruit facilitators and recorders for small work groups, work with strategic planner to prepare training for both, and coordinate travel authorization for these meeting assistants.
2. Serve as liaison on mammography accessibility between DOH and other agencies participating on the steering committee and workgroups.

3. Develop power point presentations, speaking points, and fact sheets for the Officer of Women's Health Strategy. .
4. Develop responses to assignments related to the steering committee activities for the Officer of Women's Health Strategy.
5. Provide staff support as needed for ongoing steering committee workgroups. This involves facilitating conference calls, and possibly attending meetings and taking minutes.
6. Oversee the completion of a final strategic plan addressing goals and activities that improve mammography accessibility for Florida women.
7. Other duties as assigned.