

Job Title:

Program Officer, Mental Health MOA, Defense Health Headquarters, Falls Church, VA (O-4, Non-Supervisory Billet)

Job Description:

Provides program analyst and action officer support to the Program Lead and Program Manager for the Mental Health Memorandum of Agreement (MOA). Responsible for the administrative management of online file repository and e-communication tool for PHS officers detailed to MTFs through the Mental Health MOA. Maintains database with active roster and posted vacancy announcements. Tracks and organizes files for pending personnel actions. Updates and maintains electronic versions of all Mental Health MOA paperwork. Assists with task support, meeting preparation, and e-mail and telephonic communication related to the Mental Health MOA. Provides functional continuity as Acting Program Manager in the absence of the Mental Health MOA Program Manager. Performs other related duties as assigned.

Periodically supports other HA/TMA psychological/behavioral/mental health offices as policy analyst, therefore familiarity with clinical mental health services and associated policies (e.g., as psychiatrist, clinical psychologist, psychiatric nurse practitioner, or social worker) is preferred. These duties will be performed on ad hoc basis and coordinated through Director, PHSO.

Maintains all basic readiness standards as required by the U.S. Public Health Service. PHS officers assigned under this Memorandum of Agreement (MOA) must remain available for PHS deployments. Under this MOA, PHS officers are not authorized to deploy with the military. Requires a SECRET clearance.

Requirements:

License: As necessary per Commissioned Corps requirements.

Training: The candidate must possess a qualifying commissionable degree according to Commissioned Corps requirements.

Additional Requirements:

This job requires a minimum of a 3 year commitment.

Location Description:

Defense Health Headquarters
7700 Arlington BLVD
Falls Church, VA 22042

Contact Information:

To apply, please e-mail your CV and cover letter to dodphsph@hhs.gov. The cover letter should reference this specific job announcement, state your date of availability, introduce yourself, and provide your contact information to include name, phone, and e-mail address.

*****This position is open to current Commissioned Corps Officers and applicants to the Commissioned Corps. Applicants to the Commissioned Corps must have applied to the Commissioned Corps and have been professionally boarded in order to be considered for this job*****