

Contract Program Assistant, Office of Acquired Brain Injury

Bachelor's degree required, Master's preferred in public health, education, public affairs administration. This position will report to the Director of the Office of Acquired Brain Injury and will participate in the programmatic development, coordination and implementation of a unique federal grant; manage and maintain data, complete and file federal and other reports; assist the director to assure completion of work objectives and support various activities of the Texas TBI Advisory Council.

The position requires programmatic, federal grant and board/counsel experience. Experience with juvenile justice is a plus. Flexibility and the ability to coordinate activities with constituencies including state, federal, local and private entities are required. The position is 20 hours per week, is grant-funded and available immediately.

To apply please send a letter of interest and resume to Bettie.Beckworth@hhsc.state.tx.us
This contract position does not require a Health and Human Services Commission or State of Texas application.