

Sample Projects in Public Health Prevention, Treatment & Recovery

Job Title: Project Director (part-time staff position)

Client: NEW-BOLD Enterprises, Inc. for a unit of DHHS

Project Description:

Responsible for staff hiring and supervision, monthly financial reporting, ongoing issue management, analytic support tasks.

Job Title: Environmental Scan

Client: Office for Education and Special Initiatives (OESI), National Cancer Institute (NCI) with the Division of Applied Human Technologies at ORC/Macro International

Project Description:

Conducted an environmental scan of data from a wide variety of sources in cancer education. Sources included Federal agencies, non-governmental organizations, professional societies, and research literature. Developed criteria for and identified model programs. Synthesized data into priorities and supporting rationale for content areas, theoretical approaches, target audiences, related to cancer education for the National Cancer Institute's Office of Education and Special Initiatives.

Job Title: Recovery Community Services Program

Client: Health Services Research, Inc. for Center for Substance Abuse Treatment

Project Description:

Supported RCSP grantees through program planning, conference design, writing, and workshop facilitation. Under guidance from the project's Editor, created reports of annual grantee workshops of 2000, 2002, and 2003 and summaries of special meetings. Topics of the special meetings: Cultural Issues in Data and Information Gathering, Innovator's Meeting on Access to Recovery, Bibliography on Peer Services in Recovery Communities, Accomplishments of RCSP Grantees, Annual Grantee Directory, New Grantee Handbook.

Job Title: Grant Proposal Reviewer

Client: IQ Solutions, Inc., for Center for Substance Abuse Prevention

Project Description:

Provided written critique of grant based on program guidelines and identified potential areas for monitoring the Center for Substance Abuse Prevention Earmark.

Job Title: SAMHSA State Capacity For Emergency Response Grants Grant Reviewer

Client: Sytel, Inc., for the Center for Substance Abuse Prevention

Project Description:

Participated as a member of the Emergency Preparedness Grant Review panel by teleconference. Provided written comments and an oral presentation for each primary review application.

Price Project Management and Implementation

Core Competencies

Job Title: Customer Satisfaction Survey

Client: Social and Health Services/ORC/Macro International for Center for Mental Health Services

Project Description:

Interviewed school-based grant coordinators by telephone to determine how they are using contractor-provided technical assistance on communications, and what services would be most helpful in the future for the Safe Schools/Health Students projects.

Job Title Recorder

Client IQ Solutions for the Health Care Services and Research Administration (HRSA)

Project Description

Took the official notes on discussions and decisions made during review panel meetings and conference calls to serve as the basis for the memos notifying applicants of reasons for award/non-award. Created reports as appropriate by grants management procedures for each program. Funding programs included: Division of Organ Transplantation, Bureau of Health Professions, Maternal and Child Health Bureau including Leadership Development Cooperative Agreement, Healthy Tomorrows, and Continuing Education and Development Distance Learning.

Job Title Exemplary & Promising Practices Facilitator

Client Center for Substance Abuse Prevention (CSAP) and the National Association of State Alcohol and Drug Abuse Directors (NASADAD)

Project Description

Chaired review panel deliberations for the Exemplary Programs/Promising Practices Awards in 1997, 1999, 2000, 2001, and 2002.

Job Title Management Support: Providing TA to States on Limiting Tobacco Access to Minors and Compliance with the DHHS Synar Requirements

Client Johnson, Bassin & Shaw, Inc

Project Description

Provided support and direction for the 5th National Synar TA Workshop, planning assistance for a multi-state TA Meeting, assisted with materials development and overall concept for consultant training, participated in conference calls with states and provide content review on work plans for technical assistance on Synar. Provided oversight of staff through weekly meetings to review progress and handle problems. Reviewed site visit reports.

Job Title AIDS Action: What Works in HIV Prevention for Substance Users

Client AIDS Action

Project Description

Reviewed literature, conducted interviews with researchers and program managers. Wrote one report in a Centers for Disease Control series: What Works in HIV Prevention for Substance Users.

Price Project Management and Implementation

Core Competencies

Job Title Center for Substance Abuse Prevention Model Programs

Client ROW Sciences, Inc./Lockheed Martin

Project Description

Conducted a 360 degree evaluation, interviewing project staff, contractor staff and service recipients to determine progress for the first year of program operation. Structured the inquiry, conducted interviews, wrote a summary report describing how a government agency (CSAP) implemented this initiative: how goals were met; which strategies best served the goals; and made recommendations for future directions.

Job Title Anti-Drug Campaign Media Mapping Project

Client National Drug Prevention League for the Academy for Educational Development

Project Description

Contributed in the strategic planning to create a quick-response database of credible, local substance abuse prevention organizations available to respond to referrals from a nationally-promoted hotline.

Job Title Best Practices for Dirigo Coalition of Maine

Client The CDM Group, Inc. Technical Assistance Contract for the Center for Substance Abuse

Project Description

Conducted a technical assistance event, guiding a coalition of social services providers through a consideration of a process to identify and categorize best practices as part of preparation of a web-based tool directory of prevention programs in the state of Maine.

Job Title Management Support: Providing TA to States on Limiting Tobacco Access to Minors and Compliance with the DHHS Synar Requirements

Client Birch & Davis Associates, Inc.

Project Description

Tobacco TA Manager for the Prevention Technical Assistance to the States (PTATS) Contract. Responsibilities included working with CSAP staff and expert consultants to design an overall Strategy for CSAP Synar and worked with PTATS staff to manage delivery. Following CSAP's lead, develop TA products and resources for meetings and presentations to States and other audiences. Helped to plan and manage the implementation of a national technical assistance workshop and several smaller focus group meetings for States. Provided support to CSAP with another contractor to draft monitoring protocols for compliance monitoring by CSAP, developed materials on TA needs and service delivery for CSAP to use in responding to congressional inquiries. Served as contact person for tobacco technical assistance for states and government project officers.

Job Title Effectiveness of dissemination of a CSAT Treatment Improvement Protocol

Client The CDM Group, Inc. for the Center for Substance Abuse Treatment (CSAT)

Project Description

Managed and provided oversight and logistical support for a study on the effectiveness of dissemination a CSAT Treatment Improvement Protocol. The study included focus groups to elicit practical information and recommendations of State Alcohol and Drug Abuse Directors, treatment center administrators and front-line practitioners on how to make CSAT publications more accessible.

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Price Project Management and Implementation

Core Competencies

Job Title Community Partnership (CPG) Grant Close-Out Reports: Lessons Learned

Client The CDM Group for Center for Substance Abuse Prevention

Project Description

Summarized lessons learned from close-out reports of Community Partnership program grantees.

Job Title Promising Practices from the Community Partnership Grant Program

Client Soza & Company, Ltd. for Center for Substance Abuse Prevention (CSAP)

Project Description

Supervised the design and development phase of a project to utilize the results of research on best practices in a portfolio of community substance abuse prevention grants to create training materials.

Provided oversight to writers, editor, and graphic designer; worked with client and other vendors through the approvals process and the initial dissemination plan.

Job Number Permanent Position

Job Title Program Manager, MACRO International, Health & Human Service Division

Project Description

Managed the planning phase of an exploratory project as part of the Coordination Contract of the CSAP Training System. Developed recommendations for implementation, served as liaison with the Government Project Officer, initiated working relationships with training delivery contractors, evaluation contractor, and state agencies. Arranged and facilitated meetings at local sites to determine interest and feasibility. Created short- and long-term plans for implementation.

Job Title Public Health Advisor, Office for Substance Abuse Prevention, Division of Community Prevention and Training (Permanent Position)

Project Description

Served as Government Project Officer for 25 Community Partnership and Community Youth Activity Grants totaling over \$6 million per year. Conducted site visits to monitor progress and recommend strategies for improving community mobilization to address substance abuse prevention. Made presentations and represented OSAP at meetings and conferences. Served as liaison to the Training and Evaluation Branch, assisted in program planning and implementation of Division activities.

Job Title Research Assistant III (Permanent Position)

Project Description

Institute for the Study of Smoking Behavior and Policy, Harvard University, Cambridge, MA

Reviewed literature and wrote summary papers on adolescent substance abuse prevention. Managed a research and reference library on smoking behavior and policy, including hiring and supervising staff.

Planned and implemented computer-based information systems. Edited a biannual newsletter, coordinated a monthly publication and dinner symposium series.