

# Diabetes Program Evaluator

---

Knowledge Services  
Indiana State Department of Health  
Diabetes Prevention and Control Program

## **Purposes and Overall Responsibilities of this position:**

The Program Evaluator will develop and administer evaluation activities for the Indiana Diabetes Prevention and Control Program (DPCP) at the Indiana State Department of Health. This position will serve as the resident resource and specialist for program evaluation. The Program Evaluator will also work under the guidance of the DPCP Program Director to coordinate and write the Indiana Diabetes State Plan, as well as applications and reports for federal grants. Work is broad in scope involving complex program elements which require analytical, interpersonal and strong writing skills.

## **Job Duties and Responsibilities:**

- Work with the Indiana Diabetes Advisory Council and DPCP in creating and evaluating a five year Diabetes state plan.
- Work with stakeholders to create, update, and maintain a DPCP evaluation plan as well as individual evaluation plans of prioritized program areas.
- Ensure that evaluation activities are complementary to state program operations and activities and consistent with the state diabetes plan.
- Assist the Diabetes Prevention and Control Program (DPCP) in administering federal grants and other program activities.
- Coordinate and write annual work plan objectives for grant.
- Submit the required grant progress and other reports to CDC on time as needed.
- Work with the DPCP team in developing partnerships throughout ISDH and externally to more effectively implement DPCP objectives.
- Travel in- and out-of-state as required and as approved by the Director of the Diabetes Prevention and Control Program.

## **Job Qualifications:**

Bachelor's Degree in any of the following: public health or community health, health education, nursing, dietetics, foods and nutrition, or similar degree. Master's Degree in Public Health preferred.

Two years relevant experience needed – in public or community health settings preferred.

## Diabetes Program Evaluator...continued

---

### **Knowledge, Skills, and Abilities**

- Extensive experience with writing grants, program goals, and SMART objectives.
- Working experience with public health/health promotion evaluation methods.
- Extensive writing skills for the creation of reports.
- Experience with project coordination in an interdisciplinary/team environment.
- Strong written and verbal communication skills.
- Computer knowledge in Microsoft Word, PowerPoint, and Excel.
- Ability to establish and maintain effective working relationships with federal, state, local community and/or health organizations and other stakeholders.
- **Ability to Travel** - This position requires 5% overnight travel (in- and out-of-state) and 5% in-state local travel.

### **Contact Information**

Email: [ltheinri@isdh.in.gov](mailto:ltheinri@isdh.in.gov)