



FLSA Status: Exempt, Learned Professional

Salary Range: \$40,000-\$60,000

Prepared: 03/2021

Community Health Planner

Organizational Overview:

HCSF is a private, not-for-profit corporation created under Chapter 408.033, Florida Statutes, with the mission of providing coordinated health planning designed to enhance the provision of accessible, affordable and high-quality health care services to all persons residing in the service district, defined in the enacting legislation as Miami-Dade and Monroe Counties. HCSF is one of eleven local health planning councils under contract with the Florida Department of Health to perform various health care service responsibilities as designated in the statute. Florida Law establishes local health councils as a network of non-profit agencies that conduct regional health planning and implementation activities. HCSF has a long history and a broad range of experience in health services planning, research and community involvement.

Local health councils work with the various communities on efforts designed to improve access to health care, reduce disparities in health status, assist state and local governments in the development of sound and rational health care policies and advocate on behalf of the underserved.

Summary of Work:

The Community Health Planner engages in planning; community and population-based research; data collection and analysis; resource development; grant writing; report writing, program evaluation; co-managing projects. This position will promote individual and population health by leading community health planning initiatives which focus on public health education, promotion, and prevention. The Planner will provide guidance to organizational partners, public agencies, health care providers, institutes, and community residents on issues related to community health assessment and planning. Responsibilities include developing and implementing community health assessment and planning cycles in collaboration with, community stakeholders, elected officials, and community partners.

The Community Health Planner will function under the direction and guidance of the Manager, while expected to carry out work assignments with some degree of independence and is free to develop their own work sequence within established policies and procedures.

Core Duties & Responsibilities

- Build relationships and implement strategies with community-based organizations engaged in health education and promotion activities and with policy makers to impact the health of residents within the Miami-Dade and Monroe County jurisdiction
- Participate in selected local and regional initiatives focused on community health and system improvements
- Plans, analyzes and evaluates current or proposed health programs within an assigned area for the purposes of program development.
- Assist with demographic and health status data collection, analysis and creates visual presentations of findings
- Prepare and present reports based on community health needs assessment surveys or specialized research studies
- Develop action plans, assist in the design and management of strategic initiatives
- and facilitates implementation
- Responsible for liaison work and/or meeting facilitation with one or more community groups relating to planning efforts
- Provides technical assistance to management personnel and community advisory boards, councils or agencies to coordinate and implement program development
- Delivers targeted, culturally-appropriate information to help individuals and groups understand health information, policies, regulations and local code
- Work on multiple projects while meeting all contractual and reporting deadlines
- Assist with generating resources through responsive grant writing and proposal development
- Assist with preparation of project deliverables and budget reporting

Related Duties:

- Develop, manage and assess performance of strategies within HCSF priority areas
- Assess the alignment between identified funding opportunities and HCSF strategies
- Stay current on the literature and trends with regard to the HCSF strategies
- Develop and maintain strong relationships with key partners
- Contributes to a work environment where continuous quality improvements in service and professional practice are pursued
- Assist in other duties as assigned

Educational Experience:

- Master's degree with major course work in public health, public health administration, public administration, business administration, health or mental health sciences or a closely related field and equivalent combination of training and experience.

Knowledge, Skills, and Abilities:

- Knowledge of community health assessment, planning and evaluation in assigned program areas with expertise in program planning techniques
- Able to gather, analyze, organize, interpret and report data related to health program planning
- Works cooperatively with local, State and Federal agencies and community groups
- Excellent English writing and speaking skills; bi-lingual is a plus
- Excellent public speaking and presentation skills
- Experience in project coordination and project management
- Experience in working with diverse groups
- Able to work independently and collaboratively
- Means of transportation for occasional local travel in both Miami-Dade and Monroe Counties
- Skilled in Microsoft Office
- Knowledge of SPSS and SAS statistical software is a plus
- Grant writing experience desired

Physical/Mental Abilities and Processes:

- Sustained concentration and attention to detail
- Interpreting and applying federal guidelines to daily operations
- Determining and prioritizing own work load
- Significant problem solving and analytical skills
- Ability and desire to complete job tasks on a timely basis
- Flexible and energetic, able to work well under pressure and deadlines

Other Requirements:

- Valid State of Florida Driver's License. With ability to travel as needed
- Physical demands are minimal for this position, and includes sitting, standing, walking reaching, light-lifting (less than 25 lbs.) and any other office situation. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
- May require extended hours and flexibility with scheduling, as necessary