



Job Title: Senior Planner

Department: Community Initiatives

Salary: \$40,000 – \$53,500 plus benefits

Posting: Open until filled; submit cover letter, resume and writing sample to hr@wellflorida.org

Location: Gainesville, FL

Summary

This position requires health planning and administrative knowledge, skills and ability in the coordination, development, and achievement of major agency projects for both internal and external clients. General responsibilities include: individual project development and management; assigned management and coordination of project workflow; collecting, analyzing, evaluating, and presenting research information, plans and programs for health system and health policy development and community health improvement; marketing and outreach of WellFlorida products and services for the purposes of cultivating new projects, clients and revenue streams; and regular presentations to key constituencies including government, public and private entities. This position reports directly to the Director of Community Initiatives.

Knowledge, Skills and Abilities include the following. Other duties may be assigned.

- Thorough understanding of the principles and practices of health planning, especially those related to community health assessment and community health improvement planning.
- Thorough understanding of the principles and practices of Community Health Needs Assessments and Community Health Improvement Plans, including the requirements related to the Public Health Accreditation Board.
- Comprehensive knowledge of federal and state laws and rules and regulations related to health planning, health policy and other related activities.
- Demonstrated ability to administer planning and development programs using current practices and standards.
- Demonstrated ability to author and prepare public and private grant applications.
- Demonstrated success in securing public and private grant funding.
- Demonstrated ability to access and interpret secondary public health data and collect and interpret primary data
- Project management skills and the ability to manage individual and team project workflow.
- Highly developed skills in technical writing and public speaking.
- Ability to effectively organize and assign work activities to subordinates.
- Considerable ability in establishing and maintaining effective and positive relationships with subordinates, other agencies, and the public.
- Ability to work in a highly independent, self-motivated manner and self-directed environment.
- Ability to establish priorities and complete tasks in a timely manner.
- Ability to work effectively in a group setting.
- Ability to establish and maintain positive relations with team members, community based organizations, providers, and the general public.
- Ability to establish priorities and complete tasks to meet deadlines.
- Ability to meet and correspond professionally with providers.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Plans and organizes, with the Chief Executive Officer and/or the Director of Community Initiatives, the Community Initiatives project development activities of the Council.
- Develops new project opportunities.

- Coordinates, by providing comprehensive technical and administrative support, with one or more private or public organizations, programs, coalitions or consortia managed or operated by the Council.
- Initiates, performs and/or supervises the preparation of planning studies, reports and other documents, and reviews these materials prior to distribution.
- Consults with administrators or planning councils to discuss overall intent of programs or projects, and determines broad guidelines for studies.
- Conducts the preparation of planning, needs assessment or evaluation studies, reports and other documents and reviews these materials prior to distribution.
- Advises other organizations and the public regarding WellFlorida's planning and implementation policies and activities.
- Keeps current with pertinent laws and regulations regarding health planning as well as professional principles and practices in the fields of health care and health policy analysis.
- Conducts comprehensive health needs assessments in accordance with the Affordable Care Act IRS 990 Requirements for non-profit hospitals.
- Conducts comprehensive community health assessments in accordance with the Public Health Accreditation Board requirements for local departments of health utilizing the Mobilizing for Action through Planning and Partnerships evidence-based model.
- Facilitates the development of Community Health Improvement Plans.
- Conducts program evaluation and program monitoring including the development of evaluation plans and execution of evaluation plans.
- Conducts field investigations, economic or public opinion surveys, focus groups, demographic studies, or other research to gather required information.
- Follows all HIPAA compliance and regulations in accordance with local, state and national regulations.
- Develops planning documents or reports required to meet contract requirements, receive group or Board approval, and ensure distribution of the planning document or report(s) to appropriate individuals.
- Presents to client groups, community groups or Board of Directors and its authorized committees, periodic reports reflecting the contracted services and activities and such special reports as may be required.
- Develops a working knowledge of the Certificate of Need (CON) statutes and rules and works on assigned CON projects.
- Develops maps with ArcGIS software and interprets results.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education and/or Experience

Graduation from an accredited college or university with a Master's degree (with thesis or equivalent research effort) in Public Health, Health Sciences Education, Health Services Research or related field AND three years of experience in public or private health planning, research, management or policy development or any other equivalent combination of training and/or experience.