

JOB TITLE	Health Planner
STATUS	Non-Exempt / Exempt
REPORTS TO	
SUPERVISES	N/A
BB CODE	13-1199
CLASS CODE	6847

JOB SUMMARY	<p>The Health Planner fosters and leads initiatives to assess population health and develops plans and programs that address area health needs. Responsibilities include developing and implementing community health assessment and planning cycles. The Planner will identify, develop, and execute health planning, research, and the evaluation of projects in the seven county service area comprised of Baker, Clay, Duval, Flagler, Nassau, St. Johns and Volusia counties, consistent with Florida State Statute 408 033.. This position will also serve as the coordinator for ongoing health initiatives that are led by the Health Planning Council.</p>
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ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Develops and coordinates special studies, needs assessments, program evaluations and reports as directed by senior leadership • Familiar with MAPP, HIA, and/or other assessment methodologies • Coordinates and conducts focus groups, interviews, and surveys; engages in other data collection activities • Familiarity with sources of health, demographic, environmental, socioeconomic, transportation, and other data • Collects, synthesizes, analyzes, manages and reports community health data • Familiarity with sources of health, demographic, environmental, socioeconomic, transportation, and other data • Compiles reports, charts, or graphs to describe and interpret findings • Files data and related information and maintains and updates databases • Researches and identifies evidence-based health programs and practices related to community issues • Plans, analyzes, and evaluates health programs for purposes of program development • Engages in resource development and grant writing • Plan and facilitate community meetings and work groups • Provides staff support to community planning studies - Plan and facilitate community meetings and work groups • Provides leadership and staff support to the Northeast Florida Cancer Control Collaborative • Develops and nourishes relationships with Cancer Collaborative partners/members • Ensures completion of deliverables as required under contract for the Cancer Collaborative and in accordance with the Cancer Collaborative's established strategic plan • Represents the agency at community and state meetings • Recruits and manages interns • Remains informed about community health issues in Northeast Florida • Performs related work as required • Prepares and presents both verbal and written reports • Utilizes necessary computer software applications • Travels to off-site locations routinely and as needed • Other duties as required
	Language Skills

<p>REQUIRED KNOWLEDGE SKILLS ABILITIES & ATTRIBUTES</p>	<ul style="list-style-type: none"> • Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations • Ability to write reports, business correspondence and procedure manuals • Ability to effectively present data and information and respond to questions from groups of managers, clients, customers, and the general public <p>Mathematical Skills</p> <ul style="list-style-type: none"> • Ability to work with mathematical concepts such as summation, multiplication, division, and basic statistics • Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations <p>Reasoning Ability</p> <ul style="list-style-type: none"> • Ability to define problems, collect data, establish facts, and draw valid conclusions <p>Computer Skills</p> <ul style="list-style-type: none"> • Knowledge of computer operating systems and application software including but not limited to Microsoft Windows, Microsoft Office Suite (Excel, Word, Power Point, Access, and Project), website application software (such as WordPress) and online survey applications. Must have the ability and desire to learn to use cutting edge applications as trends require. • Candidates with expertise in GIS and computer/software skills, such as Excel, SurveyMonkey, WordPress preferred <p>Other Skills and Abilities</p> <ul style="list-style-type: none"> • Knowledge of Federal and Grant management process • Knowledge of community planning • Typing/computer keyboard • Utilize computer software (specified above) • Retrieve and compile information • Maintain records/logs • Verify data and information • Organize and prioritize information/tasks • Operate office equipment • Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) • Verbal communication • Written communication • Public speaking/group presentations • Research, analyze, interpret information • Investigate, evaluate, recommend action • Leadership, supervise, manage people • Basic math concept (add/subtract) • Abstract mathematical concepts (interpolation inference, frequency, reliability, formulas, equations, statistics)
<p>WORKPLACE EXPERIENCE</p>	<ul style="list-style-type: none"> • 5 years health planning experience required.
<p>ACADEMIC</p>	<ul style="list-style-type: none"> • Bachelor's degree in public health, health care administration or related field desired • Master's degree in public health, health care administration or related field a plus

PERSONAL EFFECTIVENESS (COMPETENCIES)	<ul style="list-style-type: none"> • Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics. • Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service. Responds to requests for service and assistance; Meets commitments. • Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. • Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Communicate with a diverse workforce. • Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information. • Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed. • Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. • Organizational skills – Develops specific goals and plans to prioritize, organize, and accomplish work. • Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
ENVIRONMENT &PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Sitting for extended periods • Standing for extended periods • Extended periods viewing computer screen • Walking • Reading • Speaking • Hearing • Lifting/carrying up to 20 pounds • Repetitive motions • Pushing/pulling • Bending/stooping • Reaching/grasping • Writing
HAZARDS	<ul style="list-style-type: none"> • May work in various working environments • Electric current