



Job Title: Associate Planner

Department: Community Initiatives

Salary: \$35,000 - \$45,000 plus benefits

Posting: Open until filled

Submit Online Application at <https://tinyurl.com/WF1039> along with a cover letter, resume and writing sample

Location: Gainesville, FL or remote or hybrid, must travel within the 16-county service region

Summary

The Associate Planner provides technical and administrative assistance, under supervision of the Director of Community Initiatives, to clients, internal program staff, board members, special interest organizations, members of the community, and providers. The Associate Planner completes studies, prepares reports, and advises public and private sector administrators on feasibility, cost effectiveness, and regulatory conformance of proposals for special projects or ongoing programs.

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

- 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 needs assessments, program evaluation and program monitoring.
- Conducts field investigations, economic or public opinion surveys, 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 a working knowledge of Public Health Accreditation Board standards
- Understanding of health disparities, health equity, and social determinants of health
- Familiar with and ability to identify evidence-based programs and interventions that may be applied to address public health concerns
- Ability to work with community partners in collaborative processes
- Ability to establish priorities and complete tasks within designated deadlines
- Ability to develop and test survey tools, focus group scripts, key informant interview tools and other primary data gathering tools
- Develops maps with ArcGIS software

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education and/or Experience

Master's degree in health planning or a related field with thesis or equivalent research effort AND two years of related work experience preferred or equivalent combination of education and experience considered.