



Job Title: Senior Planner

Department: Community Initiatives

Salary: \$40,000 - \$55,000 plus benefits

Posting: Open until filled

Submit Online Application at <https://tinyurl.com/WF1038> along with a cover letter, resume and writing sample

Location: Gainesville, FL or remote or hybrid, must travel within the 16-county service region, extensive work completed at Power Up programming hosted in Lake City, FL

Summary

The Senior Planner serves as the program coordinator for Power Up and works directly with agency partners, youth, and parents. Power Up is a youth-focused intervention in Columbia County. Power Up is an innovative program focusing on enhancing mental well-being for Columbia County youth through two program components: (1) Power Up League is a recreational initiative for youth ages 12 – 18 offering a safe, competitive Esports platform while integrating evidence-based Botvin LifeSkills during weekly practices and games. (2) Power Up Teens utilizes Teen Mental Health First Aid, an evidence-based model, to educate teens on identifying, understanding, and responding to signs of mental health and substance use challenges among peers.

In addition to coordinating Power Up, the Senior 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 Senior 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.

Related to Power Up:

- Ability to mentor and support youth aged 12 – 18 from a variety of socioeconomic and cultural backgrounds in both recreational and educational settings.
- Ability to talk about sensitive topics such as sexual health, substance misuse, bullying, and mental health with youth in a supportive and professional manner
- Serves as the primary liaison with Power Up program partners to ensure effective collaboration and coordination.
- Develops and manages materials related to parental consent, ensuring clear communication with parents and guardians regarding program participation and expectations.
- Must complete training and certification in Botvin LifeSkills and be responsible for teaching and integrating curriculum into weekly practices and competitions.
- Strong proficiency with Nintendo Switch games, specifically Mario Kart and Super Smash Bros. Ultimate. Candidate should be skilled enough to offer strategic tips and maintain a level of play that consistently challenges and motivates participants.
- Strong working knowledge of the Nintendo Switch gaming system, including general understanding of Local Area Network (LAN) setups, as well as the ability to troubleshoot Nintendo Switch consoles and accessories for practice and competitive gaming events.
- Oversees the planning and organization of Esports leagues, including scheduling and overseeing practices and competitions. Demonstrate strong knowledge of Esports, including understanding of league structures, tournament brackets, and competition formats, to effectively oversee planning and organization of Power Up Esports leagues.
- Works closely with community liaisons to assist in recruitment and training of Esports coaches.
- Collects and analyze data on program implementation, effectiveness, and participant outcomes in order to advise on project feasibility and regulatory compliance.

Related to General Planning:

- 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

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education and/or Experience

Graduate degree in health planning, public health or a related field with thesis or equivalent research effort AND two years related work experience preferred.

Undergraduate 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.

Driving Requirements

- Possess a valid Florida Driver's License (required).
- A safe driving record is required (Driver's License background check will be conducted prior to offer of employment and will be conducted annually for organizational insurance purposes).

Other Requirements

- An FDLE background check may be required prior to offer of employment and may be conducted annually or as required at such times that they are warranted and/or that external funders require such a check.
- Level II Background Check may be required prior to offer of employment and may be conducted annually or as required at such times that they are warranted and/or that external funders require such a check.
- HIPAA and confidentiality training will be conducted upon hiring.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Must be able to maintain stationary position for at least 50% of the time.
- Must be able to consistently move about inside the office to access file cabinets, copy machines, printers and front door.
- Must be able to consistently operate a computer and other office productivity machinery such as calculator, copy machine and printers.

- Must have the ability to communicate information and ideas so others will understand.
- Must have the ability to exchange accurate information with management and other employees.
- Must have the ability to observe details including inspecting, assessing and determining details/information.
- Must have the ability to focus and read forms and instructions for long periods of time.
- Must have the ability to bend, stretch and reach for items as needed.
- Must have the ability to maintain mobility/walk for short and long periods of time
- Must have the ability to engage with children and teens of all ages
- Lifting up to 50 pounds.

WellFlorida Council is an equal opportunity employer.