



## Health Planner

The Health Council of West Central Florida (HCWCF) is a private, non-profit corporation created in 1983 under Chapter 408.033, Florida Statutes, with the mission of providing coordinated health planning services designed to enhance the provision of accessible, affordable, and high-quality health care to residents of our service district. HCWCF 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 statute.

HCWCF serves Hardee, Highlands, Hillsborough, Manatee and Polk counties, and works to improve access to care, reduce disparities in health and socioeconomic status, assist state and local governments in the development of sound and rational policies and advocate on behalf of the underserved.

### Job purpose

The Health Planner/Data Coordinator performs complex work of a technical and analytical nature in support of a variety of community initiatives.

The Health Planner/Data Coordinator conducts health systems planning activities and supports the Health Council West Central Florida and its partners as required under the Florida Department of Health contract.

### Duties and responsibilities

- Collects and analyzes health-related demographic data, including information regarding the nature and utilization of services and resources within the planning area.
- Prepares quarterly health facility utilization reports.
- Develops and conducts needs assessments including surveys, key informant interviews and focus group facilitation; conducts gap analyses, and collaboration assessments, evaluates study results.
- Identifies trends, areas of unmet need, and other issues of concern, and recommends strategies to effect systemic change.
- Researches and identifies plans/policies for opportunities for public health impact.
- Prepares written and data reports and visual presentations of findings.
- Presents findings to community and governmental groups.
- Provides staff support and technical assistance to committees and collaborative partners as directed.

- Maintains agency website and social media accounts.
- Performs other duties as assigned.

## **Qualifications**

### **Educational Experience:**

Graduation from an accredited college or university with a bachelor's degree in health care administration, public health, social science or behavioral research, or a closely related field. Master's degree preferred. Requires experience in the development and support of community-based work groups or planning committees, data collection and analysis or an equivalent combination of training and experience. Fluency in an additional language other than English highly desirable.

## **Knowledge, Skills and Abilities**

- Knowledge of public health, community health systems, health equity, data collection and analysis required.
- Able to gather, analyze, interpret, and synthesize complex information.
- Attention to detail and strong organizational skills.
- Ability to problem solve and make recommendations for action.
- Ability to work cooperatively with stakeholders and funders.
- Ability to establish and maintain effective working relationships with the general public, co-workers, and collaborative partners.
- Exhibit cultural humility in relationships with others.
- Strong written and oral communication skills.
- Public speaking and presentation skills.
- Able to work independently and prioritize tasks.
- Flexible and energetic, able to complete tasks on a timely basis.
- Skilled in Microsoft Office 365 applications.

## **Other Requirements:**

- Must be licensed to drive a motor vehicle in Florida and have reliable transportation to cover meetings in our 5-county region.
- Physical demands are minimal for this position and include sitting, standing, walking, reaching, and light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Position may work remotely in the Tampa Bay area. Work schedule is Monday through Friday 8:30 to 5:00 p.m. with periodic meetings at administrative office in Tampa. Travel to meetings in the service area is required on a regular basis with mileage reimbursement provided. Occasional evening or weekends may be required on a project specific basis and adjustment to work schedule will be made in the same week in which the need occurs. Position requires managing multiple priorities. Requires the ability to work alone and collaboratively.