

Date Posted: 06/23/2011

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

- Job Title:** Health Planner
- Employer/Agency:** Harris County Judge  
Ryan White Planning Council Support Staff
- Job Description:** Plans and implements assessments of local, HIV/AIDS related community resources and needs, including: organizing, conducting and analyzing results of focus groups. Designs, supervises and analyzes results of surveys. Collects and analyzes secondary research data. Analyzes and communicates findings. Utilizes oral and written reports, charts, graphs and maps. Coordinates special research projects, such as service effectiveness studies, comprehensive needs assessments and quality assurance initiatives that includes coordinating the committees and work groups that provide oversight for these projects. Assists the Support Staff Office and Ryan White Planning Council as requested in strategic planning, data analysis and evaluation in various activities, which may include HIV/AIDS service delivery and fund resources/needs across service categories. Prepares /updates Comprehensive Plan for a more cost-efficient system of essential services for HIV individuals/families. Conducts and reveals results of epidemiological studies of HIV/AIDS. Assists volunteers daily in understanding a federal government system that is implements by county government. Attends meetings and presents reports to Planning Council as required. Performs other duties as assigned.
- Qualifications:** A Master's degree in Public Health, Community Health, Health Administration, or a related Health Science field is **required**. Two (2) years of related work experience is **preferred**. Knowledge and experience using advanced microcomputer capabilities and demonstrated skill with spreadsheets

(Excel), statistical software (SPSS), database (Access), presentation (Power Point), and mapping applications are **required**. Ability in analyzing behavioral, social, and demographic data and trends is preferred. Knowledge of behavioral, social and/or urban research applications, methodologies, and procedures, including statistics, is **required**. Position also **requires** strong written and oral communications skills, including public speaking. Must have ability to work with broad base of community members that includes volunteers; ability to disseminate information to people with various levels of technical expertise; ability to interact with and provide support services to HIV positive incarcerated, gay, lesbian, bisexual and/or transgendered individuals.

**Salary/Hours:** Salary DOE/Full-time

**Employer/Agency:** Harris County Judge  
Ryan White Planning Council Support Staff

**City, State** Houston, TX

**Application Method:** **Apply at:**  
1310 Prairie St, Suite 170  
Houston, Texas 77002

**Opening Date:** Immediately, Open until filled

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***