

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. Organizes, conducts and analyzes 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. Coordinates the committees and work groups that provide oversight for 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. Co-facilitates a 17 week training program for consumers of HIV services to prepare them for membership on a local planning body. Assists volunteers daily in understanding a federal government system that is implemented 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. EXPERIENCE/SKILLS: Two (2) years of related work experience is preferred. Basic knowledge of spreadsheets, databases, statistical software, and other business/mapping applications to include Microsoft Excel, Access, and PowerPoint as well as SPSS is required. Ability to analyze behavioral, social, and demographic data and trends is preferred. Must have knowledge of behavioral, social and/or urban research applications, methodologies, and procedures, including statistics. Excellent written and oral communications skills, including public speaking, are required. Must possess the ability to work with broad base of community members including 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	DOE
City, State, Zip	Harris County, TX
Application Method	APPLY AT: 1310 PRAIRIE – SUITE 170 OR JobApps@bmd.hctx.net
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.