Summary: The Public Health Planner is assigned with facilitating several Department collaborative projects. Specifically, the Public Health Planner serves as the Public Health Accreditation Coordinator, primary investigator for the Community Health Improvement Plan for Las Animas and Huerfano Counties, conducts and coordinates results of the Community Health Assessment as well as Department-specific program management process, including, performance management process and strategic planning initiatives (and associated assignments).

The Public Health Planner is the primary source for all grant opportunities for the Department. Responsible for writing grants including development of project work plan, facilitation of project budget, evaluation method. Develops and creates system to monitor grants for funding renewal as necessary.

Essential Job Functions:

Analytical/Assessment Skills
Gather and review data to identify public health trends, burdens and associated factors. Monitor and update data tracked through the Community Health Improvement Plan and present information to community partners and program employees. Assist with program evaluation and survey implementation.

Communication Skills
Prepare and deliver annual success brochure and related presentation material regarding the Community Health Improvement Plan. Provide trainings, facilitate meetings and provide presentations on accreditation, quality improvement, community data plans, etc. as requested (including national/state/local conferences, community events/meetings). Inform and educate Department and community partners of existing resources available in grant writing opportunities. Facilitate annual update of the Department strategic plan.

Community Dimensions of Practice Skills
Foster working partnerships with community partners and funding agencies. Link (internal and external) resources including funding, data, and training sources as requested. Serve on related community planning committees in the support of Department grant(s) and community activities.

Cultural Competency Skills
Build capacity within local partnerships for practice engagement, public health, community linkages, population health and health equity.

Leadership and Systems Thinking Skills
Serve as Accreditation Coordinator by ensuring Department efforts align with/support accreditation requirements. Facilitate accreditation team work, including communication with accreditation board, document gathering, review of work efforts toward accreditation and participate’s in accreditation network system. Promote, train and facilitate development and maintenance of the Department’s performance management system and strategic planning efforts.
Policy Development & Program Planning Skills
Oversee and manage the Community Health Assessment process for the Department ensuring state mandates and accreditation requirements are adhered to. Conduct and facilitate Community Health Assessment Steering Committee to ensure the process is followed and established timelines met. Oversee Community Health Improvement Plan information in established tracking software including scorecard layout, updates and assigning users. Research, review and manage the grant review/application process for the Department, including planning, routing, and writing of grant applications. Research and learn quality improvement techniques, how to create a culture of quality improvement and advance quality improvement within the organization for inclusiveness in Department program operations.

Public Health Sciences Skills
Research evidence-based strategies to address public health issues for program development, improvements, modifications and initiation.

Perform other functions as required to fulfill the expectations of the position and the goals and objectives of assigned program/projects and the agency.

Qualifications:

Minimum Required Education/Experience: Bachelor’s degree in public health, business administration, social/behavioral sciences or related field and three years of progressively responsible experience in the field of grant writing/monitoring, data analysis/collection and/or project planning is required. Public health work experience is preferred.

Pre-employment Knowledge, Abilities and Skills:

• Experience in working with community partners to building and maintain working relationships.
• Outstanding verbal and written communications skills, including ability to adapt a style to fit various audiences.
• Knowledge of inclusiveness, social determinants of health, health equity, and health disparities.
• Ability to engage with and work with other personnel and teams.
• Ability to provide relevant feedback in an acceptable manner to ensure optimal performance of assigned duties.
• Knowledge of project planning principles and techniques.
• Experience in gathering, interpreting and evaluating data.
• Experience in reviewing, analyzing and evaluating funding proposals relevant to public health roles and responsibilities.
• Ability to devise appropriate work plans, budget assignments and timelines for comprehensive grant application processes.
• Knowledge of valid data/information resources utilized in the development of grant applications.

Note: Any acceptable combination of education (minimum required), training and experience that provides the above knowledge, abilities and skills may be substituted.

Necessary Special Requirements: A valid State of Colorado driver’s license. Must be able to provide personal transportation for work-related business. Must obtain annual flu vaccination and any job-specific immunizations. May be required to submit to a two-step PPD test.

Licenses or Certificates: None

Special Requirements: Fluency in writing and speaking English.
**Physical Demands:** Work is subject to frequent interruptions and recurring, inflexible deadlines; the employee may be required to work beyond normal scheduled work hours.

**Unusual Demands:** Work may involve evening meetings and travel out of the area. Employee may be on call to respond to public health emergencies.