

POSITION DESCRIPTION

Health Planning Specialist



The Mississippi Public Health Institute (MSPHI), a statewide not-for-profit corporation, is seeking a dynamic Health Planning Specialist for the Mississippi Ryan White Technical Support program.

Reporting directly to the Subrecipients Services Manager, the Health Planning Specialist collaborates with the EHE Coordinator and Project Officers on Ryan White Part B activities. This position is not available for telework and requires full-time in-office work at a MSDH facility.

JOB SUMMARY

The Health Planning Specialist supports the strategic planning and operational functions of Ryan White HIV/AIDS Program. This position serves as a critical liaison to the Mississippi HIV Planning Council in ensuring the five-year needs assessment and annual updates are completed. This position further focuses on coordinating the planning, development, implementation, and evaluation of health initiatives and services provided by subrecipients to ensure compliance with HRSA's Sub-recipients Guidelines and National Monitoring Standards.

Salary Range (Dependent on Experience and Education): \$50k

DUTIES

Strategic Planning and Development: 50%

- Lead efforts to conduct needs assessments by gathering data on HIV prevalence and incidence rates and writing updates to the strategic planning documents
- Contributes community health planning expertise to the Department's community needs assessment process, health improvement goal setting, identification of public health policy and action options, program development, and creation of monitoring and evaluation plans
- Works directly with Planning Council leadership, including persons with HIV, in developing the statewide needs assessment and subsequent updates
- Create and maintain documentation, reports, and presentations related to program activities

Program Evaluation and Implementation: 25%

- Develops and implements a Ryan White Part B Program Community Engagement Plan that assures the active involvement of community members and stakeholders
- Serves as a liaison to FQHCs, partner Ryan White Part C providers, and other community health centers to strengthen connections, collaboration of services, and identification of health safety net needs
- Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public
- Uses a data-driven process to develop and ensure implementation of performance management and quality improvement activities are aligned with ongoing strategic initiatives.
- Develops and organizes measurable objectives, gathers and interprets data, and writes abstracts, plans, and reports

Coordination and Communication: 25%

- Delivers targeted, culturally appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum Qualification:

- Bachelor's degree in public health, nursing, or other closely related field
- Two (2) years of professional experience in public health planning, community engagement, social services

- Experience utilizing public health data for project planning, evaluation, and reporting (written and oral)
- Knowledge of community health assessment and planning models, methods, tools, and techniques
- Knowledge of epidemiology, disease prevention, health promotion, behavioral change, group process, community/organizational development theory and techniques
- Skill in qualitative and quantitative data collection and analysis for the identification of population health status
- Demonstrates ability to effectively interpret, analyze, and present data in a meaningful way

Preferred Qualifications:

- Master’s degree in Public Health, Healthcare Administration, Community Health, or a related field.
- Four (4) years of professional experience in public health
- Prior experience with HIV/AIDS related organizations preferred.
- Strong knowledge of the HRSA’s Sub-recipients Guidelines and Ryan White HIV/AIDS Program National Monitoring Standards

What you'll need to be Successful:

- Demonstrated commitment to public service and improving the health and well-being of communities.
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities.
- Ability to be flexible to the changing needs of the RWP and to handle obstacles with compassion and resolve.
- Strong analytical skills and attention to detail
- Capacity to work independently and as part of a team in a dynamic, fast-paced environment
- Ability to prioritize and meet deadlines
- Excellent communication (i.e., verbal, written), and time management skills
- Experience working in a diverse setting with diverse populations, including people representative of all gender identities, races, and ethnicities, members of the LGBTQ+ community, people who are insecurely housed or homeless, people who use illicit drugs, and people who participate in commercial and/or survival sex work

BENEFITS

MSPHI has comprehensive health and retirement benefits for employees, and personal and medical leave accrual.

- Medical:
 - Provider: BlueCross & BlueShield of MS
 - Waiting Period: Date of Hire
 - Cost: \$80 for employee ONLY
- Dental Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire
 - Employer pays 50% of the employee ONLY cost
- Vision Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire
 - Premiums are voluntary selections
- Life Insurance:
 - Provider: Bluebonnet Life Insurance Co.
 - Face Amount: \$20,000
 - Employer pays 100% of the employee ONLY cost
- Long Term Disability:
 - Provider: CIGNA
 - Waiting Period: Date of Hire
 - Employer pays 100% of the employee ONLY cost

- PTO:
 - Sick and vacation are combined

Additional Perks:

- Professional Development
- Volunteer Opportunities

How to Apply

Interested individuals should submit a cover letter, and resume with references through the following link.

<https://fs21.formsite.com/G6zWk0/kazagajvlz/index>

No telephone calls or walk-in, please.

Application closing date: Friday, October 4, 2024, by 5:00pm

MSPHI is an equal-opportunity employer and makes employment decisions based on merit. MSPHI's policy prohibits unlawful discrimination based on race, color, religion or religious creed, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, age, marital status, status as a protected veteran, physical or mental disability, medical condition, genetic information, or characteristics (or those of a family member), or any other consideration made unlawful by applicable federal, state, or local laws. It also prohibits discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. MSPHI is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all people involved in the operations of MSPHI and prohibits unlawful discrimination by any employee of MSPHI.