

**SOUTH TEXAS DEVELOPMENT COUNCIL  
POSITION DESCRIPTION**

**PROGRAM PLANNER I**

**SUMMARY OF POSITION:**

Program Planner is responsible for all the planning activities of the HIV Administrative Agency program. Planner is responsible for developing and maintaining of a Region-Wide Needs Assessment, as well as a Comprehensive Services Delivery Plan for the South Texas HIV/AIDS Service Area inclusive of the nineteen counties assigned to the South Texas Development Council Ryan White Part B Administrative Agency. Planning tasks include conducting/coordinating Priorities and Allocations per Health Service Delivery Area (HSDA), developing a Continuum of Care, and developing and maintaining a Health Resource Inventory. Performs moderately complex program consultation and technical assistance with primary HIV/AIDS related services provider agencies, organizations, and work groups. Work involves program planning and development, providing consultation and technical assistance; developing timelines and work plans, and setting of meeting and agendas. Establish and maintain links with governmental agencies, community health organizations, work groups, stakeholders and/or general public. The Program Planner works under general supervision with moderate latitude for the use of initiative and independent judgment.

**ORGANIZATIONAL RELATIONSHIP:**

Program Planner I is supervised by and reports to the Regional Programs Manager.

**GENERAL DUTIES:**

- 1) Solicits input and gathers information for planning purposes from a geographically diverse area and population.
- 2) Maintains a process for ensuring community input in the planning process and disseminates input back to program and other involved stakeholders.
- 3) Arranges and conducts public meetings involving the establishment of HIV services allocations throughout the South Texas HIV Service Area.
- 4) Coordinates overall activities and data utilization to produce effective planning for the HIV/AIDS services program.
- 5) Implements and conducts program monitoring of HIV program service standards and provider agencies as well coordinates reports, surveys and data gathering.
- 6) Consults with the Texas Department of State Health Services and provides technical assistance to HIV/AIDS related services providers and related stakeholders in the South Texas HIV Service Area to plan, recommend and implement program planning goals.
- 7) Conducts Needs Assessments for HIV medical and psychological support services to establish an assessment of need and identify barrier to accessing services.
- 8) Works with and speaks to community and professional groups to coordinate and plan for HIV/AIDS program delivery services.

- 9) Employs best practices for service delivery and strategies for overcoming barriers to entering and keeping clients in care.
- 10) Evaluates client service utilization data and service allocation needs within service delivery areas to develop program continuum of care and the HIV/AIDS Comprehensive Service Plan for the South Texas HIV service area.
- 11) Reviews and evaluates information on HIV/AIDS services utilization, expenditure of services funds, delivery systems and methods of service delivery in order to identify gaps in resources and recommends improvements under the plan.
- 12) Develops service priorities and allocations (by service category) for the Laredo, Brownsville, and Corpus Christi HIV Service Delivery Areas, based on needs assessment data, utilization data, historical expenditures data, and community input and resources.
- 13) May assist HIV Staff with program support.
- 14) Performs other agency related work as assigned.

**GENERAL QUALIFICATIONS:**

Experience in a field related to social services, public health, or other related fields/programs. Graduation from an accredited four year college or university with major course work in a field relevant to the assignment is generally preferred; however, experience and education may be substitute one for one another. Must have valid drivers license and be willing to travel with own transportation.

Planner must have the:

- Ability to communicate effectively, both verbally and in writing, with culturally diverse and professionally diverse audiences.
- Ability to develop and deliver training materials/presentations.
- Ability to guide groups of diverse individuals through a planning process.
- Ability to exercise independent judgment in evaluating situation and making recommendations.
- Ability to use PC-based software to write reports and prepare presentations.
- Experience in working with volunteer and/or community groups and interdisciplinary teams.
- Ability to develop plans timelines, budgets and funding proposals.
- Experience in project management and/or managing multiple priorities.
- Knowledge of developing a needs assessment and or a planning processes.
- Experience in providing technical assistance to volunteer groups and/or contractors.
- Ability to weigh quantitative and qualitative information in decision making.
- Ability to understand numbers, perform basic numeric calculations and work with budgets in general.