
	Position Title	Aging Community Health Planner
	Position Category	Exempt
	Reports To	Chief Executive Officer
	Date	April 2026

Position Summary

Under supervision of the Chief Executive Officer, the Planner supports the planning functions by assisting management with monitoring programs and understanding issues facing the aging community; engages community partners to identify and solve problems; assists with developing policies and plans that support initiatives in the aging network. Responsible for analyzing data for the purpose of planning and projecting future needs of the age 60 and older population in a five-county service area. This position is responsible for developing the multi-year Area Plan for the Agency as well as annual updates conforming to DOEA's uniform format.

Essential Functions

- Develops planning studies and reports in support of new and updated strategic plans, programs and regulations.
- Coordinates planning, identification, assessment of needs, and provision of services for older adults through community forums, public hearings, and needs assessments.
- Prepares and analyzes data for reports on the availability of community-based services for older adults and their caregivers.
- Prepares and presents detailed reports regarding senior and caregiver needs in the five-county service area.
- Serves as Liaison for the Advisory Council Planning Committee.
- Maintain social and demographic data on older adults.
- Collects a variety of statistical data and prepares reports and maps utilizing census data, demographic data, and economic data.
- Provides information on Area Agency programs.
- Engage in efforts directed at furthering research projects or innovative approaches to service delivery.
- Maintain current knowledge of legislative issues, reports and information within the aging network and represent the interests of older persons to local officials, public and private agencies and organizations in order to build the capacity in the planning and service area to meet the needs of older individuals.
- Serves as the advocate and focal point for older individuals within the community in cooperation with agencies, organizations, and individuals participating in activities under the Area Plan.
- Conduct public hearings for multi-year Area Plan approval.
- Review DOEA's targeting performance measures for the PSA and share information with staff, Board, and Advisory Council as to opportunities to improve performance measures.
- Maintain spreadsheets on Agency targeted outreach both completed and planned and report out on results at Agency Advisory Council and Board of Directors' Meetings.
- Leads the effort to conduct SWOT Analysis for each Area Plan cycle which includes input from staff, Board of Directors, and Advisory Council.
- Completes the multi-year Area Plan for the Planning and Service Area providing a profile of the service area, identification of unmet needs, and incorporating staff, providers' and Advisory Council strategies to address Goals and Objectives defined by DOEA.
- Provides annual updates to the Area Plan detailing progress and addressing additional information requested by DOEA.
- Respond to DOEA feedback regarding annual Area Plan submissions.
- Participates as applicable in DOEA statewide initiatives such as Dementia Care and Cure

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- Initiative and Age-Friendly programs.
- Analyze and provide guidance on Agency priorities, strategic plans and Community Health Improvement Plans
 - Develop and maintain relationships with funders, community partners, and other stakeholders.
 - Serves on inter-jurisdictional or multi-agency committees involved in policy development related to community health assessment and planning.
 - Facilitate the area-wide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings, in a manner responsive to the needs and preferences of older individuals and their family caregivers.
 - Completes assigned duties as stated in the Comprehensive Emergency Management and Continuity of Operations Plan.
 - Supervises Agency communications.

Non-Essential Functions


- Lends support to other departments regarding special projects and events
- Performs other duties as assigned

Other Competencies Related to Knowledge, Skills and Abilities and Other Personal Characteristics

- Knowledge of Aging Network and demographic trends.
- Knowledge of needs assessment processes and planning evaluation methodologies.
- Ability to manage competing deadlines.
- Ability to compile, organize and analyze data.
- Ability to relate and compare information from different sources.
- Ability to make sound recommendations based on facts and logical assumptions.
- Ability to work independently and as part of a team; provide outstanding customer service and display effective time/project management experience.
- Ability to make presentations to community organizations regarding the Agency mission, services, and clients.
- Ability to run reports from the ECIRTS database to define clients served and identify unmet needs.

Minimum Qualifications

- Bachelor's Degree with a concentration in planning, public administration, or public health.
- Master's Degree preferred
- Minimum three (3) years related experience
- Advanced Excel skills preferred

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Physical Requirements and Working Conditions

- Some travel by car may be required
- Prolonged periods of sitting and working on a computer
- Minimal lifting up to 25 pounds

The Area Agency on Aging Palm Beach/Treasure Coast retains the right to change this job description any time. The Area Agency on Aging Palm Beach/Treasure is an Equal Opportunity Employer.

Employee has acknowledged the receipt of his/her job description. If the employee has any questions regarding his/her duties, he/she should speak with the Supervisor or contact the Human Resources Department.

Print Name:

Signature:

Date:
