

JOB DESCRIPTION

<i>Pennsylvania HIV Prevention Community Planning Committee</i>	<i>Pennsylvania Department of Health, Division of HIV/AIDS</i>	<i>University of Pittsburgh Graduate School of Public Health</i>
<ul style="list-style-type: none"> • Attend 12 meetings per year. • Actively participate in Committee meetings and sub-committee meetings. • Participate in the development of an annual Comprehensive HIV Prevention Plan/Plan Update. • Participate in the development of the Plan key products: <ul style="list-style-type: none"> • Epidemiologic Profile; • Community Services Assessment (Needs Assessment, Resource Inventory, Gap Analysis); • Priority Target Populations; • Appropriate Science-based Prevention Interventions; • and review the CDC application to ensure concurrence with the Prevention Plan • Monitor Prevention Plan implementation. • Provide input and recommendations in the development of evaluation of community planning, prevention interventions and counseling and testing programs. • Provide input and recommendations to the Division on other HIV prevention-related issues (e.g., HIV Reportability, rapid testing) 	<ul style="list-style-type: none"> • Convene the Committee, including selecting meeting sites, providing meals and lodging, and assisting members with travel arrangements • Provide technical assistance and staff support to the Committee and Sub-committees regarding AIDS epidemiology, counseling and testing activities, updates on other federal and state HIV-related activities, and other input as requested by the Committee • Develop CDC funding applications consistent with Prevention Plan objectives, recommended activities and interventions, and priorities • Initiate and monitor sub-contracts as determined in the application • Coordinate with other state agencies as appropriate regarding priority of Prevention Plan objectives • Coordinate media requests and distribution of the Prevention Plan • Participate in the development of the Plan key products: <ul style="list-style-type: none"> • Epidemiologic Profile; • Community Services Assessment (Needs Assessment, Resource Inventory, Gap Analysis); • Priority Target Populations; • Appropriate Science-based Prevention Interventions 	<ul style="list-style-type: none"> • Facilitate all Committee and Sub-committee meetings, including recommendations for agenda content and structure, meeting facilitation, production of minutes, and development of small group and prioritization processes and activities • Coordinate needs assessment activities • Provide technical assistance to the Committee and the Division regarding behavioral science, prevention planning, and program evaluation • Develop and implement sub-contracts for some community-based interventions as necessary to expedite distribution of funds • Provide technical assistance to sub-contractors regarding program development and evaluation • Participate in the development of the Plan key products: <ul style="list-style-type: none"> • Community Services Assessment (Needs Assessment, Resource Inventory, Gap Analysis); • Priority Target Populations; • Appropriate Science-based Prevention Interventions