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## Position Description

## Policy and Partnership Manager

## Supervised by: Director of Innovation and Health Information

## Location: Bismarck, North Dakota

Status: Full-time/Exempt

**Purpose:** The Policy and Partnership Manager serves as a the lead staff member for the Community HealthCare Association of the Dakotas (CHAD) on matters related to policy and development of statewide partnerships. This position enhances CHAD’s ability to support membership and safety net providers serving low-income, geographically isolated, minority, homeless and migrant populations in both North and South Dakota.

**General Description:** Under the supervision of the Director Of Innovation and Health Information this position is responsible for advancing the interests of our members at the state and federal level through policy engagement and the development of strategic partnerships. They will promote systemic change in support of our vision of “Access to a high quality system of health care for all Dakotans.”

**Essential Duties & Responsibilities:**

* Responsible for the development of policy positions in collaboration with CHAD members and contractors and for providing technical assistance, communication and education as it relates to policy.
  + Monitors, analyzes, develops and assumes responsibility for legislative, regulatory and policy proposals that affect the health care system and the community health centers in the Dakotas.
  + Provide strategic analysis and background for the development of community health centers’ policy agenda.
  + Prepare position papers identifying public policy issues, impacts and recommended actions.
  + Research potential strategies and policies to assist in crafting policies for the changing healthcare environment.
  + Continually monitor and research emerging public policies and health care environment changes relating to the impact on CHCs in the Dakotas.
  + Promote CHAD policy statements and positions on legislative priorities and initiatives determined by the Board of Directors.
  + Provide technical assistance and be a point of contact for member health centers for state and federal policy changes and updates.
  + Utilize and stay abreast of the National Association of Community Health Centers (NACHC) policy efforts and resources, and educate membership as needed.
  + Work closely with CHAD’s communications team on advocacy efforts at the state and federal level.
  + Attend advocacy network group meetings and assist as needed.
  + Work in coordination with CHAD staff regarding CHAD’s involvement with the ND/SD legislative meetings and events.
* Responsible for representing CHAD in meetings with state officials and other partners.
  + Lead and/or represent CHAD in relevant coalitions and statewide planning efforts.
  + Attend meetings, hearings, and conferences on CHAD’s behalf.
  + Develop and maintain sound relationships with members, key legislative and congressional leaders, state partners, state Medicaid offices, Insurance Commissioners, etc.
* Responsible for supporting the communications team with all public-facing communications including the CHAD newsletter, social media channels, and communication with legislators and other public officials.
  + Analyze information and data for its impact on CHCs in the Dakotas and communicate the findings through various communication strategies.
  + Work in partnership with the communications team on communicating advocacy alerts to the membership and the public.
  + Work with the communication’s team to ensure policy communication is consistent and timely.

**Qualifications:**

* Bachelor's degree in Public Policy, Communications, Public Health, Political Science or related field. Masters in Public Policy or Public Health preferred.
* 3 or more years of relevant experience in policy, advocacy and grants experience.
* Experience working in health care, government, or public policy environment.
* Demonstrated ability to analyze and develop public policy proposals.
* Prefer experience in working with communication plans via social media platforms and email campaigns.
* Must have knowledge and understanding of planning, implementing and evaluating projects.
* Must have strong written and oral communication skills.
* Must have strong organizational skill and the ability to clearly define priorities, coordinate activities and work independently.
* Must have well-developed skills in group facilitation and needs-based group work.
* Ability to respond appropriately and professionally to staff and members of the public.
* Advanced computer skills including Microsoft Office Suite.
* Ability to maintain positive and cooperative working relationships with health center members, diverse community groups and other professional organizations.

**Other requirements**

Applicant must be able to:

* Be a good team member in a fast paced, diverse work environment.
* Function effectively on an independent basis.
* Demonstrate strong decision-making and leadership skills.
* Maintain positive and cooperative working relations with clients, office staff, Board of Directors, and professionals from diverse backgrounds.
* Present a business image to persons who have diverse interests and ideas.
* Travel and attend meetings as requested, including some overnight stays.
* Travel by automobile and/or airplane to multiple locations throughout North and South Dakota, visiting HRSA-funded health centers.
* Obtain a valid North or South Dakota driver’s license.
* Use automobile and have all liability and other automobile insurance as required by law.

**Physical Environmental Factors:**

Works in a professional office environment, requiring significant interaction with diverse health and professional associates. May be exposed to noise if working near the office machines. Requires prolonged sitting, some bending, stooping, stretching and ability to use stairs. Requires eye-hand coordination and manual dexterity sufficient to operate an automobile, keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate reports, make presentations, view a computer screen and operate an automobile.

Community HealthCare Association of the Dakotas reserves the right to amend this job description as operational needs dictate. CHAD is an at-will employer.

I have read the above job description, and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_