



## Policy Manager

### Position Description

<b>Position:</b> Policy Manager	<b>Date:</b> 07.31.17
<b>Reports To:</b> State and Federal Policy Director	<b>FLSA Status:</b> Exempt
<b>Supervision:</b> None	<b>Pay Type:</b> Salary
<b>Hours:</b> 1.0 FTE	

**Approved By:** Craig Hostetler, Executive Director

Date \_\_\_\_\_

#### 1. Primary Purpose

- The Policy Manager is responsible for outreach to and engagement with CHC staff, state and federal health policy support, board and committee support. This position reports to the State and Federal Policy Director and works with OPCA staff and members to develop and implement OPCA’s health policy strategies that advance OPCA’s mission of transforming primary care to achieve health equity for all.

#### 2. Essential Duties and Responsibilities

- **Education and Advocacy Program Management:** Works with the State and Federal Policy Director to develop and implement education and advocacy programs to support OPCA and CHC policy objectives. Conducts briefings, in-person and online trainings, and conducts one-on-one support to help CHC staff, Board, and at times patients understand and respond to issues in the health policy landscape that may affect CHCs and the patients they serve. Maintains and when possible, expands the OPCA database of grassroots supporters by actively engaging in outreach to CHCs via multiple channels of communication. Works with CHCs to share information with policymakers and partners about the impact of health centers for patients across Oregon.
- **State and Federal Policy Analysis and Action:** In coordination with the State and Federal Policy Director, monitors and evaluates the policy landscape at the state and federal legislative and administrative levels. Conducts analysis of state and federal policy and works together with the State and Federal Policy Director to develop and implement effective strategies, timely white papers and testimony. Implements strategies to advance key policy priorities. Supports the State and Federal Policy Director as needed with federal and state policy inquiries, and requests from the National Association of Community Health Centers and other partners for support with health policy efforts. Supports the policy team leadership by tracking important legislative and regulatory activities, timelines and meetings.
- **Partnerships to Achieve Health Policy Objectives:** Establishes strong, supportive, working relationships with CHC staff and board members and other key CHC leadership. In coordination with the State and Federal Policy Director, cultivates partnerships and coalition engagement opportunities with a broad

range of organizations. Maintains relationships with key state and federal legislative and regulatory policymakers and staff.

- **Event Management:** With guidance from State and Federal Policy Director, manages, develops and implements events such as OPCA's "Day at the Capitol." Co-manages membership and Congressional participation and logistics in the annual Policy and Issues Forum in Washington D.C. In conjunction with the policy team and CHC leaders, develops, manages, evaluates, and continuously enhances OPCA's program of educational tours at CHCs for policymakers and partners.
- **Policy and Advocacy Communications:** Together with other OPCA staff, develops and maintains communication channels and materials to share information with health centers and partners about policy developments that may impact health centers and the patients they serve, and promote opportunities for CHCs to engage in public policy. Work closely with State and Federal Policy Director to manage and disseminate "calls to action" as needed. Develop system to guarantee responsiveness when needed with cadre of CHC advocates. Working with the policy team, manages the organization's regular "Policy Update" email newsletter to health centers. Develops communication materials about CHCs and key policy priorities to policymakers and partner audiences.

### 3. Knowledge, Skills, and Abilities

- Demonstrated ability to work collaboratively to create and implement strategy
- Familiarity with state and federal legislative and regulatory processes
- Policy analysis expertise
- Expertise in training, facilitation and event or project planning
- Strong interest in policy and civic engagement
- Ability to work with partners and policymakers with diverse backgrounds and political perspectives
- Understands the needs of and has the ability to work with special/diverse populations
- Ability to lead executive-level conversations and thinks strategically
- Ability and willingness to improve program delivery and management on an ongoing basis
- Ability to mediate disputes and solve problems
- Political sensitivity, particularly in multi-stakeholder contexts
- Demonstrated good judgement in selecting approaches to solve problems
- Excellent written and oral communication skills
- Highly organized

### 4. Minimum Qualifications and Experience

- Professional level with advanced proficiency; typically requires a Bachelor's degree and/or 3-5 years' experience or equivalent education
- Fluency in written and spoken English required

### 5. Preferred Qualifications and Experience

- Experience in health policy, ideally working in or with Community Health Centers
- Experience working in legislative or regulatory environments
- Experience developing and implementing advocacy or educational programs and events

### 6. Specific Job Attributes

- **Job Complexity:** An experienced professional with a full understanding of area of specialization; resolves a wide range of issues in creative ways. This job is a fully qualified, career-oriented position.

Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions.

- **Impact:** Failure to achieve objectives will have an impact on unit and the organization.
- **Degree of Work Direction:** Determines methods and procedures on new assignments. Moderate supervision with latitude to make decisions to achieve defined goals.
- **Role as a Team Member:** Contributes to team objectives and outcomes in line with organizational outcomes as guided. Partner with upper management to set objectives for assigned unit/area. Consults with senior peers on highly complex projects.
- **Internal / External Contacts:** Networks with senior internal and external personnel in own area of expertise.
- **Leadership/Supervision of Others:** May manage a process or function without direct reports, or manages the activities of team including supervisors and/or individual contributors with authority to make hire/fire and performance management decisions.
- **Innovation:** Develops and improves innovative programs and continuously improves through PDSA cycles leading a team focused on the initiative, connecting ideas and concepts in innovative ways, and may be called upon to present to others seeking to learn from OPCA locally and/or nationally.
- **Budgetary/Fiscal Responsibility:** Partial budgetary preparation/compliance accountability.

#### 7. Travel Required

- In-state or out-of-state travel may be required for this position. Must possess valid Oregon driver license and provide proof of insurance if using own vehicle, or if renting, must be insurable. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per OPCA policy.

#### 8. Work Environment

- OPCA is a team-oriented organization; a tight-knit group of professionals committed to both the mission and to enjoying their jobs. Respectful interpersonal relationships, a fun team dynamic, and a passion for advancing the cause of community health clinics are equally critical components of the work environment.
- As a subject matter expert, employees are expected to partner as needed for communications & marketing needs to develop messages, objectives and/or communications tools to reach OPCA's members and other target audiences.
- Duties will be performed in both an office setting and out in Community Health Clinics.

#### 9. Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit behind and use a computer, talk, hear, and be able to operate general office equipment. This individual is also required to stand, walk, and reach during events.

**Statement of OPCA Practices:** OPCA is committed to continuous internal quality improvement practices. We work in a fast moving, ever changing environment in which management and staff strive to create constantly improving quality. OPCA is a smoke free, drug free workplace. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability. OPCA expects employees to be culturally competent, with the ability to interact positively with people who do not look like, talk like, think like, believe like, act like, and live like they do.

**General Statement:** Oregon Primary Care Association (OPCA) is a private, 501(c)(3)-membership organization of Oregon’s “safety-net” primary care providers. Our mission is to lead the transformation of primary care to achieve health equity for all. Our membership primarily includes the federally qualified Community Health Centers (CHCs) and Look-Alikes as well as Rural Health Clinics, Indian Health Centers, and community clinics with similar missions and governance.

**REQUIRED SIGNATURES**

I acknowledge that I have reviewed the above job description and understand my job responsibilities and requirements.

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

***\*Changes must go through HR Generalist for standardization and Internal Systems for review.***