

CALIFORNIA PRIMARY CARE ASSOCIATION
JOB DESCRIPTION
SENIOR POLICY ANALYST

Classification: Full-time, Non-Exempt

What We Do:

CPCA's mission is to lead and position community clinics, health centers and networks through advocacy, education, and services as key players in the health care delivery system to improve the health status of their communities.

Community Clinics and Health Centers (CCHCs) are mission driven to minimize the impact of barriers to health and health care access including poverty, lack of health insurance, immigration status, ethnicity, language and culture, disability, homelessness, geographic isolation and other diverse needs. CPCA is the statewide leader and recognized voice representing the interests of California's 1,150 CCHCs and their patients, particularly for low-income, uninsured and underserved Californians who might otherwise not have access to health care.

CPCA's Government Affairs Team is committed to strengthening California's community clinics and health centers by collaborating with our members, patients, allies and advocates, to promote healthy people and healthy communities. We believe that individual health and community health are the foundations of who we are today and who we strive to be tomorrow. United in single voice, our advocacy team embraces the core values of health centers to the benefit of our patients, communities, and member health centers.

Summary of Position: This is an entry-to mid-career level policy position with potential for growth with some flexibility of duties depending upon the skills, interests, and passions of the applicant. While this position will work in concert with the legislative team, the primary responsibilities for this position are not legislative – instead this position will focus on health policy research and analysis, coalition building, regulatory analysis and agency relations, and will be responsible for developing technical expertise in assigned issue areas.

CPCA's Government Affairs Team utilizes a team-based approach to issue management. Most issue areas include a "policy lead" and utilize the skills and input of other team members in an integrated, horizontal organizational structure. For this position, primary issue areas will be assigned, but the applicant will have the opportunity to pick up additional issues in areas of interest or passion.

Assigned primary issue areas for this position include:

- Behavioral health, including mental health services and substance use disorder
- Clinic Licensing Issues
- Primary Care workforce
- 340B Drug discount issues for safety net providers

In addition, the right applicant will have the opportunity to select issues of interest, including but not limited to:

- Addressing the social determinants of health & creating healthy communities outside the health care delivery system
- Special populations, including homeless health services, foster youth, child services, Indian health services, LGBTQ, or others
- School based health services and partnerships with educational institutions

This position will be working closely with an affiliate organization of CPCA, called California Health+ Advocates.

Primary Responsibilities:

1. Become a health center policy expert in assigned and selected issue areas. Lead efforts to advance these policy areas, along with other members of the team.
2. Collaborate with the rest of the Government Affairs team on advocacy strategies to improve and sustain community clinic and health centers.
3. Support the legislative team by tracking, analyzing, and informing strategies related to state legislation and regulations in assigned policy areas.
4. Assist in the development of educational resources and trainings for community clinics and health centers. This may include staffing peer networks and task forces, writing instructional material, and participating in webinars and conference sessions for health center staff.
5. Represent the Association with coalitions and other stakeholders in assigned policy areas. Build new and strengthen existing relationships in assigned policy areas.
6. Prepare timely and thorough policy updates to members including but not limited to weekly updates, website and newsletters.
7. Serve as a resource for clinics and health centers and health center networks.
8. Partner with Association staff on the execution of the strategic plan.

Additional Responsibilities:

1. Adhere to all Association policies and procedures.
2. Meaningful participation in all staff meetings.
3. Works closely with supervisor and other team members
4. Participates in Association events and represent the Association as requested.
5. Other duties as assigned.

Skills and Talents Required:

1. Knowledge of and sensitivity toward diverse cultures.
2. Advanced policy analysis, advocacy.
3. Excellent written, oral and analytical skills.
4. Knowledge of state legislative and regulatory process.
5. Understanding of public health and community oriented primary care principles, practices and delivery systems
6. Leadership skills.
7. Excellent time management.
8. Proficient in Windows-based computer applications and computer research skills.

Ability to:

1. Manage multiple tasks and deadlines.
2. Establish rapport with staff members and others in business and community settings.
3. Analyze, organize and evaluate policy issues.
4. Understand and be sensitive to the needs of diverse cultures and communities.

Education and Experience Required:

Bachelor's degree required with a Masters in Public Health, Public Administration, Public Policy or Juris Doctor desired. Experience in policy, advocacy and/or program management required. Bilingual a plus.

Salary - \$65,000 annually plus excellent benefits.

To Apply: Submit cover letter, resume, professional references and salary requirements in MS Word format to jobs@cpca.org or FAX 916-440-8172.