



Policy Analyst - Covering Kids and Families Job Description

General Statement: Covering Kids and Families (CKF) is a project of the Colorado Community Health Network (CCHN). The mission of CKF is to improve access to health coverage for low-income Coloradans. CCHN is a membership association of federally qualified Community Health Centers (CHCs) serving low-income, homeless, and migrant populations in Colorado. CCHN, a dynamic, team-oriented non-profit, provides support and technical assistance to safety-net clinics in underserved communities.

The CKF Policy Analyst's primary responsibility is to achieve the project's health policy goals and implement CKF's advocacy strategy to ultimately increase the number of individuals and families who successfully enroll in and retain affordable health coverage in Colorado. Key responsibilities include, but are not limited to, maintaining relationships with key stakeholders; research and analysis of state and federal regulations concerning public health coverage programs and subsidized private insurance through the health insurance marketplace; and creation of reports, fact sheets, and briefs.

Who we are: The CKF project is staffed by a small team that works to improve access to and enrollment in health coverage programs in Colorado using a two-pronged approach:

- 1) We work with a statewide coalition of over 550 community-based health coverage assisters who help Coloradans navigate the health coverage enrollment system. Through monthly coalition meetings, newsletters, action alerts, and face-to-face conversations, we make sure that community-based organizations have the most accurate information they need to help their clients navigate eligibility and enrollment policies and systems.
- 2) We advocate to remove upstream policy and systems barriers by improving state policies, regulations, and technology systems. Our advocacy is collaborative and informed by and checked by our coalition. We work closely with key state agencies, other advocates, and stakeholders to make small and large improvements to the ways Coloradans access health coverage programs.

You may be a good fit for the position if you are: driven, curious, creative, adaptable, analytical and pragmatic, you have a professional demeanor, and you enjoy working on a small collaborative team. You are interested in leading research and advocacy projects to find solutions to enrollment issues impacting groups with coverage enrollment barriers. You love diving into the details, and you are also able to summarize them. The way you approach problems is solution oriented. You can manage relationships well, and you're not afraid to speak up in meetings with stakeholders and state officials. Ideally, you have a connection to health coverage programs for low-income individuals and you're excited to dive into the specific policies that govern eligibility even more. You are well-acquainted with Microsoft Office programs (especially Word and Outlook), and you feel comfortable with Excel and simple data analyses like creating graphs, charts, and simple formulas like percent change.

Policy Analyst General Duties:

1. Support the implementation of CKF's policy and advocacy strategy.
2. Assess and communicate ongoing barriers with various stakeholders, including the state Medicaid agency and marketplace, and advocate for a simplified and streamlined health coverage system.
3. Monitor, research, and analyze state and federal rules, regulations, and legislation that may impact health insurance affordability programs to determine the impact in Colorado and make recommendations to the Policy Director for advocacy on these issues.
4. Develop briefs, fact sheets, newsletter blurbs and/or blog posts to educate various audiences, including CKF coalition members and state decision makers on eligibility and enrollment successes, barriers, and recommendations.
5. Develop and maintain strong working relationships with the state Medicaid agency, state marketplace, and other partners.
6. Represent CKF coalition members and community-based assisters at stakeholder meetings and on committees, advisory groups, and teams. Keep CKF team members updated with key developments from meetings attended.
7. Develop and maintain expertise in federal and state health insurance affordability programs' policies including Health First Colorado (Colorado's Medicaid program), Child Health Plan *Plus* (CHP+), and financial assistance programs to purchase private insurance on the state-based health insurance marketplace (Connect for Health Colorado).
8. Develop and maintain a strong understanding of the PEAK online application and state eligibility systems including the Colorado Benefits Management System.
9. Report corporate compliance concerns to CCHN's Corporate Compliance Officer; any CCHN employee who reports a compliance concern in good faith is protected by law from retaliation.
10. Assume other responsibilities as assigned by the Policy Director.

Desired Qualifications:

1. Bachelor's degree in a related field, or equivalent experience.
2. At least two years of professional experience in a related field, e.g. health, social service, community development, public policy, or public administration.
3. Excellent computer skills, particularly with Microsoft Office Word, Excel, and Outlook. (Desired experience with WordPress, MailChimp, Zoom, and Basecamp.)
4. Professional experience planning, organizing, and facilitating meetings.
5. Professional experience analyzing and summarizing complex material. Desired experience with health policy analysis, and knowledge of Colorado's health coverage programs including Health First Colorado, Child Health Plan *Plus*, and financial assistance through Connect for Health Colorado.
6. Excellent written and verbal communications skills.
7. Ability to think strategically.
8. Ability to build credibility and trust, and maintain effective working relationships.
9. Ability to work with individuals from varied professional backgrounds and cultures.
10. Ability to thrive in a complex and rapidly changing environment.
11. Ability to manage and prioritize multiple tasks.
12. Ability to work with minimal supervision and maximum accountability.

13. Ability to travel. This position typically requires several hours of travel to meetings in the Denver-metro area per week. Additional travel may also be required, with approximately three in-state overnight trips per year, and one out-of-state trip per year.
14. Pleasant manner in telephone and personal contacts and a professional demeanor.
15. Demonstrated awareness of, and value for, equity and inclusion.
16. Fluency in written and spoken English.
17. Physical ability to stoop, kneel, bend, use a computer, and perform light lifting.

CCHN is an equal opportunity employer offering flexible benefits, a casual work environment, and competitive compensation (DOE).

Category: 40 hours per week, non-exempt

Responsible to: Policy Director

Supervises: N/A

Salary Range: \$21.60 - \$25.00 per hour

Job Description Effective Date: January 18, 2019

To Apply: Please submit:

1. A cover letter
2. Updated resume with all relevant qualifications/history
3. Written answers to the following three questions (limit responses to two pages total):
 - a. Describe your past experience researching, synthesizing materials, making recommendations, and/or analyzing outcomes of a position or policy, and tailoring your analysis to a particular audience
 - b. Describe your connection and/or interest in health coverage, health policy, and policy analysis
 - c. This job requires interactions with coalition members, and experts at state agencies. Describe your experience with developing and maintaining strong professional relationships and partnerships to make progress on shared objectives
4. A brief writing sample

Candidates should combine the above materials into one PDF and email the required information to Stephanie Brooks, sbrooks@cchn.org.

Please list "Application – CKF Analyst" in the subject line of the email.

This position will stay open until filled, however applications submitted by February 3, 2019 will be given priority.

No phone calls.