



## Policy Analyst - Covering Kids and Families Job Description

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**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. See the CKF website here: <https://ckf.cchn.org/>.

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 low-income individuals and families who successfully enroll in and retain affordable health coverage in Colorado. Key responsibilities include, but are not limited to: leading CKF's advocacy strategy to remove health coverage barriers for Coloradans; maintaining relationships with key stakeholders; research and analysis of state and federal regulations concerning Health First Colorado (Colorado's Medicaid program) and Child Health Plan *Plus* (Colorado's Children's Health Insurance Program) and subsidized private insurance through the health insurance marketplace; communicating program changes to CKF's network of community-based enrollment assisters; and creation of reports, fact sheets, briefs, and blog posts.

**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 eligibility and enrollment issues that impact low-income Coloradans. You love diving into the details, and you are also able to summarize them for various audiences (e.g. frontline workers and policy experts). 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 (e.g. Medicaid, CHIP, and marketplace) and you're excited to dive into the specific policies that govern eligibility even more. You are well-acquainted with Microsoft Office

programs (especially Outlook and Word), and you feel comfortable with Excel and simple data analyses like creating graphs, charts, and simple formulas.

### **Policy Analyst General Duties:**

1. With support from Policy Director and Community Engagement Specialist, lead the implementation of CKF's policy and advocacy strategy.
2. Research, 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. Coordinate with the Policy Director and Community Engagement Specialist to develop and enact an advocacy strategy on these issues.
4. Develop briefs, fact sheets, newsletter blurbs, and blog posts to educate various audiences, including CKF network of community-based enrollment assisters and state decision makers on eligibility and enrollment successes, barriers, and recommendations for improvements.
5. Develop and maintain strong working relationships with the state Medicaid agency, state-based marketplace, and other partners.
6. Represent 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 program policies including Health First Colorado, Child Health Plan *Plus*, 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 system and state eligibility systems including the Colorado Benefits Management System.
9. Represent CKF and co-lead the All Kids Covered initiative with other advocates.
10. 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.
11. 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:** March 13, 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 (max. two page) writing sample

Candidates should combine the above materials into one PDF and email the required information to Liz Tansey ([ltansey@cchn.org](mailto:ltansey@cchn.org)).

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

This position will stay open until filled.

**No phone calls.**