



## Policy and Payment Reform Analyst Job Description

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**About CCHN:** The Colorado Community Health Network is a membership association of Community Health Centers serving low-income, homeless, and migrant populations in Colorado. CCHN, a dynamic, team-orientated non-profit, provides support and technical assistance to safety-net clinics in underserved communities.

**About the Policy and Payment Reform Analyst:** The Policy and Payment Reform Analyst must be self-motivated and able to manage multiple tasks, able to work with diverse people, carry a heavy workload and travel. The Policy and Payment Reform Analyst is responsible for working with government and other partners to ensure continued and expanded access to health care for Community Health Center patients. Responsibilities include, but are not limited to: tracking, analyzing, and advocating for state and federal regulations, legislation, and policies impacting Community Health Centers and the medically underserved; providing technical assistance to Community Health Centers; and providing staff support to several regular meetings and annual events.

**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 policy and payment issues impacting Community Health Centers and their patients. 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. You are well-acquainted with Microsoft Office programs (especially Excel and Outlook), and you feel comfortable learning other programs as needed. The ideal Policy and Payment Reform Analyst will display sound judgment; relate well to the public and staff; have a professional demeanor; prioritize customer satisfaction; and be well organized.

### **General Duties:**

1. Monitors, tracks, analyzes, and influences health care legislation, regulations, and other policy issues based on the CCHN Public Affairs Agenda as assigned by the Policy Director or Senior Policy and Advocacy Manager.
2. Prepares position statements, fact sheets, letters, testimony and other written documentation as needed.
3. Assists with planning, prepares materials for, attends, and provides AV and IT support for monthly Public Affairs Committee and Payment Reform Committee meetings.
4. In partnership with other Policy Division staff, assists in planning and manages logistics for CCHN's annual state Policy and Issues Forum.
5. Develops effective relationships with the Department of Health Care Policy and Financing (HCPF), other state agencies, contractors, and partner organizations as appropriate to implement CCHNs Public Affairs and Payment Reform Agendas.
6. Maintains a high level of expertise on health policy issues related to the medically underserved and Community Health Centers.
7. Performs detailed data analysis on payment reform projects, Community Health Center cost reports, the Colorado Indigent Care Program, and other programs and data associated with health care costs and care.

8. Represents CCHN and member Community Health Centers as appropriate and directed in various stakeholder meetings.
9. Informs Policy Director, the CCHN Policy team, and Vice President of Strategy and Financing, about issues as they arise, and provides regular updates on the status of projects.
10. Works with Senior Manager of Policy and Advocacy to coordinate CCHN's grassroots and voter registration and engagement efforts, including use of CCHN's online grassroots advocacy system.
11. Assists Senior Alternative Payment Model Manager in planning meetings and developing documents and presentations.
12. Assists in Policy Division support of Community Health Center Billing Managers and Fiscal Directors.
13. Provides timely responses to CCHN member questions.
14. Reports 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
15. Assumes other responsibilities as assigned.

**Minimum Qualifications:**

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

**Category:** 40 hours per week, non-exempt

**Responsible to:** Policy Director

**Supervises:** N/A

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

**TO APPLY:**

Candidates must send a resume, cover letter, and responses to the following questions. Please limit question responses to no more than two pages.

1. What are the two biggest health policy opportunities or challenges facing CCHN and our member Community Health Centers?
2. Describe your approach to data analysis and how you would present this analysis to an audience less familiar with the data.
3. Describe your experience and approach to managing multiple tasks, customers and deadlines.

Position is open until filled. Please submit inquiries by 5 p.m. on April 17, 2019. Candidates should email application materials to [humanresources@cchn.org](mailto:humanresources@cchn.org), attn: Policy and Payment Reform Analyst Position.

No phone calls