



## Policy Analyst Job Description

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**About CCHN:** The Colorado Community Health Network is a membership association of Community Health Centers (CHCs) 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 Analyst:** The Policy Analyst will be a key member of CCHN's Policy Division, advocating for the expanded access to health care services for CHC patients, and improved payment for CHCs. The Policy Analyst will work with state government and other partners to fulfill CCHN's mission. Responsibilities of the Policy Analyst 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; attending stakeholder meetings on behalf of CCHN and CHCs; providing technical assistance to Community Health Centers; and providing staff support to several regular meetings and annual events.

### **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 Senior Policy and Advocacy Manager or Policy Director.
2. Prepares position statements, fact sheets, letters, testimony and other written documentation as needed.
3. Plans, prepares materials for, attends, and provides AV and IT support for monthly Public Affairs Committee and Payment Reform Committee meetings.
4. Plans and manages logistics for CCHN's annual state Policy and Issues Forum, as assigned by the Senior Policy and Advocacy Manager.
5. Develops effective relationships with the staff at the state Medicaid agency, other state agencies, contractors, and partner organizations as appropriate to achieve CCHN's Public Affairs priorities.
6. Maintains a high level of expertise on health policy issues related to the medically underserved and CHCs.
7. Performs detailed data analysis on a variety of health care programs associated with health care costs and care.
8. Attends and represents CCHN and member CHCs at various stakeholder meetings, as assigned.
9. Informs the CCHN Policy team 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 Payment Reform Manager and VP of Strategy and Financing in planning meetings, developing documents and presentations and analyzing data.
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 at least four years of 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 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:** Senior Policy and Advocacy Manager

**Supervises:** N/A

**Salary Range:** \$21.60 - \$27.00 per hour depending on experience

**TO APPLY:**

Candidates should email application materials to [mwright@cchn.org](mailto:mwright@cchn.org), with this subject line: "Application for Policy Analyst Position." With the following:

1. Cover letter
2. Resume
3. Answers to the following questions on one page:
  - a. What are the two biggest health policy opportunities or challenges Coloradans face?
  - b. Describe your approach to data analysis and how you would present this analysis to an audience less familiar with the data.
  - c. Describe your experience and approach to managing multiple tasks, customers and deadlines.

Position open until filled.  
No phone calls.