



COLORADO COMMUNITY HEALTH NETWORK (CCHN) Job Posting

To Apply:

Only full applications will be considered. To submit a full application, send the following to policy@cchn.org, with the subject line “Policy Analyst Application - LastName” and include your last name. This position is open until filled, and applications will begin to be reviewed starting April 15, 2024. A full application will include:

1. Brief cover letter, with contact information, that describes:
 - a. How your previous work and/or personal experience(s) will make you a good payment reform Policy Analyst for CCHN,
 - b. What is most intriguing or exciting to you about this position?
2. Resume

Closing Date: May 1, 2024

For information on Colorado Community Health Network and our company culture, visit our website at <http://cchn.org>

CCHN is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, age, protected veteran status, or any other characteristic protected by law.

Position Description

Colorado Community Health Network (CCHN) is the membership association of Colorado’s 20 Community Health Centers (CHCs) which serve their communities by offering integrated primary, behavioral, and oral health care at over 240 clinic sites in underserved communities. CCHN, a dynamic and team-orientated non-profit of approximately 26 employees, provides support and technical assistance to Colorado’s CHCs.

CCHN is searching for a Policy Analyst to join our small, collaborative Policy Division. This Policy Analyst will support CCHN’s payment reform work, including supporting CHCs with Medicaid reimbursement issues and helping them succeed in value-based care and other CCHN policy priorities.

Job Title: Policy Analyst – Payment Reform

Division: Policy Division

Reports to: Policy Director

Supervises: N/A

Category: Hourly

Date: March 2024

Purpose of Position: Policy Analysts at CCHN are members of the Policy Division and are responsible for supporting work to achieve CCHN’s policy and payment reform priorities, which are established by the CCHN Board of Directors. The Policy Analyst – Payment Reform position works in collaboration with the Policy Division and Payment Reform Team to support CHCs in Medicaid and other payment methodologies, including value-based care, and monitors and influences the Colorado Medicaid and behavioral health systems, payment and health system reform and other issues impacting CHCs and their patients.

Essential Duties/Responsibilities:

1. Be part of a team leading learning cohorts for CHCs adopting a new model of payment in Medicaid, including:
 - a. Developing and delivering technical assistance
 - b. Ensuring that training materials and resources for CHCs are up-to-date
 - c. Following up on learning cohort concerns
 - d. Helping onboard new cohorts
 - e. Coordinating the learning cohort and the team's meetings and next steps
 - f. Demonstrating progressive responsibility in leading the learning cohorts over time
2. Help staff the following CCHN committees (e.g., develop agenda, facilitate discussion, create meeting materials, ensure appropriate notes are taken and distributed) with other members of the Payment Reform team:
 - a. Payment Reform Committee (monthly)
 - b. Rates Work Group (monthly)
 - c. Other peer groups or committees as assigned
3. Develop expertise and serve as a resource to CHCs on reimbursement policy and processes including:
 - a. CHC Medicaid cost reporting
 - b. Medicaid value-based payment programs
 - c. Behavioral Health Administration value-based payment programs
 - d. CHC Medicaid billing and financing
 - e. Value based care generally
4. Serve as member of the CCHN Policy team, which may include tracking and conducting analysis of reimbursement policy and processes, legislation, and regulatory proposals, as assigned, and making recommendations to the Policy Director on CCHN's action based on CCHN priorities. This may also include preparing comments or fact sheets, gathering information from CHCs, and strategizing advocacy.
5. Develop a system for project and issue tracking to inform meetings and day-to-day work and demonstrate progressive responsibility in leading the project tasks over time.
6. Establish strong working relationships with health center staff, partners, and CCHN staff to offer training/technical assistance, problem solve, and move payment reform projects forward:
 - a. CHC Chief Financial Officers, cost reporters and billing/revenue cycle staff
 - b. Key staff at Colorado's Medicaid agency, the Colorado Department of Health Care Policy and Financing
 - c. Staff in other CCHN divisions working on care, payment and system transformation
 - d. Partners at other state and national organizations serving CHCs
 - e. Other organizations that support CHCs in Colorado and nationally
7. Represent CCHN and member CHCs, as appropriate, at stakeholder meetings, under the direction of the Policy Director, and provide timely updates after attending.
8. Support CCHN's peer groups for CHC staff and CCHN's committees of the Board as assigned.
9. Maintain strong communication with all team members, and CCHN leadership as needed, on meeting outcomes and decisions.

Other Duties/Responsibilities:

1. 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.

2. Assume other responsibilities as assigned.

Note: Employees are held accountable for all duties of this job.

Job Qualifications:

1. Ability to manage and prioritize multiple tasks and meet tight deadlines.
2. Ability to present and interpret complex information to multiple audiences in person and virtually.
3. Demonstrated awareness of, and value for, diversity, equity, and inclusion.
4. Ability to work with minimal supervision and maximum accountability.
5. Ability to work as a team member and work effectively with diverse groups.
6. Ability to think critically and strategically, problem solve, and practice solution-based thinking.
7. Ability to build rapport, credibility, and trust, and maintain effective working relationships.
8. Ability to thrive in a complex and rapidly changing environment.
9. Ability to process and organize facts and data to define a problem and develop effective solutions.
10. Ability to travel, including occasional overnight trips (less than 10%).

Knowledge, Skill, and Ability:

1. Knowledge of or ability to learn about value-based care, CHC reimbursement, facilitating peer learning, Medicaid and
2. Proficient in Microsoft Office, Microsoft TEAMS, and Zoom software.
3. Fluency in written and spoken English.
4. Proficient written and oral communication skills.
5. Comfortable speaking in front of groups and facilitating meetings.
6. Demonstrated ability to work with customer/client groups and/or experience in membership organizations.
7. Possess technical and analytical writing skills and the capacity to deliver accessible information to a diverse audience, including technical and non-technical groups.
8. Ability to facilitate group discussions that challenge participants to consider various approaches/solutions.
9. Demonstrated ability to work remotely and manage time and tasks.

Training/Education: Bachelor's degree in a related field preferred. At least three years of experience in a relevant field, such as primary care or Community Health Center setting, will be considered in lieu of a degree. See also desired Experience below.

Experience:

At least two years of professional experience with at least some of the following areas preferred:

1. Value based payment models
2. Practice coaching, health care practice transformation, facilitating peer learning, and/or health care quality improvement
3. Community Health Centers or Primary Care Associations
4. Medical assistance programs (e.g. Medicaid or CHP+)
5. Policy analysis and advocacy/influencing
6. Data or financial analysis
7. Meeting development and facilitation

Working Environment and Physical Activities

1. Hybrid office environment with up to 80% remote work, and at least 20% of work at the CCHN office at 600 Grant St., Denver, CO; subject to change.

2. Ability to travel. This position occasionally requires travel to meetings in the front range. Additional travel may also be required, with approximately two to five in-state overnight trips per year and possibly one or two out-of-state trips a year.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Position Salary Range: \$26.00 - \$30.00/hour

Benefits: CCHN provides a comprehensive benefits package that includes:

1. Insured group health, dental, & vision plans
2. Medical and dependent care flexible spending account options
3. 401k retirement plan with an employer contribution match
4. Life, AD&D, and Long-term disability plans paid for by employer
5. Free 24/7 access to confidential resources through an Employee Assistance Program (EAP)
6. Voluntary benefit plans to complement health care coverage including accident insurance, critical illness, and short-term disability
7. A generous mix of vacation, sick and holiday paid days off