

Tennessee Primary Care Association - Job Description

Position Title: Health Policy Director
Classification: Grade 17 Exempt
Reports to: Chief Executive Officer

Direct Reports:

Policy and Advocacy Manager

Job Summary:

The Tennessee Primary Care Association (TPCA) is a dynamic, team-oriented membership association that provides leadership, advocacy, and supportive expertise to the state's community health centers. TPCA and our members are bonded by a shared purpose – ensuring all Tennesseans have access to quality and affordable health care.

The TPCA Health Policy Director is responsible for promoting, growing, and protecting community health center interests across the state. The Director will be a strategic leader, helping to define how the Association navigates federal and state policy developments affecting our membership. You will manage contract lobbying activities and develop a proactive engagement strategy in support of community health center goals. You will serve as the Association point person on key relationships including with community health center leaders, federal and state policy makers, and state departments. You will work closely with community health centers to understand their challenges and perspectives and will leverage this information to drive policy change and enhancements.

Our team values collaboration, continual growth, integrity, and open communication. We are driven by our culture, knowing that creating an inclusive workplace is essential to serving our mission. We are intentional in our efforts to ensure every staff member feels empowered to voice their ideas and bring their authentic selves to work. At TPCA, you will enjoy a hybrid work schedule, comprehensive benefits package, as well as ongoing encouragement and support for professional development.

Responsibilities:

The primary responsibilities of the Health Policy Director are to:

- Actively develop knowledge about policy and legislative issues that could impact community health centers and their ability to serve patients
- Analyze complex policy issues identifying impact and opportunities and provide recommendations to TPCA leadership, TPCA staff, and health center members
- Provide vision and leadership regarding TPCA's policy and advocacy strategies
- Build strong relationships with TPCA's member community health centers and stay in tune with emerging issues
- Lead legislative and budget policy advocacy efforts on behalf of TPCA and community health centers
- Serve as point of contact and lead staff person regarding key relationships with stakeholders such as TennCare, Tennessee Department of Health, National Association of Community Health Centers, and others
- Contribute to TPCA's strategy to enhance health center success in emerging value-based care models.

- Provide support and customized assistance to community health centers on issues such as Medicaid, Tennessee’s Health Care Safety Net program, Managed Care Organization priorities and policies, etc.

Essential Duties:

Duty 1: Lead TPCA’s Efforts to Promote Legislative and Budget Policy Advocacy Efforts on Behalf of Community Health Centers

1. Develop and implement a comprehensive policy and advocacy strategy in conjunction with TPCA’s Policy Committee, relevant TPCA staff, and TPCA’s contract lobbyist.
2. Actively develop knowledge and stay aware of federal and state legislative, regulatory, and policy issues impacting health centers. Analyze issues for opportunities and challenges and lead efforts to ensure stability of health center operations and financial sustainability and patient access to care.
3. Manage TPCA’s relationship with contract lobbyist and work with lobbyist and TPCA policy staff to monitor, track, prioritize, and analyze legislative and policy developments at the state level. Work with National Association of Community Health Centers and other partners to monitor and engage in federal regulatory and legislative developments.
4. Work with Policy and Advocacy Manager to communicate policy information to a diverse set of TPCA community health center staff through written policy updates, policy update calls, reports to the TPCA Board of Director meetings, and through one-on-one communications with members. Develop testimony, visuals, or educational materials for policy makers as needed.
5. Advise TPCA leadership and staff on policy-related issues.
6. Work with TPCA Policy and Advocacy Manager and Communications and Marketing Director to develop media and promotion strategies around specific policy issues and to highlight the role of community health centers in the health care system.

Duty 2: Develop and Maintain Relationships with Key Stakeholders

1. Develop and maintain relationships with key stakeholders and partners including state departments, Governor’s Office, managed care organizations and State and Federal policy makers. Serve as lead point of contact for TPCA with these and other stakeholders.
2. Serve as lead staff and content expert on issues related to health center reimbursement and payment including supporting CEO and other staff in efforts to ensure health center financial sustainability.
3. Proactively learn about value-based care initiatives within Tennessee and other markets; work with interdepartmental TPCA team to plan and implement strategies to increase health center success in emerging payment models.

Duty 3: Develop Expertise on Health Center issues and deliver customized support

1. Develop expertise on key operational and financial issues at community health centers and use information to provide customized assistance or connect health centers to appropriate resources.
2. Lead networking groups of health center staff to facilitate the sharing of best practices and learn about needs.
3. Participate on cross-functional staff teams to develop strategies focused on health center learning opportunities and projects that will further health center goals.

4. Organize and facilitate health center staff workgroup meetings on an as-needed basis.

Duty 4: Supervision and Administrative Duties

1. Participate on TPCA Leadership Team.
2. Supervise direct reports by monitoring workload, assessing job proficiency and offering training, developing performance goals, giving on-going feedback, communicating clear expectations, evaluating performance and providing recognition for excellent performance.
3. Provide staff leadership and facilitate TPCA Policy and FQHC Payment Committee meetings in conjunction with the committee chair.
4. Review, complete and approve TPCA-related forms and activities for supervised staff, such as effort and activity reporting, travel authorizations/travel expense reports, and annual/sick leave requests within the timeframes set in TPCA procedures.
5. Participate in team meetings. At the request of the CEO, complete progress reports on grants, contracts programs and progress toward the TPCA Strategic Plan's goals.

Duty 6: Support TPCA Team Work by Supporting TPCA Policies, Procedures, and Participating in Staff Activities

1. Maintain knowledge of TPCA policies, procedures, and software.
2. Participate in TPCA staff huddles, staff meetings and pertinent conferences and meetings.
3. Provide staff support at Association sponsored events, such as the Annual Conference and President's Dinner.
4. Perform other tasks and duties as identified by the immediate supervisor.

Minimum Qualifications:

- A Master's Degree public policy or related field. May substitute experience for education requirements on a year-by-year basis.
- At least seven years of progressively responsible professional work experience and a demonstrated knowledge of the health care field and public policy.
- Staff supervision experience preferred.

Knowledge, Skills, and Abilities:

- Proven track record of developing and leveraging relationships with stakeholders to achieve organizational goals.
- Knowledge of legislative processes and familiarity with the Tennessee General Assembly.
- Experience and demonstrated ability in technical writing and ability to analyze legislative documents.
- Familiarity with federal governmental policy-making and regulatory processes.
- Ability to communicate and work effectively with other staff, members, community-based organizations, health center staff, customer/client groups, and policymakers.
- Awareness of the needs of medically underserved populations, demonstrates cultural competence, and an understanding of community-based primary health care systems.
- Proficiency with computer software such as Microsoft Office, including Word, Excel, and Outlook.
- Professional demeanor.
- Fluency in written and spoken English.

Work Environment (includes physical requirements):

- Hybrid work schedule.
- Office environment.
- Prolonged sitting, use of computer, monitor, and keyboard; occasionally lifting of lightweight boxes.
- Travel to health centers. local travel, and some national travel.

This job description reflects management's assessment of the functions and requirements of the job. It is a general guideline and not intended to be an exhaustive list of all job elements. It does not restrict management's ability to reassign or change responsibilities. I have received and read my job description. I understand the requirements of the job and that I am expected to perform other duties as assigned.

Employee signature and date

CEO signature and date

Date Created: August 1, 2015

Date(s) Revised: **October 18, 2022**