

## Job Description

<b>Job Title</b>	<b>Advocacy &amp; Policy Associate</b>		
<b>Reports to</b>	Senior Director, Policy Development		
<b>Effective Date</b>	9/1/2021	<b>Manager of People</b>	No
<b>FLSA Status</b>	Non-Exempt	<b>EEOC Class</b>	5

### **ABOUT NCHA**

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans' services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leverage the scope and scale associated with a \$19+ million-dollar organization, which is funded by members' dues, grants, and shared service.

### **PURPOSE**

This position works closely within the Advocacy, Policy, and Communications (APC) team to operationalize key policy priorities and resources for the Association. This position supports policy development within the Association, coordinates policy topics through the pipeline, and provides support to Advocacy team members on legislative matters.

### **RESPONSIBILITIES**

- Manage the development and regular updates of NCHA policy materials and resources for members, including legislative briefs.
- Research various healthcare policy topics as identified by the APC team and communicate findings and recommendations to team.
- Manage regular communications to members regarding legislative activities, such as the weekly APC mailing.
- Provide support to Advocacy team members on legislative issues requiring further research to craft NCHA positions and responses to legislative activities.
- Provide support for various workgroups focused on specific policy issues, including agendas, minutes, and coordinating follow up activities.
- Provide support for the NCHA Regional Policy Councils, including agendas, minutes, and coordinating follow up activities.
- Coordinate with CaroNova and Foundation teams to ensure topic areas are integrated into NCHA APC team activities.
- In collaboration with Communications team, support development of NCHA content connecting to NCHA policy priorities.
- Other necessary tasks as they arise.

### **MISSION/VISION/VALUES**

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships.
- Support the vision for a North Carolina where high-quality healthcare is equitable and accessible for all.
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

### **INTERNAL RELATIONSHIPS**

- Works closely with the APC Team, and other NCHA team members to develop and implement education and advocacy strategies and to influence legislation and regulations that prepares Association membership for changes in the healthcare environment.
- Works well with other NCHA teammates. Demonstrates a service focused approach to their work and the work of others.

### **EXTERNAL RELATIONSHIPS**

- Communicates frequently with hospital executives and government relations officers.
- Assists in crafting messaging for federal and state policymakers and public.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree, preferably in political science, finance, public health, or business administration.
- Legislative, grassroots advocacy, or health policy experience preferred, but not required.
- Experience managing projects involving multiple departments.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office administration.
- Excellent interpersonal, communication, and computer skills.
- Ability to establish and maintain effective working relationships with co-workers and managers.
- Ability to synthesize complex information into accessible material for readers with limited knowledge on a particular topic.
- Knowledge and/or openness to perform policy analysis and activities through a health equity framework.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Requires state-wide travel & time spent for Regional Policy Councils and other NCHA member workgroups.
- Frequent travel both in and out of state.
- Uses a computer throughout the workday.
- Professional presentation and flexibility to adapt to changing schedules.

### **COVID-19 VACCINATION POLICY AND PROCEDURE**

- Newly hired NCHA staff will be expected to achieve policy compliance within the first six weeks of NCHA employment.
- NCHA staff may receive the vaccine from any vaccine provider.
- NCHA staff must provide documentation of vaccination to the Director of Human Resources.
- Acceptable proof of vaccination is a document (CDC COVID Vaccination Record Card) by the professional who administered the vaccine which is a World Health Organization (WHO) approved COVID-19 vaccination dosage series or have received the single dose J&J vaccine.
- Vaccination exemptions may be granted for documented medical contraindications/circumstances and religious beliefs.

*North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.*