

Job Description

Job Title	General Counsel		
Reports to	President & CEO		
Effective Date	January 3, 2023	Manager of People	Yes
FLSA Status	Exempt	EEOC Class	1.1

ABOUT NCHA

The North Carolina Healthcare Association (NCHA) is a state-wide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, and other healthcare 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 leveraging the scope and scale associated with a \$20+ million-dollar organization, which is funded by members' dues, grants, and shared services.

PURPOSE

Provide legal advice and support to the enterprise and its associated entities; assist with advocacy efforts before the North Carolina legislature; monitor legal, legislative, and regulatory developments and work with team members and Association members to identify, respond to, and address issues of importance or concern to the Association.

Supervise assigned team members by communicating clear expectations and coaching regularly for successful performance; provide performance feedback and manage performance; recruit, hire, and train new team members; delegate and manage work assignments at the appropriate level based on the position and individual team member's abilities; oversee and approve scheduling and time off.

RESPONSIBILITIES

- Direct the legal affairs of the Association, including review and drafting of contracts and other documents, drafting of proposed legislation or rules of interest to hospital, reviewing of personnel, compliance, employment and related issues, coordinating the utilization of legal services outside the Association, preparing *amicus* briefs and motions for the Association's participation in legal matters. Serve as legal counsel for the NC Hospital Foundation, NCHA Strategic Partners, and all departments within NCHA.
- Advocate before regulatory agencies, including the Department of Insurance, Department of Health and Human Services, Industrial Commission, North Carolina State Health Plan, and North Carolina Medical Board, on issues involving hospitals. Work with major health insurers on managed care insurance issues, and works with the NCHA Managed Care Advisory Council, the MultiState Managed Care Coalition, and the Managed Care Consortium on issues of interest to hospital associations.
- Assist with advocacy efforts before the North Carolina legislature, including reviewing and drafting legislation, appearing before legislative committees, working with legislative staff, and monitoring legislative developments affecting hospitals.
- Assist in identifying and developing representation and advocacy opportunities, positions and

strategies for review by the Association Board of Trustees.

- Monitor legal activities that affect the Association and its members, including a review of current issues or legislation and case law.
- Work with in-house hospital counsel, through group conference calls, personal contact, written mailings, in order to identify current legal issues and compliance issues facing hospitals and the impact of proposed legislation or regulations on hospitals.
- Provide consultation and advice consistent with operating objectives.
- Staff committees and task forces as assigned.
- Manage the 22-member NCHE Workers Compensation Fund along with third party broker/claims administrator
- Perform other tasks and duties as may be identified by the President or the position itself.

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 of 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 including Respect, Integrity, Teamwork, Accountability and Perseverance.

INTERNAL RELATIONSHIPS

- Work closely with the President CEO in managing the legal function, determining Association policy, and developing representation and advocacy strategies before the legislature.

EXTERNAL RELATIONSHIPS

- Communicate frequently with members of the legislature and other elected officials, staff of the legislature and of regulatory agencies, member hospitals, outside attorneys and in-house hospital counsel, counsel of other associations, other interested parties and the general public.

EDUCATION AND EXPERIENCE

- Juris Doctorate from an accredited law school.
- Licensed attorney of law in North Carolina.
- Ten (10) years attorney experience, preferably in corporate, government, and/or in-house legal setting.
- An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge of law and health policy.
- Excellent interpersonal, communication, and collaboration skills. Good problem-solving skills.
- Ability to establish and maintain effective working relationships with co-workers, managers and clients.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office or home office environment.
- Use a computer throughout the workday.
- May require occasional travel.

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.