



## CHILDREN'S ALLIANCE

*A Voice for Washington's Children, Youth & Families*

JOB ANNOUNCEMENT: April 21, 2014

### **Health Policy Associate**

The Health Policy Associate supports the Children's Alliance's goal to ensure that all children in Washington have access to the health coverage and care they need to grow and thrive. The Children's Alliance is guided by a deep commitment to enhancing equity and erasing health disparities faced by children in low income families and children of color. Working with the Health Policy Director, this position will combine public policy analysis, research, and advocacy. Focus areas are maximizing the benefits of coverage through Apple Health for Kids, and effectively implementing the Affordable Care Act in a manner that will improve children's health.

This 25-37.5 hour per week position is based in our Seattle office. Ability to travel and work a flexible schedule is required. Health, dental, and other benefits included. The position reports to the Health Policy Director and is a member of the Children's Alliance policy staff. Salary is based on a full time salary of \$42,000/yr. People of color and women are encouraged to apply. Desired starting date is June 1 or earlier if possible.

#### **Responsibilities**

##### **General Duties**

- Assist in staffing the Health Coalition for Children and Youth (HCCY), including administrative support and coordination of workgroups.
- Support the overall Children's Alliance lobbying, communications and mobilization strategy for health policy.
- Participate in policy implementation workgroups with the state agency that administers the Apple Health for Kids program and the Health Insurance Exchange, and other agencies that impact children's health coverage as needed.
- Track current and relevant health policy research and issue briefs.

##### **Legislative Session Duties**

- Support and engage in legislative advocacy, including researching, writing, and editing policy documents that support children's health coverage.
- Provide support for the children's health legislative activities of the Children's Alliance. Responsibilities will include monitoring legislative committee hearings and bill tracking.

##### **Coalition Duties**

- Work closely with Children's Alliance partner organizations.
- Support and lead advocacy strategies to increase health coverage and access for all children in Washington, with a particular focus on erasing health disparities faced by children in low income families and children of color through coalition work.
- Update coalition directories, proofread documents and prepare for meetings

### **Policy Support Duties**

- Assist in staffing internal policy staff coordination, including meeting preparation and facilitation.
- Assist with bill tracking across organizational priorities and tracking of other communications/mobilization activities as they relate to campaign priorities.
- Assist in staffing the Children's Alliance Public Policy Council, including administrative support, preparation of meeting documents, and other duties.

### **Other Duties**

- Schedule meetings with policymakers, staff, and/or community partners
- Participate in organizational activities such as staff work groups, membership meetings, trainings, staff meetings, and other events and activities as needed.
- Other duties as assigned

### **Required Qualifications**

- Experience with racial equity policy analysis, advocacy and a commitment to undoing institutional racism
- Familiarity with children's healthcare policy specific to public coverage and access to care by children
- Experience supporting and staffing coalitions and workgroups
- Experience working with community organizations and government officials
- Experience analyzing policy issues and producing written and verbal summaries
- Excellent relationship skills and teamwork ability
- Experience working with diverse communities and commitment to diversity and equity
- Outstanding communication skills, both oral and written
- Passion for and interest in furthering the work of a child advocacy organization

### **Preferred qualifications**

- Experience with state and federal health policy, including Medicaid, CHIP, Affordable Care Act, and Apple Health for Kids
- Experience in advocacy with state or local government, including the Legislature, elected officials, and agency staff

**Please submit letter of interest, resume, and optional affirmative action form (available at <http://childrensalliance.org/about-us/jobs>) to:**

**Hiring/Health Policy Associate, Children's Alliance**

**718 6<sup>th</sup> Ave S.**

**Seattle, WA 98104**

**FAX (206) 325-6291**

**EMAIL [job@childrensalliance.org](mailto:job@childrensalliance.org)**

*Children's Alliance is an equal opportunity employer working toward a culturally diverse and culturally competent work place.*