

## Rhode Island Health Center Association

**Position Title:** Policy Manager  
**Reports To:** President & CEO  
**Review Type:** Annual

**Hours:** 35/week  
**FLSA:** Exempt

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**Overview:** The Rhode Island Health Center Association's (RIHCA) Policy Manager provides guidance to administration, executive directors, medical directors and others regarding health policy and health care trends that affect community health centers and health center patients.

### Duties:

- Responsible for effective education and outreach on behalf of member health centers and the communities they serve
- Monitor, analyze and ensure federal and state administrative and legislative policy issues are responded to effectively
- Actively identify, cultivate, and maintain relationships with key legislators and government officials, in coordination with the CEO, on issues of import to RIHCA's policy objectives
- Represent RIHCA and its members at meetings, coalitions, workgroups, conferences and other public forums
- Track proposed regulatory changes that would affect community health center operations and patient care; consult with CEO and board of directors to set priorities; write and deliver comments in regulatory process; inform CEO and board of directors of pertinent changes to the law
- Write press releases and advisories as requested
- Assist in the development/support and monitor implementation of RIHCA's HRSA cooperative agreement work plan
- Grant writing/report writing as needed
- Build and maintain positive staff-level working relationships with external partners and agencies, including the RI Executive Office of Health and Human Services
- Participate in/represent RIHCA on any National Association of Community Health Centers policy-related activities
- Responsible for maintenance of all Association social media accounts, and posting on accounts as requested
- Moderate physical activity: sitting, standing, and walking. Travel to health centers, RI statehouse and other sites within the state
- Other duties as assigned

**Key Qualifications:**

- Minimum four-year degree in a related field, e.g., social work, public policy, political science or public health; Master's preferred
- Four+ years' experience in government relations, public policy development and implementation, or related work
- Expertise in Medicaid, Medicare and the Health Center Program under the Bureau of Primary Health Care (BPHC)
- Knowledge of policy-making process, policy analysis and development of advocacy objectives and strategies
- Experience in working with elected officials and their staff preferred
- Ability to establish and maintain effective working relationships
- Ability to explain, persuade, and negotiate with people at all levels
- Ability to think strategically and prioritize
- Excellent oral and written communication skills
- Ability to be flexible with work schedule, especially during state legislative session

**Confidentiality:** Maintains confidentiality of all sensitive and proprietary information