



**HEALTH CENTER
PARTNERS**
of Southern California

A Family of Companies



Job Description: Government Affairs Manager **Salary Range:** \$110 - \$115 K
Reports To: Director of Government Affairs **Classification:** Remote, Full Time, Non-Exempt

Purpose of Position

The Government Affairs Manager (Manager) will position Health Center Partners and its Family of Companies (HCP) as a leader in the health care industry and as a driver of health equity. This position will support the implementation and development of key public policy issues that impact health centers (which includes Indian/Tribal Health Centers) and their patients including the research, analysis, advocacy, coalition building, and technical assistance that advances HCP's public policy and health equity platform.

Primary Responsibilities via TCE GRANT

Health Policy and Advocacy- Redefine the institutional role of healthcare to not only promote the health of communities, but also address the root causes of disease, as evidenced by:

- Ongoing local, regional, and state-level advocacy to improve access to and quality of health services
- Bridge building between primary care, essential community providers, and public health systems to guide transformation at the state and regional level
- Advocacy for and implementation of health system transformation rooted in modernizing community health center reimbursement and realizing transformation through implementation of California Advancing and Innovating Medi-Cal (CalAIM).

Workforce as an Equity Builder - Contribute to a health care workforce that is culturally responsive, focused on equity, and representative of the people it serves as evidenced by:

- Greater awareness at the state level of local health workforce opportunities and challenges
- Increasing the awareness and utilization of allied health workforce including promotoras, community health workers, and care managers to ensure efforts like CalAIM and other transformation initiatives succeed
- Documentation of career ladders and pathway programs for Californians developed through innovative training and education partnerships within communities to ensure a diverse workforce to meet community needs
- Non-lobbying advocacy for federal, state, and local support for workforce and educational programs that address current needs and prepare for future workforce.

Community Engagement and Mobilization - Increased engagement of health center patients and community members in efforts to improve health care and community health, as evidenced by:

- Documentation of regional priorities that leverage the collective power of the health center community to advocate for measures that level the playing field, ensure fundamental needs – such as access to health care, food, and clean water - are met and that economic and educational opportunity, and justice are available for all

- Documentation of collective efforts to promote health equity and policy changes reflecting the priorities of community members.

Other Responsibilities

- Collaborate with HCP Government Affairs team on advocacy and policy strategies to better position HCP for success.
- Write and submit TCE Grant reports and updates.
- Support legislative engagement by maintaining GA Database.
- Research, design and create policy White Papers and/or Infographics.
- Work closely with GA and HCP staff to provide technical assistance, disseminate information, provide educational resources and training, and coordinate member engagement.
- Coordinate with CPCA and NACHC, and other regional and statewide partners.
- Support GA staff in legislative engagement by tracking, analyzing, and providing material support on state and federal legislation and budget efforts as needed.
- Support GA staff with meetings and events.

Skills and Abilities Required

- Strong project and program management expertise including implementation and evaluation.
- Serve as support staff for peer networks, work groups, task forces and committees.
- Solid interpersonal and professional skills when engaging with members, Board of Directors, vendors, and partners.
- Effective problem solving, organizational, and time management skills.
- Deliver accurate and concise written and oral communication.
- Proficiency in Microsoft Office, SharePoint, and web-based applications and platforms.
- Work collaboratively with leadership and multi-departmental teams.
- Anticipate and resolve problems on own initiative.

Additional Responsibilities

- Attends and participates in required HCP meetings.
- Participates in HCP events and represents the HCP as requested
- Travel for national and regional meetings, training and site visits by air and ground transportation as needed.
- Reports regularly to supervisor.
- Other duties as assigned.

Education and Experience

- Bachelor's Degree and experience with community or Indian health centers, member-driven associations, or non-profit organizations.