

Policy Analyst

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to LA's community clinics and health centers (clinics). Founded in 1994, CCALAC's mission is to, "promote community clinics and health centers as providers and advocates for expanding access to quality comprehensive health care for medically underserved people in Los Angeles County."

CCALAC's 65 member organizations serve over 1.4 million patients each year, regardless of ability to pay. These organizations include private, non-profit, 330-designated federally qualified health centers (FQHCs), FQHC Look-Alikes, free and community clinics.

JOB SUMMARY

Reporting to the Director of Government and External Affairs, the Policy Analyst is responsible for various health policies, legislative and advocacy efforts including the implementation of the Community Clinic Association of Los Angeles County's (CCALAC) policy and advocacy plan. Travel within the County and State is required.

JOB DUTIES:

POLICY ANALYSIS

1. Assess policy developments, programs and proposals impacting clinics and access to health care and health care safety net.
2. Conduct research and health policy and data analysis; assess impact of legislation, administrative authorities and laws; synthesize policy information.
3. Prepare and disseminate policy materials such as policy updates, policy briefs etc.
4. Other duties as assigned.

POLICY ADVOCACY

1. Assist with development and implementation of public policy/advocacy strategies, including coordination with external partners.
2. Develop and coordinate policy events and grassroots advocacy/campaigns with the Assistant Director of Policy, including mobilization of member clinics and external partners.
3. Provide health policy support to CCALAC programs, e.g. Policy Advisory group, Clinical Advisory group, etc.
4. Build relationships with external partners to increase CCALAC's visibility.
5. Provide public comments on issues pursuant to CCALAC's advocacy strategies.
6. Manage policy initiatives, as assigned.
7. Other duties as assigned.

TECHNICAL ASSISTANCE TO MEMBER CLINICS

1. Provide technical assistance and support for staff and member clinics with the Assistant Director of Policy.

2. Coordinate member clinic advocacy activities, including activities conducted as part of National Health Center Week.
3. Plan, coordinate and implement policy trainings.
4. Other duties as assigned.

COALITIONS AND OTHER COMMUNITY PARTNERS

1. Coordinate collaborative community-based education and the direction efforts.
2. Participate and build coalitions with key stakeholders under the direction of the President & CEO and the Director of Government and External Affairs.
3. Participate in policy and strategy meetings.
4. Other duties as assigned.

OTHER PROJECTS

1. Assist the Assistant Director of Policy with policy related development efforts.
2. Update CCalac publications.
3. Travel required (throughout county and state).
4. Other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree in government, political science, public policy, public health, communications or other related field. Advanced degree preferred.
2. Background and expertise in policy issues required.
3. Excellent analytical, research and written and oral communication skills.
4. Working knowledge of the legislative processes at the federal, state and local levels.
5. Working knowledge of government relations.
6. Ability to maintain confidential information.
7. Attention to detail.
8. Ability to work as part of a team as well as independently with minimal supervision.
9. Develop and maintain effective working relationships with co-workers.
10. Strong reading comprehension, oral and written skills required.
11. Basic business math skills including being able to perform basic arithmetic operations such as addition, subtraction, multiplication and division of whole numbers, fractions and decimals, measure lengths and distances, solve simple equations.
12. Strong skills with Excel, & MS Office Suite required.

If you are interested in applying for this position, please submit cover letter and resume to humanresources@ccalac.org.