

Policy Specialist

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 Specialist will conduct policy analysis, advocacy, and strategy development to support member clinics and CCALAC's policy and advocacy plans. The Policy Specialist will assist the CEO and Director of Government and External Affairs in identifying strategic courses of action to address policy issues. This position requires advanced policy analysis and coalition building skills, as well as ability to provide assistance to clinics on health care policy issues. Travel within Los Angeles County, state and Washington, DC is required.

JOB DUTIES:

POLICY ANALYSIS

1. Assist CEO and Director of Government and External Affairs in identifying strategic courses of action to address policy issues.
2. Conduct policy analysis to inform CCALAC's policy agenda, analyzing and connecting issues, and recommending courses of action for the organization.
3. Track and analyze policy developments, programs and proposals impacting clinics, access to health care and the health care safety net.
4. Conduct research, perform data analysis, assess impact of legislation, and synthesize policy information.
5. Produce written materials, including policy briefs, memos, etc.
6. Collaborate with state and national associations and other external partners.

POLICY ADVOCACY

1. In collaboration with CEO and the Director of Government and External Affairs, develop and lead implementation of CCALAC's Advocacy Plan.
2. Provide information to external organizations and agencies about community clinics and health centers and the policies impacting them.
3. Present oral testimony in public forums, including hearings and conferences, on health center issues and activities.
4. Produce written materials, including talking points, educational resources and advocacy calls to action.

5. Provide policy support to CCALAC Roundtables and Peer Networks, e.g. Policy Advisory Group, Clinical Advisory Group, etc.

ASSISTANCE TO MEMBER CLINICS

1. Respond to member and CCALAC staff requests for information on policy issues, talking points and other support.
2. Coordinate meetings and convenings with elected officials and decision-makers.
3. Assist Government and External Affairs Department with development and coordination of policy events and advocacy activities.
4. Coordinate member clinics' participation in Day at the Capitol, National Health Center Week, and similar advocacy activities.
5. Plan, coordinate and implement policy and advocacy trainings and activities.

COALITIONS AND OTHER COMMUNITY PARTNERS

1. Participate in and build coalitions with key stakeholders and partners.
2. Collaborate with other organizations to support health care access, in particular on issues impacting clinics and public health coverage programs.
3. Coordinate with external partners on joint advocacy and educational activities.
4. Participate in external policy and strategy meetings.

OTHER RESPONSIBILITIES

1. Assist with grant writing and grants management.
2. Participate in Association events and represents the organization as requested.
3. Create and update CCALAC publications as directed.
4. Travel required (throughout county, state and Washington, DC).
5. Other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree required. A Master's degree in Public Health, Public Administration, Public Policy or related field preferred.
2. Three (3) years experience in policy, advocacy and/or program management required.
3. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
4. Excellent analytical, policy research and written and oral communication skills.
5. Knowledge of the legislative processes at the federal, state and local levels.
6. Knowledge of how various media outlets work.
7. Knowledge of California's health care policy environment.
8. Understanding of primary care clinics, government funding sources and Federally Qualified Health Centers preferred.
9. Ability to maintain confidential information.
10. Ability to work as part of a team as well as independently with minimal supervision.
11. 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.