

## Tennessee Primary Care Association – Job Description

<b>Position Title:</b>	<b>Health Policy Director</b>
<b>Classification:</b>	Full Time
<b>Reports to:</b>	Chief Executive Officer
<b>Salary Range:</b>	\$70,000 - \$80,000 Annually
<b>Direct Reports:</b>	Health Policy Manager

The Tennessee Primary Care Association (TPCA) is a dynamic, team-oriented membership association that provides leadership, advocacy, and supportive expertise to the state's community health centers. TPCA and our members are bonded by a shared purpose – ensuring all Tennesseans have access to quality and affordable health care.

The TPCA Health Policy Director is responsible for promoting, growing, and protecting community health center interests across the state. The Director will be a strategic leader, helping to define how the Association navigates federal and state policy developments affecting our membership. You will manage contract lobbying activities and develop a proactive engagement strategy in support of community health center goals. You will serve as the Association lead on key relationships including with community health center leaders, federal and state policy makers, and state departments. You will work closely with community health centers to understand their challenges and perspectives and will leverage this information to drive policy change and enhancements.

Our team values collaboration, continual growth, integrity, and open communication. We are driven by our culture, knowing that creating an inclusive workplace is essential to serving our mission. We are intentional in our efforts to ensure every staff member feels empowered to voice their ideas and bring their authentic selves to work. At TPCA, you will enjoy a hybrid work schedule, comprehensive benefits package, as well as ongoing encouragement and support for professional development.

### Key Responsibilities:

- Actively develop knowledge of and analyze complex policy and legislative issues that could impact community health centers and their ability to serve patients.
- Provide vision and leadership for a comprehensive policy and advocacy strategy in conjunction with relevant TPCA staff, TPCA's Policy Committee, and TPCA's contract lobbyist.
- Serve as point of contact and lead staff person regarding key relationships with stakeholders including elected officials and key staff at the state and federal levels, TennCare, Tennessee Department of Health, National Association of Community Health Centers, and others.
- Serve as lead staff and content expert on issues related to health center reimbursement and payment including supporting the CEO and other staff in efforts to ensure health center financial sustainability.
- Proactively learn about value-based care initiatives and contribute to TPCA's strategy to enhance health center success in emerging value-based care models.

- Provide customized assistance to community health centers on issues such as Medicaid, Tennessee's Health Care Safety Net program, and Managed Care Organization priorities and policies.
- Communicate relevant policy information to a diverse set of TPCA community health center staff through written policy updates, policy update calls, reports to the TPCA Board of Director meetings, and through one-on-one communications with members.
- Lead networking groups and build strong relationships with TPCA's member community health centers to stay in tune with emerging issues, learn about needs, and facilitate the sharing of best practices.
- This position reports to the CEO and supervises one staff member, the Policy and Advocacy Manager.

**Qualifications:**

- A Master's Degree public policy or related field. May substitute experience for education requirements on a year-by-year basis.
- At least seven years of progressively responsible professional work experience and a demonstrated knowledge of the health care field and public policy.
- Staff supervision experience preferred.

**Preferred Knowledge, Skills, and Abilities:**

- Proven track record of developing and leveraging relationships with stakeholders to achieve organizational goals.
- Knowledge of legislative processes and familiarity with the Tennessee General Assembly.
- Experience and demonstrated ability in technical writing and ability to analyze legislative documents.
- Familiarity with federal governmental policy-making and regulatory processes.
- Ability to communicate and work effectively with other staff, members, community-based organizations, health center staff, customer/client groups, and policymakers.
- Awareness of the needs of medically underserved populations, demonstrates cultural competence, and an understanding of community-based primary health care systems.
- Proficiency with computer software such as Microsoft Office, including Word, Excel, and Outlook.
- Professional demeanor.
- Fluency in written and spoken English.

**Work Environment (includes physical requirements):**

- Hybrid work schedule.
- Office environment.
- Prolonged sitting, use of computer, monitor, and keyboard; occasionally lifting of lightweight boxes.
- Travel to health centers, local travel, and some national travel.

[If you would like to view more details on essential duties for this position, please click here!](#)

[Not familiar with the community health centers? Check out our Community Health Center Site Guide to learn more!](#)

**Contact Information and Procedure:**

Interested candidates should apply by submitting their application in TPCA's online application system by November 30, 2022 [Apply here](#). (If you are having trouble with the link, visit our website listed below and click on Resources, Career Center, and then *visit jobs at TN Primary Care Association*)  
The position will remain open until filled by an excellent candidate. No email applications or applications in any other system will be accepted; no telephone inquiries, please.

Tennessee Primary Care Association  
710 Spence Lane  
Nashville, TN 37217  
<http://www.tnpca.org>

TPCA offers a comprehensive benefits package that includes paid vacation, sick leave, and holidays, paid medical, dental and life insurance, paid long-term disability insurance, and participation in a 403(b) retirement plan. In addition, TPCA offers elective participation in employee-paid benefits including Flexible Spending Account, Dependent Care Savings Account, vision insurance, and AFLAC insurance options.

*It is the policy of TPCA that all applicants are entitled to equal employment opportunity regardless of race, national origin, religion, age, sex (including pregnancy or related medical conditions), gender identity or expression, sexual orientation, disability, genetic condition, marital status, or veteran status (past, present, or future service in the Uniformed Services of the United States), or other protected characteristics or identity as required by local, state, and federal law.*

*This position will be supported in part by grant funding from the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS)*