



**POSITION:** Medical Respite Policy Manager  
**REPORTS TO:** Director of Medical Respite  
**FTE:** 1.0 FTE  
**FLSA STATUS:** Non-Exempt  
**SALARY:** \$58,000 - \$70,000  
**START DATE:** ASAP  
**LOCATION:** National: Remote

**ORGANIZATIONAL DESCRIPTION**

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our Organizational Members include Health Care for the Homeless health centers, respite programs, and housing and social service organizations across the country. Additional information is available at [www.nhchc.org](http://www.nhchc.org).

Grounded in human rights and social justice, the Council’s mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. The Council is guided by the principles of Justice, Equity, Diversity, and Inclusion (JEDI) in its internal and external work of dismantling racism and identity-based oppression as part of meaningful efforts to end homelessness and become a trauma-informed, anti-racist agency.

The National Institute for Medical Respite Care (NIMRC) is a program of the of the Council whose primary focus is on expanding medical respite/recuperative care programs nationwide. Launched in July 2020, NIMRC is a singular institute that advances best practices, delivers expert consulting services, and disseminates state-of-the-field knowledge in medical respite. All teams of the Council contribute to the work of NIMRC.

**JOB SUMMARY**

The Medical Respite Policy Manager is responsible for tracking policy related activities centered around medical respite/recuperative care nationally. As medical respite care continues to expand, more states are pursuing avenues for Medicaid reimbursement for medical respite services. It is the Medical Respite Policy Manager’s job to keep a pulse on the swiftly evolving Medicaid policy landscape of medical respite care to help ensure that the Council and NIMRC are able to provide technical assistance and guidance to communities as they implement reimbursement. This position works closely and regularly coordinates with the Senior Director of Policy and the Council’s Policy Team. The Medical Respite Policy Manager is a member of the Medical Respite Team and is supervised by the Director of Medical Respite.

## **JOB RESPONSIBILITIES:**

- Conduct national environmental scan to assess state likelihood and/or readiness to adopt Medicaid reimbursement opportunities for medical respite care. This environmental scan is updated on an annual basis.
- Create and foster relationships with medical respite program leadership and partner stakeholders.
- Attend community and state-level planning meetings and keep abreast of policy and program developments related to Medicaid
- Facilitate community and state-level meetings with medical respite programs and their partner stakeholders
- In partnership with other Medical Respite Team members, create educational trainings and resources related to best practices for Medicaid reimbursement
- Participate in and represent NHCHC/NIMRC in national conversations focused on Medicaid reimbursement for medical respite
- Write regular reports updating the field on the status of state's work toward Medicaid reimbursement.
- Serve as internal Subject Matter Expert (SME) on state level activity related to Medicaid reimbursement for medical respite/recuperative care services.
- Travel to attend in-person meetings, conferences, and site visits, as needed.
- Participate in regular Medical Respite Team meetings and All Staff Meetings
- Provide training and technical assistance in support of the broader field of medical respite care

## **QUALIFICATIONS:**

### **Education & Experience:**

- Master's degree in social work, public health, policy, or human services, preferred.
- Knowledge of medical respite care, preferred.
- Demonstrated understanding of and experience with Medicaid and/or Medicaid policy, required.
- Experience managing projects and working with community partners, preferred.

### **Skills**

- Strong written and verbal communication skills including comfort with public speaking.
- Strong interpersonal skills that value transparency and consistency with demonstrated ability to collaborate with individuals from a wide range of professional and personal backgrounds.
- Willingness to take initiative and able to learn new things.
- Self-motivated and able to work with minimal supervision.
- Able to be effective in a remote work environment.
- High degree of personal organization.
- Willingness to take initiative, able to learn new things, comfortable with differences of opinion and confident about working toward solutions.

- Able to express the missions and values of the National Health Care for the Homeless Council and its medical respite program, the National Institute for Medical Respite Care, through actions in their work.

#### **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Available for travel within the U.S. approximately 5-7 times a year.
- Able to operate a variety of office equipment, including photocopier and personal computer.
- Must have a workspace that allows them to work remotely, including good internet connection capable of supporting internet-based video and audio for conference calls.

**Comprehensive benefits package:** Includes health, dental, vision, life, 401k, short and long-term disability, and paid time off.

**How to Apply:** Please submit a resume and cover letter to Julia Dobbins, Director of Medical Respite, at [policy@nhchc.org](mailto:policy@nhchc.org). Applications without cover letters will not be considered. Writing samples will be requested for those invited for interviews.

**Equal Opportunity Employer:** We do not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The National HCH Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of marginalized identities and/or lived experience of homelessness are especially encouraged to apply.

Last Updated: 09/06/2024