



BI-STATE PRIMARY CARE ASSOCIATION

Position Description

<i>Title:</i>	Director, Vermont Public Policy
<i>Reports To:</i>	Executive Vice President and Chief Operating Officer
<i>Employment Classification:</i>	Full Time; Salaried; Exempt
<i>Directly Supervises and Evaluates:</i>	None
<i>Date Last Updated:</i>	July 5, 2017
<i>Current Incumbent:</i>	

Purpose of the Position:

The Director is the “voice” of Bi-State and an active participant in influencing health systems reform with the Legislature, the Green Mountain Care Board, State Agency officials, key partners and stakeholders. The Director develops and analyzes public policy relative to health access, quality and payment systems reform to include primary care reimbursement. The Director conducts advocacy and lobbying to improve the access to primary and preventive health care services for the people of Vermont.

General Description:

Under the supervision of the EVP/Chief Operating Officer, and in accordance with Bi-State policies and procedures, the Director of Vermont Public Policy represents the interests of the people in Vermont and Bi-State members for population based primary care health access, quality, and payment/financial reform with state policy makers. The Director develops, maintains, monitors and evaluates state and national policy and health reform initiatives. The Director develops legislative priorities and represents Bi-State at legislative hearings, Green Mountain Care Board meetings and other public policy forums.

Essential Duties:

1. Develops proactive business strategies consistent with Bi-State strategic and annual plans.
2. Maintain an understanding of Vermont population health needs and Bi-State member needs and satisfaction.
3. Track, monitor and analyze state legal, legislative, regulatory policy, and payment systems reform developments that impact Vermont and members.

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4. Draft and advocate for regulatory policy or legislation beneficial to primary care.
5. Build relationships and collaborate with state agencies, policy makers, legislators, their staff and other organizations addressing issues of the uninsured, underinsured and Medicaid.
6. Prepare written policy reports and policy updates and present oral and written testimony to governmental and legislative bodies.
7. Provide credible and timely information to public and private organizations, Bi-State staff, and Bi-State members on pertinent issues.
8. Staff Bi-State's CEO Council and Government Relations Committee of the Board of Directors, lead policy discussions and recommend public policy priorities.
9. Represent Bi-State at the Vermont State House, with state government, officials and stakeholders. Organize and execute effective legislative briefings, breakfasts and/or lobbying days.
10. Contribute to Bi-State's work with affiliate organizations.
11. Write grants and prepare budgets, conduct fee-for-service consulting, promote the group purchasing pool, recruit vendors and sponsors, and create other sources of revenue generation, as assigned.
12. Maintain positive internal and external communication with Bi-State's staff, members and Board of Directors.
13. Contribute to the e-newsletter, website, and executive summaries to the board, annual report, semi-annual report and other organizational publications/reports.
14. Ensure that work is conducted in a manner consistent with Bi-State's policies and procedures and compliant with state and federal laws.
15. Participate in and contribute to member meetings, management meetings, the organization's business planning, and all staff meetings as well as other meetings as appropriate and as requested.
16. Represent Bi-State at community, state and national meetings as requested.
17. Understand the mission and vision of the organization.
18. Live the values of the organization: learning, integrity, responsiveness and respect.
19. Other responsibilities as assigned by your supervisor and/or the President and CEO.

Qualifications:

Knowledge/Degree/License Requirements:

1. BA/BS from an accredited college or university; MA/MS or JD preferred.
2. Knowledge of health policy and primary care with 5-7 year's work experience.
3. Knowledge of health care systems reform, primary care payment methodologies, and lobbying experience desired.
4. Valid New Hampshire or Vermont driver's license.