

## JOB DESCRIPTION

The Washington State Hospital Association (WSHA) believes each employee makes a significant contribution to our success. That contribution should not be limited by the assigned job functions and responsibilities. Therefore, this job description is designed to outline primary duties, qualifications, job functions, and job scope, but not limit the employee nor WSHA to just the work identified below. It is our expectation each employee will offer his/her services wherever and whenever necessary to ensure the success of our mission

**Job Title**                      **Policy Director, Access**  
**Position Rating**            Exempt  
**% FTE**                         100%  
**Effective Date**              December 1, 2011

**Purpose of Position:** The position of Policy Director, Access, is responsible for providing research and policy analysis on issues that address access to health care, including facility regulations, state coverage issues on subsidized care, and insurance benefits. This position engages WSHA members to advocate on behalf of these policies with both the Washington State Legislature and administrative agencies. The position requires understanding of a broad range of health care issues, the legislative process, and politics. This position involves the use of project management, communication and political skills.

<i>% of Time</i>	<i>Function</i>	<i>Goals(s)</i>	<i>Responsibilities</i>
20%	<b>Engage WSHA members in public policy advocacy.</b>	<p>Increase WSHA’s political influence.</p> <p>Connect WSHA members to the political process.</p> <p>Help WSHA members feel comfortable advocating and meeting with legislators and government officials.</p> <p>Increase contact between WSHA members and government officials and elected leaders.</p> <p>Build influential relationships WSHA can call on at key points in the policy making process.</p>	<p>Recruits and organizes WSHA members, including hospital and health system leaders, trustees, and staff in support of WSHA’s policy/advocacy objectives.</p> <p>Facilitates contacts between hospital and health system personnel and government officials and elected leaders.</p> <p>Communicates with WSHA members about legislative and regulatory issues.</p> <p>Trains and educates WSHA members on specific policy issues as well as advocacy skills.</p> <p>Answers questions from WSHA members about policy and advocacy.</p> <p>Mobilizes WSHA’s member advocacy network in support of WSHA’s policy priorities.</p>
60%	<b>Serve as lead staff on health care and hospital policy issues related to access and insurance in the state legislature and with administrative agencies.</b>	<p>Provide leadership on a variety of access and insurance issues, including hospital facility regulation and access to benefits through insurance and state subsidized care.</p>	<p>Performs data collection, research, analysis, and presentation of information about selected policy issues.</p> <p>Guides and implements sound legislative strategy on key policy issues.</p>

		<p>Support WSHA’s advocacy efforts in the state legislature and administrative agencies.</p> <p>Ensure WSHA’s policy goals are met.</p> <p>Ensure relationships with relevant state agencies and other outside partners are positive and effective.</p>	<p>Tracks, analyzes, and communicates developments in selected policy issues.</p> <p>Serves as contact with certain state agencies, such as the Office of the Insurance Commissioner, the eligibility staff at the Health Care Authority, and the Department of Health.</p> <p>Represents WSHA in selected state committees and task forces and with coalitions advocating access to health care and health insurance.</p> <p>Drafts, revises, and edits policy/advocacy materials on selected policy issues – such as surveys, reports, memoranda to staff and committees, bill reviews, and issue briefs.</p> <p>Assists with communications to members through <i>WSHA Weekly Reports, Bulletins, Fiscal Watch, Inside Olympia, Inside D.C.</i>, and other WSHA publications.</p> <p>Monitors issues as they arise and advises whether they should be a priority.</p> <p>Responds to member requests for analysis and information about policy issues.</p> <p>Makes presentations to WSHA member executives and trustees on behalf of the Policy/Advocacy Team.</p>
<p>20%</p>	<p><b>Contributes to the overall success of the Policy Development Team and the Policy/Advocacy Team</b></p>	<p>Contribute to overall advocacy interests during the legislative process.</p> <p>Actively looks for ways to ensue policy issues are adequately staffed by helping other policy directors when their workload is unmanageable and seeking help when his/her own workload is unmanageable.</p>	<p>Proposes and analyzes bills during legislative session.</p> <p>Develops working relationships that support accomplishments of the goals and objectives of the Policy/Advocacy Team.</p> <p>Ensures major issues receive adequate attention, and smaller issues do not fall through the cracks.</p>

		<p>Establish and maintain a good working relationship and become a respected and valued member of the Policy Development Team and Policy/Advocacy Team.</p> <p>Promote coordinated, effective, and efficient teamwork.</p>	<p>Communicates regularly and effectively with team members.</p> <p>Recognizes accomplishments and contributions of team members.</p> <p>Assists other WSHA staff when needed.</p> <p>Performs other assignments as directed by the Senior Vice President of Policy Development.</p>
On-going	<b>Training and development</b>	<p>Maintain and increase skills and knowledge.</p> <p>Enhance job performance</p>	<p>Participates in relevant training and development opportunities.</p>
On-going	<b>Provides a high level of customer service and satisfaction</b>	<p>Promote WSHA as a high quality organization through professionalism, expertise, and responsiveness.</p>	<p>Handles requests by Policy/Advocacy Team members, WSHA members, and others with courtesy and professionalism.</p> <p>Develops excellent working relationships with internal and external “customers”.</p> <p>Shares information appropriately with WSHA members, staff, and others.</p> <p>Keeps confidential information confidential.</p> <p>Continually stresses customer service and satisfaction in all areas.</p>

**Principal Interactions and Partnerships**

Policy Development Team members  
 Senior Vice President, Policy Development  
 Senior Vice President, Policy and Advocacy  
 Vice President, Public Affairs  
 General Legal Counsel  
 Policy/Advocacy Team members

**Job Skills and Knowledge**

Leadership, management, and coordinating skills and experience  
 Knowledge of federal, state, and local political processes  
 Skills in developing and maintaining effective working relationships with WSHA members/staff and public officials  
 Ability to conceptualize, analyze, and communicate complex health policy issues  
 Strong team player and able to coordinate multiple activities  
 Proficient in Internet research  
 Ability to write, edit, and proof documents accurately  
 Ability to work independently and in a team environment  
 Excellent communication skills (listening, writing, and speaking)

Ability to read, write, speak, and understand English fluently  
Ability to use computer hardware and software required

**Educational, Experience, and/or Licensing Requirements**

Bachelor's degree or equivalent relevant work experience  
Master's degree in Health Administration, Public Health, Business Administration, or other relevant discipline preferred  
Legal degree preferred

**Job Conditions**

Position requires working in an office environment with usual office equipment including copiers, fax machines, and computers. The position also requires limited travel in and out-of-state. Position requires some early morning, evening, or weekend work.

**Reports to:** Senior Vice President, Policy Development

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**Job Description Review Dates and Initials of Employee and Supervisor:**

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