



## **POSITION DESCRIPTION**

**Position Title:** Senior Manager, Health Care Access  
**Salary Range:** Commensurate with experience  
**Location:** Washington, DC  
**Reports To:** Director, Policy and Health Care Access

### **Purpose and Description**

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The Senior Manager, as part of NASTAD's Health Care Access Team, plays a vital leadership role in expanding the organization's capacity and priority of addressing health reform's impact on HIV/AIDS and viral hepatitis programs within health departments. The Senior Manager leads, recommends and facilitates action steps in order to strengthen state and local health department capacity to implement key provisions of health reform. The Senior Manager also provides quantitative analytics and qualitative analysis regarding the impact of health system changes on health department programs and individuals living with HIV/AIDS and monitors and participates in coalition activities, develops fact sheets and issue briefs. The Senior Manager is also responsible for representing the Health Care Access Team in NASTAD cross program collaborations. The ideal candidate will be a self-starter, able to develop and execute new projects and work with minimal direction. Demonstrated ability to execute projects in a timely manner is also required.

### **Essential Functions**

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- Lead, with input from the Director, Policy and Health Care Access, activities related to the implementation of health reform and its impact on health department programs and individuals living with HIV/AIDS;
- Assist in the overall implementation of strategies and programs, developed by the Domestic Programs staff, to achieve NASTAD's priorities;
- Identify opportunities to partner with national organizations and pursue new relationships with non-traditional partners working on health systems;
- Assess state health department technical assistance and program development needs to response to Affordable Care Act (ACA) implementation and health system changes;
- Lead technical assistance to state health department HIV/AIDS programs on effective implementation of key ACA provisions;
- Provide quantitative and qualitative analysis of impacts of ACA on HIV and viral hepatitis programs and clients;
- Represent NASTAD's positions in meetings with coalition groups, Congressional staff and federal partners;
- Research and write NASTAD newsletter articles, fact sheets, issue briefs and web-based communications;
- Attend and represent NASTAD at conferences and participate in relevant external meetings;

- Interface with NASTAD's Legislative and Policy Team on program-specific needs related to policy and advocacy;
- Interact with, and respond in a timely manner to the needs of NASTAD members; and
- Perform other duties as assigned.

## **Minimum Requirements**

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### **Skills/Knowledge**

- Demonstrated knowledge and expertise in health policy, including understanding of health care systems, the Affordable Care Act and Medicaid and Medicare programs;
- Demonstrated understanding of health care financing and preferred experience working with Centers for Medicare and Medicaid Services (CMS), other publicly funded health care programs and private insurers;
- Strong analytical skills and ability to conduct projections and analyses on health-care related finances and costs as well as HIV/AIDS and viral hepatitis programmatic projections;
- Knowledge of legislative and administrative policy-making process;
- Excellent written and oral communication skills;
- Demonstrated leadership skills;
- Ability to lead and work in teams;
- Proficiency in Microsoft office applications; and
- Skills in public speaking and technical assistance delivery.

### **Experience/Education**

- Bachelor's degree or higher in public policy, public health or related fields or qualifying experience; and
- Minimum of five (5) or more years of progressively responsible work experience related to health care policies and programs.

### **Visual Acuity, Hearing, and Speaking**

Excellent verbal and written command of the English language.

### **Environment and Scheduling**

- Interest in working with an HIV/AIDS public health organization;
- Interest in working within a diverse work environment; and
- Willing to travel as needed (approximately 10 percent of time).

### **Physical Effort and Dexterity**

This position requires independent travel and mobility.

## **Employer's Statement and Rights**

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This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

### **How to Apply**

Qualified candidates should apply by e-mail only to [HumanResources@NASTAD.org](mailto:HumanResources@NASTAD.org). Subject line should read "**Senior Manager, HCA**" only; a cover letter, with salary requirements, and resume should be attached. Submissions which do not follow the above instructions will not be considered as applicants.

Due to the extremely high volume of resumes submitted, only those selected for interviews will be contacted. NO PHONE CALLS in reference to this position will be accepted.