



Management Job Description

Job Title: Advocacy and Health Policy Director

Department: Government Affairs

Date: 9/20/11 Revised 3/19/19

Written by: Rob Gerberry

FLSA Status: Exempt

Summary of Position:

Engages system leadership in relevant discussions on a local, state, and national level to advance health research, education, patient care, health access, healthcare coverage, and public policy.

Monitors, analyzes, develops and assumes responsibility for legislative, regulatory and policy proposals that affect the health system, its hospitals and physicians, health plan, accountable care entity and the community.

Assumes primary responsibility for advancing Summa Health System's relationship building goals and serving as key point of contact with elected officials and public sector agency leadership across federal, state, and local boundaries, including but not limited to CMS, CMMI, the Ohio Department of Insurance, the Ohio Department of Medicaid, the Ohio Department of Health, The Office of Health Transformation, and the Ohio Department of Mental Health and Addiction Services.

Connects System leadership and staff to key government relations initiatives. Connects key public sector leadership to Summa health policy and public sector funding initiatives.

Minimum Qualifications:

1. Formal Education Required:

- a. Bachelor's Degree required. Business Administration, Health Care Administration, Public Policy or Public Administration is preferred
- b. Master's degree preferred.

2. Experience & Training Required:

- a. Seven to ten years of government relations or legislative experience
- b. Extensive knowledge of federal and state legislative and regulatory processes.
- c. Experience with health care trade associations including but not limited to, America's Health Insurance Plans (AHIP), Ohio Association of Health Plans (OAHP), Ohio Hospital Association (OHA), Ohio State Medical Association (OSMA) and federal and state Medicare and Medicaid laws and regulations
- d. Previous management experience including responsibilities for hiring, training, assigning work and managing performance of staff



Management Job Description

- e. Position requires a person who can address sensitive and complex issues among diverse stakeholders
- f. Experience in nonprofit or healthcare sector preferred
- g. Registered lobbyist with the State of Ohio

3. Other Skills, Competencies and Qualifications:

- a. Excellent organization, interpersonal and networking skills with private and public sector leadership
- b. Exceptional verbal and written skills, as well as strong analytical skills. Ability to clearly and professionally articulate the System's position on issues
- c. Affinity for working in a team environment
- d. Ability to design and implement system-community partnerships
- e. Ability to work within a complex institution with all levels of leadership, staff and donors/prospects
- f. Highly organized with close attention to detail
- g. Population Specific Competency: ability to effectively interact with populations of patients/customers with an understanding of their needs for self-respect and dignity
- h. Thorough knowledge and understanding of federal, state, and local legislative and administrative processes
- i. Demonstrated ability to be an influential participant in public policy development and debate on issues impacting the System
- j. Ability to participate in finding and pursuing grants for the System

5. Level of Physical Demands:

- a. **Sedentary:** Exerts up to ten pounds of force occasionally and/or a negligible amount of force frequently

Direct Management Reporting Relationships

Indicate the title which this position reports to, as well as the various titles reporting directly to this position. *Include FTE counts.*

Position Reports to: General Counsel, Summa Health

Positions Reporting to this position: None

Essential Functions:

The following job specific requirements should discuss the essential duties and responsibilities required of the position. They should not replicate those duties and responsibilities discussed above.

Financials

- Plans, prepares, implements and monitors operational and capital budgets to ensure sound fiscal management consistent with the goals of Summa Health System.



Management Job Description

Managing & Leading People

- Manages performance and ensures 100% of all required performance appraisals are completed.
- Ensures all staff members complete Mandatory Organizational Education (MOE) training annually.
- Ensures all staff members adhere to established Service Excellence Standards.
- Monitors and manages staffing, turnover, recruitment and vacancy in assigned departments.
- Ensures continued development and education of self and staff.
- Ensures excellent open communications within the department through regular staff meetings, preparation and distribution of minutes, and other means to keep the department informed on a timely basis.
- Directs and monitors the work of staff and/or consultants utilized to support the advocacy and health policy priorities of system. Prioritizes staff and consultant time and budgets.

Relationship Development

- Builds and maintains relationships with elected officials and government agency leadership. - Works closely with external consultants, legislators and their staff members, and colleagues across the state and country to build coalitions, foster collaboration and advocate for issues of mutual interest.
- Cultivate and maintain relationships with elected officials, public sector leadership, political organizations, industry associations, and other stakeholders of strategic importance to advance the System's priorities within the public sector.
- Represent and serve as point person for the organization to outside trade groups/stakeholders including OAHP, OSMA, OHA, and related Medicare and Medicaid business vendors
- Coordinates legislator and other key leadership visits and inquiries to Summa.
- Organizes Summa leadership visits and inquiries to legislators and other influential leadership.

Advocating for System and Community Interests

- Recruits members and provides leadership and support to an Advocacy Committee (comprised of internal and external leadership) to elevate the system's public policy agenda.
- Serves in an advisory capacity on the committee to help leadership coordinate, implement, and evaluate advocacy and health policy strategies.
- Provides support and training to stakeholders that are aligned with Summa and community interests.
- Engages appropriate leadership in the development and dissemination of health policy educational materials to key stakeholders.
- Connects system leadership to public testimony opportunities as they arise.

Research and Public Policy Position Development

- Work with SummaCare to assess and provide analyses for proposed changes to Medicare healthcare program contracts, governing regulations and new legislation and policy requirements.



Management Job Description

- Work with NewHealth Collaborative to assess and provide analyses for proposed changes to MSSP and other population health regulations and legislation.
- Work with Regulatory Affairs and Compliance to provide timely and informative updates on regulatory issues of concern and provide periodic reports to support regulatory communications initiatives.
- Leads a team to research relevant health policy, regulations, and rules impacting the health system's strategic and operational plans and priorities.
- Utilizes research to help shape health system priorities, position statements and advocacy plans. - Works with system leadership, board members, policy consultants, and trade associations to refine plans and messages.

Serving on Relevant Committees

- Consults with senior leadership to ensure proper leadership serves on select advisory committees, councils and boards on the national, state and local level. System leaders will serve as advocates and resources for issues and opportunities that impact the system and community.

Regulatory Compliance

- Complies with regulatory and accreditation requirements through completion of Summa's mandatory organizational education, JCAHO, Code of Conduct and compliance training.
- Responsible for adherence to applicable regulations in daily activities and work processes. - Maintain thorough understanding of lobbying rules, processes, and requirements and, as needed and appropriate, register as a lobbyist on behalf of the system.

Service Excellence

- Identifies the direct and indirect customers served by assigned department, determining appropriate products and/or services based upon customers' needs, measuring customers satisfaction and developing actions that continually improve services.
- Ensures staff and self follow Service Excellence Standards of Behavior, including standards for Appearance and Environment, Attitude and Courtesy, Communication, Teamwork, Customer Service, Confidentiality, Safety and Etiquette.

Planning & Organizing

- Plans and organizes all activities under his/her control in an effective manner.
- Prepares departmental tactical and strategic plans as well as designing appropriate organizational structures for areas of responsibility.
- Organizes and delegates work in an effective manner, establishes appropriate time frames for completion of work, and provides the necessary leadership to ensure effective work results.

Support Diversity

- Ensures a work environment that promotes and embraces diversity. Works to support and strengthen Summa's service to the community.



Management Job Description

Note: The above stated duties are intended to outline those functions typically performed by the incumbent in this position. This description of duties is not intended to be all-inclusive or to limit the discretionary authority of supervisors to assign additional tasks of a similar nature or level of responsibility.