JOB ANNOUNCEMENT – PUBLIC POLICY ASSOCIATE

September 2015

Whitman-Walker Health (WWH) is seeking a Public Policy Associate to work closely with our Senior Director of Policy, and other WWH staff, to develop and pursue a public policy agenda that advances WWH’s mission, with particular emphasis on the health and wellness of lesbian, gay, bisexual and transgender (LGBT) individuals and families; persons living with HIV; and others in our diverse urban community who face particular challenges accessing adequate health care.

Whitman-Walker Health’s mission is to be the highest quality, culturally competent community health center serving the diverse urban community in the greater Washington, DC metropolitan area, including individuals who face barriers to accessing care, and with a special expertise in LGBT and HIV care. We offer a full line of healthcare services including: (1) comprehensive outpatient offerings for medical and dental healthcare; (2) an on-site pharmacy; (3) legal support in the areas of access to health care, public benefits, and private insurance, discrimination and workplace rights, immigration, transgender rights and others; (4) behavioral healthcare provided through individual, group and day treatment means; and (5) HIV testing and counseling services.

Primary Essential Duties

• Research, analyze and catalogue health-related articles, papers, legislative and administrative agency materials, and other sources of medical, behavioral health, public health, economic and demographic information relevant to WWH’s public policy agenda.
• Develop and maintain relevant information banks to support WWH’s ongoing public policy work, including the provision of statistical data and information management support.
• Draft testimony, articles, white papers, blog posts, letters, and other documents to support advocacy efforts.
• Work closely with the Senior Director of Policy, and other key WWH staff including lawyers and health care providers, to identify important issues and to develop and refine WWH’s positions on those issues.
• Develop and maintain partnerships with coalitions and organizations that address similar public policy issues.
• Participate in meetings with policy decision-makers and in formal hearings before legislative bodies and administrative agencies.
• Work with the Senior Director of Policy and other key WWH legal and external affairs and communications staff to increase public awareness of important issues and WWH’s position on those issues.
• Respond to inquiries about public policy issues and represent WWH at meetings and conferences.
• Other duties as assigned.
Knowledge, Skills, and Talents Required

• Excellent oral and written communication skills.
• Excellent research and analytical skills, including the ability to understand, interpret and present medical, behavioral health, public health, economic and demographic data.
• Excellent ability to comprehend relevant legal issues, including statutes, legislative history, regulations, other administrative agency policy documents, and court decisions.
• Excellent face to face interpersonal skills, with the ability to work effectively with professionals across a wide range of disciplines and with individuals across a wide range of experience, perspectives and educational backgrounds, including: WWH staff and patients; health care providers and researchers outside WWH; other LGBT, HIV and health care consumer advocates; and government officials and staff.
• Highly developed organizational skills, including the ability to juggle several tasks at once and the capability to consistently reprioritize work as necessary to meet deadlines.
• Flexibility of schedule, access to a car, and the willingness and ability to travel throughout the metropolitan area as needed.

Education and Experience Required

• Must have a graduate degree – a Master’s degree in public health, public policy or public administration; a law degree; or comparable educational qualifications.
• Demonstrated commitment to LGBT equality, health and wellness. Familiarity with HIV issues a plus.
• Experience with health care policy issues preferred.
• Previous experience working as an advocate on issues of public policy strongly preferred.
• Experience working with an ethnically, culturally and racially diverse work staff preferred; ability to work harmoniously with diverse groups of individuals required.

Hours and Salary

Our standard work week is 37.5 hours, although professionals frequently work additional hours. The flexibility to attend meetings on evenings and weekends is essential. The starting salary is $50,000 to $60,000, depending on experience. Whitman-Walker offers an excellent benefits package, including health, dental and vision insurance, life and disability insurance, and a generous 403(B) retirement plan.

For more information, and to apply, please consult Whitman-Walker’s online Career Center. (Visit www.whitman-walker.org, click on “About WWH/Mission/Jobs,” and then click on “Career Center.”) Applications must be submitted online.

Applications will be accepted until the position is filled.

Whitman-Walker is an equal employment opportunity employer and does not discriminate against applicants, its employees or former employees on the basis of race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, veteran status or gender identity. For accommodation in the application process, please contact WWH Human Resources.