

**Women’s Health Policy Advisor
JOB DESCRIPTION**

Position:	Women’s Health Policy Advisor
Reports to:	Women’s Health Policy Director
Supervises:	None
Position Type:	Full Time, exempt
Schedule:	9:00 am-5:00 pm, with flexibility for evening/weekend hours as needed
Travel:	Up to 10%
Compensation:	\$75,000 - \$80,000, Dependent on experience
Benefits:	Employer-paid medical, dental, vision, short- and long-term disability, and life insurance; retirement plan with 3% employer match; 12 weeks paid parental leave; 15 paid holidays and 18 PTO days during the first year of employment.
Location/ Geographic Responsibility	Austin, with statewide responsibility Estimated 50% remote, 50% in person/office

Background

Effective August 1, 2022, the Texas Campaign to Prevent Teen Pregnancy (statewide), Ntarrupt North Texas Alliance to Reduce Unintended Pregnancy in Teens (Dallas), and Healthy Futures of Texas (San Antonio) have merged to improve the well-being of young Texans through equitable access to sexual health education and resources.

Who We Are

Healthy Futures is a statewide, nonpartisan, nonprofit organization whose mission is to improve the well-being of young Texans through equitable access to sexual health education, resources and services.

Be a part of the team working to ensure that **all** of our communities’ teens have access to sexual health information and reproductive health services. Working

together, close to the community, with a passionate, committed, and talented team, you will be able to see the immediate, tangible impact of your work.

We know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities, and sexual orientations to apply to this position.

Equity Statement

Given the intersectionality of systemic racism and reproductive health, we will center racial equity in all aspects of our programs and operations, as evidenced by inclusion of equity in our mission/vision/values; staff job descriptions; board recruitment and training; communications and messaging; and policy priorities. The newly combined organization will be an equal opportunity employer and encourages candidates from diverse backgrounds and identities to apply.

Overview

This role will work exclusively with the Texas Women's Healthcare Coalition, supporting Medicaid policy work and Medicaid and state-funded family planning programs throughout the state to further increase access to contraception and preventive women's health services. This position will spearhead complex administrative advocacy work for the Coalition. This role will also work to develop relationships with Medicaid managed care organizations (MCOs) to further support women's health programs. The position will be responsible for identifying needs and developing and delivering training and technical assistance to Women's Health Providers and MCOs.

Roles and Responsibilities

- Identify training and technical assistance needs of women's health providers and support the transition of Healthy Texas Women Program into Medicaid Managed Care, among other transitions that may occur
- Develop and deliver trainings and materials supporting the transition of the Medicaid program to prevent barriers to access and care for Texas women
- Develop and maintain relationships with statewide associations, community groups and other key partners, Health and Human Services Commission staff, MCOs, policymakers and their staff
- Monitor and advise Coalition Director and Chair on administrative agency policies on Medicaid, family planning programs and women's preventive healthcare
- Analyze highly technical policy issues and distill for public facing audiences in an accessible manner
- Work with Communications Manager to develop external training materials and support coalition events
- Draft policy analyses, testimony and comments, presentations, and other public-facing materials
- Assist with preparation for Coalition meetings, events, and legislative visits
- Support Coalition subcommittees, including Provider Workgroup and HHSC troubleshooting meetings

- Draft agendas, minutes, and other meeting or event materials as needed to support subcommittees
- Outline, track, and maintain progress on grant contract deliverables and draft grant reports for programmatic area
- Represent Healthy Futures of Texas and the Texas Women's Healthcare Coalition in the community in a professional manner
- Perform other related duties and fulfill responsibilities as assigned

Minimum Qualifications

- Bachelor's degree or experience with a documented record of the ability to perform duties and responsibilities of the position
- At least 3 years of experience working in Medicaid policy or direct experience billing Medicaid for family planning services
- Experience in coalition or community work with multiple, sometimes conflicting, stakeholder groups
- Critical analytical skills to understand the political, social, financial, and external issues affecting women's health providers; ability to foresee and interpret trends and the changing needs of TWHC members and to develop processes and resources to respond effectively and in a timely manner
- Strong organizational skills, including the ability to work independently and manage own projects in a fast-moving environment
- Excellent presentation/public speaking skills
- Excellent verbal and written communication skills
- Proficiency in MS Office Suite and Google Suite and the ability to learn new software as needed
- Exceptional interpersonal skills to advance of TWHC's mission and vision both internally and externally, and to respond diplomatically to challenging issues
- Strong team building, leadership, and project management skills to effectively guide statewide responses to changing environments
- Self-starter, energetic, able to work independently, enjoys creating and implementing new initiatives, and thrives in a dynamic environment
- Strong time management skills and attention to detail
- A flexible schedule to accommodate some late and weekend hours during the legislative session
- Personal transportation and cell phone

Preferred Qualifications

- Master's degree, with a concentration in public health, social work, biostatistics, public affairs or a related field.
- Experience working in or with Medicaid Managed Care Organizations
- Familiarity with the rules setting process at the state level, particularly in Texas
- Knowledge of and comfort with reproductive and sexual health issues
- Education or experience in analyzing health data and interpreting health journal findings for educational materials

- Bilingual with Spanish language skills

Application Instructions

Please email a cover letter describing interest and qualifications, a résumé, salary history, and a list of 3 professional references to careers@healthyfutures-tx.org. The position will remain open until filled.

Healthy Futures of Texas is committed to actualizing a world, as much as it is in our power to affect, where race and/or other systems that place the value of a human life, people group, or culture within are not determinants for human rights and/or flourishing. We are committed to reflecting this belief in our work towards an equitable world by centralizing and submitting to the imagination, organization, and administration of ideas and strategies of the marginalized, oppressed, and silenced.

Healthy Futures of Texas does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, veteran status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.