

CALIFORNIA ASSOCIATION FOR HEALTH SERVICES AT HOME (CAHSAH)

JOB DESCRIPTION

Position: Director of Policy, Advocacy & Public Affairs

Reports to: President

The Director of Policy, Advocacy & Public Affairs serves as the association's primary staff person responsible for policy development, state and federal legislative and regulatory affairs, grassroots advocacy, political action, public affairs and communications. The individual reports to the CAHSAH President, is the staff liaison to the Policy & Public Affairs Committee and the Hospice Committee, and supervises the Legislative Specialist.

Duties, Responsibilities, and Authorities:

1. Policy (60%)

Responsible for identifying and managing all state and federal legislative and regulatory issues impacting home care including those related to employment, home health care, private duty care, hospice care, and other issues.

2. Communications (20%)

Manages overall internal and external communications including the website, annual report, monthly Bulletin and Weekly News Update. Works with the President to ensure appropriate response to media inquiries. Also responsible for securing and managing sponsorships and advertising for web and print communication vehicles.

3. Committee Work and Department Management (10%)

Manages Policy Department staff and serves as primary staff contact and liaison for Policy, Advocacy & Public Affairs Committee, Hospice Committee and other internal organizations as assigned.

4. Effective Relationships (10%)

Develops, maintains and enhances effective relationships with state and federal legislators, legislative staff, administration officials, other policy makers, associations, organizations and advocacy groups. Also builds and maintains effective relationships with CAHSAH volunteer leadership, membership, and staff colleagues.

Summit resume & cover letter to jhafkenschiel@cahsah.org

Salary Range \$80,000 - \$120,000, Health, Dental, Life & 401k Benefits