

Policy Specialist in Health and Human Services

A challenging and rewarding position at the intersection of public policy and public health

Summary

The Policy Specialist is responsible for supporting policy initiatives through facilitation, collaboration, data-collection, and analysis, as well as using independent judgment to identify emerging issue areas and recommend policy and advocacy strategies to advance the mission of Community Mental Health and IDD Centers.

Under the direction of the Chief of System Policy, the Policy Specialist works closely with Texas Council staff, partners, and external stakeholders, including Texas Council members, other associations, and government agencies. The Policy Specialist should be well-organized, a strong communicator and facilitator, and able to keep complex projects on track.

Duties

- Facilitate *ad hoc* and standing workgroups of the Texas Council to assist with issue spotting, gathering collective feedback, and making policy and operational recommendations.
- Collaborate and coordinate with internal and external partners, such as government agencies, health care providers, community organizations, and academic institutions, to foster information sharing and joint action.
- Conduct research and analysis on wide-ranging public health topics, inclusive of mental health, substance addiction services, intellectual and developmental disability services, and social determinants of health.
- Develop and implement policy recommendations and advocacy strategies to address public health challenges and opportunities.
- Monitor and evaluate the impact and effectiveness of public health policies and programs and provide feedback and suggestions for improvement.
- Prepare and present policy briefs, reports, memos, and other written and oral communications to inform and influence decision-makers and stakeholders.
- Participate in and represent the organization in relevant meetings, workshops, conferences, and other forums.
- Stay abreast of current and emerging public health trends, best practices, and policy developments.

Qualifications

- Bachelor's degree required. Master's degree preferred.
- At least three years of experience in policy analysis, service delivery, advocacy, or related field, preferably in IDD or other disability sector.
- Knowledge of and commitment to the issues and rights of people with disabilities and their families.

- Strong analytical, research, and problem-solving skills, with attention to detail and accuracy.
- Ability to work independently and collaboratively, manage multiple projects and deadlines, and adapt to changing priorities and needs.
- Excellent written and oral communication skills, with the ability to tailor messages to different audiences and purposes.
- Proficient in Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook, as well as online research tools and databases.
- Demonstrated ability to work independently and collaboratively, with a high degree of professionalism, judgment, initiative, and accountability.
- Flexibility and adaptability to work in a fast-paced and dynamic environment, with changing priorities and deadlines.
- Preferred qualifications include demonstrated ability to conduct effective research of Texas rules and statutes and interpret contract terms and policy guidance.

Salary Range

\$70,000 - \$80,000

Application Process

To apply for this position, please submit your resume and cover letter to Tara Brown at tbrown@txcouncil.com by October 11, 2024. Please indicate the position title in the subject line of your email. Only shortlisted candidates will be contacted for an interview. Thank you for your interest in working with us.