



# Children's Institute

## Job Description Senior Health Policy Advisor

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Title: Senior Health Policy Advisor  
Reports to: Director of Policy & Advocacy  
Location: Children's Institute, downtown Portland or hybrid work with travel throughout Oregon  
Job Classification: Exempt, 1 FTE (40 hours per week)  
Salary: \$93,000 – To uphold pay equity in the organization, Children's Institute cannot negotiate this payrate

Persons of color and members of other underrepresented groups are strongly encouraged to apply. Please contact CFO/COO, Carole Shellhart, at [carole@childinst.org](mailto:carole@childinst.org) with any accommodation requests.

Applications due by July 23, 2023.

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At Children's Institute (CI), our mission is to shift systems toward justice for families so that all children in Oregon, prenatal to grade five, have access to opportunity. We advocate for and secure public investments in early childhood programs and services, and work directly with school communities to improve the learning experience for children.

We are keenly focused on children who experience barriers to opportunity due to race, poverty, disability, language, and geographic location. And we strive to connect research, lived experience, and community voice as we work to ensure that more children succeed in kindergarten, meet third grade benchmarks, and thrive in their early childhood experiences.

CI prioritizes an integrated, team-based work approach and a flexible, collegial work environment grounded in our values of honor, equity, learning, connectedness, and innovation. This position is open to applicants residing anywhere in Oregon.

## Position Description

Strong evidence points to the critical importance of early childhood health and well-being to children's school success and lifelong trajectory. Oregon is undertaking significant health care transformation, and Children's Institute would like to seize this opportunity to establish strong linkages between health and early learning. A strong connection between health and early learning will improve child health and learning outcomes, and the early childhood system as a whole. This focus aligns with evidence on the effectiveness of prevention and a dual-generation approach to improving child and family health. Medicaid is a significant funding stream, providing health insurance for approximately 40 percent of Oregon's children. It is critical that Oregon maximizes opportunities to serve children on Medicaid with preventative and more intensive services early, and with culturally appropriate care.

The CI Senior Health Policy Advisor has a passion for health equity and closing opportunity gaps, particularly in a child's earliest years. The Senior Health Policy Advisor will play a key role in building Children's Institute's health knowledge and capacity to inform our statewide policy and advocacy agenda. The Senior Health Policy Advisor will build community partnerships to engage diverse and historically marginalized voices in the identification of needs/priorities and co-creation of solutions and identify opportunities to leverage public funding and influence policy & systems change.

The Senior Health Policy Advisor must understand and support Children's Institute's mission, vision, values, and principles and be able to clearly articulate the organization's purpose and priorities.

### **Responsibilities**

#### **Engaging with health coalitions and partners to shape legislative and administrative policy to advance equitable early childhood health policy by:**

- Scanning Oregon's health and early learning landscape and learning from partners to identify early childhood health policy and advocacy opportunities, with an initial focus on behavioral health;
- Engaging in collaborative research and development when new opportunities arise to impact children's health;
- Informing, shaping, and advancing CI's statewide health policy agenda, with the Oregon legislature, Oregon Health Authority, and with Coordinated Care organizations;
- Catalyzing and leading workgroups and participating in state committees that connect to state health policy and systems change to support alignment and quality;

- Proactively maintaining clear and frequent communication about CI's health work with CI's Director of Policy, Director of Research and Strategy, and other CI staff, project partners, community members, and funders as appropriate;
- Providing training and resources for CI staff on key health determinants of school readiness, social-emotional health, and health equity topics;
- Willingness and ability to represent and present at state and national conferences on behalf of Children's Institute;
- Supporting staff and consultants on communications, research, and policy related to early childhood health;
- Developing materials for internal communications (e.g., for board meetings, strategic planning);
- Supporting the development team on grant proposals and reports related to funding CI's health work;
- Other duties as assigned

### **Other Responsibilities**

- Support equity initiatives within CI and as a public-facing staff member.
- Support a culture of belonging.
- Engage in growth and leadership opportunities as appropriate.
- Collaborate across CI programs as needed.
- Other duties as assigned.

### **Position Qualifications**

Any satisfactory combination of experience and education that ensures the ability of an individual to perform the duties and responsibilities of this position may substitute for the stated qualifications.

- Background and understanding of health care practice and delivery systems
- Understanding of and experience working on Medicaid policy and waivers to advance health equity
- Strong policy analysis skills, including the capacity to understand complex legislative and regulatory provisions, as well as assess the political and budgetary context and policy options
- Knowledge in one or more of the following policy areas desired: health equity, maternal-child health, early childhood/school health and mental health integration, social determinants of health, dual-generational approaches to health, infant and early childhood mental health, home visiting, and developmental screenings
- Strong interpersonal skills with the ability to work effectively with people from a wide range of constituencies, cultures, and experiences, as well as interest in learning from others

- Demonstrated ability to handle multiple projects simultaneously, set priorities, organize time, and identify resources for projects in a fast-paced environment, meticulous attention to detail
- Excellent written and oral communication skills, with ability to absorb and explain complex information and interpret ideas for a variety of audiences; ability to craft and deliver effective presentations
- Superior organizational, analytical, and strategic thinking skills; demonstrated ability to be a thought partner with senior leadership
- Strong partner engagement and relationship management skills with demonstrated ability to build trust and rapport with a wide range of stakeholders, including partners at Community Based Organizations, Oregon Health Authority, Early Learning Division, Coordinated Care Organizations, and others
- Ability to work collaboratively as a team member on projects big and small to meet timelines and deliverables
- A passion for CI's mission and ability to research and match state and national funder interests with CI's work
- Bachelor's degree required
- Advanced degree in public health, nursing, or other health field strongly preferred
- Preference for written and oral Spanish language fluency

### **Benefits**

- Employer fully paid medical/dental coverage
- Employer fully paid long-term disability coverage
- Employer fully paid life insurance, accidental death, and employee assistance plan
- 401(k) Retirement Savings Plan with qualified match and contribution
- 125 Flexible Benefits Plan
- Commuter stipend
- Cell phone stipend
- Professional Development Stipend
- Annual office closure between December 26th and January 1st
- Three weeks paid time off
- Two weeks sick leave
- Eleven paid holidays, plus two floating holidays
- Paid time off to celebrate your birthday
- Paid time off to volunteer in CI's community

### **Equal Employment Statement**

Children's Institute is an equal opportunity employer committed to diversity, equity, and inclusion. It is the policy of CI to provide equal employment opportunity in accordance with applicable law to all qualified individuals without regard to race, color, creed, religion, age, gender, gender identity, sexual orientation, marital status, military status, political opinion, national origin, familial status, mental and physical ability, source of income, or any other status protected by federal, state, or local law in all personnel actions. Personnel actions include recruitment, selection, promotion, compensation, training, and termination. Relations between employees shall be based on mutual respect and regard for the effectiveness and well-being of the organization.

### **Reasonable Accommodation Statement**

Consistent with applicable disability law, Children’s Institute will provide reasonable accommodations to assist qualified applicants or employees with disabilities to participate in the job application process, to perform the essential functions of a job, and to enjoy the same benefits and privileges of employment applicable to similarly situated employees without disabilities, provided the accommodation would not impose an “undue hardship” on the operation of CI.

### **Mandatory COVID-19 Vaccination Policy**

Per Children’s Institute mandatory COVID-19 vaccination policy, it is a condition of employment for all employees to be fully vaccinated for COVID-19, unless they are granted a reasonable accommodation under applicable law.