

HEALTH AND MEDICINE POLICY RESEARCH GROUP

Position Announcement

~ POLICY ANALYST ~

Health and Medicine Policy Research Group (HMPRG) is currently seeking a Policy Analyst to join our staff. HMPRG has a twenty-five year history as an independent not-for-profit health policy organization in Chicago. We are dedicated to analyzing and advancing policies that improve the well-being of the poor and underserved at the local, state, and national levels. In 1998, Health and Medicine had the distinction that its Chairman, Dr. Quentin Young, served as President of the American Public Health Association.

Position Description

The policy analyst will work in collaboration with Health and Medicine's Center for Long-Term Care Reform staff, state agencies, advocacy groups, consumers, caregivers, legislators, and providers, to promote the development of an accessible, affordable, comprehensive, and high quality long-term care system in Illinois that emphasizes care in the community. The policy analyst will be responsible for analyzing local, state, and national efforts to reform the design, delivery, and financing of long-term care, researching policy issues and developing content for an e-newsletter and long-term care website, organizing symposia and conferences, and supporting a wide range of activities of Health and Medicine's Center for Long-Term Care Reform.

Key Responsibilities

- Research and monitor local and national policies affecting long-term care for the aged (e.g., Medicare and Medicaid, caregiver support, workforce development, etc.)
- Investigate best practices in long-term care (e.g., financing, integration of care, point of entry, supportive housing) and disseminate findings among policy makers, advocates and media.
- Organize symposia/conferences on a variety of long-term care issues.
- Develop content for a quarterly Long-Term Care Newsletter.
- Design and develop content for a Long-Term Care website.
- Convene working groups and coalitions to inform policy and advocacy agendas on long-term care reform.
- Participate in legislative advocacy and state work groups and coalitions.
- Research and write policy briefs.
- Assist in program evaluation and other research projects.
- Supervise undergraduate and graduate student interns.
- General administrative duties as assigned include editing, fundraising/grant writing.

Skills and qualifications:

- Master's degree in public health, public policy, social policy, disability studies, or related field.
- Familiarity with long-term care, aging and disability issues.
- Knowledge of local, state, and federal public policies and programs affecting healthcare for underserved populations.
- One or more years of experience in health policy and knowledge of Illinois' public health infrastructure preferred.
- Strong research skills and ability to use the Internet effectively.
- Excellent written and oral communication skills.
- Ability to articulate and attend to big picture issues, while managing detailed daily concerns.
- Strong interpersonal skills and ability to cultivate and sustain relationships with diverse coalitions.
- Self-starting and self-directed work habits.
- Familiarity with Windows applications and knowledge of Microsoft Word, Excel, Publisher, and Outlook.
- Knowledge of basic HTML and comfort developing web content preferred.
- Ability to attend meetings/focus groups across the state

Position available immediately. Accepting applications through June 27th, 2007.

This is a full-time position with benefits including health insurance and retirement. Salary commensurate with experience. To apply, please fax or e-mail a cover letter, resume, and short (1-2 pages ONLY) writing sample to: Laura McAlpine, Interim Executive Director, Health and Medicine Policy Research Group, 29 East Madison Street, Suite 602, Chicago, IL 60602-4404; fax: 312-372-2753 e-mail: job@HMPRG.org

Health and Medicine Policy Research Group is an equal opportunity employer. We welcome diversity among our board, staff and volunteers. We recruit, hire, train and promote without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability or any other protected status.