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Howard Kahn, Chairman | Margaret A. Murray, Chief Executive Officer

PROGRAM ASSOCIATE

POSITION SUMMARY

To provide policy and research support on projects related to Medicaid, CHIP, Exchange Qualified Health Plans and Medicare Special Needs Plans for low-income populations. This position offers an excellent opportunity to be a part of a leading organization committed to increasing access to quality health services for vulnerable populations. The position requires excellent verbal, computer, organizational, writing and interpersonal skills, and the ability to perform independently in a fast-paced environment under general supervision. The successful candidate must be able to customarily and regularly exercise judgment and discretion.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The responsibilities of the Program Associate will include:

- Limited quantitative analysis of Medicaid, Medicare Managed Care, and Exchange Qualified Health Plan data sources including presentation of findings in a variety of formats
- Undertaking research that will be used to develop policy briefs/factsheets to advance policy priorities and operational support for member plans
- Managing interns (includes intern search process)
- Supporting the development of and on-sight management of ACAP-sponsored conferences
- Writing meeting minutes for various committee calls, roundtables, and other events
- Updating and managing the website in collaboration with other staff
- Supporting the CEO and Vice Presidents in research and policy development, scheduling, presentations, filing, minutes, website maintenance, etc.
- Researching Medicaid managed care issues, such as payment reform, health IT, quality and others
- Responding to member inquiries and addressing member concerns
- Providing roundtable support
- Producing and maintaining a procedure manual for all position-related duties
- Communicating effectively and on a frequent basis with colleagues and members
- Other duties as assigned



QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS

Competitive candidates must possess a college degree and 1-2 years of work experience, which can include internships. The ideal candidate will have some background in statistics or experience with quantitative analysis, and a strong familiarity with Microsoft Excel and Word. Knowledge of Medicaid, Medicare or the Affordable Care Act and prior work or internships in associations or health policy organizations is a plus.

EXPECTATION FOR ALL EMPLOYEES

Supports the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, professional demeanor, accountability and ownership.

ORGANIZATIONAL INFORMATION

ACAP is a national organization of 58 Medicaid and Medicare focused, not-for-profit managed care plans serving over 10 million people. ACAP's mission is to represent and strengthen not-for-profit, safety net health plans as they work with providers and caregivers in their communities to improve the health and well-being of vulnerable populations in a cost-effective manner.

SALARY AND COMPENSATION -- The salary range is commensurate with work experience and educational level. A competitive benefit package is offered.

Reports To: Vice President for Medicaid Policy
FLSA Status: Exempt
Revision Date: April 2013
Location: The position is located in Washington, DC.

No phone calls, please. Please send resume and cover letter to:

Kathy Kuhmerker
Vice President for Medicaid Policy
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The Association is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, sex, religion, or national origin.