



## Position Description

**Position:** Senior Mental Health Policy Advocate and Coordinator of Practice Improvement Initiative

**Responsibilities:** The Senior Policy Advocate and Coordinator of Practice Improvement Initiative, under the supervision of the Executive Director or the Associate Executive Director and in alignment with Alliance program committee intent, (a) assists in the development of policy positions on issues pertaining to children's mental health services and actively works with the Legislature, state agencies and other advocacy groups to assure the adoption of those positions in statute, regulation or as part of statewide policy; and (b) coordinates the Alliance's clinical practice improvement initiatives.

### Duties:

- **Legislation and Policy Development**

- ✓ Actively work with Board, assigned program committees and other staff in the development of policy goals in children's mental health services.
- ✓ Work with appropriate state agencies to have Alliance policy objectives adopted into state policy or regulation.
- ✓ Work with appropriate members of the Administration and Legislature and with Administration and legislative staff in moving policy positions into law from conceptualizing legislation through passage of a bill and signing into law.
- ✓ Review, analyze and develop a position and priority on all bills, in assigned policy areas and of relevance to Alliance member agencies, and complete tasks necessary to support, oppose or amend targeted bills.
- ✓ Develop analyses, positions, options and strategies in assigned policy areas to ensure representation of Alliance member agencies in the state budget development process and coordinate budget communications between the Alliance, the Alliance contract lobbyist, the Legislature and the administration.
- ✓ Testify as appropriate before legislative committees.

- **Member Services**

- ✓ Staff Alliance program committees, as assigned.
- ✓ Actively identify, develop, maintain and coordinate projects designed to increase the effectiveness of Alliance member agency clinical services including but not limited to coordination of adoption of evidence-based practices, benchmarking, outcome measurement and quality improvement activities, and Managing and Adapting Practice.
- ✓ Respond to member inquiries.
- ✓ Assist in planning and coordinating member conferences.
- ✓ Represent Alliance at selected member events.

- **Communication**

- ✓ Assure full communication to members regarding progress of advocacy agenda and practice improvement initiative through periodic and timely emails and articles for *Someday Morning* e-newsletter.
- ✓ Speak at membership conferences and other member related conferences as assigned.

- ✓ Keep Executive Director or Associate Executive Director completely informed of actions and trends affecting applicable policy areas and practice improvement initiative.
- **Strategic Partnerships**
  - ✓ Build and maintain positive working relationships with representatives of the Administration, state agencies, the Legislature, and other governmental bodies, advocacy groups with allied interests, and with professionals and organizations involved with improving clinical practice.
  - ✓ Represent Alliance in formal and informal child and family-focused advocacy groups.
- **Miscellaneous**
  - ✓ Participate in short and long term Alliance strategic planning.
  - ✓ Complete time-limited projects as assigned.
  - ✓ Supervise interns or other staff as assigned.
  - ✓ Other duties as assigned.

**Qualifications:**

- **Experience**
  - ✓ At least four years of legislative or public policy experience addressing policy and legislation in the area children’s mental health.
  - ✓ Clinical experience in the field of children’s mental health highly desired.
  - ✓ Experience in an association setting preferred.
- **Personal Qualifications**
  - ✓ Highly organized, self-motivated and able to work independently.
  - ✓ Team player who enjoys working collaboratively with other Alliance staff, member agency executives and staff, representatives of other advocacy groups, and members of the Legislature and staff.
  - ✓ “Quick study”, with demonstrated capacity to absorb complex issues, organize effective strategy and effectively carry the strategy to completion.
  - ✓ Willing and able to work with multiple member committees to effect policy change through governmental processes and improve member agency clinical practice.
  - ✓ Personable and engaging, responsive to member inquiries and concerns.
  - ✓ Good writing skills with demonstrated experience conveying key messages clearly, timely and succinctly.
- **Education**
  - ✓ Bachelor degree required.
  - ✓ Advanced degree preferred.