

Medicaid Junior Policy Consultant Position Description

Harbage Consulting is a health policy consulting firm with a wide range of expertise in public programs, federal/state relations and health care delivery system reform. With a focus on promoting access to coverage while increasing value in care delivery, we help our clients understand, navigate, and succeed in implementing a wide range of health policies and programs. Through a highly collaborative approach, Harbage Consulting leverages broad experience working with diverse stakeholders to drive solutions and achieve results. Our core expertise is in public and safety net programs, with a focus on health system integration, Medicaid policy and operations, long-term services and supports, care coordination for Medicare/Medicaid dual eligibles and behavioral health.

About This Work

Harbage Consulting has several projects underway designed to support and expand access to high quality care. The firm has a long history of publishing original innovative work on the safety net and its principal consultants have over two decades of Medicaid policymaking experience at the federal and state levels. Harbage Consulting has several projects requiring policy support:

- *California Medicaid Work:* Over the coming years, Harbage Consulting is supporting the State of California in implementing their Section 1115 waiver. In addition, Harbage Consulting is doing innovative work in behavioral health integration and home- and community-based services integration.
- *Outreach & Stakeholder Engagement:* Harbage Consulting is also working to support the State of California with implementation of the Coordinated Care Initiative (CCI), with a focus on program implementation support, stakeholder engagement as well as outreach and communications to beneficiaries and providers in CCI counties. We are also supporting the State of California in beneficiary and provider outreach and education in support of their Health Homes Program.

Job Description

The Junior Policy Consultant will have two roles:

- *Special Assistant to the President:* As special assistant, you will support the President of Harbage Consulting with various administrative and substantive tasks including: calendar management; project management; drafting talking points and slide presentations; shadowing senior staff meetings to track action items; and other tasks as needed.
- *Junior Policy Consultant:* As policy consultant, you will support the Medicaid Policy Practice by researching policy issues, providing policy analysis, drafting memos and supporting stakeholder and community engagement.

The Policy Consultant must be willing to work well with multiple project teams, be willing to put forward new ideas, and show a commitment to high quality work products. Oral and written communication skills are a critical element of this position. The incumbent of this position must also demonstrate an understanding of the health care system, the Medicaid program and the policymaking process.

Responsibilities include but are not limited to:

1. Working closely with the consulting team, executives, and staff to accomplish both company and clients' goals and objectives as outlined in strategic plans;
2. Conducting policy research for purposes of developing issue papers and policy recommendations on behalf of clients;
3. Continually seeking opportunities to add value and differentiate our services;
4. Managing tasks and projects simultaneously;
5. Managing the development of deliverables to ensure final products meet or exceed industry standards and organizational expectations;
6. Minimizing our exposure to risk across multiple projects through good stewardship of the project, and adherence to the scope of work, budget, and project resources;
7. Being mindful of the need for compliance with all local, state, and federal regulations and ethical standards; and
8. Carrying out other duties as assigned.

Location

This position is based in Sacramento, California.

Required Qualifications

Must have:

- An interest in working in health care policy
- A commitment to improving access to coverage and the quality of the health care system
- At least a Bachelor's degree in health policy, public policy, political science, or a related discipline
- Excellent oral and written communication skills
- Skills related to effective project management, including strong work ethic, attention to detail, time management, ability to prioritize, problem solving, adaptability, and willingness to learn
- Ability to self-start work with some guidance and supervision, meet deadlines, and anticipate needs and issues and craft and propose solutions
- A high level of proficiency with Microsoft Office suite

Must be:

- Kind and empathetic, in a professional manner
- A quick study
- Highly reliable - must be able to manage assignments of various priority and duration
- Comfortable working independently

Preference will be given to those who have:

- Work experience in health policy
- A Master Degree in a relevant area of work
- Knowledge of Medicaid policy
- Hands-on experience with the health care system in a personal or professional capacity
- Professional publications in the health policy field

Compensation

- Salary commensurate with experience
- Competitive benefit package

To Apply:

Please submit the following to Careers@harbageconsulting.com with the subject line “Junior Policy Consultant”:

- Resume
- Three references with phone numbers and email addresses
- In lieu of a cover letter, please submit a statement on why you care about improving access to health coverage and improving the health care delivery system (limited to 250 words)

All applications will be considered upon receipt. Applications will only be accepted until the position is filled.