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## Junior Policy Consultant Position Description

### Who We Are

Established in 2005, Harbage Consulting is a mission-driven national health policy and communications consulting firm with deep policy, operational and outreach expertise in public programs. We help our clients navigate, develop and implement a wide range of health policies related to Medicaid, the Children's Health Insurance Program (CHIP), Medicare, and the Health Insurance Marketplace. Our clients span state Medicaid agencies, county/local health services departments, state and national health care foundations, consumer advocacy organizations, hospitals, health systems, trade associations, and labor unions. While the core of our firm's work has historically been in California, we have recently been involved in projects in a number of other states including Alaska, Colorado, Hawaii, Louisiana, Maryland, Minnesota, New York, West Virginia, Virginia, and Washington State.

Our firm is rooted in a commitment to improving and strengthening the health care delivery system. We pride ourselves on our relationship-driven approach to customer service, our ability to adapt to changing landscapes, and our innovative spirit. Our mission is to promote access to affordable, comprehensive, high quality health coverage and care and we pursue clients that enable our firm to stay true to that mission.

### Position Description

Harbage Consulting offers a fast-paced environment focused on helping a range of clients improve the health care safety net. Harbage Consulting has several projects underway designed to support and expand access to high quality care. Examples include:

- *National Medicaid Work:* Harbage Consulting is supporting multiple states in designing and implementing Medicaid Section 1115 waivers and other delivery system transformation initiatives. In addition, Harbage Consulting is supporting projects at the federal level in the areas of quality improvement and performance measurement.
- *Behavioral Health Policy Work:* Harbage Consulting supports the State of California to implement various initiatives related to improving access to effective substance use disorder treatment. This includes offering technical assistance and strategic advice to implement several federal grant-funded programs aimed at addressing the opioid epidemic.

The Junior Policy Consultant will have two roles:

- *Special Assistant to the Behavioral Health Team:* The incumbent of this position will support the Behavioral Health team of staff and contractors with various administrative and substantive tasks including: calendar management; project management; drafting talking points and slide presentations; running webinars; website monitoring; meeting and event planning; proofreading and editing; shadowing senior staff meetings to track action items; and other tasks as needed.
- *Policy Analysis and Research:* The incumbent of this position will also support the Behavioral Health Policy and Medicaid Policy teams by researching policy issues, providing policy analysis, drafting memos and supporting stakeholder engagement efforts. This role will include project management, notetaking, and event planning activities as required based on the project.

The Junior 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 clients to accomplish both company and client goals and objectives;
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; and
4. Working on multiple tasks and projects simultaneously.

### **Location**

This position is based in Sacramento, California.

### **Required Qualifications**

Must have:

- 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
- An interest in working in health care policy
- A commitment to improving access to coverage and the quality of the health care system

*At the intersection of health care policy, politics and communications.*

- At least a Bachelor's degree in public policy, public health, social work or a related discipline
- Excellent oral and written communication skills
- A high level of proficiency with Microsoft Office suite

### **Compensation**

- Salary commensurate with experience
- Competitive benefit package

### **To Apply:**

Please submit the following to [Careers@harbageconsulting.com](mailto: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