

ST. LOUIS INTEGRATED HEALTH NETWORK

POSITION DESCRIPTION

Position Title: Health Policy Analyst

Position Purpose:

The Health Policy Analyst supports the St. Louis Integrated Health Network (IHN) in advancing its mission, health policy priorities, and strategic initiatives through policy research, analysis, writing, and stakeholder engagement. Reporting to the Vice President of Policy and Strategic Initiatives, this position monitors and analyzes federal, state, and local health policy developments and translates complex policy information into clear, actionable materials for health care providers, community-based organizations, legislators, and other stakeholders. The Health Policy Analyst will contribute to IHN's policy agenda with a particular focus on maternal and infant health, access to care, health equity, Medicaid, health workforce, and the health care safety-net.

Primary Responsibilities:

Policy Research and Analysis:

- Monitor federal, state, and local legislative, regulatory, administrative, and policy developments affecting health care and the populations and communities served by IHN.
- Conduct policy research and analyze proposed and enacted legislation, regulations, administrative guidance, budget proposals, and other health policy developments.
- Assess the potential impact of policy changes on health care providers, safety-net organizations, community-based organizations, and historically underserved populations.
- Track emerging health policy trends and identify issues that may affect IHN's partners, strategic priorities, and policy agenda.
- Compile and synthesize quantitative and qualitative information from credible sources to support policy analysis, recommendations, and organizational decision-making.

Policy Writing and Communications:

- Draft policy briefs, issue summaries, fact sheets, legislative analyses, talking points, presentations, testimony, newsletter content, and other materials for internal and external audiences.
- Translate complex health policy and regulatory information into concise, accessible, and actionable written products for health providers, community-based organizations, legislators, and community stakeholders.
- Prepare written analyses and recommendations to inform IHN's policy positions and advocacy priorities.
- Support development of communications related to emerging health policy issues and time-sensitive legislative or regulatory developments.
- Ensure policy products are accurate, well-researched, audience-appropriate, and consistent with IHN's mission, guiding principles, and policy agenda.

Priority Policy Areas:

- Maternal and infant health
- Access to health care and health-related social services
- Health equity and disparities

- Medicaid and public health coverage
- Health care workforce and workforce development
- Health care safety-net systems and providers

Stakeholder Engagement and Policy Support:

- Support the Chief Program and Policy Officer and Vice President of Policy and Strategic Initiatives in preparing for meetings with policymakers, health care leaders, community-based organizations, and other stakeholders.
- Participate in policy meetings, coalitions, workgroups, task forces, and community forums as assigned.
- Develop briefing materials and background information for meetings with legislators and other policymakers.
- Build and maintain productive working relationships with IHN members, health care providers, community-based organizations, government agencies, policymakers, advocates, and other partners.
- Support opportunities to connect community and provider perspectives with policymakers and decision-makers.

Organizational Support:

- Collaborate across IHN teams to incorporate policy analysis into organizational initiatives and strategic priorities.
- Provide timely policy updates and analysis to IHN leadership and partners.
- Support grant proposals, reports, presentations, and other organizational materials requiring health policy research or analysis.
- Represent IHN professionally and effectively in external settings when assigned.
- Perform other duties and special projects as assigned in support of IHN's mission and strategic priorities.

Qualifications:

- Bachelor's degree in public health, health administration, public policy, political science, social science, or a related field required; master's degree preferred.
- Three to five years of experience in health policy, public health, health care administration, government, advocacy, research, or a related field preferred.
- Strong policy research, analytical, critical-thinking, and written communication skills.
- Demonstrated ability to interpret and synthesize complex legislation, regulations, policy documents, research, and data.
- Excellent writing and editing skills, with the ability to communicate complex policy issues clearly to both technical and non-technical audiences.
- Knowledge of the U.S. health care system and familiarity with Medicaid, safety-net health care, health equity, and access-to-care issues preferred.
- Familiarity with Missouri health policy and the Missouri legislative and regulatory environment preferred.
- Ability to work independently, manage multiple priorities, meet deadlines, and exercise sound judgment.
- Strong interpersonal and collaboration skills and the ability to work effectively with diverse stakeholders.

- Computer skills to include word processing, spreadsheets, presentations, internet research, and other standard office applications.
- Ability to maintain a professional attitude and demeanor and represent IHN effectively with internal and external partners.

Competencies:

Incorporates basic competencies into all aspects of the position, including:

- **Organizational Commitment:** Aligns behavior with the needs, priorities, and values of the organization.
- **Service Orientation:** Demonstrates a genuine desire to support others and the communities served by IHN.
- **Learning Orientation:** Seeks opportunities to learn and applies relevant information to work-based problems.
- **Attitude Toward Change:** Adapts effectively to changing policy, political, organizational, and community environments.
- **Personal Effectiveness:** Takes initiative, exercises sound judgment, and demonstrates confidence in expressing informed perspectives.
- **Achievement Motivation:** Sets challenging objectives and works to continually improve performance and quality of work.
- **Interpersonal and Team Performance:** Builds positive relationships, listens effectively, and collaborates with colleagues and external partners.
- **Values Diversity and Equity:** Respects diverse perspectives and actively incorporates health equity and inclusion into policy analysis and stakeholder engagement.
- **Quality Focus:** Produces accurate, well-supported, timely, and audience-appropriate policy products.
- **Problem-Solving Effectiveness:** Uses research, data, and analytical thinking to identify problems, assess options, and develop practical recommendations.
- **Task Accomplishment:** Manages multiple assignments effectively and ensures work is completed within established time and quality parameters.
- **Proven Track Record and Requisite Skillset:** Demonstrates the research, writing, analytical, communication, and health policy skills required to accomplish the goals and objectives of the position.
- **Leadership:** Demonstrates initiative and contributes to the development and implementation of IHN policy objectives.

Additional Information:

Position is full-time, exempt, 40 hours per week. This role is eligible for full IHN benefits, including the Employee Assistance Program (EAP).

Reporting Relationships:

The Health Policy Analyst reports to the Vice President of Policy and Strategic Initiatives.

Work Environment:

This position will include a combination of standard office environment, remote or hybrid work as permitted by IHN policy, community-based work, and travel related to policy and stakeholder engagement within Missouri. Travel is primarily local during the business day, although some out-of-the-area travel may be

expected. The employee is regularly required to communicate in person and electronically and to operate a computer and other office equipment. The position may require occasional lifting and/or moving of materials weighing up to 20 pounds.

Salary Range:

\$55,000 - \$65,000, depending on experience.

Application Instructions:

Please email cover letter, resume, & reference list to the contact information below.

HR@stlouisihn.org

About St. Louis Integrated Health Network:

MISSION OF THE INTEGRATED HEALTH NETWORK

Through partnership and collaboration, the St. Louis Integrated Health Network is a healthcare intermediary building capacity across sectors to advance health equity and improve wellbeing by increasing access to health and social services, with an emphasis on communities that have been historically excluded.

IHN GUIDING PRINCIPLES:

Our guiding principles reflect our most important organizational commitments. They underscore our priorities and inform the decisions, actions and agendas of our leadership and staff. Practiced with fidelity, these principles help to ensure the alignment of our mission and operations. We hold ourselves accountable to these principles and we seek partners who share our commitments to our principles.

Health Equity • Patient-Centered Orientation • Accountability • Outcome-Focused Decision Making • Innovation