



# Director of Policy and Governmental Affairs

**Job Code:** LEGAL - 126  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$33.09 - \$54.13 Hourly  
\$2,647.20 - \$4,330.40 Biweekly  
\$68,828.00 - \$112,596.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to provide lobbying and administrative work in legislative affairs and policymaking on local, state and federal levels. The incumbent advocates EHN's positions on legislation to elected officials and staff to advance policy priorities. Informs leadership about laws and regulations that may impact the organization.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Assists in identifying and prioritizing policy issues and projects for inclusion in legislative and appropriations programs.
- Confers with legislators and officials to emphasize supposed weaknesses or merits of specific bills to influence passage, defeat or amendment of measures more favorable to EHN.
- Studies proposed legislation to determine possible effects on EHN; contacts groups having similar interests to encourage them to contact legislators and present views.
- Lobbies for favorable policies and programs and to protect the interests of EHN.
- Promotes EHN's legislative policy during State and federal legislative sessions.

- Develops and maintains meaningful professional contacts with local, State and federal appointed and elected officials.
- Responds to legislative needs and inquiries by the CEO, Board of Directors and agency leadership.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree in Public Administration, Political Science, Business Administration, Law or related major supplemented by six (6) years of experience in the legislative process; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

None

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.