



## **Communications Coordinator Wanted**

### **About Us:**

Harbage Consulting is a health policy consulting firm with expertise in public programs and delivery system reform. With a focus on increasing value in health 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, we leverage broad experience working with diverse stakeholders to drive solutions for our clients. Our core expertise is in public and safety-net programs, and also system integration, including Medicare and Medicaid, long-term services and supports, and behavioral health.

### **About Our 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 communications support:

- Over the coming year, Harbage Consulting is supporting the State of California stakeholders in their effort to renew their Section 1115 waiver, to work with states, local governments and stakeholders to ensure that Medicaid programs are adequately financed, and to promote paths to increase access to affordable coverage and high quality health care for our nation's most vulnerable populations.
- Harbage Consulting is also working to support the State of California with implementation of the Coordinated Care Initiative (CCI), which aims to help seniors and people with disabilities who are on Medicaid and Medicare get more coordinated care to stay in their homes and out of hospitals and institutions. Our work on the CCI is largely focused around stakeholder engagement as well as outreach and communications to beneficiaries and providers in CCI counties.

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- Harbage Consulting's New York-based Delivery System Reform Incentive Payment (DSRIP) practice is supporting the New York hospital Performing Provider Systems (PPSs) in their efforts to implement DSRIP programs. This includes providing strategic policy advice, project management, and stakeholder outreach and communications.

**Why This Job:**

You will be working to ensure that people who are impacted by the health care system understand changes in the delivery system. You will learn a lot about health policy and implementation and make invaluable contacts while putting your own skills to good use.

The central function of this job is to support a team working throughout California on events and efforts related to the CCI, as well as provide California-based support to the New York DSRIP team.

The selected candidate will be responsible for supporting efforts under a comprehensive communications program with work on developing:

- Toolkits explaining delivery system reform and Medicaid policy to non-policy audiences;
- Direct-to-beneficiary education materials;
- Direct-to-physician education on program changes;
- An earned media effort;
- Stakeholder coordination;
- Creating public events and webinars;
- Maintaining WordPress based websites for various projects.

There is also a need to assist with events in California and New York. This can include identifying locations, recruiting participants, setting up the event, conducting the event, and breaking down the event.

**Location:** Sacramento, CA

**Required Qualifications**

***Must have:***

- 1 to 3 years (or more) of experience in either communications or education outreach
- A commitment to improving the health care system
- Bachelor's degree
- Communications experience in at least one previous position

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- Ability to work with minimal supervision – be able to anticipate needs, craft and implement solutions
- Ability to work long hours - flexibility may be needed around working towards certain project goals
- Ability to communicate effectively by phone and presentation to both individuals and audiences up to several hundred people
- Ability to travel to and from events being conducted by Harbage Consulting on a county or statewide basis, occasionally including transport of materials necessary for the event (including but not limited to boxes of flyers, documents, and food)
- Ability to transport/move material, on occasion, of up to five pounds (boxes of documents; audio/visual equipment)
- Knowledge of and experience with web design.
- Knowledge of WordPress.
- Experience with design software such as Adobe InDesign and Photoshop.

***Must be:***

- Kind and empathetic, in a professional manner
- A quick study
- Highly reliable - must be able to manage various assignments
- Comfortable working independently and on a team
- A problem solver
- Able to develop relationships with various kinds of stakeholders, including plan, hospital and physician leaders – as well as advocates, patients, and consumers
- Able to have one-on-one conversations, facilitate group discussions and help build cooperative networks

**Preference will be given to those who have/are:**

- Experience writing and developing consumer-facing content
- Experience with or knowledge of WordPress and web design
- Worked as a press assistant or in an outreach capacity (internships also considered)
- Experience managing multiple projects with an attention to detail
- Experience working in long term care policy
- Experience working with state and federal agencies
- Extensive experience supporting principals/leadership
- Experience with or knowledge about the health care system - in a personal or professional capacity

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- Language Skills: such as, Spanish, Korean, Vietnamese, Russian

**Compensation:**

- Salary commensurate with experience.
- Benefits are set above industry standards.

**To Apply:**

*Deadline:* Open until filled and no later than Monday, August 3, 2015.

Please submit the following to [careers@harbageconsulting.com](mailto:careers@harbageconsulting.com) with subject line "Communications Coordinator":

- Your resume
- Two writing samples
- 3 references with phone numbers and email addresses
- In lieu of a cover letter, please submit a statement on why you care about ensuring access to health care (Limited to 250 words)

*Questions:* Please send questions to Daljit Mehanger at [daljit@harbageconsulting.com](mailto:daljit@harbageconsulting.com) or call 916-662-7930.