



JOB POSTING

Position Description: Director of Medical Policy and Care Delivery
Reports to: President, MN Council of Health Plans
Organization: MN Council of Health Plans (MCHP)
Date Posted: November 17, 2015
Applications Due: December 9, 2015

We are looking for a skilled professional to provide support and expertise to the Council and its member plans, with a focus medical policy, government programs, and community health. Well qualified candidates will have a demonstrated ability to work with others and have strong problem-solving skills. A successful candidate will be comfortable operating in a changing environment and be able to collaboratively lead groups to accomplish shared goals.

Prior experience in health care delivery is highly desirable, and a knack for learning a must. Candidates need to have a bachelor's degree and well-qualified candidates will have an advanced degree in a relevant field. Prior project and team management experience is expected and will be fully utilized in this role.

MN Council of Health Plans

The MN Council of Health Plans is a 30 year old organization dedicated to improving health care for all Minnesotans through the work of our state's health plans. We work closely with people in health plans, government, and other parts of the medical community to better understand opportunities and improve how people can afford and access the care they need. Our small team of professionals is expected to work closely together to serve member health plans with advocacy, learning, and leadership. Please visit www.mnhealthplans.org for more information.

To apply:

Send a letter of interest and resume to:

MN Council of Health Plans
Attn: Pam Houg
Court International Building, Suite 255 South
2550 University Avenue West
St. Paul, MN 55114

Or email materials to:

HR@mnhealthplans.org

Salary and benefits will be commensurate with experience.

Summary of Major Responsibilities

1. Committee and Board Support
 - a. Facilitate meetings of the Government Programs, Medical Issues, and Community Affairs committees
 - i. Develop agendas in collaboration with committee chairs
 - ii. Provide information and discussion points required for effective meetings
 - iii. Track discussion, follow-up requirements, and other notes for broader distribution
 - b. Develop and present information to the Board on priority issues
 - c. Support meetings of other workgroups as needed. This would include Behavioral Health and extends to hosting meetings for Medical Transportation and PCA
2. Project Management
 - a. Form and lead ad hoc workgroups as needed
 - b. Prioritize issues and coordinate work across Council staff and committees
 - c. Lead Council support of MN Credentialing Collaborative
3. Policy and Data Analysis
 - a. Closely collaborate with communication and policy advocacy efforts so information and analysis is broadly available
 - b. Develop policy statements and letters as needed
 - c. Coordinate resources so periodic reports such as collaboration plans are current and useful
4. Community Leadership
 - a. Build and maintain relationships with leadership and staff of member health plans, providers, public health professionals, educators, trade associations, and community members
 - b. Convene periodic meetings with state agency leadership to review issues of common interest
 - c. Represent Council in external meetings, workgroups and task forces.

Required Qualifications:

- Interest in improving medical care for Minnesotans
- Bachelor's degree in a related field
- Five years of demonstrated success in project and team management
- Excellent oral and written communications skills
- Ability to manage multiple project assignments simultaneously
- Occasional travel as required

Preferred Qualifications:

- Advanced degree in a relevant field
- Demonstrated leadership/management skills
- Knowledge of health insurance and/or health care