

Program Officer, Child Behavioral Health

Company Description: The Center for Health Care Strategies (CHCS) – a national nonprofit health policy center near Princeton, New Jersey – works with state and federal agencies and the Medicaid delivery system to improve care for low-income populations, especially those with complex health and social needs, chronic illnesses and disabilities.

Overview of Position: CHCS is seeking a dynamic and highly-organized individual to serve as a Program Officer in the organization's Child Health group. The position will work closely with the Director of Child Health Quality to carry out initiatives that improve the outcomes of care for children with complex health and behavioral health needs, many of whom are involved in multiple public systems. The ideal candidate will have a strong knowledge of and experience with publicly-financed health, mental health, and substance use services; a working knowledge of Medicaid financing related to these services; and a strong interest in improving children's health-related policy and practice. This mid-level, full-time position is based in the CHCS office, near Princeton, NJ, with occasional national travel required.

Responsibilities

- Work within a team to contribute to the development and execution of initiatives related to child and adolescent mental health and substance use services;
- Assume responsibility for the day-to-day management of designated programmatic efforts;
- Provide technical assistance – in oral and written forms – to state and local agencies, health plans; consumers; and other key stakeholders through individual consultation, policy analysis, policy briefs, and presentations;
- Contribute to the planning and execution of face-to-face meetings, site visits, teleconferences, and webinars for project participants; and
- Contribute to reports highlighting project activities and impacts.

Requirements

- Master's degree in public policy, public administration, public health, or social services related field;
- 3-5 years of related work experience in children's behavioral health at the local, state, or federal level;
- Ability to manage numerous project activities simultaneously;
- Ability to work both independently and in teams;
- High level of professionalism to support the interface with multiple partners, including state and federal agencies, consultants, funders, and technical assistance providers;
- Strong problem-solving skills;
- Strong organizational and project management skills, including keen attention to detail; and
- Ability to analyze and synthesize information and present it clearly and effectively – in oral or written formats – for a wide range of audiences.

Physical Requirements/Working Conditions:

- Must be able to work in a climate controlled, office environment.
- Vision must be good or corrected to normal to perform normal job duties.
- Hearing must be good or corrected to normal to have the ability to understand information to perform job duties.
- Ability to read and write in English to process paperwork and follow-up on any actions necessary.
- Sitting for extended periods of time.
- Manual dexterity needed for keyboarding and other repetitive tasks.

Salary and Compensation

Salary is commensurate with experience; the benefit package is highly competitive.

To Apply

Interested candidates should submit a cover letter with salary requirements, resume, and at least two writing samples to demonstrate content knowledge and project-management skills. These should be sent to jobs@chcs.org. No telephone inquiries.