

About NJAMHAA

The New Jersey Association of Mental Health and Addiction Agencies, Inc. (NJAMHAA) is a statewide leader in advancing public policy and supporting behavioral health providers who directly impact more than 500,000 youth and adults annually. We are dedicated to strengthening mental health and substance use disorder services through advocacy, education, and collaboration. NJAMHAA has impact on statewide behavioral health policy change in collaboration with passionate leaders and advocates. Working at NJAMHAA gives you the opportunity shape policy that directly affects communities across New Jersey.

Position Overview

NJAMHAA is seeking a **Senior Health Policy Analyst** to serve as a key advisor and resource to the President & CEO, Board leadership, and member organizations. This highly visible role supports the development, analysis, and communication of policy and advocacy initiatives at the state and federal levels.

You will play a critical role translating complex legislative and regulatory developments into clear, actionable insights that support NJAMHAA members and the broader behavioral health and recovery community.

Key Responsibilities

Policy Analysis & Advocacy

- Develop advocacy platforms, policy positions, and legislative testimony in collaboration with leadership and stakeholders.
- Analyze state and federal legislation, regulations, and budgets, with a focus on behavioral health and Medicaid.
- Monitor and track policy developments; keep members informed through alerts and updates.
- Prepare policy briefs, formal testimony, correspondence, and position papers.

Communications & Reporting

- Produce quarterly public policy reports, legislative updates, and contributions to annual reporting.
- Draft member alerts, newsletter articles, op-eds, and other advocacy communications.
- Assist in updating policy-related content on the NJAMHAA website.

Stakeholder Engagement & Representation

- Attend legislative hearings, meetings with policymakers, and industry events.
- Build and maintain relationships with legislative staff and state/federal agencies.
- Represent NJAMHAA in key forums and provide timely meeting summaries and follow-up.

Committees & Organizational Support

- Serve as staff liaison to Board committees, practice groups, and councils.
- Coordinate meetings, prepare agendas, manage logistics, and track action items.
- Supervise the Associate Health Policy Analyst.

Research, Grants & Projects

- Identify and pursue grant and contract opportunities; contribute to proposal development.
 - Manage or support grant-funded initiatives as assigned.
 - Conduct research, surveys, and data analysis on emerging policy issues.
 - Support conferences, seminars, and educational programming.
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QUALIFICATIONS

- Bachelor's degree in public policy, political science, social sciences, or a related field required; Master's degree preferred. Equivalent public policy experience will be considered.
- Minimum of five (5) years of progressively responsible experience in public policy analysis. This includes demonstrated experience authoring formal written testimony, regulatory comments, policy briefs, and advocacy materials submitted to state and/or federal entities on behalf of an organization or constituency.

- Extensive knowledge of New Jersey and federal Medicaid policy is highly desired, and could include:
 - Medicaid managed care and fee-for-service structures
 - Section 1115 and Home and Community-Based Services (HCBS) waivers
 - State Plan Amendments (SPAs)
 - Federal Medical Assistance Percentages (FMAP)
 - NJ FamilyCare
 - Behavioral health carve-out and integration models
 - Strong familiarity with Medicaid billing and reimbursement frameworks, including CPT coding, Place of Service designations, and prior authorization requirements, particularly for behavioral health and substance use disorder services, strongly preferred.
 - Solid understanding of the New Jersey legislative and regulatory process, including:
 - Structure of the NJ Legislature
 - Key committees (e.g., Assembly and Senate Health and Human Services; Budget and Appropriations)
 - State budget cycle
 - NJ Register rulemaking and public comment process
 - Excellent written, verbal, and editorial communication skills.
 - Proven ability to produce clear, engaging, and well-organized reports, articles, and policy materials tailored to diverse audiences.
 - Strong analytical and critical thinking skills.
 - Demonstrated experience conducting both quantitative and qualitative research.
 - Experience analyzing and reporting on state and federal budgets.
 - Ability to translate complex policy concepts and research findings into accessible materials and presentations.
 - High level of professionalism, reliability, and consistent attendance.
 - Strong interpersonal skills and ability to collaborate effectively with diverse stakeholders.
 - Ability to work both independently and as part of a team.
 - Self-motivated, flexible, customer service-oriented, and highly organized, with the ability to manage multiple priorities and meet tight deadlines.
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BENEFITS

- 401(k) plan with employer matching (eligible after one year of service with a minimum of 1,000 hours worked)
- Comprehensive health insurance
- Dental insurance
- Life insurance
- Employee Assistance Program (EAP)
- Paid time off, including holidays, vacation, personal, and sick leave (accrual based on hours worked)

Salary will depend on experience and appropriate fit for the position, but ranges from \$80,000 - \$92,000 per year.

To Apply: Please send a cover letter and your resume to

Steve Hirsch

Vice President- IT, HR & Administrative Services

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