



December 2011

**Position announcement**  
(open until position filled)

**Program Associate**  
**Center for Healthcare Decisions, Inc.**

**ORGANIZATION:** The Center for Healthcare Decisions (CHCD) is a nonpartisan, nonprofit organization dedicated to advancing healthcare that reflects the values and priorities of an informed public.

CHCD's work is centered on the process of **public deliberation**: engaging the public in processes that address the difficult and complex healthcare issues facing society today.

The organization was established in 1994 based on the premise that a sound and rational healthcare system can best be achieved when the public has a visible role in defining the values and priorities on which societal decisions should be made. The biggest issue in healthcare today is the unsustainable growth of healthcare costs. Without the informed participation of the public – as individual consumers and as members of society – then meaningful improvements in healthcare affordability are difficult to achieve.

CHCD seeks the **citizen perspective**. Acting as social decision-makers, citizens from different backgrounds and experiences participate in interactive discussions that help illuminate the values and priorities that can help ground needed healthcare changes. CHCD communicates findings with local, state and national policymakers to help guide improvements in policy and practice.

**RESPONSIBILITIES.** Reporting to the Executive Director, the Program Associate will be a new member of the executive team, working on the design, fund development, implementation and evaluation of new projects and programs, as well as supporting CHCD's existing work.

**PROFESSIONAL QUALIFICATIONS / EXPERIENCE.** The ideal candidate possesses:

- An advanced degree in a relevant healthcare field, such as health policy, public health, or health services research. Additional experience will be considered in lieu of an advanced degree.
- Knowledge of current national and state healthcare policy issues that affect different stakeholder groups, including public and private sector insurance, provider organizations and consumers. Familiar with healthcare terminology and clinical issues relevant to policy changes.
- A minimum of 5 years work experience related to state (Calif) or national healthcare issues.

- Strong interest and/or evidence of aptitude in developing public deliberation processes and facilitating interactive group discussions.
- Previous experience working with inter-organizational teams; strong evidence of interpersonal and collaborative skills.
- Excellent written and verbal communications skills, including experience with public presentations.
- Proficient with a variety of contemporary PC-based computer programs; interest and skill in web-based technology and professional use of social networking media.
- Is comfortable and confident working with representatives of different healthcare stakeholder groups

#### SPECIFIC DUTIES AND RESPONSIBILITIES

1. Researches health care information and policy issues relevant to current and new CHCD projects.
2. Designs discussion formats – interactive processes for identifying public attitudes and values – specific to current healthcare innovations (such as value-based insurance; ACOs; cost-effectiveness as a coverage criterion).
3. Facilitates and co-facilitates discussion groups with both lay and professional participants.
4. Conducts qualitative analysis of project results; prepares final reports.
5. Develops and writes grant or contract proposals for project funding.
6. Prepares articles on project findings for professional publications; presents findings at meetings and conferences.
7. Represents CHCD on local and state committees and task forces.
8. Oversees web-based/social media communications.

**Compensation and benefits are competitive. If interested, please send cover letter, resume and salary requirements to [ginsburg@chcd.org](mailto:ginsburg@chcd.org)**

Center for Healthcare Decisions is located in Rancho Cordova, about 15 miles east of Sacramento. Some state and national travel may be required.

This announcement is also available at [http://www.chcd.org/docs/position\\_ann.pdf](http://www.chcd.org/docs/position_ann.pdf)