

Minnesota Home Care Association

Job Description

Position: Regulatory Affairs Manager

Status: .5 FTE salaried position, with a possibility of up to Full-time

Salary Range: \$35,000 - \$70,000

Work location: Remote Position

Main Objective:

The Minnesota Home Care Association is a trade association representing home care agencies from across the state. MHCA members include Basic license, Comprehensive license, Medicare-Certified, and PCA/CFSS providers. This position will serve as the home care regulations subject matter expert for association members, MHCA staff and lobbyists.

Duties

- Monitor and analyze Minnesota and North Dakota state and federal regulations dealing with home health, home care, and other Home and Community-Based Services (HCBS).
- Manage the Regulatory Consultant program and provide member guidance and assistance with regulatory issues.
- Serve as lead staff for assigned MHCA committees and develop member resources identified by the committees.
- Ensure members are receiving valuable, timely news, coordinating dissemination with the Member Engagement & Communications Manager.
- Represent MHCA in a professional and supportive manner at various state agencies and member meetings.
- Provide input into identifying and researching priority legislative and regulatory advocacy issues.
- All other duties as assigned by the Executive Director.

Qualifications and Key Competencies:

- Bachelor's degree in a related field, plus 3-5 years' experience.
- Home care experience is required.
- Working knowledge of the home care regulatory system, including Medicare, Medicaid, and HCBS.
- Ability to understand complex policies, with strong analytical and critical thinking skills.
- Embraces change and is comfortable working in a dynamic industry with changing priorities.
- Excellent organizational and time management skills, with a demonstrated ability to successfully manage projects with competing priorities and demands.
- Exceptional attention to detail and accuracy, knowledge retention and ability to recall large amounts of detailed information.
- Exceptional verbal and written communication skills and effective listening skills.
- Excellent interpersonal skills, with ability to remain diplomatic and effective under pressure.
- Ability to work independently and in team environment.
- Proficient in use of Microsoft Suite.
- Ability to travel, as needed.