



Wisconsin Health Care Association

Wisconsin Center for Assisted Living

## POSITION DESCRIPTION

### ***WHCA/WiCAL Vice President of Government Relations and Regulatory Affairs***

**ORGANIZATION:** The Wisconsin Health Care Association/Wisconsin Center for Assisted Living is a non-profit trade association dedicated to representing, protecting, and advancing the interests of Wisconsin's skilled nursing and assisted living providers and the residents they serve.

**POSITION:** WHCA/WiCAL Vice President of Government Relations and Regulatory Affairs.

**PREFERRED QUALIFICATIONS:** College graduate. Bachelor's degree related to government, communications, health care, or a related field. Work experience in state government, government relations, nursing, and/or health care administration. Licensure as a nursing home administrator or registered nurse, qualification as an assisted living administrator and/or law degree preferred but not required.

**PREFERRED COMPETENCIES:** Skilled oral and written communications; understanding of legislative and regulatory government relations and political processes; understanding of group dynamics; human relations skills (high emotional intelligence); experience in drafting of legislative bills and amendments; ability to function independently and as a team member; experience in health care policy.

This is primarily a remote position, but availability to participate in in-person meetings as needed will be required. In-person meeting examples include: monthly staff meetings, meetings with executive branch agencies, political events, and an on-site presence in the Capitol when the state legislature is in session. There will also be two to three in-state and two or three out-of-state travel obligations annually.

**REPORTS TO:** WHCA/WiCAL CEO

**SALARY:** Salary will be awarded based on candidate's skills and experience. It is understood that because this is an exempt staff position, no overtime and/or compensatory time will be paid or accrued. Benefits include: 401k plan, health insurance coverage, flexible spending account for health care and child care (FSA), dental, vision, life insurance, and short/long-term disability.

### **RESPONSIBILITIES:**

- Government Relations
  1. Serve as primary policy and advocacy staff for issues relevant to skilled nursing and assisted living providers, including direct advocacy with the Governor's office, legislators, and state agency officials.
  2. Monitor, research, and collaborate on legislative and agency rulemaking proposals.
  3. Participate in formulating government relations strategies, including developing position papers, testimony, and other materials to educate public officials and other stakeholders about how policy proposals may impact long-term care providers.
  4. Manage reporting requirements as a registered lobbyist and on behalf of the association as a lobbying principal.

5. Direct the functions of the political action committee of the association, including fundraising, attending fundraisers, and ensuring compliance with political action committee recordkeeping and reporting requirements.
  6. Organize and support grassroots activity by association members on state level and federal level, including facility tours/visits.
  7. Advise association members on substantive issues that impact their operation.
  8. Serve as a public speaker at association seminars and other events on matters of legislative and public policy priorities.
  9. Participate in relevant association committee and task force meetings.
- Regulatory Affairs
    1. Serve as primary intake for member inquiries related to regulatory compliance, survey/enforcement questions/concerns, and other relevant requests.
    2. Serve as an advocate and liaison for member providers with key agencies, including the Wisconsin Department of Health Services (DHS), the Wisconsin Department of Safety and Professional Services (DSPS), and the federal Centers for Medicaid and Medicare Services (CMS).
    3. Serve as resource to state agency staff and legislative offices on regulatory matters.
    4. Participate in relevant association committee and task force meetings.

## TASKS RELATED TO CORE JOB RESPONSIBILITIES

As a supplement to the above job descriptions, this task list identifies specific job duties for this position that include, but are not limited to:

1. Consult on public affairs issues.
2. Staff committees, task forces, etc., as assigned.
3. Write articles as needed or directed for Association's weekly newsletter.
4. Serve on outside committees and task forces as assigned.
5. Make public and Association presentations in areas of expertise as assigned and/or approved.
6. Conduct research and analysis and communicate to membership in appropriate publications and communications.
7. Prepare appropriate correspondence as needed or as assigned by the CEO.
8. Staff association conferences and other association special events as assigned.
9. Update and/or provide information for the [Association website](#) as necessary and as assigned.
10. Assume other responsibilities as assigned.

Interested applicants should submit a resume and two writing samples to [rick@whcawical.org](mailto:rick@whcawical.org). WHCA/WiCAL is an equal opportunity employer.

The deadline for submission is **Monday, July 22, 2024**.