

## **RESEARCH ANALYST – LONG-TERM SERVICES AND SUPPORTS**

NASHP is looking for a Research Analyst to join the organization's Long-Term Services and Supports (LTSS) Team. The team's work focuses on state innovations to improve health outcomes, promote independence, and lower costs for populations who use long-term services and supports, and for Medicare-Medicaid dual eligibles. Specific projects include an evaluation of federal/state demonstrations to integrate medical care, LTSS, and behavioral health care delivery for Medicare-Medicaid beneficiaries, as well as state multi-payer initiatives to reform payment and delivery systems. This position will be located in either the Washington, DC or Portland, Maine office.

The Research Analyst (RA) will organize project work; communicate with state officials, stakeholders, and NASHP clients; schedule and participate in site visits; summarize interviews and meetings; observe and summarize focus group discussions; assist with drafting, compiling, and formatting reports; and organize sessions for NASHP's annual conference.

Qualitative research skills will also be called upon as the Research Analyst will collect and analyze information required for policy analyses. Writing skills will also be called into use for the development of reports and other documentation, as well as communications. More experienced RA's may be assigned responsibility for drafting sections of reports and may participate in key informant interviews.

### **Essential Duties & Responsibilities:**

- Assist in planning and implementing project-specific face-to-face, audio and web-based meetings, symposia and training sessions, including assisting in development of agendas
- Assist with scheduling, developing agendas, preparing and disseminating materials, taking notes and drafting meeting summaries and related administrative duties, as required
- Assist in the design and conduct of studies and analyses including literature reviews and syntheses, summary descriptions of state programs, surveys, key informant interviews, case studies and focus groups.
- Stay abreast of relevant literature, national policy and state activity relevant to the health policy work of NASHP, with particular attention paid to those issues directly related to the Research Analyst's assigned policy area
- Compile and present data and information in formats amenable to analysis and presentation, including tables, graphs, charts and reports
- Assist in developing and implementing NASHP annual conference sessions; this work may extend to planning workshop content and securing speakers
- Provide support to NASHP Committees
- Assist in researching and developing funding proposals and applications

- Assist in developing and implementing activities designed to assist and support state officials and program administrators such as Medicaid directors and other agency staff, Governors' advisors, state legislators, public health program directors and other state officials in addressing policy and program challenges
- Actively engaged in the design, drafting, editing and publication of written materials, including analyses, briefs, fact sheets, reports, proposals and other types of information for dissemination
- Assist colleagues with speech and document preparation by conducting background research, formatting documents and tables, preparing presentations and other related activities, as required
- Carry out necessary follow-up project activities, including working with NASHP Communications staff to ensure that NASHP website is current
- Represent NASHP at meetings and conferences

### **Knowledge, Skills and Abilities**

- Computer proficiency including demonstrated ability to conduct effective web-based research, as well as proficiency with Microsoft Office Suite products (Word, Excel, PowerPoint, Access and Outlook); NASHP works in a Mac environment
- Excellent organizational skills and keen attention to detail
- Strong analytical skills
- Excellent writing and communication skills
- Ability to balance multiple assignments and competing demands to achieve quality results in a timely manner
- Bachelor's degree in public policy, public health or a related field, or comparable work experience is highly desirable
- Experience with state government, either through direct work experience or policy/analytic experience closely tied to state programs is preferred
- Knowledge or and experience in one or more areas of state health policy preferred
- Ability to working independently and collaboratively is required
- Willingness to travel

### **To apply**

Interested candidates should email a cover letter that includes salary requirements, and their resume to: [search@nashp.org](mailto:search@nashp.org). Please put "Research Analyst - LTSS" in the subject line. No phone calls please.

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