



Payment Innovation Director

Position Description

Position: Payment Innovation Director **Date:** 4/6/2021

Reports To: Policy and Governmental Affairs Senior Director **FLSA Status:** Exempt

Supervision: APM Manager and/or Financial Sustainability Manager **Pay Type:** Salary

Hours: 1.0 FTE **Starting Range:** \$79,960 - \$98,000

Approved By: Joan Watson-Patko, Executive Director

_____ **Date** _____

1. Primary Purpose

The Payment Innovation Director builds on Community Health Center (CHC) capacity to design and deliver the highest quality of care as they implement new financial and clinical processes, through adaptation and visionary oversight of the Alternative Payment and Advanced Care Model Program (APCM) and value-based pay (VBP) readiness. The Payment Innovation Director actively researches financial and reimbursement innovation and monitors the current landscape of Oregon and Federal payment and care reform to optimize the transition away from fee-for-service to innovative payment and clinical models that ultimately improve health center outcomes, sustainability, and health equity.

2. Essential Duties and Responsibilities (~60% of time)

Advancement of Department Priorities

- Directs implementation and evolution of Oregon’s Alternative Payment Methodology (APM) and accountability arrangements with the Oregon Health Authority (OHA), including oversight of management staff, key executive committees, partners and consultants working to implement the methodology and successfully demonstrate the program’s impact and value.
- Leads and manages multiple bodies of work requiring innovative solutions and vision, in addition to a lot of detail and complexity, with OPCA and health center staff.
- Works with the Policy and Governmental Affairs Sr. Director and other key staff to support OPCA’s value-based payment strategies, including engagement in state and federal administrative and legislative policy to advance sustainable and equitable health system transformation.
- Works closely with OPCA and Community Health Center Network of Oregon (CHCNO, OPCA subsidiary) leadership to leverage opportunities for collaboration in

the VBP space and ensure alignment for the benefit of joint health center members/participants.

- In coordination with the Policy and Governmental Affairs Sr. Director, tracks and responds to administrative policy issues including health center payment reform and the Medicaid program requirements, such as the 1115 Waiver.
- Monitors external program and policy developments in complex innovation, integration, and social determinants of health landscapes.
- Develops and/or identifies opportunities in concert with Health Equity Manager that address the social determinants of health and drive health equity, partnering with health centers and relevant stakeholders to optimize the use of value-based pay models and other payment approaches while ensuring improvements in health center outcomes and health equity.

Member and Partner Engagement

- Builds and maintains partnerships with key stakeholders at the state, regional and national level to advance priorities and organizational mission.
- Oversees development and implementation of training and materials to enhance VBP knowledge and spread new models of care and payment innovations.
- Leads development of program communication and contributes to coordination and integration of external communication pertaining to department work in order to improve program effectiveness and promote member engagement.
- Contributes to the development and maintenance of member relations and knowledge management tools in order to improve program evaluation, internal documentation and tracking of member information, and external communication of program-related materials.
- Travels to represent OPCA at relevant conferences and meetings in order to maintain knowledge of landscape, build partnerships and promote OPCA programs/payment models.

Program and Resource Development and Evaluation

- Works collaboratively with team lead and members on new program strategy and design in order to promote alignment, coordination and integration across programs, ensure effectiveness of implementation plans, and advancement of organizational priorities.

3. Essential Strategic & Leadership Responsibilities (~30% of time)

- Supervises one to three staff with an emphasis on supporting team collaboration and individual mentorship and success.
- Assures strong and proactive cross-department and team collaboration in areas of shared work.
- Ensures Oregon's health centers are strategically positioned to support current and future payment, contracting and financial arrangements.
- Contributes to strategic plan and Federal funding goals as related to content area expertise.
- In partnership with Policy and Governmental Affairs Senior Director, develops annual initiative budget and manages resources for program area.

- Engages with OPCA Board of Directors and associated committees to facilitate collective strategy setting and decision-making regarding APCM, VBP strategies, and the integration of care and payment.
- May serve as a sponsor or chair for key projects and initiatives.

4. Other Duties and Responsibilities (~10% of time)

- Conducts individual administrative duties (e.g. scheduling, time sheets, internal organization communications, etc.)

5. Knowledge, Skills, and Abilities

- Ability to partner, communicate and build a high level of trust across team leads and maintain effective working relationships with a wide variety of personalities and organizations.
- Knowledge and experience in strategic planning, health policy and models of safety net health care delivery and management.
- Knowledge, skill, and experience in working with diverse populations and experience working with community-based Boards of Directors.
- Ability to think strategically and deliver technically.
- Effectively represent OPCA in a wide variety of settings
- Ability to deliver on deadlines and shift priorities or change direction quickly to meet unexpected factors.
- Project management experience.
- Excellent interpersonal, oral, and written communication and organizational skills.
- Ability to self-direct with a high degree of organization.
- Ability to work well in a professional and fun team environment, including respect for different styles and personalities, enthusiasm for collaboration, communication, and celebration.
- Performance-oriented mindset with a strong work ethic and commitment to achieving goals.
- Willing and able to bear high levels of responsibility; always accountable to one's own decisions and work product.
- An ability to work with people who think, act, look, and/or live in a manner different from oneself.

6. Minimum Qualifications and Experience

- Expert business knowledge with comprehensive understanding of the organization and functional area(s).
- Master's degree and/or 7+ years' experience with demonstrated years of management responsibility.
- Extensive knowledge of the field with advanced leadership skills.

7. Preferred Qualifications and Experience

- Experience in health policy analysis, particularly an understanding of healthcare financing and current payment landscape.
- Experience and understanding of non-profit healthcare entities required, particularly with Federally Qualified Health Center (FQHC) organizations.

8. Specific Job Attributes

- **Job Complexity:** As an expert in the field, uses professional concepts in developing resolution to critical issues and broad design matters. Works on complex projects important to the organization. Uses skills to contribute to development of strategic company objectives and principles and to achieve goals in creative and effective ways. Develops guidelines, processes, and procedures for assigned functional area. Responsible for resource allocation, including budget and personnel. Makes strategic decisions based on company goals and objectives.
- **Impact:** Responsible for work critical to the organization and its members. Failure to achieve goals will have critical impact on the success of the organization and possibly its members.
- **Degree of Work Direction & Project Management:** Works largely without supervision. Exercises latitude in determining objectives and approaches to critical assignments. Makes decisions based on company and functional objectives and allocated resources.
- **Responsibilities as a Team Member:** Leads organizational team(s) to achieve measurable team and/or organizational objectives. Works closely with executive leadership in defining organizational goals and strategic plans.
- **Internal & External Contacts & Communication:** Creates formal networks with key decision makers and will serve as external spokesperson for the organization. Recognized as an influential leader.
- **Leadership & Supervision of Others:** Manages the work efforts of others. Responsible for hiring, firing, performance appraisals, and pay reviews. Makes decisions based on company and strategic objectives and allocated resources.
- **Innovation & Quality Improvement:** Leads improvement in functional area(s). Influences and aligns CHC leaders, partners and other key stakeholders behind implementing innovative programs to improve health center and/or OPCA value. Builds partnerships to support innovation and improvement.
- **Responsibility for Administrative Work:** Responsible for project management of individual work, including monitoring and responding to deadlines, scheduling internal and external meetings, preparing agendas and tracking action items to advance projects, distributing relevant communications, and managing personal administrative needs, such as travel planning and expense reimbursement reports. May seek administrative support for team and program needs from program specialists and coordinators, based on needs and priorities of the organization and availability of team resources.
- **Budgetary & Fiscal Responsibility:** Responsible for developing and managing initiative budget. Responsible for following financial policies and procedures for any organizational expenditures, purchases or reimbursements. Participate in strategic needs assessment and planning for organization budget management and projection.

9. Travel Required

- In and out-of-state travel is required for this position. If using a vehicle for work related travel, must possess valid Oregon driver license, provide proof of insurance and annual Motor Vehicle Record if using own vehicle, or be insurable if renting. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per OPCA policy.

10. Work Environment

- OPCA is a team-oriented organization; a tight-knit group of professionals committed to both the mission and to enjoying their jobs. Respectful interpersonal relationships, a fun team dynamic, and a passion for advancing the cause of community health clinics are equally critical components of the work environment.
- As a subject matter expert, employees are expected to partner as needed for communications & marketing needs to develop messages, objectives and/or communications tools to reach OPCA's members and other target audiences.
- Duties will be performed in both an office setting and out in Community Health Clinics.

11. Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit behind and use a computer, talk, hear, and be able to operate general office equipment. This individual is also required to stand, walk, and reach during events.

Statement of OPCA Practices: OPCA is committed to continuous internal quality improvement practices. We work in a fast moving, ever changing environment in which management and staff strive to create constantly improving quality. OPCA is a smoke free, drug free workplace. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability. OPCA expects employees to be culturally competent, with the ability to interact positively with people who do not look like, talk like, think like, believe like, act like, and live like they do.

General Statement: Oregon Primary Care Association (OPCA) is a private, 501(c)(3)-membership organization of Oregon’s “safety-net” primary care providers. Our mission is to lead the transformation of primary care to achieve health equity for all. Our membership primarily includes the federally qualified Community Health Centers (CHCs) and Look-Alikes as well as Rural Health Clinics, Indian Health Centers, and community clinics with similar missions and governance.

REQUIRED SIGNATURES

I acknowledge that I have reviewed the above job description and understand my job responsibilities and requirements.

Employee _____ Date _____

Supervisor _____ Date _____

****Changes must go through the HR Manager for standardization and the Finance & Operations Senior Director for review.***