

ASSOCIATE / ASSOCIATE DIRECTOR FOR HEALTH**I. General**

The Associate or Associate Director for Health (ADH) serves the Bishops and Catholic health care leaders in the state as a professional resource person on matters related to health care. The ADH advocates on behalf of the Church and Catholic health care ministry in legislative, regulatory and other public policy proposals with particular attention to ethical and moral issues. The ADH keeps the Bishops of Florida apprised of ongoing health care activities in the state and keeps abreast of the perspective of the state Catholic health care leaders, utilizing them as a resource in accomplishing the work of this position. The ADH is responsible for direct liaison and communication with Catholic health organizations of Florida, as well as state health associations to which they belong. The ADH is under the direction of and responsible to the Executive Director.

II. Qualifications

- A. Committed Catholic who is conversant with Catholic Social Teaching, especially as it relates to Catholic Health Care Ministry. Professes a philosophy in harmony with the Florida Conference of Catholic Bishops/Florida Catholic Conference.
- B. Master's degree in hospital or health administration or equivalent background gained through experience and training.
- C. Experience in hospital and health administration and demonstrated leadership experience in health care.
- D. Knowledge of the legislative process and ability to promote and advocate for Catholic health care in the public policy arena.
- E. Ability to work with individuals and groups and convey Church position to the executive and legislative branches of state government and private organizations.
- F. Accepts direction and supportive assistance from FCCB/FCC leadership.
- G. Possess good verbal and written communication skills with the ability to capture the essence of discussions in a concise and succinct style.
- H. Executive ability to plan, organize, direct and manage business aspects of the position.
- I. Ability to work independently and manage multiple projects simultaneously.

III. Liaison

- The ADH is responsible for liaison with:
- A. Catholic Health Executives Committee (CHEC) *
 - B. Advocacy leaders of Florida's Catholic health ministries
 - C. Public Policy Advocates Employed/Retained by Catholic Health Care Organizations in Florida
 - D. Florida Hospital Association (FHA)
 - E. Florida Health Care Association (FHCA)
 - F. Leading Age Florida
 - G. Florida Medical Association (FMA)
 - H. Florida Department of Health (DOH)
 - I. Agency for Health Care Administration (AHCA)
 - J. Florida Catholic Medical Association (FCMA)
 - K. Committee for End-of-Life Care (CEOLC)
 - L. Florida Catholic Conference Committees
 - M. Catholic Health Association (CHA)
 - N. State Catholic Conference Health Associates
 - O. United States Conference of Catholic Bishops

* (CHEC) This committee comprises Catholic health organization sponsors and/or CEOs and/or their delegates, who are convened by the Episcopal Moderator to identify needs and concerns of Catholic health care in Florida. This Committee advises the Bishops on positions regarding health care policy and develops a vision and direction for maintaining strong unity and Catholic identity among Catholic health organizations in the state. This Committee's work includes promoting cooperation among Catholic health organizations, giving witness to the health apostolate in Florida, and rendering support, understanding and help to its members in pursuing their goals in service to the Church. Specialized working committees may be appointed from this Committee to deal with such issues as legislative, regulatory, legal, moral/ethical, public relations, and other committees as needed.

IV. Key Responsibilities

- A.** Keep Bishops, the Executive Director and state Catholic health care leaders advised of all important matters affecting Catholic health affairs in Florida.
- B.** Attend and represent the FCCB/FCC at appropriate state and national meetings concerning health affairs, reporting outcomes to Committees of concern.
- C.** Establish and maintain liaison of public policy advocates employed/retained by Catholic health care organizations in Florida.
- D.** Establish and maintain liaison with government agencies in all matters, including the implementation of local, state and federal laws and regulations affecting health affairs.
- E.** Organize and staff all meetings of the Catholic Health Executive Committee and the Committee on End-of-Life Care (meeting notices, agenda, reservations, etc.)
- F.** Coordinate work of FCCB/FCC health-related standing and ad hoc committees.
- G.** Prepare correspondence, reports, presentations and meeting agendas, organize material, gathers background and supporting materials for meetings, work projects and reports.
- H.** Prepare proposed annual health affairs budget and submit to the executive director and Leadership Committee of Catholic Health Executive Commission; maintain/update Memorandum of Understanding.
- I.** Provide and gather information, statistics, data and other information pertaining to legislative, regulatory, budget and other issues relevant to Catholic health care ministry in Florida.
- J.** Prepare periodic newsletters and other relevant information for Catholic health care providers.
- K.** Maintain filing system and other office procedures for health activities.
- L.** Communicate regularly with the Executive Director on activities during the state legislative session.
- M.** Keep abreast of all existing laws affecting hospitals, long-term care facilities and other areas assigned by the executive director.
- N.** Lobby the legislature and administration on issues of critical concern to the Conference and its health care providers.
- O.** Keep a current list of all pending bills and new bills introduced that might affect hospitals and other areas of concern to the Church.
- P.** Monitor pertinent bills daily on respective legislative calendars.
- Q.** Meet with groups having similar legislative interests to form legislative coalitions and common positions on legislation whenever possible.
- R.** Make contacts with state agencies regarding positions on legislation.
- S.** Promote FCCB's position on legislation through lobbying, preparing position papers, letters and testimony.
- T.** Prepare and disseminate legislative alerts on critical issues of concern to the Conference and its healthcare constituency.