



**Job Title:** Policy Analyst, Behavioral Health Division  
**Reports to:** Behavioral Health Division Directors  
**FLSA Status:** Salary Exempt

**Purpose:** The Policy Analyst for the Behavioral Health Division is responsible for supporting the Mental Health and Substance Use Disorder Directors and RCPA members regarding policy, legislation, and support services in Pennsylvania as well as on a national level. This individual will collaboratively work with divisional directors to develop policy, regulation, and legislation to benefit RCPA members. As such, the Policy Analyst will work with key systems stakeholders and policymakers including elected officials, administration personnel, and others to influence and report on policy matters.

**ESSENTIAL FUNCTIONS:**

- Conduct policy analysis and research; respond to member requests regarding behavioral health policy-related issues, as appropriate.
- Research, analyze, and respond to legislation, regulation, and other policy announcements, directives and initiatives and activities in the area of behavioral health.
- Prepare position papers, written analyses, alerts, meeting notes, newsletter articles, and other written documents pertinent to the dissemination of policy information in the area of behavioral health services and other issues as noted above.
- Provide regular insight and analysis to RCPA staff and association members on relevant public policy issues.
- Study existing and potential industry trends and laws (on a national, state, and local level) and issues pertinent to behavioral health providers.
- Work with RCPA staff on matters of mutual interest and cross-system concerns.
- Respond to member requests regarding behavioral health and other issues as noted in a timely manner.
- Provide linkages for members and consumers of service.
- Establish and maintain positive working relationships internally with divisions, externally with related organizations, associations, agencies, elected officials, and others as appropriate.
- Represent the association at various meetings including local and national, committees, and workgroups.
- Serve as staff liaison to for RCPA and systems committees as needed.
- All other duties as assigned

**Decision Making:**

May act within the established guidelines and policies of the company.

**Position Core Competencies:**

- Relationship Building
- Establishing Collaborative Partnerships
- Communication (Oral & Written)
- Strategic Thinking
- Intrinsic Motivation
- Time Management
- Planning & Organization

**Education:**

Bachelor's Degree in a relevant field of study; and two to four years related experience and/or training; or equivalent combination of education and experience.