



*The Catalyst for Excellence in Home Care & Hospice*

**TITLE: Director of Regulatory Affairs and Professional Development**

**SUMMARY:**

The Director of Regulatory Affairs and Professional Development is responsible for federal & state regulatory guidance to members and communicating policy positions and suggested changes to regulators.

The Director is responsible for the identification, development, implementation and management of educational programming to meet our members' needs. Programming and publications will be developed and/or updated as needed for our professional and paraprofessional audiences including the following sectors; clinical, financial, emergency preparedness and management.

The Director will assist with the Association's Weekly Newsletter with input from staff. The Director will serve as a professional liaison with outside organizations and on various work groups and committees as assigned. The position will also function as a support to membership by offering assistance and consultation.

**REPORTS TO:** President & CEO

**QUALIFICATIONS:**

- Bachelors or Masters in Public Health or Nursing
- Minimum 5 years' experience in home care/hospice with management experience.
- Knowledge of Medicare, Medicaid and federal and state regulations
- Experience in developing and implementing education programs
- Excellent organizational and communication skills (oral and written)
- Ability to work independently and multi-task
- Experience with Microsoft Office
- Ability to lead and work with great flexibility
- Ability to build strong relationships within and outside of the Association

**RESPONSIBILITIES INCLUDE:**

**Regulatory Affairs**

- Provide for written and verbal comment on pertinent federal and state regulations/policies

- Provide member guidance on regulatory requirements
- Update membership on new laws/regulations/policies
- Assist with consumer questions

### **Education & Information**

- Develop and coordinate educational programming for the association with an emphasis on professional and paraprofessional practice needs.
- Manage aspects of education programming including facility, finance, credentialing, scheduling, and speaker selection.
- Assess member educational needs periodically and utilize member input via surveys and committees to help plan and prioritize educational programming
- Maintain educational and professional information to meet member needs and coordinate dissemination of information
- Manage CEU application and reporting process
- Assure educational quality and value, where possible, via continuing education credentials with appropriate organizations
- Assist in development and/or updating of educational tools, publications and other information in consultation with members, committees, the Board and staff of the Association
- Promote member education via articles and information in association publications including the Weekly Update, Member Alerts and other vehicles which may be appropriate
- Provide consultation to other association staff and committees related to educational programming and professional practice issues, including the Annual Meeting and Membership Meetings

### **Professional Representation**

- Represent the Home Care & Hospice Association of New Jersey, the interests of home care and hospice and professional/paraprofessional practice of home care and hospice at appropriate functions, and assigned committees, task forces and other entities (state, regional, national) in consultation with the President, including but not limited to The New Jersey Board of Nursing and New Jersey Department of Health, NJ Department of Human Services activities related to practice
- Provide collaboration, on behalf of the Home Care & Hospice Association of NJ, with other related state and national associations and organizations to promote effective education and best practices for our members

### **Member Consultation & Support**

- Respond to member inquiries for information on practice and regulatory issues and questions
- Provide membership with relevant updates and information via listserv, Weekly Update, website or committees.

**Association Committee Management**

- Provide coordination and assistance as needed
- Manage clinical and other assigned committees
- Conduct research and/or oversee research activities for association committees relevant to education and clinical practice

**Other**

- Comply with all Association policies and procedures
- Serve as a member of the Association's Emergency Preparedness three-deep
- Assure that activities and reports are completed in a timely fashion
- Assist the President in preparing materials for the Board of Directors
- Perform other tasks as assigned by the President

**STATUS:** Full-time

The Home Care & Hospice Association of NJ is an equal opportunity employer.