

# American Psychiatric Association



## Position Vacancy Announcement

Announcement No.: DDSA-04242008-23

Position: Deputy Director, Senate Affairs	Grade: E-19
Division/Department: Government Relations	Salary Range: TBD
	FLSA Status: Exempt
	Work Site: Arlington, VA
	Work Hours: 8:00 am – 5:00 pm
Area of Consideration: All applicants	
Opening Date: April 24, 2008	Closing Date: Open Until Filled

### BRIEF DESCRIPTION:

The Deputy Director, Senate, monitors, analyzes, interprets and assesses impact of legislation of psychiatric medicine (such as national health care reform legislation, changes to graduate medical education, reimbursement systems for Medicare and Medicaid, taxation of employee benefits, private health care services, managed care, etc.)

### DUTIES:

1. Monitor, analyze, interpret and assess impact of legislation on the practice of psychiatric medicine (such as national health care reform legislation, mental health “parity” changes to graduate medical education, reimbursement systems for Medicare and Medicaid, taxation of employee benefits, private health care services, managed care).
2. In collaboration with Department Director, advise APA staff, officers, key components and committees on particular legislation.
  - In collaboration with Department Director formulate lobbying strategies in terms of approaches to take, timing of strategies, identifying necessary materials and potential supporters and adversaries.
  - In collaboration with Department Director and other DGR staff draft, package and oversee distribution of lobbying message/materials such as letters to Congress, the White House, press, outside interest groups and opponents of APA’s positions.
3. Initiate, develop and maintain relationships with key U.S. Senators, and, where appropriate, Members of the House of Representatives, Congressional Committee staff, congressional personal staff, members of the press, White House, Federal Agencies, and health care-related organizations, professional societies and trade groups. Educate and inform Members of Congress, APA members, outside interested parties, and members of the press on APA issues and respond to particular pieces of legislation.
4. Garner support of APA’s positions both in Congress, in the Administration/White House, across Federal Agencies, among affiliated health care organizations, and across other organizations and trade groups with either direct or indirect interest in health care and/or psychiatric issues.

5. Secure introduction of legislation, amendments, and appropriate votes supporting issues of importance to psychiatric medicine.
  - Promote introduction of legislation and amendments advancing APA legislative goals.
  - Promote APA members as witnesses before Congressional hearings and other panels.
  - Secure distribution of information explaining APA's views on health policy legislation.
  - Negotiate and mediate compromises to specific bills as advised by the Director.
6. In collaboration with Director initiate, create and coordinate coalitions in support of APA positions.
7. Compose APA testimony for Congressional and other hearings and various commission hearings. Secure and prepare APA witnesses for Congressional hearings.
8. Supervise
  - Supervise day-to-day work of Government Relations Assistant, including assigning tasks, reviewing work product, and training assistant to perform specialized tasks.
  - Review and monitor Office of Health Care Systems and Financing staff efforts related to key economic issues as they relate to the Medicare RBRVS payments, and reimbursement and mental illness coverage across third party payors.
  - Manage work flow, define tasks, review materials produced by outside consultants, and develop/package materials for both internal and external distribution.
9. Administration:
  - In collaboration with Director, Manager of Administration and other DGR staff, assist in the planning and staffing of Department meetings.
  - Provide primary substantive staff support, in collaboration with the Federal Legislative Coordinator, to the Committee on Government Relations, and provide staff of Council on Advocacy and Public Policy with necessary support and information.

Performs other duties as assigned

## QUALIFICATIONS:

- Minimum college graduate; Graduate degree or J.D. preferred; Five years professional work on Capitol Hill (strongly preferred);
- Executive Branch, or government relations (lobbying) work with medical or health association
- Good Hill contacts a requirement; must have working knowledge of Medicare and Medicaid coverage, physician reimbursement, and private health insurance coverage issues
- Excellent written and oral communications skills
- Ability to concisely and incisively analyze and summarize key policy developments strongly preferred
- Ability to self start and self-direct work a necessity

**WORKING CONDITIONS:**

Office Environment

**PHYSICAL EFFORT:**

Sedentary

**HOW TO APPLY:**

All applicants, including APA employees, must submit an APA application form (resume may be attached). All applications must be received by the Department of Human Resources by close of business (5:00 p.m.) on the closing date of this announcement.

APPLICATIONS/RESUMES SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT.

**WHERE TO APPLY:**

Via Email: [HRAPPS@psych.org](mailto:HRAPPS@psych.org)

Via Mail or Delivery: Department of Human Resources  
American Psychiatric Association  
1000 Wilson Boulevard  
Suite 1825  
Arlington, Virginia 22209-9998  
ATTN: **Deputy Director, Senate Affairs**

Via Fax: (703) 907 - 1088

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