Texas Association of Community Health Centers, Inc.

5900 Southwest Parkway, Building 3

Austin, TX 78735

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JOB DESCRIPTION

*Created September 2019*

*Last Updated July 2024 by the Director of Legal Affairs, Executive Director, and Human Resources Director*

Title: Associate Director of Legal Affairs

Supervisor: Director of Legal Affairs

Department: Legal

FLSA Status: Exempt

Pay Level: Specialist

Pay Range: Competitive based on experience

**Job Summary**

The Associate Director of Legal Affairs: provides support to ensure that TACHC achieves its mission to strengthen and support community health centers to speak with a unified voice and drive healthcare transformation by exemplifying innovation, access and equity; assists the Director of Legal Affairs to provide in-house counsel as well as advice to TACHC member health centers; to negotiate, draft and/or review TACHC’s legal documents as well as uniform contracts, policies and other templates for TACHC’s member health centers; to design and implement trainings for TACHC staff and member health centers; and to conduct health policy research, analysis and drafting of related briefs and legislative proposals on behalf of TACHC and the member health centers the association serves.

**Duties and Responsibilities**

* Internal operations
  + Drafts and reviews TACHC and affiliate policies, procedures, organizational documents, contracts and other association legal documents for compliance with the law, as assigned by the DOLA.
  + Advises the TACHC Board, Value-Based Care Committee, and relevant staff on issues related to the TACHC Clinically Integrated Network (CIN), TACHC Accountable Care Organization (ACO), and TACHC Health Center Controlled Network (HCCN).
  + Drafts and reviews legal documents related to the TACHC CIN, TACHC ACO, and TACHC HCCN, including entity formation documents, vendor contracts, managed care agreements, and grant awards.
  + Prepares materials for the Bylaws Committee of the TACHC Board of Directors and the Purchasing Group Board.
  + Supports special projects for TACHC including the planning and execution for TACHC’s Annual Conference.
  + Assists with the selection, retention, management, and evaluation of outside counsel when appropriate for both TACHC and TACHC member health centers.
* Member services
  + Assists in drafting and updating template legal documents for member health centers, including uniform contracts, sample policies and procedures, and position statements, especially through the TACHC Health Center Handbook.
  + Designs and implements information and training sessions for various health center or health center-related audiences regarding compliance with federal and state laws, regulations, and policy.
  + Fields a wide variety of legal questions from member health centers to enable compliant and efficient health center operations in areas including governance matters, nonprofit law, basic finance and billing questions, fraud and abuse prevention, grant requirements, hospital and other affiliations, managed care contracting, informed consent issues, quality assurance, peer review, Federal Torts Claims Act and malpractice matters, risk management, Medicaid and other government program requirements, patients’ rights, pharmacy, privacy and security matters, health information exchange matters, vendor contracts, and employment law, referring member health centers to outside counsel when appropriate.
  + Fields legal questions from outside stakeholders, including state agencies.
  + Provides support to TACHC networks, workgroups, and collaboratives.
* Policy and advocacy
  + Conduct research and policy analysis on a wide variety of topics relevant to health centers.
  + Drafts memoranda and letters of comment regarding TACHC’s positions on legal and policy matters.
  + Assists with the drafting of legislation for TACHC’s legislative proposals.

**Knowledge, Skills and Abilities**

*Required*

* At least four years of experience in the practice of law
* Excellent organizational skills, including project management and time management skills
* Excellent writing and editing skills
* Excellent communication and presentation skills
* Excellent research and analysis skills
* Attention to detail and accuracy
* Knowledge of state and federal health care law and policy
* Sound professional judgement
* Excellent critical thinking and evaluation skills
* Ability to participate and communicate effectively within and between teams and collaborate to facilitate innovation

*Preferred*

* At least three years of experience in the practice of law in Texas
* Knowledge of nonprofit and health law and policy
* Understanding of Primary Care Association and health center law and policy
* Spanish language skills

**Credentials and Experience**

*RequiredA*

* Law degree
* Active license to practice law in Texas

*Preferred*

* Value-based care experience
* Managed care contracting experience
* Health center experience
* Legislative experience
* Nonprofit experience
* Corporate governance experience
* Training and outreach experience

**Special Requirements**

Position requires the ability to follow constantly changing health care, nonprofit and health center laws; gather, condense, analyze and communicate a great deal of sometimes conflicting information to TACHC, health centers and policymakers; address differing levels of knowledge among participants in training sessions and recipients of legal advice; respond to legal questions and requests from TACHC’s various departments as well as TACHC’s member health centers simultaneously and often in a short timeframe; assist TACHC staff in preparation of large trainings and conferences; and address other tasks as assigned by the Director of Legal Affairs.

Position may require some travel and sitting for extended periods of time. Circumstances may require standing, walking, stretching, reaching, pushing, lifting objects weighing 10-30 pounds, bending, and/or stooping.

*The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.*