

USC Leonard Davis School of Gerontology

Job Posting: Policy Specialist July 18, 2006

Job Position: Policy Specialist

Department: National Center on Caregiving at Family Caregiver Alliance

Job Duties and Responsibilities:

The National Center on Caregiving at Family Caregiver Alliance (FCA) has an excellent opportunity for a well-organized professional to assume key areas of the Center's work to develop and disseminate information on best practices and policies in caregiver support and long-term care.

The National Center on Caregiving (NCC) stimulates development of effective policies and programs nationwide that support and sustain family and informal caregivers. A project of FCA, the NCC is a central source of information and technical assistance on caregiving and long-term care for policymakers, families, health and social service providers, media, and funders.

The Policy Specialist will provide programmatic and policy assistance focusing on a variety of caregiving issues and track state and national developments in caregiving. The Policy Specialist will also research, analyze and write policy briefs and best practice reports for the Center's target audiences, respond to inquiries about federal and state legislation on caregiving, and provide information and technical assistance to families, policymakers and program developers on research findings, caregiver support programs and related issues. The Policy Specialist will produce a biweekly electronic newsletter on caregiving issues and expand an online 50-state database of caregiver support services and policies.

The position requires a Master's degree in public policy, public health, social welfare, gerontology or a related field and a minimum of 3 years work experience in public policy analysis in a government, research or consulting setting. Must have thorough understanding of the needs of family caregivers, support services and programs, and long-term care issues; strong research and analytic skills, and ability to investigate a variety of issues; expertise in electronic communication and research; computer proficiency and familiarity with web-based databases; ability to work independently on concurrent multiple assignments, and meet tight deadlines; proven ability to handle fast turn-around assignments and technical assistance requests. Requires excellent writing and speaking skills, including the ability to translate complex ideas into clear and concise concepts, and commitment to the Center's mission. Knowledge of Congress and familiarity with federal legislative process a plus.

Contact:

Please mail or fax cover letter, resume and salary requirements to:

Deputy Director, National Center on Caregiving, FCA, 180 Montgomery St., Suite 1100, San Francisco, CA. 94104, fax: 415/434-3508. Applications will be accepted until the position is filled.