



## **Associate General Counsel Job Posting Salary \$120,000 - \$140,000**

**Summary /Overview** The Associate General Counsel supports the General Counsel in all matters of the Legal department and interfaces with the Board, CEO, CFO and other members of the management team and affiliated entities and outside counsel to ensure management of all legal matters. The Associate General Counsel will support and implement direction set by the General Counsel to the organization on legal, statutory, governance and compliance matters within the strategic plan developed by the CEO.

**Our Vision:** The AHCT supports health reform efforts at the state and national level that provide CT residents with better health, and an enhanced and more coordinated health care experience at a reasonable, predictable cost.

**Our Mission:** To increase the number of insured residents, improve health care quality, lower costs and reduce health disparities through an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value.

### **Essential Duties and Responsibilities**

- Conduct research, provide advice and legal counsel on a variety of subject matters
- Draft complex legal documents
- Support General Counsel in disputes and litigation
- Work with outside counsel, as needed, to ensure effectiveness and cost efficiency
- Provide day-to-day counsel regarding general legal inquiries and planned business activities
- Develop and coordinate implementation of policies and procedures necessary to ensure compliance with applicable state and federal laws
- Support Board of Directors, Board Sub-committees and Advisory Boards

**Competencies:** to perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data.
- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality.
- Oral Communication - Listens and gets clarification; Responds well to questions.

- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.
- Professionalism - Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Commits to additional work hours when necessary to reach goals.
- Initiative - Takes independent actions and calculated risks; Asks for and offers help when needed.

**Qualifications:** the requirements listed below are representative of the knowledge, skill, and/or ability required.

- Juris Doctor degree
- Member of Connecticut Bar
- Ability to develop a trust relationship with the senior management team to address issues proactively
- Possess a minimum of 5 years' legal experience in a law firm or in a business environment with considerable knowledge of and ability to interpret relevant laws and decisions; possess considerable knowledge of administrative law, rules of evidence and rules of practice in Connecticut courts
- Diverse background in working with health care or non-profit clients and boards, public or quasi-public agencies or the insurance industry
- Considerable experience required working with: contracts and licenses, employment and benefits, intellectual property or the health industry.
- Excellent analytical, oral communication, interpersonal and writing skills, including contract drafting skills.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to function as part of and in support of various business teams
- Competent in Internet software; Spreadsheet software and Word Processing software.

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Presentations to the Board of Directors are required. Minimal travel.

*Access Health CT is an EEO and Affirmative Action Employer*

Please send your resume with a cover letter to: **HRinbox.CTHIX@ct.gov**