



Job Description

Job Title: Staff Attorney
Reports: Senior Staff Attorney
Department: Legal

FLSA Status: Exempt

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.

Summary:

The staff attorney requires a high level of interaction with internal and external customers, vendors and strategic partners to provide timely updates and counsel on various legal and contractual issues. The Staff Attorney will also be required to research and answer a broad range of inquiries impacting the organization and its customers.

Essential Duties and Responsibilities

- Researches, interprets and analyzes complex and conflicting laws and regulations, case law and legal principles for impact on Exchange operations
- Provides input into policy formation
- Negotiates and drafts contracts
- Conducts investigations and enforcement proceedings
- Prepares comprehensive reports for use in administrative and court proceedings
- Acts as hearing officer or represents company in formal administrative and public proceedings
- Monitors legislative proceedings if needed
- Prepares and maintains manuals; reviews legal and other related documents for legal sufficiency
- Performs related duties as required

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

- Analytical - Synthesizes complex or diverse information; Collects and researches data.
- 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. Qualified candidates must be and remain licensed to practice law and in good standing in the state of employment. During employment, must meet requirements for continuing licensure for law practice
- 2+ years of experience in practice of law
- Contract, administrative or healthcare law preferred.
- Excellent research, writing, and communication skills
- Proven ability to thrive in a fast-paced collaborative environment.
- Experience using and proficiency with MS Office.