HCBS Strategies Associate – interRAI Assessment Training

About Us

HCBS Strategies is a small consulting firm that helps states and other clients build and improve home and community-based services and supports (HCBS). Our mission is to develop systems that support health and safety while maximizing individual control and community integration. Our clients include Medicaid agencies, state agencies, the federal government, and other key stakeholders, such as individuals with disabilities, their advocates, and providers.

Position Summary

The Associate will provide training and implementation support for interRAI assessment instruments, while also contributing to strategic planning, policy development, federal approvals, sustainability efforts, and systems evaluation. This role is ideal for someone with interRAI assessment and training experience who is interested in improving services for older adults and people with disabilities. The Associate will participate in major system change efforts, work directly with stakeholders, and contribute to high-impact projects transforming long-term services and supports.

Responsibilities

This role requires flexibility to meet evolving client needs. Anticipated tasks include:

- Administering in-person and remote training for assessors
- Supporting training program and plan development
- Assisting in the development and refinement of training materials
- Collecting, analyzing, and interpreting programmatic and policy-related data using Microsoft Excel and other related platforms
- Preparing materials, reports, and presentations
- Attending client and partner meetings and taking minutes
- Engaging with federal and state agencies, stakeholders, and policymakers

Requirements and Qualifications

This position is based in the United States and fully remote, apart from training-related travel, and requires a stable internet connection for online meetings and collaboration.

Minimum Requirements

- A bachelor's degree (or equivalent experience) in Public Health, Social Work, or a health or human-services related field
- Strong research, writing, and analytic skills
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and common office technology
- Excellent time management and ability to work independently with oversight from senior staff
- Flexibility to manage multiple projects simultaneously and adapt to changing priorities
- Professionalism in internal team settings and client interactions
- Demonstrated interest in improving systems for people with disabilities and older adults; demonstration of personal experience in these areas is strongly encouraged
- Ability to travel several times per month
- High degree of comfort with public speaking
- Strong active listening skills
- Strong emotional intelligence

Preferred candidates will also have:

- A master's degree (or equivalent experience) in Public Health, Social Work, or a health or human-services related field
- Knowledge of Medicaid, HCBS, LTSS, and healthcare policy at the state and/or federal level
- Familiarity with Medicaid HCBS waivers and programs
- Experience developing and implementing training programs
- Experience training, teaching, or otherwise facilitating others' learning
- Experience working as part of a fully remote team
- Experience with grant and report writing

How to Apply

Interested applicants should submit a resume, cover letter, and a writing sample to jobs@hcbs.info. The cover letter should detail experience with Medicaid HCBS and/or LTSS, along with any personal experience supporting individuals with disabilities or older adults. Salary is dependent on experience.

Any application materials created with generative AI must be cited.

We look forward to your application!