



**Position Title:** Medicaid Policy & Research Fellow

**Position Information:** Full-Time and Part-Time Options

**Travel:** Up to 5% of time traveling to locations throughout the U.S.

**Location:** Washington, D.C. (Telework Option)

## About the Institute for Medicaid Innovation

Join an organization that is passionate about improving the lives of Medicaid enrollees, their families, and communities through the development, implementation, and diffusion of innovative solutions. The Institute for Medicaid Innovation (IMI) is a national 501(c)3 nonprofit, nonpartisan research, policy, and community power-building organization that provides independent information and analysis to inform Medicaid policy and improve the health of the nation. The work of IMI is informed, guided, and supported by an exceptional group of national experts representing academic and non-academic research institutions, advocacy and community organizations, clinician groups, Medicaid managed care organizations, state, and federal policymakers, and, most importantly, individuals, families, and communities. Our five-year [strategic priorities](#) provide both guardrails and a launch pad for IMI's work.

IMI acknowledges that it is not feasible for us to live up to our mission without acknowledging the need for creating an equitable and inclusive work environment. For more information about IMI, please visit our [website](#).

## About the Role

The Institute for Medicaid Innovation (IMI) supports up to five (5) Medicaid health policy and research fellows at any given time to lead and provide support on projects related to Medicaid and its intersection with priority portfolio topics such as maternal and child health, behavioral health, health care coverage and access, whole-person care, community-based models of health care delivery in Medicaid and other emerging topics. The successful candidates will work closely with IMI staff.

This position offers an excellent opportunity to be a part of an organization focused on uniting key partners with diverse perspectives to conduct systematic reviews, data collection, and research analyses, develop quality improvement initiatives that support national, state, and community-based learning, and participate in the development and dissemination of peer-reviewed publications, policy issue briefs, fact sheets, reports, and presentations. Successful candidates have an opportunity to create an experience around their clinical, research, and policy interests in Medicaid with the support of IMI staff.

We offer two fellowship levels, junior and senior. To be eligible for the junior fellowship, applicants must be currently enrolled in or near completion of a doctoral program in health services research, health policy (e.g., public health, economics, public policy), or a health-related research field (e.g., medicine, nursing, social work, etc.). To be eligible for the senior fellowship, applicants should possess a doctoral degree with a concentration in a health-related field who are currently at the postdoctoral or junior/senior faculty status. In addition, applicants should possess and be able to demonstrate a



fundamental understanding of research, statistics, and scientific terminology and an ability to communicate information orally and in writing.

## Duties and Responsibilities

The Medicaid Policy and Research Fellow will be responsible for performing research-related activities that intersect clinical practice, health services research, and health policy. The responsibilities of the fellow may include:

- support the mission, vision and priorities of the organization;
- demonstrate expertise and provide technical assistance on projects, including contributing to the development of research design, methods, tool development and testing, supporting stakeholder engagement and fostering ongoing relationships, identifying innovative concepts for research projects that address key issues in Medicaid;
- identify and articulate the intersections between research, clinical practice, and policy;
- lead the collection and conduct analysis of qualitative and quantitative data;
- undertake research that will be used to develop policy briefs and fact sheets to inform policy priorities;
- support collaboration among team members, both internal and external;
- serve as a representative of the organization through presentations and attendance at meetings/conferences; and
- participate in activities that support ongoing learning to enhance skills and experiences;
- provide research and evaluation support on projects, including literature reviews, data collection (e.g., focus groups, interviews, surveys, large federal datasets, secondary/archival sources, and primary data sources), analysis of quantitative and qualitative data, and technical report and manuscript preparation;
- provide support for IMI's committees, subcommittees, and workgroups;
- identify and review current and emerging Medicaid topics that IMI should consider focusing its research and project efforts; and
- contribute to implementation and dissemination activities, including presentations, conference posters, issue briefs, technical reports, blog posts, and manuscripts for a variety of audiences.

## About You

**To be maximally successful in this role, you need to have:**

- Experience conducting basic descriptive analysis in Excel and/or STATA.
- Experience working in a grant or contract-funded environment including writing grant/contract proposals.
- Experience programming and analysis with one or more quantitative and qualitative analysis software (e.g., STATA, R, SAS, SPSS, NVivo, etc.).
- Familiarity with online/digital survey tools such as Qualtrics, Survey Monkey, etc.



- Experience supervising the facilitation of qualitative and quantitative data collection and analysis.
- Demonstrated team leadership, including the ability to lead small and medium sized teams and projects, develop proposals, contribute within project and organizational leadership team.
- Excellent interpersonal, verbal and written communication (technical and non-technical) skills, including preparing and delivering presentations, with experience and success in publishing research findings.
- Flexibility and ability to consistently meet deadlines.
- Ability to work independently as well as part of a team, including working remotely in a telework environment.
- Acute attention to detail and strong work ethic.

**You also need to be:**

- Committed and passionate in improving access to high quality, patient-centered, evidence-based care for Medicaid enrollees to reduce disparities and social inequalities.
- Passionate about the Medicaid program and the individuals, families, and communities it serves.
- Committed to diversity, equity, inclusion, and justice (DEIJ).
- Independent problem solver.
- Flexible in managing multiple and competing demands simultaneously.
- Strong organization skills.
- Strong ability to work in a fast-paced environment.
- Natural ability to interact in a tactful and courteous manner.
- Exceptional external and internal customer service.
- Experienced in effectively work with staff that telework.
- Able to hold absolute confidentiality and discretion regarding privileged information.
- Someone with a sense of humor and positive attitude.

**APPLICATION PROCEDURES**

To apply, e-mail a cover letter, CV, two recent writing samples, three letters of recommendation, and a one-page word document highlighting your goals for participation in the fellowship and your specific clinical, research, or policy interest within the Medicaid population to Dr. Jordana Frost at [JFrost@medicaidinnovation.org](mailto:JFrost@medicaidinnovation.org). Please use the subject line “Medicaid Policy and Research Fellowship.”

**DEADLINE**

Application materials are accepted on an ongoing basis.

*IMI is an equal opportunity employer. As an anti-racist and gender inclusive organization, all qualified applicants will receive consideration for employment without regard to age, race, ethnicity, sex, gender, religion, political affiliation, marital status, or disability.*

*IMI encourages those who believe they do not meet all the qualifications to apply.*