

Position Specification

Nonprofit Insurance Organization Chief Legal Counsel

The Company

Our client is a nonprofit, managed care organization committed to improving the health and well-being of underserved residents of Southeast Texas.

The Position

Location

Southeast United States

Overview

The Vice President & General Counsel serves as the executive level legal counsel for the Organization and provides leadership and consultation on legal affairs, legal compliance, and other related issues. The position directs the hiring, training, work assignments and performance management of the Legal Affairs staff members and provides a dotted-line support to the Organization and Harris County purchasing departments. This position also serves as legal counsel to the Organization's Board of Directors and presents information to the Harris County Hospital District Board of Trustees. Serving as legal counsel for the Organization, this position coordinates with the Harris County Attorney's Office (HCAO), which operates as the Hospital District's legal office and oversees the use of outside legal counsel. This position ensures the efficient, compliant and accurate completion of contracts and other legal documents.

Reporting Relationship

The Chief Legal Counsel reports to the Chief Executive Officer and will oversee a Legal Assistant, Paralegal and three Attorneys.

Responsibilities

- Provides leadership to the Legal Affairs function.
 - Leads the Legal Affairs Department staff of Attorney's, Paralegals and Legal Assistants to include hiring, training, assigning work, managing performance and terminating as indicated.
 - Provides counsel to Organization's Board of Directors and Leadership on legal matters.
 - Ensures legal compliance with Organization's Board of Directors and by-laws.
 - Manages the relationship with the Harris County Purchasing Department ("Purchasing") and supervises the representatives from Purchasing assigned to the Organization.

- Collaborates with county attorneys assigned to Organization and/or contracted outside law firms.
- Manages lawsuits filed by or against Organization.
- Monitors, reports and advises on changes in laws in order to ensure compliance and prevent potential violations.
- Maintains current knowledge of and provides guidance on legal requirements regarding licenses, certifications and accreditations as well as the requirements of the Texas Administrative Code and Texas Insurance Code.
- Directs and facilitates the execution of contracts and legal agreements including but not limited to:
 - Provider contracts
 - Non-provider vendor contracts
 - Contracts with Health and Human Services Commission (HHSC) for Medicaid and CHIP programs
 - Contracts with Center for Medicare and Medicaid Services (CMS) for Medicare and Health Insurance Marketplace
 - Employer or other benefit plan sponsor contracts
 - Individual health insurance/health maintenance contracts
 - Real estate contracts
- Manages a system for tracking the progression/status of the contract development and approval process. Ensures business owners are kept informed.
- Leads actions to address obstacles and expedite the completion of contracts and legal agreements.
- Ensures effective collaboration with stakeholders in the process including Organization Leadership and Business Owners, Harris County Purchasing Department, Harris County Attorney's Office, Outside Counsel.
- Works collaboratively with CFO, Chief Compliance Officer, Chief HR Officer, and other members of Organization's leadership team to ensure legal compliance with Health and Human Services Commission (HHSC), Texas Department of Insurance (TDI) and other regulatory entities.
 - Provides legal guidance and support on initiatives, issues and projects.
 - Ensures legal compliance with related rules, requirements and filings.
- Actively fosters and engages in efforts to ensure a culture of collaboration and teamwork in Organization's leadership team and all staff.
 - Models effective communication and interpersonal skills and Organization's defined Communication and Interaction Guidelines.
 - Demonstrates when appropriate responses should be written vs. face-to-face, and ensures both written & oral communication remain constructive, courteous, and professional at all times.
 - Appropriately documents the outcome of communication when necessary to ensure timely & successful follow-up and final resolution.
 - Continually communicates with and engages staff in discussions about new or revised initiatives impacting departmental or individual work efforts.

- Assumes “positive intent” and actively, professionally engages with others in the spirit of strengthening departmental collaboration and team building.
- Effectively advances Organization’s brand and promotes Organization throughout its markets and communities by serving as a Board Member on, or as a significant volunteer (40 or more hours per year) for community-based, governmental, industry, accreditation, provider, or business development entities whose purpose aligns with Organization’s mission, or that impact Organization’s operational success or organizational sustainability.
- Fosters an environment of continuous learning, staff development, and performance improvement through defined metrics:
 - Identifies and implements relevant performance metrics that allow for objective evaluation of staff and/or departmental performance.
 - Continuously monitors or evaluates departmental processes to identify opportunities for improved performance.
 - Actively assesses employees to identify areas of needed staff development in order to build solid bench strength within Organization.
 - Openly communicates 1:1 with each employee regarding his/her desires for personal growth & development.
 - Continuously strives to provide forums for staff to share ideas, best practices and suggestions for process improvement.
- Actively contributes to achievement of departmental goals, as identified in Department’s annual business plan, including specific departmental process improvement plans.
- Demonstrates Harris Health and Organization values, including trust, integrity, mutual respect, diversity, responsiveness and caring service.
- Other duties as assigned.

The Candidate

Education

- B.A./B.S. Degree in LLM. Additional degree such as MPA or MBA is desirable.
- Doctor of Jurisprudence (JD) and licensed to practice law in State of Texas.

Professional Qualifications

- 8-10 years in the healthcare, labor, and/or administrative law fields. Experience working with managed care organizations and health systems preferred.
- Supervisory experience preferred. 3-5 years of demonstrated leadership experience managing attorneys and legal professionals highly preferred.
- Experience in managing contracts and vendor relations in a managed care setting highly preferred.
- Knowledge of health insurance and Medicaid regulations and compliance requirements preferred.
- Familiarity with HIPAA regulations.
- Experience in working with Executive Leadership and a Board of Directors highly preferred.
- Effective collaboration and problem-solving skills.

- Strong written and oral communication abilities.
- Software skills: Microsoft Office (Word, Excel, Outlook).

To learn more about this opportunity or provide a confidential referral, please contact:

Pearson Partners International, Inc.
12377 Merit Drive, Suite 750
Dallas, Texas 75251
214-292-4140 – Fax
response@pearsonpartnersintl.com

Please use this reference code in the subject line of your response:

Reference Code: 581-04_Chief-Legal-Counsel_PPI

Learn more about Pearson Partners:

Visit our [website](#) and follow us on [LinkedIn](#), [Twitter](#) and [Facebook](#).

