

# National Indian Health Board



## Behavioral Health Program Manager

### Job Description

*The National Indian Health Board (NIHB) is the Nation's premiere Tribal organization serving all 567 Federally Recognized Tribes, American Indians and Alaska Natives, to improve the health of Native Peoples, Strengthen Tribal self-determination, health systems and public health infrastructure. Find out more at [www.nihb.org](http://www.nihb.org)*

**Job:** Behavioral Health Program Manager

**Reports to:** Director of Public Health Policy and Programs

**Project:** Behavioral health projects and other projects as assigned

### Position Summary:

The National Indian Health Board (NIHB) seeks an experienced Behavioral Health Program Manager for current and future behavioral health and public health projects. The Program Manager will work with the Director of Public Health Policy and Programs to implement project activities, conduct evaluation, prepare reports, identify and address areas for program quality improvement, and write grants to ensure the sustainability of current programs and advance the organization's behavioral health/public health goals. The Manager will work with colleagues in the Public Health Policy and Programs Department, and organization wide, to plan, coordinate and implement NIHB events including the NIHB Behavioral Health Conference and the NIHB Tribal Public Health Summit. Included in the above duties, the Manager will deliver training and technical assistance, coordinate and facilitate meetings with the appropriate stakeholders, conduct policy research on relevant topics and provide analysis to NIHB constituents, draft and disseminate communications to constituent audiences, and keep careful records of project accomplishments.

### Principle Duties and Responsibilities:

- Manage NIHB's behavioral health projects
- Work directly with funders, NIHB staff, and key stakeholders to plan content and logistics for all NIHB behavioral health meetings, including NIHB's Behavioral Health Conference



- Lead work to convene and facilitate all NIHB behavioral health meetings
- Conduct policy research and provide policy analysis to support Tribal leaders engaged in behavioral health work
- Prepare reports, briefings, talking points and fact sheets for Tribal leaders engaged in behavioral health work
- Provide broad outreach and education on behavioral health to target audiences through a wide range of platforms including in-person meetings and all NIHB technology-based communications
- Provide technical assistance (TA) and/or training to Tribes and Tribal staff engaged in behavioral health work
- Supervise Public Health Associates and / or Coordinators working on NIHB's behavioral health projects
- Act as a NIHB liaison in matters related to behavioral health programs
- Identify and develop strategic partnerships that will support further growth and sustainability of the organization and NIHB's behavioral health programs
- Maintain currency in advancements in the behavioral health field and provide analysis on the likely impact of these changes on programs and health status in Indian Country
- Ensure benchmarks and objectives are met
- Maintain/ensure accurate documentation for program activities and deliverables
- Identify problems and negotiate corrective action concerning programmatic issues
- Prepare and submit project reports in a professional and timely manner
- Evaluate efforts for effectiveness and efficiency, as well as compliance with grant deliverables; identify and address opportunities to improve performance
- Identify funding opportunities; write grants to ensure sustainability and advance vision and mission of the organization
- Other duties as assigned.

## **Qualifications**

### *Education:*

- Master's degree in Social Work, Psychology, Health Administration, Health Science, Public Policy, Public Administration or similar field.

### *Knowledge, Skills, and Abilities:*

- A minimum of three years' experience in management of related programs or projects, program evaluation, and grant writing
- Experience with federally and privately funded grant operations
- Strong writing and oral communication skills
- Strong organizational skills
- Ability to multi-task, manage priorities, and excel in a fast paced work environment
- Ability to work with diverse teams of people

- Experience working with or for Tribes strongly preferred.

This is a full time, Washington DC-based position. Some travel will be required.

**HOW TO APPLY:**

Interested candidates please, prepare the following information:

- Resume
- Cover letter
- Salary History

Send this information to [jobs@nihb.org](mailto:jobs@nihb.org) with your name and the title of the position you are applying for in the subject line. This mission-driven organization welcomes staff dedicated to advancing American Indian and Alaska Native health. If you want to make a positive difference in the health of America's Native Peoples – this is the place for you. Please see [www.nihb.org](http://www.nihb.org) for more information.

*The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. We operate with excellence in mind in all matters and the confidence to defend and debate ideas without ego to create the best outcome possible. Since its founding by the nation's Tribes in 1972, NIHB remains the country's only national organization solely devoted to improving Tribal health for all American Indian and Alaska Natives.*

Application Deadline: Open until filled.

*(updated 10/26/2017)*