

National Indian Health Board



November 6, 2017

Position Description Policy Coordinator

Do you want to make a difference for American Indian Tribes at the National Level? If so, Read On...

The National Indian Health Board seeks an Indian health policy analyst and advocate to focus on health systems quality and delivery of health care specific to American Indian Tribes whose citizens receive their health care directly from the Indian Health Service.

The Coordinator will expand the work of the NIHB Congressional Relations and Federal Relations Departments by focusing specifically on national policy and advocacy for Direct Service Tribes. The Coordinator will engage in policy analysis, research and advocacy specific to issues of quality of care, federal budget process and appropriations, the intersection of Medicare and Medicaid and other 3rd party revenue-generators with the Indian health system, public health infrastructure and services, behavioral health and health workforce. The Coordinator will lead efforts to create new, grow and sustain linkages with DSTs to enhance their engagement in policy discussions, translate complex concepts into succinct, accessible information for non-health care professionals and create and maintain web-space specific to the needs of DSTs. Engagement includes helping DSTs prepare to participate in Tribal consultations and listening sessions and travel to meet Tribal health leaders and learn about their health systems and challenges in order to inform and direct NIHB's policy, research and advocacy work. The Coordinator will support Congressional and Federal outreach.

The position is located in Washington, DC.

Specific Deliverables:

- Provide technical assistance to Direct Service Tribes Advisory Committee (DSTAC), including attending DSTAC meetings and conferences. Create Tribal briefing materials for DSTAC members prior to meeting and following up with action items;
- Provide DST-specific technical assistance to federal Tribal advisory committees and the NIHB Medicare, Medicaid Health Care Reform Policy Committee. This includes contributing the DST perspective by creating documents and communications;

- Contribute to NIHB Legislative and Policy Agenda, Washington Report and other NIHB publications;
- Build and sustain digital, proprietary contacts with all DST tribal health liaisons and/or Tribal leaders;
- Build, create content and maintain website specific to DST issues for DST health care leaders and consumers.

Required Skills

- Bachelor's Degree with 3-5 years of professional experience;
- Excellent interpersonal and public speaking/presenting skills;
- Must be a strong writer;
- Strong research skills;
- Knowledge of Indian health care delivery system and/or the Indian Health Service required;
- Cultural competency in working with American Indian Tribes required;
- Knowledge of congressional and federal regulatory processes;
- Able to travel 15-20% of the time.

Salary: \$60,000