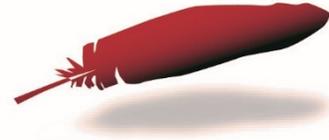


National Indian Health Board



Seeking an enthusiastic Policy Associate to assist with national efforts to advocate for Indian health

The National Indian Health Board (NIHB) is seeking to hire a Medicare and Medicaid Policy Associate to help with activities to support the policy work of the organization. S/he will report to the Director of Federal Relations and is a member of the Federal Relations Department. The Medicare and Medicaid Policy Associate will have both internal and external facing responsibilities grounded in serving the nation's Tribes to advance the mission of NIHB through specialization in the Medicare and Medicaid system and providing technical assistance to Tribes, Tribal organizations, and the federal government. The Medicaid and Medicare Policy Associate must have an understanding of the Medicare and Medicaid system, the Children's Health Insurance Program (CHIP), Health Insurance Exchanges, and the federal trust relationship with Indian Tribes. The position requires strong organizational and communication skills, and the ability to think strategically about how to support Tribes and Tribal leaders as they seek to expand their healthcare access. The successful candidate will be an individual with vision, passion, commitment, knowledge, skills and a proven track record in achieving measurable advancements in health policy and programs.

Duties and responsibilities of this position include, but are not limited to the following:

The Medicare and Medicaid Policy Associate is a key position within NIHB, providing critical programmatic and policy support to the NIHB leadership and funders. This position will be primarily responsible the following duties:

- Work with CMS, Tribal Technical Advisory Group (TTAG), and the Medicare, Medicaid and Health Reform Policy Committee (MMPC) to organize phone and in-person meetings, update rosters, maintain communication platforms, take and disseminate notes, and other logistical activities as needed;
- Disseminate relevant information and proposed comments and related to proposed rules and requests for information issued by the Centers for Medicare and Medicaid Services (CMS), and assist with gathering input on the comments;
- Prepare meeting and briefing materials for MMPC and TTAG members;
- Provide information and technical assistance to Tribes and states on reforms to their Medicaid programs;
- Work with department staff to provide factual information, review, and analysis of legislative and policy issues that are relevant to Medicaid and Medicare and disseminating this information to Tribes, Tribal organizations and partners;
- Research regulatory and legislative issues in order to ensure the preparation of comments that are complementary to previous comments, policies, Board or organization directives;
- Assist with efforts to build, promote and maintain relationships and partnerships that advance the mission of NIHB;

- Assist as needed in planning and implementing the NIHB Annual Consumer Conference and Tribal Public Health Summit, and other meetings and events;
- Providing reports and updates to the NIHB Board of Directors, senior leadership, and funders; and
- Work effectively and efficiently with all internal staff, Indian Country stakeholders, external vendors/contractors, and others.

Required qualifications include, but are not limited to the following:

- Undergraduate or graduate degree in political science, health policy, health administration, or other relevant field;
- Experience in policy, research, and analysis
- Possess excellent verbal and written communications and interpersonal skills, including proven success and experience with public speaking and meeting facilitation;
- Experience with the Indian health care delivery system
- Ability to work with diverse teams of people
- Ability to multi-task and manage priorities
- Strong organizational skills combined with the capacity to execute on priorities in a timely manner; and
- A strong interest in American Indian and Alaska Native health.

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 interfering 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 care for all American Indian and Alaska Natives.

This position is full-time and is based in our offices in Washington, DC. No relocation funding is provided. **American Indians and Alaska Natives strongly encouraged to apply.** Please see www.nihb.org for more information. EOE.

HOW TO APPLY: Interested candidates prepare the following information about yourself and email it as instructed below:

- Your resume;
- Your cover letter;
- Salary history

Send your application packet to jobs@nihb.org with your name and the title of the position you are applying for in the subject line.