

# National Indian Health Board



## **Seeking an enthusiastic Policy Analyst to assist with national efforts to advocate for Indian health**

The National Indian Health Board (NIHB) is seeking to hire a Policy Analyst to help with activities to support tracking and responding to federal health policies and regulations as they impact Indian Country. The Policy Analyst will report to the Director of Policy and will be a member of the NIHB Policy Center. This is a position requiring a combination of education, experience, cultural competency and political acumen that would adequately prepare one for a critical role at a national, Tribal, non-profit organization. The Policy Analyst will have both internal and external facing responsibilities grounded in serving the nation's Tribes to advance the mission of NIHB through excellence in regulatory tracking, policy analysis, advocacy, outreach, technical assistance, research and related projects. The Policy Analyst must have a strong understanding of health care delivery, the federal trust relationship with Indian Tribes as well as the legal, policy and political frameworks impacting Direct Service and Self-Governing Tribes. The position requires strong organizational and communication skills, project management capabilities, and the ability to think strategically about how to support Tribes and Tribal leaders as they seek to strengthen 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:**

- Identify, track and analyze health and public health related policy and programs that impact American Indian and Alaska Native (AI/AN) Tribes and Tribal members as well as the Indian Health Service, and Tribal health programs (I/T/Us);
- Prepare a range of outreach and education materials for a variety of audiences so that NIHB constituents are apprised of proposed or current policy impacting or holding potential to impact the Indian health system; a major focus of this work includes Medicare, Medicaid, CHIP, private insurance, and other Affordable Care Act (ACA) established programs;
- Organize, respond to and write official responses and/or comments related to proposed rules and requests for information issued by federal operating divisions (including, but not limited to the Centers for Medicare and Medicaid Services [CMS], Indian Health Service [IHS], Centers for Disease Control and Prevention [CDC], the Department of Health and Human Service [HHS], and Department of Veterans Affairs [VA]).
- Communicate written responses and comments to Tribes and Tribal organizations as well as develop templates for others to use;

- Provide content for NIHB newsletter, website, and other publications.
- Provide information and technical assistance to Tribes and states on reforms to their health programs.
- Assist Tribes and federal divisions in the development of policy that is culturally appropriate and improves greater access to healthcare and related programs.
- Enhance health care resources to Indian Health Service and Tribal health programs.
- Provide information, review, and analysis of legislative and policy issues to Tribes, Tribal organizations, and partners.
- Represent NIHB at meetings and provide prepared updates on policy issues.
- 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 National Tribal Health Conference and Tribal Public Health Summit, and other meetings and events;
- Provide reports and updates to the NIHB Board of Directors, senior leadership, and funders.
- Assist in grant writing and program evaluation activities; 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:**

- Advanced degree in political science, health policy, health administration, law or another relevant field.
- Knowledge and familiarity with titles XVIII and XIX of the Social Security Act, the Indian Self-Determination and Education Assistance Act, the Affordable Care Act and the Indian Health Care Improvement Act;
- At least five years' 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.
- Strong experience in health policy development and solid analytic skills combined with knowledge about the national health care agenda, issues, impacts, and trends, as they relate to American Indian and Alaska Native Tribes.
- Abilities to learn quickly and efficiently, work with diverse teams of people, multi-task and manage priorities.
- Experience administering federal grants and contracts.
- Experience with the Indian health care delivery system.
- Keen attention to detail.
- Strong organizational skills combined with the capacity to execute on priorities in a timely manner; and
- A strong interest in and commitment to 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. Please see [www.nihb.org](http://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 letters.
- Salary history

Send your application packet 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.