

National Indian Health Board



Job Description Policy Analyst

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. S/he will report to the Director of Federal Relations and will be a member of the Federal Relations Department. This is a position requiring a combination of education, experience, cultural competency and political acumen that would adequately prepare one for a senior 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, 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 as well as compacting and contracting 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 for Tribal Communities.

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

- Review the Federal Register to identify health and public health related regulations issued and policies developed that impact American Indian and Alaska Native (AI/AN) Tribes and Tribal members as well as the Indian Health Service, Tribal and urban Indian health programs (I/T/Us);
- Prepare a summary of the regulation or policy with consideration and analysis included about the potential impact of and/or the concerns with the existing or other pending federal regulations and/or health reform policy on AI/ANs and I/T/Us and on AI/ANs access to care (including Medicare, Medicaid, CHIP, and 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;
- Analyze the regulations issued and policies developed by federal divisions to determine the degree to which the comments and recommendations made by the NIHB, and/or Tribes and other Tribal organizations have been incorporated into the regulation and/or policy;
- Produce quarterly and annual reports that summarize the impacts of the regulations and initiatives on provision of health care in the I/T/U systems and AI/AN beneficiaries;
- 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 factual information, review, and analysis of legislative and policy issues to Tribes, Tribal organizations and partners.
- Represent the NIHB at meetings and provide prepared updates on regulatory 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; 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:

- JD, (Juris Doctorate), Graduate or doctorate degree in political science, health policy, health administration, or other relevant field;
- Knowledge and familiarity with titles XVIII and XIX of the Social Security Act, the Indian Self-Determination and Education Assistance 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/or contracts (preferred but not required)
- 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 American Indian and Alaska Native health.

This is a full time, Washington DC-based position; up to 25% travel will be required.

American Indians and Alaska Natives strongly encouraged to apply. Please see www.nihb.org for more information. NIHB is an Equal Opportunity Employer.

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

1. Your resume;
2. Your cover letter;
3. Salary history

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

Applications are reviewed on a rolling basis until a qualified candidate is secured.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).