

National Indian Health Board



Policy Analyst

POSITION SUMMARY

The National Indian Health Board (NIHB) seeks a confident, self-motivated, purpose-driven, and creative Policy Analyst who will contribute to work that impacts the health and well-being of millions of American Indian and Alaska Natives (AI/ANs). The Policy Analyst work will involve monitoring regulations and agency activity, policy, and budget analysis; Tribal Consultation; technical assistance to Tribal leaders and representatives, federal agency officials, and other policymakers through service on various federal Tribal Advisory Committees; and special projects related to health care, with a focus on those that impact AI/AN health. The ideal candidate will understand health care delivery, public health, behavioral health, the federal trust responsibility, and the legal, policy, and political frameworks impacting the Indian health care system. Additionally, an ideal candidate will have experience and expertise with Medicare, Medicaid, and CHIP programs. The Policy Analyst will also work with the rest of the Federal Relations team to develop strategies to advance other aspects of [NIHB's Legislative and Policy Priorities](#). Reporting to the Federal Relations Director, this full-time position is based in our Washington, DC office and requires up to 25% travel.

POSITION RESPONSIBILITIES

- Tracks, analyzes, and reports current regulations, including but not limited to those related to Medicaid and Medicare programs and other policies and agency actions impacting AI/AN health.
- Prepares talking points, testimony, comments, resolutions, technical reports, data analysis, and white papers on AI/AN health-related issues.
- Organizes, responds to, and drafts official responses and 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]).
- Educates federal agencies on ways to improve health care and public health programs and services to AI/ANs

- Provides technical support and occasional representation at relevant meetings and conferences, including the meetings of federal Tribal Advisory Committees.
- Assists Tribes and federal agencies in developing culturally appropriate policies that enhance Tribal health equity and improve access to healthcare and related programs.
- Identifies opportunities to advance NIHB's strategic plan and legislative and policy priorities in the federal and congressional policymaking arenas
- Develops and maintains effective relationships with NIHB staff, Tribal stakeholders, federal partners, and other Indian health advocates.
- Monitors department grants and contracts and supports the planning, implementation, evaluation, and dissemination of deliverables.
- Other duties as assigned.

REQUIREMENTS

- A minimum of a Bachelor's Degree in a relevant field is required, and an advanced degree in political science, health policy, health administration, law, or another relevant field is preferred. An equivalent combination of education and experience working on federal Indian policy or with American Indian/Alaska Native Tribal governments will be considered.
- Experience working on health policy, federal Indian policy, or with American Indian/Alaska Native Tribal governments, as well as working collaboratively with diverse stakeholders, including Tribal Leaders, Tribal health programs, intertribal organizations, legislative staff, federal agencies, and non-governmental organization
- Experience and familiarity with the Indian healthcare system and health policy issues, including knowledge of the Indian Health Service, Medicare and Medicaid, the Indian Self-Determination and Education Assistance Act (ISDEAA), and Tribal public health issues.
- Must possess excellent verbal and written communication and interpersonal skills, including proven success and experience with public speaking and meeting facilitation.
- Abilities to learn quickly and efficiently, work with diverse teams of people, multi-task and manage priorities.
- Must possess cultural sensitivity and ability to work within the customs and traditions of various Tribal nations.
- A strong appreciation for NIHB's vision and a commitment to Tribal health equity and improving the health and well-being of AI/AN peoples.

HOW TO APPLY

Qualified candidates are invited to send your cover letter, resume, and two professional writing samples to jobs@nihb.org. Cover letter must be specific to the position, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and the position for which you are applying.

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

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:

- Medical, dental, and vision coverage with premiums fully paid by NIHB
- 401(k) plan with 10% company match
- Annual leave and sick leave
- Federal holidays