

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 1/26/18

Job Title: Health Policy Analyst
Reports To: Director of Government
Affairs/Policy Analyst
Starting Wage: \$65,000-75,000 DOE

Status: Exempt, Salaried
Classification: 1.0 FTE, Regular
Location: Portland, OR

Job Summary:

The Northwest Portland Area Indian Health Board (NPAIHB) provides health care advocacy on behalf of the 43 Tribes of Idaho, Oregon and Washington. The Policy Analyst supports the Director of Government Affairs and performs policy research, analysis, and development on American Indian/Alaska Native health, behavioral health, Medicaid/CHIP, Medicare, and veterans issues. This includes reviewing and interpreting federal and state policy; conducting research; analyzing data to determine policy options and impacts; developing policy recommendations; developing high quality legislative and policy documents for Northwest Tribes; and working individually and with other staff under direction of the Director of Government Affairs.

This job requires travel within the Northwest and to Washington, DC, occasional travel to other locations for regional or national meetings. Discretion, good judgment and ability to handle confidential information are required since this position is part of the health policymaking effort of Northwest Tribal Leaders.

Essential Functions:

1. Assists Director of Government Affairs with maintaining ongoing communication between NPAIHB, the Indian Health Service, tribes and other governmental agencies and tribal governments.
 - Prepares bi-weekly tracker of federal legislation, regulations, memoranda and other policy documents.
 - Prepares list of important Indian health policy calls.
 - Assists with legislative alerts and legislative updates.
 - Assists with articles to Health and News and Notes.
 - Assists with updating legislation/policy information on Board's webpage.
 - Assists with gathering information for weekly mail-out.
 - Scans internet sites and the media to provide information to tribes on health issues.

2. Works with Director of Government Affairs to provide timely Indian health policy information to Northwest tribes.
 - Analyzes federal and state laws, rules, regulations, and guidance relating to Indian health and behavioral health, Medicaid/CHIP, Medicare and veterans.
 - Conducts research on best practices.
 - Develops Indian health high quality legislative and policy documents (e.g., white papers, background papers, briefings, resolutions, testimony, comments, timelines, tables, charts, presentations, talking points, articles memoranda, etc.).

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- Works with Northwest Tribes to request input on policies and determine impact on Northwest Tribes.
 - Takes notes at meetings and provides meeting minutes as requested.
 - Contributes to NPAIHB database of legislation and policy information.
3. Participates in policy meetings (in person, conference calls and webinars) and conferences with federal, state and tribal representatives.
- Sets up policy meetings with federal, state and tribal representatives as requested.
 - Prepares meeting schedules and agendas as requested.
 - Tracks follow-up items from policy meetings.
 - Attends quarterly Board meetings and other meetings and conferences related to Indian health concerns as assigned.
 - Conducts and makes presentations at national, regional and local conferences as assigned.
 - Facilitates discussions at national, regional and tribal meetings and conferences as assigned.
4. Provides technical assistance to Northwest Tribes at national, regional and local conferences on health policy issues as assigned.
- Tracks requests for information from federal, state and tribal representatives.
 - Responds to requests for information as assigned.
 - Prepares Indian health legislative and policy information for Northwest Tribal leaders as assigned.
 - Briefs Northwest Tribal Leaders on Indian health legislative and policy issues as assigned.
5. Works with Director of Government Affairs to make efficient use of Board resources and organizational priorities.
- Assists with preparation of quarterly report of activities for the Board and IHS.
 - Works closely with co-workers to identify policy options to ensure alignment with services and programs, and impacts based on research and data.
 - Works cooperatively with other NPAIHB staff in a team atmosphere that promotes the mission of the Board.

Additional Functions:

- Performs other duties and assignments as directed by the Director of Government Affairs.
- Prepares a Monthly Activity Report (MAR) and provides to the Director of Government Affairs at the end of each month.

Standards of Conduct:

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.

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- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized workstation and office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

Qualifications:

- A Bachelor's Degree with a Master's Degree in public policy or health-related field.
- Two years of specific work experience which includes the preparation of written analyses of policies, legislation, regulations, etc. (Please provide two examples with application).
- Knowledge of Indian health policy and legislation, including the Medicaid, Medicare and Veteran's Administration programs is required.
- Experience working for a tribe or tribal organization is highly desirable.
- Must have excellent writing skills.
- Must have effective oral communication skills and experience in presenting information publicly.
- Must be highly organized and motivated, and be able manage complex projects and carry out all responsibilities of the job requirements with minimal day-to-day supervision.
- Must demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other professionals and facilitating participation and partnership in the activities of the program
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint).
- Must be able to travel, as requested.

Typical Physical Activity:

Physical Demands: Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

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Physical Requirements: Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements: Local travel is required occasionally. Overnight travel outside of the area is frequently required.

Disclaimer: The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

**Human Resources Coordinator
2121 SW Broadway, Suite 300
Portland, Oregon 97201
FAX: (503) 228-8182
Email: HR@npaihb.org**