



## POSITION DESCRIPTION

# Tribal Health Policy Specialist

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<b>REPORTS TO:</b>	Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC) Director
<b>LOCATION:</b>	Albuquerque Area Indian Health Board, Albuquerque, NM
<b>FLSA STATUS:</b>	Exempt (Full-Time)
<b>SALARY RANGE:</b>	DOE
<b>BENEFITS:</b>	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

## DESCRIPTION

Under the direction of the AASTEC Director, the Tribal Health Policy Specialist is responsible for monitoring, reviewing, and analyzing health policy, programs, regulations, and legislation and their impact upon Tribes, tribal health facilities/programs, and American Indian populations (with an emphasis upon the 27 Tribes in the AASTEC Service Area). This position is responsible for project planning, development, or coordination of policy projects; conducting policy research and analysis; policy monitoring; and preparation and dissemination of health policy related technical reports and other communication products. The Tribal Health Policy Specialist will also serve as a point of contact to tribal partners for technical support on health policy issues.

## DUTIES AND RESPONSIBILITIES

- Conduct policy research and analysis on American Indian and Alaska Native health policy issues, including healthcare systems, healthcare delivery, public health, and indigenous determinants of health.
- Conducts policy monitoring of local, state, and federal legislative and administrative bodies and political landscapes;
- Compiles technical information from various sources and prepare summaries, talking points, testimonies, memos, resources materials, reports, resolutions, presentations, issue papers, web and social media posts, and written responses about issues of concern to Tribes, tribal health facilities/programs, and American Indian populations (with an emphasis upon the 27 Tribes in the AASTEC Service Area).
- Prepares written analyses of Indian Health-related policies, legislation, and regulations for use by staff and for distribution to tribal partners.
- Maintains a database of legislative and policy information.
- Delivers public presentations on health policy issues to Indian and non-Indian audiences.
- Represents AASTEC at state and federal legislative hearings and meetings.
- Works closely with AASTEC and AAIHB programs to identify and provide technical support around health policy issues at tribal, regional, state, and national levels.

- Provides health policy related technical support and training to the 27 Tribes in the AASTEC service area
- Develops and sustains interdependent partnerships between AASTEC/AAIHB, Tribes, IHS, and Federal, State, and academic partners.
- Performs related tasks as assigned.

#### **KNOWLEDGE AND SKILLS REQUIRED**

- Demonstrated skills and experience developing and maintaining relationships with multiple stakeholders over long periods of time.
- Strong organizational, planning and project management skills with the ability to work efficiently and effectively both autonomously and in small teams.
- Ability to organize and manage multiple priorities.
- Ability to communicate effectively orally and in writing.
- Proficient public speaking skills.
- Awareness and keen appreciation of American Indian culture, and sensitivity to cross-cultural differences, and ability to work effectively within their context.

#### **QUALIFICATIONS**

- A Master's degree in Public Policy, Public Health or related field, or a Law Degree is preferred. Must have a Bachelor degree.
- Three years of health-related work experience preferred, including the preparation of written analyses of policies, preparing legislative testimony, preparing advocacy materials, legislative reports, or similar work experience.
- Must have strong analytical writing skills including the ability to produce a well-organized and informative extended narrative.
- Must demonstrate extensive experience and knowledge of state and federal agencies, the legislative process, Indian health legislation, and Medicaid and Medicare programs.
- Completion of background investigation is required as a condition of employment.
- Complete HIPPA certification within 30 days.
- Maintain a valid State driver's license and have ability to drive company-leased vehicle for company and project related business.

#### **WORK CONDITIONS/PHYSICAL REQUIREMENTS**

- Position is eligible for a hybrid schedule (minimum two office days per week). Must be a New Mexico resident.
- Travel to tribal communities and some national travel will be required.
- Able to meet vaccination or testing requirements necessary to come in direct daily contact with staff and public.
- Work is performed in a typical interior/office environment and noise level is usually minimal.

#### **PREFERENCE:**

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.