**Job Title:**  Director of Government Affairs & Health Policy

**Reports to:** Executive Director

**Salary Range:** $125,000 – $140,000 annually

**Benefits:** Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays

**Classification:** Salaried, Exempt

**Status:** Full-Time (1.00 FTE), Regular w/ Benefits

**Location:** Portland, OR

JOB SUMMARY

# About the Northwest Portland Area Indian Health Board (NPAIHB)

The Northwest Tribes have long recognized the need to exercise control over the design and development of health care delivery systems in their local communities. To this end, they formed the Northwest Portland Area Indian Health Board (also referred to as NPAIHB or “the Board”) in 1972. Guided by a vision of “Health and Wellness for the Seventh Generation,” NPAIHB is a 501(c)3 designated (non-profit) organization and Tribal organization, P.L. 93-638, under the Indian Self-Determination and Education Assistance Act (ISDEAA) serving the 43 federally recognized Tribes in the states of Idaho, Oregon, and Washington (Northwest Tribes). Tribes become voting members of the Board through resolutions passed by their governing body. Each member Tribe designates a delegate to serve on the NPAIHB Board of Directors.

Led by our Board of Directors, NPAIHB’s mission is to “eliminate health disparities and improve the quality of life of American Indians and Alaska Natives by supporting Northwest Tribes in their delivery of culturally appropriate, high-quality health programs and services.” We have a staff of over 120 professionals dedicated to advancing Tribal health for the 7th generation in the Pacific Northwest. The NPAIHB’s Strategic Plan 2020-2025 can be found [here](https://www.npaihb.org/wp-content/uploads/2023/12/About-5-Strategic-Plan-Final.pdf).

# Position Summary

The Director of Government Affairs & Health Policy (Government Affairs Director) provides support to the Executive Director and the Northwest Tribes by serving as the primary resource for federal and state policy information; ensures that Northwest Tribes have the information and resources to advocate on health policy issues affecting their Tribes and citizens; ensures that federal and state government representatives are informed about Northwest Tribes health policy priorities and programs; and oversees projects to increase the number of American Indians/Alaska Natives with careers in healthcare and health policy.

The Government Affairs Director must have excellent communication skills, both verbal and written, and the ability to take complex health policy information (legislation, regulations and other policy) and summarize the information into clear and concise policy documents for Northwest Tribes. The Government Affairs Director must also be an exceptional leader who can strategize on policy and program matters with staff to accomplish priorities. Discretion, good judgment, and ability to handle confidential information are required as this position supports policy-making efforts of Northwest Tribal Leaders.

The Government Affairs Director reports to the Executive Director. This position serves as part of the NPAIHB Management Team. This job requires extensive travel within the Northwest and to Washington, DC, and occasional travel to other locations for national meetings (approximately 60% of the time).

# Essential Functions

## Setting and Implementing Annual Legislative and Public Health Policy Priorities for the Northwest Tribes

* Collaborates with the Northwest Tribes (including Tribal leaders, NPAIHB Delegates, and Tribal Health Policy Directors) and the Executive Director to establish and implement annual legislative and policy priorities for the public health needs of Northwest Tribal people and communities
* Updates policy priorities throughout the year as directed by the Northwest Tribes
* Provides updates on the work and priorities of the Department of Health and Human Services/Indian Health Service (HHS/IHS) Tribal Advisory Committees
* Provides guidance and support to the Executive Director and NPAIHB staff on changing developments in health programs, policies, regulations, and legislation (including HHS and IHS appropriations) which may require NPAIHB attention and action
* Coordinates Tribal consultations, meetings and conference calls to further priorities or address emerging issues
* Acts as a Technical Advisor to Northwest Tribal leaders who serve in Primary or Alternate positions on Tribal Advisory Committees for the Portland Area
* Provides timely technical assistance and/or training to Northwest Tribes, and tracks details of these efforts for reporting
* Prepares the Indian Health Service annual report of activities for the 638 Contract

## Serves as a Clearinghouse for Tribal Health Policies & Information Impacting the Indian Health System

* Researches, aggregates, analyzes, and provides information and guidance to Northwest Tribes and its stakeholders on state and federal health programs, policies, regulations, legislation (including HHS/IHS appropriations) and other policies impacting the Indian health system
* Develops and maintains ongoing communication between NPAIHB, Northwest Tribes, the IHS, and other federal and state governmental agencies
* Reviews state and federal legislation (including HHS/IHS appropriations), regulations, other policies, and news sources pertaining to health care affecting the Indian health system
* Organizes Northwest Tribal caucuses to discuss policies and obtain input from Tribal leaders, NPAIHB Delegates, and other Tribal representatives
* Prepares timely written analyses of Indian health related policies, legislation, regulations, etc., for distribution to Northwest Tribes
* Disseminates timely legislative alerts and legislative & policy updates
* Contributes articles to the quarterly NPAIHB *Health and News and Notes* newsletter, and coordinates content for policy topics when occasionally featured as the theme for the issue
* Works closely with the Communications Director and Communications staff as to policy-related social media
* Ensures timely policy information is posted to NPAIHB’s webpage

## Represents NPAIHB at National, State, Regional, and Tribal Levels

* Attends meetings and conferences, and serves on committees and workgroups to further NPAIHB legislative and policy agenda and to support special programs
* Prepares well-written materials for meetings, including position papers, talking points, one-pagers, presentations, or other documents
* Attends, presents, and/or provides technical assistance at national and regional meetings, conferences or consultations

## Serves as a Member of the NPAIHB Management Team\*

* Participates in and supports all NPAIHB planning activities – both institutional and programmatic, including strategic planning
* Works to make efficient use of all human and financial resources, integrate programs and services, and have effective coordination of organizational priorities
* Works collaboratively to create an organization that is proactive and able to process decisions, authorizations, transactions, and services effectively, efficiently, and consistently
* Monitors and reports on program accomplishments, workload trends and needs, and unmet needs
* Participates in the review and development of NPAIHB policies and procedures
* Brings concerns or issues raised by direct reports and/or other staff to the Management Team, as well as proposed solutions, for discussion at Management Team meetings
* Provide updates to the Executive Director and/or Board of Directors and its Committees as requested by the Executive Director
* Assist with special projects as assigned by the Executive Director or designee
* \*Upon completion of Probationary period (see “Qualifications”)

## Supervisory Responsibilities

* Supervises two (2) policy staff, including assisting with hiring, preparing performance evaluations, reviewing work plans, and assigning and reviewing new projects
* Prepares and manages contracts and workload with outside consultants
* Evaluates and coaches the performance and expectations of all staff and contractors, including identifying and coordinating training and professional development needs
* Ensures that staff and contractors are following organizational policies, procedures, and directives, and requirements of NPAIHB partnering agencies and other relevant parties
* Completes staff performance evaluations within 30 days of employee’s anniversary date, and within 30 days of the completion of employee’s six-month probationary period (as applicable)
* Works in collaboration with Executive Director and Human Resources on staff disciplinary procedures as outlined in the Program Operations Manual

## Administrative and Reporting Functions

* Oversees the preparation and submission of all required policy reports
* Engages staff in the collection of pertinent information and data to meet reporting requirements
* Drafts or reviews external contracts
* Prepares a Monthly Activity Report (MAR) and provides to the Executive Director at the end of each month

# Other Duties

* Performs other duties as assigned by the Executive Director or designee

# Standards of Conduct

* Act in service to the Tribes and Tribal communities we serve
* Uphold the Mission, Values, and Vision of the NPAIHB
* Maintain the highest level of confidentiality with all NPAIHB information and documentation
* Consistently exhibit professional behavior and a high degree of personal and professional integrity and impartiality appropriate to the responsible and confidential nature of the position
* Exercise good judgment and initiative in performance of duties and responsibilities
* Demonstrate high emotional intelligence in the performance of all duties and responsibilities
* Orientation toward learning, innovation, service, and the building of second-line leadership
* Commitment to building an organizational culture which centers NPAIHB’s service to Tribes, promotes professional excellence, and builds an environment where employees grow and thrive
* Commitment to build an inclusive workplace across a range of identities and experiences, including (but not limited to) geography, age, gender identity, gender expression, sexual orientation, ethnicity, class, language, disability, religion, spiritual practices, and immigration status
* Sees diversity as a strength, and equity as a baseline
* Work in a cooperative manner with all levels of management and with all NPAIHB staff
* Effectively plan, organize workload, and schedule time to meet workload demands
* Use reasonable judgment to consistently display professional work attire during normal business hours, and/or dress appropriately for the workday, space, or event in lieu of a formal dress code
* Be present, available, and responsive for meetings and calls during regular working hours
* Commit to sharing knowledge and building expertise by participating in all virtual spaces in our workplace with cameras on
* Show consideration by communicating effectively and building collective understanding
* Recognize that relationships are the cornerstone of NPAIHB’s work by treating all NPAIHB delegates/alternates, partners, staff, and American Indian/Alaska Native people with dignity and respect
* Participate willingly in NPAIHB activities

# Qualifications

## Education

Minimum education required:

* Bachelor’s Degree in Public Health, Health Policy, Health Management, Public Policy, or related field

## Experience

Minimum experience required:

* At least one (1) year of experience working in an administrative/project coordination position
* At least one (1) year of professional experience working with Tribes, Tribal organizations, Tribal communities, or Tribal health clinics

Additional experience preferred:

* Direct experience working with Northwest Tribes
* Direct experience working in Indian Health Policy advocacy

## Required Knowledge, Skills, and Abilities

* Demonstrated knowledge, discretion, tact, judgment, and overall ability in working effectively with federal, Tribal, and other professionals, and facilitating participation and partnership in activities
* Demonstrated knowledge of the Indian Self-Determination and Education Assistance Act, Indian Health Care Improvement Act, and other relevant Indian health policy and legislation
* Intermediate skill proficiency (expert preferred) with computer applications (specifically Word, Excel, PowerPoint, and other Microsoft Office Suite programs)
* Strong technical writing skills, including good spelling and grammatical skills, and the ability to produce polished writing under a deadline
* Excellent research and analysis skills
* Excellent interpersonal skills, including sensitivity to cross-cultural differences, and abilty to work effectively within their context
* Excellent organizational skills
* Demonstrated ability to reliably uphold scheduling commitments, including a good attendance record
* Demonstrated ability to engage in community mobilization and education around public health issues
* Ability to make professional oral presentations in settings at the national, regional, and community levels, as well as in Tribal settings
* Ability to work with minimal supervision, exercise initiative, and make independent decisions and recommendations
* Ability to complete tasks in a timely and accurate manner
* Ability to communicate in a friendly, courteous and professional manner
* Ability to travel very frequently (approximately 60% of the time)

# Probationary Period

External applicants must agree to serve a minimum six-month probationary period during which time their employment can be terminated at will. For the purpose of evaluating job performance, internal applicants must agree to serve a minimum six-month probationary period when job duties change significantly.

# Work Conditions

## Physical Demands

This position:

* 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)
* Occasionally involves light work (exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects)

## Physical Requirements

This position:

* Consistently requires the ability to receive detailed information through oral communication and 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 hands and arms
* Occasionally requires raising objects from a lower to a higher position, or moving objects horizontally
* 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 and/or overnight travel outside of the area is very frequently required (approximately 60% of the time).

# 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 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, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

**Apply online at:** <https://www.applicantpro.com/openings/npaihb/jobs>

**SEND RESUME AND APPLICATION TO:**

NPAIHB Human Resources Department

2121 SW Broadway, Suite 300

Portland, Oregon 97201

FAX: (503) 228-8182

Email: [HR@npaihb.org](http://HR@npaihb.org)