



# ALASKA NATIVE HEALTH BOARD

## POLICY SPECIALIST POSITION DESCRIPTION

Open until Filled

### **Job Summary:**

The Alaska Native Health Board (ANHB) is seeking a motivated individual to work with ANHB management. The Policy Specialist has responsibility to provide policy research, analysis and technical assistance on ANHB priorities for state & federal legislative affairs and related functions to support ANHB's mission and vision.

### **Essential Functions:**

1. Supports on-going work efforts and communication with ANHB Management.
  - Supports the planning and implementation, with tribal leadership guidance, of ANHB's state and federal legislative strategy for ANHB.
  - Supports facilitation and leadership working with member organizations in synthesizing a unified Native voice for health policy and advocacy.
  - Prepares weekly legislative alerts and legislative updates.
  - Updates information on legislation/policy on the ANHB's website.
2. Prepares technical reports and review of Tribal Health-related policies, legislation, regulations, etc. for the development of positions and policy briefing papers on tribal and rural health topics for distribution to ANHB Member organizations and to be utilized by tribal, state and federal agencies.
  - Reviews materials pertaining to tribal health care issues.
  - Tracks legislative and policy information.
  - Assists ANHB staff in preparing resolutions, presentations, issue papers and written responses to issues of concern to Alaska Tribes.
3. Provides technical assistance with planning and facilitating regional training sessions on Indian health issues and as assigned.
  - Participates on committees, meetings and provides staff support as assigned.
  - Collects information on content and process of legislation and requirements of key programs such as Health Care Reform, Indian Health Care Improvement Act, Medicare, Medicaid, State Children's Health Insurance Program, and major health initiatives of interest to constituency.
  - Prepares weekly report of activities for ANHB Board Members in conjunction with ANHB management.
4. Consistently Exhibits Professional Behavior as a standard of conduct in fulfilling the role of the position.
  - Works collaboratively to create an organization that is proactive, and able to process decisions, authorizations, transactions and services effectively, efficiently and consistently.
  - Assists with special projects as assigned by the President/CEO.
  - Works in a cooperative and professional manner with all ANHB staff and Member representatives.
  - Treats Board members/alternates as sovereign dignitaries, with dignity and respect, and is considerate by using their time wisely and communicating effectively.
  - Abides by the ANHB policies, procedures and structure.
  - Interacts with outside agencies in a business manner and informs the President/CEO of unresolved issues.
  - Attends meetings, conferences and training to stay abreast of issues and to enhance skills that will improve overall program activities and objectives.
  - Maintains confidential information.

---

Employee Name:



# ALASKA NATIVE HEALTH BOARD

## POLICY SPECIALIST POSITION DESCRIPTION

Open until Filled

### **Qualifications:**

1. Applicant is required to have a Bachelor's degree or equivalent, with high-level policy experience or Master's degree preferred; experience working for a tribal organization and/or working state Legislative or Congressional staff is highly desirable. (Relevant, high-level work experience includes the preparation of written analyses of policies, legislation, etc.)
2. Must have excellent technical writing and oral abilities; able to maintain quality and accuracy while producing regularly and frequently, often with short lead times.
3. Must have experience developing and presenting to high-level dignitaries and representatives as well as to lay community members.
4. Knowledge of the Alaska Tribal Health System or Indian health legislation, programs, and policies is very desirable.
5. Must have the ability to use word processing, update websites, the Internet and other on-line services.
6. Applicant must possess a valid driver's license and use of a personal vehicle. Employees are required to carry liability insurance.

**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.

**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, state and national travel may be regularly 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.

ANHB is a drug free workplace.

**This is an accurate description of the essential functions of my position.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

*Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the ANHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization.*

\_\_\_\_\_  
Employee Name: