



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilanka Community Health Center Self-Governance & Development Director

Team: ICHC Administration
Reports to: ICHC Executive Director
FLSA Status: Exempt from Overtime

Salary Range: DOE
Schedule: Part-time, Regular
Last Revised: October 2023 (initial)

The Self Governance and Development Director provides effective, strategic policy and financial guidance and advocacy for all NVE/ICHC Tribal Health Self-governance and health system development activities in accordance with strategic priorities as developed by the NVE Health Board, enforcing authorities of P.L. 93-638, the Indian Self-Determination and Education Assistance Act of 1975 (ISDEAA) and other legal doctrine. Amended several times over the years, ISDEAA gives Indigenous Tribes greater control and decision-making authority over Federal funds provided for the benefit of the Indigenous people they govern. Tribes and the United States have government-to-government relationships through self-governance, providing Tribal governments the power to exercise their sovereignty with minimal Federal interference. The Native Village of Eyak is a federally recognized self-governing tribe and is a Tribal Co-signer to the Alaska Tribal Health Compact.

RESPONSIBILITIES/DUTIES:

- Responsible for NVE health-related self-governance legislative and policy development, oversight of the NVE Tribal IHS Compact and Funding Agreement (FA), including proposed amendments to the IHS Alaska Tribal Health Compact (ATHC) and FA legal language and negotiation of national and Alaska Area Tribal Shares. Serves as the Self-Governance health liaison, under direction of the Executive Health Director, on behalf of NVE's Katuwaq Community Health Board (KCHB) with federal, state, Tribes and other state and local governments. Provide continuous oversight to NVE's Self-Governance health-related endeavors to properly inform decisions regarding evolving Self-Governance principles and trends.
- Assists with NVE health system planning and development of health programs, services, functions and activities, including capital projects, as directed by the Katuwaq Community Health Board and the Executive Health Director. Analyze Self-Governance programs, develop recommendations to redesign specific programs and services which may better meet the needs of NVE Tribal citizens.
- Actively participates in negotiation of the Indian Health Service Compact and Funding Agreement and other health-related Tribal health agreements. Analyze HHS/IHS budget allocation criteria by budget classification and identify likely funds for transfer to NVE from HHS/IHS budgets. Continually review HHS/IHS programs for potential transfer to

- NVE control. Analyze appropriate scope of work and financial data on a continuous basis in order to prepare the proposal(s) for each year's Annual IHS Funding Agreements.
- Develop, and provide upon request, information and materials for educating the Katuwaq Community Health Board, Tribal membership, and staff about Self-Governance.
- Works closely with the NVE Executive Health Director, committees, boards, agencies, and all levels of government officials, to develop, enhance, and represent NVE's Self-Governance interests at the National, State, and local level effectively and consistently.
- Works closely with other ICHC departments to identify and develop new Tribal health and other funding sources, projects, and programs, as related to healthcare.
- Assists with project management development activities as directed by the Executive Health Director for expansion of Tribal health services and facilities projects.
- Attends all health board meetings preparing comprehensive written and verbal reports as requested.
- Actively participates in local, state, and federal organizations/forums such as Tribal Community health events, ANHB, HHS/IHS committees and workgroups, NIHB, Tribal Self Governance, NCAI, State of Alaska Department of Health, and others as directed by the Executive Health Director to promote and represent Native Village of Eyak health interests and concerns.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Possess strong knowledge of the business principles and practices related to the operations of tribal health organizations under Self-Governance.
- Demonstrate strong knowledge of Federal regulations, guidelines, legislation, and budget formulation related to Self-Governance.
- Demonstrate skill in interpreting Federal contractual language, particularly as it relates to Self-Governance issues.
- Demonstrate effective leadership and administrative skills to meet KCHB Self-Governance Strategic goals and initiatives.
- Ability to prioritize and exercise sound, independent judgement to communicate effectively to advance a variety of complex NVE health priorities with all levels of legislative and government bodies.
- Strong analytical and critical thinking skills needed to address complex health policy and fiscal issues, evaluate alternative solutions, and advise on effective courses of action.
- Excellent verbal and written communication skills.
- Establish and maintain cohesive working relationships with other entities, the public, tribal members, and staff.
- Must be adept at creating a positive and team-based culture within the organization.
- Demonstrated ability to respond and interact effectively within a multi-tiered Alaska Tribal health system environment.
- Proficient in the use of Microsoft Office Suite programs such as Word, Excel, and PowerPoint.
- Able to work a varying schedule to include travel and attending required meetings.
- Must be able to pass a background check, which includes fingerprinting.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in business or public administration or related field, plus five years’ experience in Tribal government management, preferably in health. An appropriate combination of post-secondary education and professional level experience may be substituted for the above.
- Two years’ experience of contract negotiations preferred.

CERTIFICATIONS AND LICENSES:

- Current State of Alaska Drivers’ License may be needed.

WORK ENVIRONMENT:

- Work will be completed in a remote setting with some work being completed in a medical primary care clinic.
- Regularly sit for long periods of time to complete work.
- Typically lift 15 pounds to move and coordinate work.
- Regularly manipulate a variety of data via verbal, written and electronic media.
- Regularly use high level of cognitive function to interpret information, make independent decisions and complete tasks.
- Usual tasks do not involve exposure to blood, body fluid, or tissues but job has potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

DISCLAIMER

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date