



USET

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VACANCY ANNOUNCEMENT

USET Health Policy Analyst

Date: November 4, 2016

Brief Description of Duties to be performed: The Health Policy Analyst provides support to the United South and Eastern Tribes, Inc. (USET) Director-Tribal Health Program Support and Executive Director. They will exercise significant discretion in carrying out the position's responsibility for reviewing, analyzing, and providing detailed reports regarding health programs, regulations and legislation associated with the Department of Health and Human Services (DHHS) and related agencies, specifically the Indian Health Service (IHS). This position will be based out of USET's Washington, DC office.

Minimum Requirements: Minimum of a Bachelors Degree in Health Administration or closely related field obtained from an accredited college or university that has equipped the applicant with the specific knowledge, skills and abilities to successfully perform the duties of the position. Incumbent must possess excellent analytical, verbal and written communication skills. Ability to exercise independent decision making, high level of computer proficiency. Ability to travel and work irregular hours as necessary.

Position posted: November 4, 2016

Closing date: December 5, 2016

Please send cover letter and resume' to:

Tammy Neptune, Human Resources Dept.
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