

Position Description

Title: Tribal and Community Liaison	Salary Range: \$55,000 - 70,000 DOE
Reports To: Operations and Governance Manager	Status: Non-Exempt; 1.0 FTE
Supervises: None	Location: North Sound ACH Region (Island, San Juan, Snohomish, Skagit, Whatcom Counties)

Position Summary

This position will manage the planning, operations, assessment, analysis and performance of North Sound Accountable Community of Health (North Sound ACH) relationships with tribal and community partners.

Essential Job Functions

- Work collaboratively with tribal and community leaders to develop and foster relationships, and accountabilities relative to the North Sound ACH community proposed projects.
- Assist ED with staffing the Board’s Tribal Alignment Committee.
- Develop strong working relationships with tribal and community teams; work to understand perspectives and create an environment of mutual respect, trust, and buy-in.
- Lead initiatives to foster greater understanding among North Sound ACH Board and Committee members, about tribal communities, sovereignty, leadership, initiatives and history.
- Prepare briefing documents, presentations and reports that summarize impact of North Sound ACH decisions on tribal partners.
- Work with communications and administrative support team members; ensure that effective communication tools and practices are in place.
- Participate as a member of the core North Sound ACH team, acts as liaison to Health Care Authority, regional Health Coalitions, tribal and other key partners in the region; and in technical assistance sessions with other ACH projects across the state, as appropriate.
- Other duties as assigned.

Qualifications and Skills

- Bachelor’s degree from an accredited college or university in business, health education, administration, or a related field. Experience may be considered in place of degree.
- Four years of experience in facilitating cross-sector planning in the health, human services, and/or community services and managing groups with multiple perspectives and interests.
- Demonstrated experience and respect working with tribal partners; intimate understanding of tribal sovereignty and government to government relationships.
- Demonstrated facilitation, negotiation, consensus-building, and problem-solving skills.



- Solid decision making, problem solving approaches, and ability to support routine to complex analysis.
- Knowledge of strategies in the social determinants of health services, delivery systems around health and social supports.
- Demonstrated track record working with diverse stakeholders in politically complex environments to foster new coalitions or alliances.
- Public speaking and presentation skills.
- Strong communication skills; ability to present complicated issues in an accessible manner to diverse audiences.
- Demonstrated experience working with diverse public and private sector stakeholders to manage multiple, competing interests to reach shared goals.

Experience

- **Leadership:** Lead by example, maintain professionalism and respect for partners, and leverage communication strategies to promote effective organization change and culture development.
- **Commitment to Equity:** Leadership on improving equity and reducing health disparities, and how data (or lack of data) is relevant to achieving reduced disparities.
- **Project Management:** Manage and prioritize multiple projects, tasks and execute deliverables on time, within scope and budget. Work independently to plan, organize, and implement public health activities.
- **Computer Competency:** Advanced experience with MS Office suite, including Word, Excel, PowerPoint software programs, and Google Apps, including Docs, Spreadsheets and Google Drive, together with ability and desire to learn new applications.
- **Stakeholder Focus:** Maintain effective working relationships with current and emerging partners of North Sound ACH.
- **Dependability:** Demonstrate responsive and responsible behavior in fast-paced setting.
- **Ethics and Integrity:** Earn the trust, respect, and confidence of co-workers and stakeholders through honest, forthright, and professional interactions; respect and maintain confidentiality.
- **Teamwork:** Work effectively and respectfully with program staff, stakeholders, and other affected parties.
- **Time Management:** Plan and manage time effectively. Identify and manage competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.
- **Communication:** Excellent presentation skills; dynamically (persuasively) presenting ideas to management. Written documents are clear, direct, and succinct. Use tact and diplomacy in handling correspondence and in direct contacts.

Special Requirements

- A valid driver's license and proof of insurance are required. Successful candidate will have ready access to and ability to operate a motor vehicle.
- Incumbent is subject to a background check.



Working Conditions & Physical Requirements

Work is primarily performed in an office/meeting setting. Regular travel among the five-county service area required. Occasional evening and weekend meetings. Position requires hand manipulative skills working with electronic equipment and systems. May occasionally lift and carry items weighing up to 25 pounds. Must be able to hear verbal conversations over the phone and in-person with background noise. Vision acuity to perform read and complete documents.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

The North Sound ACH is an Equal Opportunity Employer