



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-008
HEALTH & HUMAN SERVICES
ADMINISTRATION
CLINICAL OPERATIONS OFFICER**

Position Title:	Clinical Operations Officer	Pay Level:	\$65,924 - \$98,886
Position Open Date:	12/16/2022 – Until Filled	Department:	Administration
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	POJHHS Director	Location:	Health & Human Services

POSITION SUMMARY:

Responsible for planning, directing and coordinating nursing, quality, environment of care, accreditation and quality improvement, in a matrix team approach to provide a safe, functional and effective environment for patients, staff members, and others. Collaborates with the Medical Director and executive management to develop objectives, policies, and procedures for the health center to adhere to accreditation and quality standards including AAAHC, HRSA, and CMS.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Bachelor's Degree in nursing, health services, or health/public/business administration; or closely related field, Master's degree preferred; AND five (5-10) years of progressive experience in an analytical, administrative, or clinical management, or supervisory role in the healthcare field; experience working with facility managers and analysis and/or coordination of administrative, clinical, or other service activities.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpuablo.org

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Analyzes and recommends changes in organizational systems, policies, and procedures
- Provides leadership to recognize and assist in solving clinical and administrative problems in nursing
- Provides clinical expertise in nursing skills and functions, ensuring high quality training
- Supports Nurse Manager to accomplish patient-care goals and develop and implement nursing policies and procedures
- Promotes a Culture of Safety through injury prevention training, safe and effective workspaces, investigations of accidents and near misses to develop recommendations to reduce losses, conducting emergency response drills, and encouraging reporting of incidents
- Provides administrative oversight for safety management, security, hazardous materials, fire safety/life safety, and medical equipment
- Ensures that the buildings and space occupied by JHHS programs is arranged and maintained to protect patients, visitors, and staff
- Is the lead in facilities building projects, coordinating with staff and contractors
- Ensures maintenance and operational effectiveness of equipment used to support patient care or to safely operate buildings or space
- Oversees employee health establishing policies and procedures for immunization requirements, work injuries and exposures, and identifying physical demands of positions
- Works with colleagues to coordinate processes relating to generating Uniform Data Set reports and all other data reports required to meet State and Federal Grant obligations related to quality and safety
- Conducts surveillance rounds to observe processes, engaging staff to assess their general knowledge of established safety and infection control protocols
- Participates in the development of long-range strategic plans and objectives for the health center with focus on quality improvement and environment of care standards
- Stays abreast of industry trends and national and state health care policies and regulatory changes affecting the tribe to ensure effectiveness and compliance
- Ensures health services compliance with applicable healthcare laws and regulations
- Coordinates with training coordinator to ensure completion of required annual training
- Consults and coordinates with Medical Director and members of the executive team regarding compliance, administrative and risk management processes and activities
- Leads, oversees and coordinates accreditation and re-accreditation
- Is the health department lead with the Pueblo of Jemez regarding emergency planning and response, ensuring that JHHS response plans are current, tested, and coordinated
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees
- Principles and practices of developing teams, motivating employees and managing in a team environment
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles and practices, including goal setting and program development, implementation and evaluation
- Theories, principles, practices, and techniques of healthcare administration; organization and management; accounting and budgeting;
- Health information systems.
- Missions, organizations, programs, and requirements of healthcare delivery; healthcare economics
- Law and ethics, regulations and standards of various regulatory and credentialing groups
- Techniques of strategic planning
- Principles and practices of healthcare compliance
- Healthcare organizational accreditation standards
- Records management principles and practices
- Computer applications related to the work
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained
- Principles and techniques of making effective oral presentations
- High level of problems solving skills with the ability to make critical decisions supported by substantial analysis and critical data based decision-making; Developing and implementing goals, objectives, policies, procedures and work standards
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility
- Ability to effectively manage conflict, promote change and growth and inspire high standards of performance
- Ability to recruit, develop and direct a high performing team. Following advances in healthcare technology such as coding and classification software and electronic health record systems
- Organizing and maintaining scheduling and billing information,
- Developing improvements or designing new work methods or procedures
- Developing and administering the budget for assigned programs
- Preparing clear and concise reports, correspondence and other written materials
- Evaluating and coordinating medical and other services provided to the community
- Interpreting, applying and explaining applicable laws, codes and regulations
- Preparing accurate, clear and concise documentation, reports, correspondence, records and other written materials
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Pueblo of Jemez – Human Resources Department
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Jemez Pueblo, New Mexico 87024
Or;
Visit the Pueblo of Jemez Website – Careers
www.Jemezpueblo.org

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