



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-0024
HEALTH & HUMAN SERVICES
MEDICAL
MEDICAL DIRECTOR**

Position Title:	Medical Director	Pay Level:	\$155,261 - \$232,891
Position Open Date:	12/16/2022 – Until Filled	Department:	Medical
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	HHS Director	Location:	Health & Human Services

POSITION SUMMARY:

Provides leadership toward the fulfillment of the Department’s mission and supervisory responsibility for the programs and personal per the organizational chart, assuring quality of clinical care, and medical consultation for all Pueblo programs that affect the health of the community.

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:

M.D or D.O. from an accredited medical school AND three (3) years of residency; OR graduate level degree as a Nurse Practitioner; OR successful completion of an accredited Physician Assistant program. Minimum: Four (4) years of experience or greater working as a provider in a relevant practice, such as an outpatient primary care or acute/urgent care setting. PREFERRED: One (1) year or greater working in a leadership role with supervisory experience, budget management, change leadership and evaluating performance metrics.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver’s License
Background Investigation
Current valid and unsuspended state medical license
Board certified or board eligible in applicable medical discipline
Current and unrestricted Drug Enforcement Agency (DEA) certification
Valid Advanced Cardiac Life Support (ACLS,) Basic Life Support (BLS) and Pediatric Advanced Life Support (PALS) certifications OR completion of ACLS, BLS and PALS within six (6) months of hire

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

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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 and clinical 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:

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff, including performance evaluations and discipline as required
- Chairs monthly medical staff meetings and Medical Executive Committee meetings. Participates as a member of other committees as needed
- Approves provider leave and coordinates provider schedules including permanent staff, contract staff, and locum tenens staff
- Oversees peer review of clinical staff
- Attends and participates as needed with Health Board meetings and activities
- Oversees and ensures proper credentialing and privilege status of medical staff
- Maintains relationships with referral hospitals and professional organizations
- Participates in ongoing identification, design, and development of clinical practice guidelines/disease management pathways, incorporating up-to-date medical standards of care and medical provider input
- Recommends selection of staff, trains staff, and provides for their professional development.
- Coordinates with Risk Manager to respond to complaints and patient concerns
- Responsible for development, annual review, and revision of all clinical policies and procedures. Responsible for review and revision of Medical Staff By-Laws ensuring compliance and consistency with Centers for Medicare & Medicaid Services (CMS), Resources and Services Administration (HRSA,) Accreditation Association for Ambulatory Health Care, Inc. (AAAHC), and other requirements and regulations
- Supports Pueblo of Jemez Health and Human Services (JHHS) in achieving and maintaining AAAHC, HRSA, IHS and all other accrediting and federal funding requirements
- Assists in planning goals, objectives, procedures, and work standards; provides input into the departmental budget
- Provides limited patient care to assure knowledge of and hands-on practice of JHHS-specific protocols and teamwork
- Consults with all pueblo programs, directors and managers who seek medical opinion and advice
- Meets regularly and consults with the JHHS director
- Recruits, selects, and administers contracts with medical providers providing health services, support, and delivery
- Performs facility and program audits; evaluates program effectiveness and efficiency by ensuring that programs are cost effective, high quality, and meet legislative and regulatory requirements and professional standards
- Performs quality control of licensed providers, including implementation of corrective action where indicated by reviewing medical records, reports, referrals, and other documentation including timely peer review
- Provides leadership in the patient-centered medical home model of care and a team-based clinical environment. Provides professional advice and technical assistance to staff; investigates complaints and resolves problems regarding service delivery
- Contributes to the overall quality of the JHHS service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures

- Serves as the primary contact/principal advisor regarding the 1950's Congressional Contract with the University of New Mexico Hospital, to assure all aspects of contract language is being met by both parties
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public
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REQUIRED KNOWLEDGE AND SKILLS:

- Theory, principles, practices and methods of providing medical care and services
- Techniques of medical assessment and evaluation of various age groups
- Medical record keeping and the standard format for information on charts and other medical documentation
- Safety principles, practices and equipment related to the work
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline, and administrative principles and practices, including goal setting and program development, implementation and evaluation
- Laws, regulations, policies, standards, and instructions that govern good medical practices and the ability to apply them in a medical setting, to include accreditation and certification requirements
- Patient centered medical home model of care and team based clinical care environment
- 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, including where relations may be confrontational or strained
- Developing, implementing and administering goals, objectives, and procedures for providing effective and efficient health delivery programs
- Planning, organizing, supervising, reviewing and evaluating the work of others
- Training others in policies and procedures related to the work
- Developing and implementing goals, objectives, policies, procedures and work standards
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner
- 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 medical documentation, reports, correspondence, records and other written materials
- Using initiative and independent judgment within established policy guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work

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

Jemez Pueblo, New Mexico 87024

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Or;
Visit the Pueblo of Jemez Website – Careers
www.Jemezpueblo.org

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