



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0024  
HEALTH & HUMAN SERVICES  
PHYSICIAN ASSISTANT**

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<b>Position Title:</b>	Physician Assistant	<b>Pay Level:</b>	\$77,243 - \$115,865
<b>Position Open Date:</b>	03/16/2023 – Until Filled	<b>Department:</b>	Medical
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Medical Director	<b>Location:</b>	Health & Human Services

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**POSITION SUMMARY:**

Responsible for evaluation, diagnosis, and treatment of patients in urgent care and/or primary care clinic settings.

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 and successful completion of an accredited Physician Assistant program; AND two (2) year of experience as a Physician Assistant in an outpatient clinical setting.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Valid New Mexico licensure as a Physician Assistant  
Valid DEA Controlled Substance License  
Valid ACLS Certification  
Valid Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), and Pediatric Advanced Life Support (PALS)  
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

**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.

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](mailto:humanresources@jemezpuablo.org)

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand 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.

Work is subject to exposure to bodily fluids and other biohazards.

**ESSENTIAL FUNCTIONS:**

- Obtains detailed and accurate medical histories from patients; performs appropriate physical examinations, delineates problems, and records appropriate information
- Develops and implements patient management plans, including the coordination of referrals to specialty and social services; records of progress notes and the provision of continuity of care
- Performs and/or interprets common laboratory, radiological, cardio graphic, and other routine diagnostic procedures used to identify pathophysiological processes
- Performs procedures such as injections, immunizations, lumbar punctures, skin biopsies, suturing and wound care and manages conditions produced by infection or trauma
- Provides continuity of care in the management of complex illnesses and injuries under the supervision of a physician
- Performs evaluation and therapeutic procedures in response to life-threatening situations; initiates necessary emergency interventions to stabilize patient
- Instructs and counsels patients regarding compliance with prescribed therapeutic regimens, family planning, emotional problems of daily living, and health maintenance
- Facilitates the referral of patients to other health and social service agencies as required
- Participates in clinic activities including participation in committees as required; participates in interviews for potential new employees as required; presents educational topics/cases at clinical meetings and at community meetings
- Responsible for professional practice through active participation in professional organizations and continuing education
- 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:**

- Anatomy, physiology, pharmacology, up to date clinical recommendations, treatment options.
- Pharmacology
- Principles, practices and techniques for patient diagnosis and examination
- Medical testing procedures and practices
- Routine sterilization and infection control procedures and practices
- Proper techniques for documentation of examination and treatment information
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Records management principles and practices
- Computer software utilized by the clinic
- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act
- Performing medical procedures in a safe and effective manner
- Interpretation and explanation of test results

- Preparing clear and concise reports, records of work and other written materials
- Using software applications related to duties
- Using tact, discretion and prudence in dealing with customers
- Using initiative and independent judgment within established procedural guidelines
- Establishing and maintaining effective working relationships with a variety of individuals from various socio-economic, ethnic and cultural backgrounds

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

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

[www.Jemezpueblo.org](http://www.Jemezpueblo.org)