



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0031
HEALTH & HUMAN SERVICES
ADMINISTRATION
HEALTH & HUMAN SERVICES DIRECTOR**

Position Title:	Director	Pay Level:	D.O.E.
Position Open Date:	04/03/2023 – Until Filled	Department:	Administration
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Tribal Administrator / JHHS Health Board	Location:	Health & Human Services

POSITION SUMMARY:

Under the direction of the Tribal Administrator and Health Board in coordination with the Governor and Tribal Council, the JHHS Director is delegated the authority and responsibility of the overall operation of the Health and Human Services Department. Provides leadership, direction and administration of all aspects of the organization to achieve its mission, strategic goals and maintain its financial viability. In coordination with the Pueblo Administration, exercises authority regarding Title V of the Indian Self-Determination and Education Assistance Act. Represents JHHS in Community, Tribal, State and Federal Health initiatives, insures compliance with grant requirements, accreditation requirements and all applicable federal and state laws. Creates a positive, nurturing, patient/client focused work environment while honoring and respecting Jemez culture and tradition.

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:

Must have a minimum of a Master's Degree in business/public/health administration AND a minimum of ten (10) years of direct managerial/executive experience in health systems administration, with supervisory and policy development and implementation experience. Minimum of five (5) years of experience working in Tribal Communities including both administrative and direct client contact. Must have experience working with or managing all aspects of health benefit programs to include, but not limited to, claims administration, Medicare, Medicaid, and other Medical Billing/Collections processes; provider networks; identifying and resolving program problems and issues. Experience in an ambulatory care or FQHC setting in a Tribal community and experience with Self Governance programs. Experience in working with health care delivery systems, quality improvement, and developing and implementing new

programs. Must possess excellent interpersonal skills and strong oral and written communication skills. Demonstrated effective leadership and consensus building abilities with an open management style conducive to developing and maintaining a cohesive management team. Grants and Contracts experience a must in development and administration of complex budgets.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

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 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:

- Provides leadership and direction of the primary care, administration, and community programs of the JHHS health services. This includes ambulatory care, dental, pharmacy, behavioral health, optometry, audiology, podiatry and other medical specialties. Community health programs include public health, social services, senior services, transportation, community wellness, and vocational rehabilitation
- Establishes a compliance program that provides a systematic process to ensure that the organization and its employees comply with applicable laws, regulations and standards
- Demonstrates a commitment to the mission, vision and values of JHHS; leads the development, implementation and maintenance of JHHS strategic plan
- Stays abreast of industry trends
- Represents and advocates for the Pueblo of Jemez in tribal consultations with federal and state entities keeping abreast of policy and regulatory changes that may have an impact on services; provides advice and guidance on federal and state regulations and health policy
- Assures effective utilization of human resources by developing a sound organizational structure and staffing including recruiting, directing, hiring, evaluating and termination of staff
- Responsible for overall management of JHHS's finances with accountability to Tribal Administration and Health Board
- Maintains the physical environment, plant operations and capital budget
- Provides leadership and effective communications with all levels of staff, Tribal Leadership, and Health Board and maintains effective community relations to encourage community support and participation in the mission of the department
- Develops and negotiates contracts, coordinating to ensure all agreements are legally and financially sound
- 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:

- Title V of the Indian Self-Determination and Education Assistance Act (ISDEAA) and its relevance to Tribal self-governance
- Comprehensive health care delivery and health service administration; planning, coordination, and execution of business functions, resource allocation, and production
- The patient-centered medical home model of care and a team-based clinical environment.
- 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, and employee training and discipline, administrative principles and practices, including goal setting and program development, implementation and evaluation
- Principles and practices of budget development and administration
- 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
- Computer applications related to the work environment; RPMS, Pharmacy, Dental, etc.
- 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

Skill in:

- 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
- Developing and administering the budget for assigned programs
- Evaluating and coordinating medical and other services provided to the community
- Communicating with a variety of stakeholders in health care management
- Interpreting, applying and explaining applicable laws, codes and regulations
- Researching, developing and delivering presentations
- 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

Or;

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@jemezpueblo.org

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

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