



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-050  
HEALTH AND HUMAN SERVICES  
CLINIC DIRECTOR

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<b>Position Title:</b>	Clinic Director	<b>Pay Level:</b>	\$54.58-\$81.87
<b>Position Open Date:</b>	7/23/2024- Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Medical Director		

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**POSITION SUMMARY:**

Provides leadership toward the fulfilment of the Department’s mission and supervisory responsibility for the program 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. The Clinical Director will oversee the day-to-day operations of the acute and primary care program for Jemez Health and Human Services. The Clinical Director is responsible for the planning and directing of all aspects of the clinic’s medical policies and programs. The clinical Director will ensure that an efficient system by which the quality of health standards is delivered to all patients by all providers. The Clinical Director is responsible for keeping all the clinical providers up to date with all information shared by the Executive Director and Medical Director. Additionally, practicing as a Clinic Physician responsible for providing high quality primary care services by diagnosing patient conditions using but not limited to, analyzing reports, test results, medical records, and immediate-family histories and including examinations to diagnose condition of patients and propose treatment options.

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 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., or Advance Practice Clinician with master's degree OR Doctorate Degree in Healthcare Administration, Business Administration, Organization Management, Executive Leadership or other Health Science Degree.

Minimum four (4) years' 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 unrestricted medical or non-physician advance practice 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) Certification OR completion of ACLS, BLS and PALS within six 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 enable individuals with disabilities to perform the essential functions.

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.

## **ESSENTIAL FUNCTIONS:**

- Responsible for designing, implementing, and evaluating the quality of care for all patients and maintains documentation of clinical procedures and protocols.
- Participation in Quality Assurance (QA) and Continuous Quality Improvement (CQI) activities, including regularly scheduled meetings, clinical audits, and peer reviews; to be monitored by the Medical Director and Executive Director and jointly reported to the Board.
- Always demonstrate and utilize the highest standards of medical ethics. Coordinates with Risk Manager to respond to complaints and patient concerns.
- Provides leadership within the clinic, and advice and recommendations to the Medical Director and Executive Director.
- Holds monthly medical staff meetings and is a member of the Medical Executive Committee.
- Oversees an ensures proper credentialing and privilege status of medical staff.

- Demonstrates leadership within the medical team.
- Responsible for review and revision of Medical Staff By-Laws ensuring compliance and consistency with Centers for Medicare & Medicaid Services (CMS), Health Resources and Services Administration (HRSA) Accreditation Association for Ambulatory Health Care (AAAHC) and other requirements and regulations.
- Assists in the provision of continuing education, on-the-job training, and the orientation of community health center staff as requested.
- Plans, Organizes, Supervises, Advises, Counsels, Reviews and Evaluates all medical department professional providers in conjunction with the Human Resources department. Approves leave status for medical department professional provider staff.
- Participates in recruitment/retention activities for medical staff as necessary. Participates in interviews with medical provider staff.
- Participates in short- and long-term program planning for the medical department and the agency, including development of goals and objectives.
- Participates in the development of medical budget, including staffing, support plan and equipment needs projection with on-going monitoring and evaluation.
- Travels when necessary to fulfill the clinic's needs and attends meetings as necessary to represent the organization and/or the medical department.
- Participates in the development of the organizational plan for medical operations, providing for efficient use of personnel.
- Attends Staff and Health Board meetings and participates in Medical Staff Committees as scheduled.
- Obtains appropriate consultation when problems presented are outside the scope of practice or when unfamiliar with a particular aspect of patient care and utilize available current references and resources.
- Serves as the secondary clinical contact/principal advisor regarding the 1950's Congressional Contract with the University of New Mexico Hospital to assure all aspects of contract is being met by both parties.
- Participate in the development policies and procedures in accordance with Tribal polices, accreditation requirements and professional standards.
- Knowledge of principles and practices of medicine.
- Supports Pueblo of Jemez Health and Human Services (JHHS) in achieving and maintaining AAAHC, HRSA, IHS and other accrediting and federal funding requirements.
- Ability to establish and maintain effective working relationships with administrative, fellow peers, clinical programs and other work related outside agencies.
- Maintains relationships with referral hospitals and professional organizations.
- Safety: responsible for ensuring that all duties, responsibilities, and operations are performed with the utmost regard for the safety and health of all personnel involved, including patients and themselves by following required Federal/State/JHHS protective protocols, policies, and guidelines.

For the full job description call Human Resources.

## **REQUIRED KNOWLEDGE AND SKILLS:**

### Knowledge of:

- 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 program, 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, including accreditation and certification requirements.
- Patient centered medical home model of care and team based clinical care environment.
- Computer applications related to work.
- Techniques for dealing with a variety of individuals from various socioeconomic, and cultural backgrounds, in person and over the telephone, including 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.
- 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

To;

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

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024