



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025-025  
JEMEZ HEALTH & HUMAN SERVICES  
ADVANCED PRACTICE PROVIDER**

**Position Title:** Advanced Practice Provider  
**Position Open Date:** 3/18/2025-Until Filled  
**Position Status:** Part-Time  
**Supervisor:** Medical Director

**Pay Level:** \$113,530.90-\$170,296.36  
**Classification:** Exempt  
**Location:** Health & Human Services

**POSITION SUMMARY:**

Part time position, responsible for evaluation, diagnosis, and treatment of patients in an outpatient clinic setting. Responsible for covering evening and weekend shifts and PRN coverage.

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:**

Completion of Physician Associate (previously Physician Assistant) education or Nurse Practitioner education from an accredited program; AND 2 years of work in a direct patient care related field.

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

New Mexico Driver's License

Background Investigation

Valid license from applicable licensing board to allow for advanced practice, either the A Medical Board (PA-C) or Board of Nursing (CNP).

Valid DEA license for Schedule 2, 2N,3, 3N, 4, and 5

Valid New Mexico Controlled Substance Registration

Valid Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS) and Pediatric Advance 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 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.

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

### **ESSENTIAL FUNCTIONS:**

- Performs medical assessments of patients; established and monitors a medically appropriate level of care for patients; encourages health education and preventive medical care, where appropriate.
- Collects appropriate histories of patients with medical problems, maintains accurate and up-date-to medical records and prepares reports as required.
- Counsels on medical and/or psychological problems; may counsel patients on personal problems and health measures; refers patients for medical and/or other treatment, when appropriate.
- Consults with private physicians and public agencies in securing treatments for patients requiring services beyond those available at the clinic.
- Collaboration within house clinical team members in required. This will include supervision of team members with lesser licensure or experience and seeking collaboration form those with greater experience and licensure.
- Works with Counseling Services staff in cases presenting with mental health problems.
- 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, cardiographic, and other routine diagnostic procedures used 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 multisystem illnesses and injuries under the supervision of a physician when required.
- 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 and physical problems of daily living, and health maintenance.
- Facilities the referral of patients to other health and social service agencies as required.

- Provides on call consultation with patients and medical providers after hours for one week at a time on a rotating basis as needed.
- Provided extended hour (evening 2 days per week) and weekend (Saturday 8-2) coverage on a rotating basis as needed.
- 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.
- Reviews history, examination, and treatment plans made by Physician Assistants.
- Ensures compliance with regulatory and legal requirements.
- Stays current on developments in the field of medicine; 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:**

Knowledge of:

- Anatomy, physiology, pharmacology, up to date clinical recommendations, treatment options.
- 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.

Skill in:

- 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 judgement 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**

**To;**

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

**Or;**

Pueblo of Jemez – Human Resources Department

P.O. Box 100 Jemez Pueblo, NM 87024

Phone: (575) 834-6333; Fax: (575) 834-0604; E-mail: [humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)

**Pueblo of Jemez-Attention Human Resources Department  
PO Box 100  
Jemez Pueblo, NM 87024**