



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025-026  
JEMEZ HEALTH & HUMAN SERVICES  
PHYSICIAN

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<b>Position Title:</b>	Physician	<b>Pay Level:</b>	\$201,939.35-\$336,565.58
<b>Position Open Date:</b>	3/19/2025-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:**

Full-spectrum physician providing comprehensive care in a full-time rural outpatient clinic setting, delivering primary care services across the lifespan. Responsibilities include preventive care, chronic disease management, acute care, and coordination of specialty services. Prenatal care experience is preferred, with the ability to manage routine obstetric care and collaborate effectively with regional resources for higher- risk cases. Demonstrates adaptability, strong clinical judgment, and a patient-centered approach tailored to the unique needs of rural/tribal populations. Works collaboratively with interdisciplinary teams, supports continuity of care, and contributes to community health through education and outreach. Committed to high-quality, accessible care and continuous professional development.

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./D.O. from an accredited medical school; AND three (3) years of residency.  
PREFERRED: Residency in Family Medicine

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

New Mexico Driver's License

Background Investigation

Valid license from a State Licensing Medical Board

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

Valid a state licensing controlled substance registration

Valid Basic Life Support (BLS)

Recommend but not required Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support

Preferred: Board Certification in Family Medicine

## **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 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 communicate in over the telephone and in person.

## **ESSENTIAL FUNCTIONS:**

- Provides comprehensive, full-spectrum primary care across the lifespan, including preventive services, acute and chronic disease management, and health education, with an emphasis on care delivery in a rural outpatient setting.
- Obtains complete and accurate medical histories; performs thorough physical examinations; establishes diagnoses; and maintains timely, accurate, and compliant medical documentation.
- Develops, implements, and monitors individualized patient care plans, ensuring continuity of care and appropriate follow-up.
- Delivers family planning services, including contraceptive counseling and management, and provides prenatal care as appropriate.
- Performs and interprets routine diagnostic and screening procedures, including laboratory, radiologic, and EKG studies.
- Performs in-office procedures within scope of practice, including but not limited to joint injections, trigger point injections, skin biopsies, laceration repair, and contraceptive device placement/removal (e.g., IUD, Nexplanon).
- Provides wound care and manages conditions related to infection, injury, and other common presentations in a rural primary care setting.
- Responds to urgent and emergent clinical situations, initiating stabilization and coordinating higher levels of care when necessary.
- Provides patient education and counseling regarding treatment plans, medication adherence, preventive care, and lifestyle modifications.

- Coordinates referrals to specialty care, behavioral health, and community resources; collaborates with external providers and agencies to ensure comprehensive patient support.
- Works collaboratively with interdisciplinary teams including behavioral health staff, to address medical and psychosocial needs.
- Participates in after-hours call coverage via nurse advice line and provides extended hours and weekend coverage on a rotating basis.
- Supervises and collaborates with Advances Practice Providers (e.g., Nurse Practitioners, Physician Assistants, Clinical Pharmacists), including review of clinical documentation and care plans as required.
- Engages in clinic operations and quality improvement initiatives, including committee participation, staff interviews, and presentation of clinical topics.
- Ensures compliance with all regulatory, legal, and organizational standards.
- Maintains current clinical knowledge through continuing education and participation in professional development activities.
- Contributes to program development by identifying opportunities for improved workflows, policies, and patient care delivery in the rural health setting.

#### **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Human anatomy, physiology, and pharmacology, including current clinical guidelines, evidence-based treatment recommendations, and standards of care.
- Principles and practices of patient evaluation, diagnosis, and physical examination across the lifespan.
- Medical testing procedures, including appropriate selection, performance, and interpretation of diagnostic studies.
- Infection prevention, sterilization techniques, and adherence to established safety and regulatory standards.
- Accurate, timely, and compliant clinical documentation practices, including medical record maintenance.
- Effective communication strategies for interacting with individuals from diverse socioeconomic, cultural, and ethnic backgrounds, both in person and via telephone.
- Health information and records management principles, including confidentiality and regulatory compliance.
- Ability to navigate clinical information systems and electronic health records.

Skill in:

- Performing a range of clinical procedures safely, effectively, and in accordance with established standards of care.
- Interpreting diagnostic tests and clearly communicating results and treatment recommendations to patients and care teams.
- Preparing accurate, clear, and concise clinical documentation, reports, and related written materials.
- Utilizing electronic health records and other clinical software applications relevant to job responsibilities.

- Demonstrating professionalism, tact, and sound judgment interactions with patients, families, and colleagues.
- Exercising initiative and independent clinical judgment within established policies, procedures, and scope of practice.
- Building and maintaining effective working relationships with individuals from diverse socioeconomic, cultural, and ethnic backgrounds.
- Adhering to all confidentiality, privacy, and regulatory requirements, including HIPAA and applicable privacy standards.

**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**