



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-031
JEMEZ HEALTH & HUMAN SERVICES
CLINICAL LEAD PROVIDER

Position Title:	Clinical Lead Provider	Pay Level:	\$169,932-\$254,898
Position Open Date:	5/12/2026-Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Medical Director		

POSITION SUMMARY:

Provides leadership in support of the department’s mission and oversees assigned clinical personnel to ensure the delivery of high-quality health needs, patient-centered care within JHHS ambulatory care. Responsible for the day-to-day operations of acute and primary care services, including coordination of clinical workflows, implementation of medical policies and programs, and promotion of efficient, standardized care delivery.

Ensures effective communication of organizational updates from the Executive Director and Medical Director to clinical staff and supports consistent application of clinical guidance and protocols. In addition, provides direct patient care as a clinical lead provider, delivering comprehensive primary care services.

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:

Minimum: two (2) years of experience working as a provider in a relevant clinical practice such as an outpatient primary care or acute/urgent care setting.

M.D. or D.O. from an accredited medical school AND three (3) years of residency, with current valid and unrestricted state medical license

OR

N.P. or P.A. with current valid and unrestricted state medical license AND a master’s or higher level

education in healthcare administration or leadership AND/OR one (1) year or greater of leadership or supervisory experience in similar position.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

Current valid and unrestricted medical license

Board certified or equivalent in applicable medical discipline

Current and unrestricted Drug Enforcement Agency (DEA) certification

Valid Basic Life Support (BLS)

Recommended but not required Advanced Cardiac Life Support (ACLS), Pediatric Advance Life Support (PALS)

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:

- Approximately 70% of the position is dedicated to direct patient care, delivered through both primary care and acute care clinic schedules, providing comprehensive, lifespan-focused primary care services.
- Evaluates, diagnoses, and manages acute and chronic conditions using evidence-based practice, including interpretation of history, exams, and diagnostic results.
- Orders appropriate laboratory and imaging studies and coordinated timely referrals to specialty care when indicated.
- Prescribes medications and develops treatment plans, including patient education on medications, risks, and lifestyle modifications.
- Promotes patient education and preventive care, including chronic diseases management and health lifestyle counseling.
- Seeks consultation when cases fall outside scope of practice or require additional clinical expertise.
- Collaborates with the interdisciplinary care team to support continuity of care, including coverage support, refill requests, referral follow-up, and HER notification management.
- Maintains professional standards, licensure, board certification, DEA requirements and all credentialing and privileging requirements.

- Provides culturally responsive, patient-centered care that incorporates social, psychological, and environmental factors relevant to the JHHS community setting.
- Maintains accurate, timely, and compliant electronic health record documentation in accordance with JHHS, Medicaid and Medicare requirements (completed within 72 hours).
- Adheres to all clinical policies, safety protocols, infection control standards, and quality improvement initiatives.
- Participates in peer support and serves as a clinical resource and preceptor for mid-level providers through consultation and case discussion.
- Demonstrates professionalism, integrity, and teamwork, serving as a clinical role model within the healthcare environment.
- Patient-Centered Medical Home (PCMH) principles and interdisciplinary, team-based care models.
- Basic healthcare information systems and computer applications, including HER and related clinical tools.
- Effective communication strategies for working with individuals from diverse socioeconomic, cultural, and ethnic backgrounds, including de-escalation and conflict resolution in clinical settings.
- Other duties as assigned by Medical Director and/or leadership team.
- Supports the delivery of high-quality patient care by assisting in the development, implementation, and maintenance of clinical procedures, workflows, and care standards.
- Monitors clinic access and service delivery metrics and communicates findings to the Medical Director and leadership team, recommending operational or workflow improvements to enhance patient access and efficiency.
- Collaborates with the Practice Manager to develop, coordinate, and maintain provider schedules, ensuring adequate coverage and timely communication of schedules to clinic staff and programs.
- Provides clinical oversight and coordination of radiology services, including supervision of radiology technologists and collaboration to ensure safe, high-quality diagnostic imaging practices.
- Demonstrates and promotes professional medical ethics and standards of practice. Works with the Risk Manager, Compliance Officer, and Practice Manager to address patient concerns, complaints, and compliance-related issues as appropriate.
- Collaborates with the Medical Director, Nurse Manager, Patient Registration and clinic leadership to support coordinated, team-based care delivery and efficient clinic operations.
- Participates in Quality Assurance (QA) and Continuous Quality Improvement (CQI) activities, including clinical audits, peer review processes, and scheduled meetings, in coordination with clinic leadership.
- Assists with medical staff meetings and peer review processes and participates as a member of applicable clinical committees, such as the Medical Executive Committee.
- Supports provider onboarding, orientation, and ongoing mentorship of newly hired clinical staff to promote integration into the care team and consistency in clinical practice.
- Assists in the coordination of after-hours provider scheduling and reviews Nurse Advice Line reports to support continuity of care and operational coverage in collaboration with Practice Manager.

- Participates in the development and review of clinical policies and procedures in alignment with JHHS policies, accreditation standards, and professional practice guidelines.
- Supports compliance with AAAHC, PL93-638, and other applicable regulatory and accreditation requirements through adherence to established processes and participation in readiness activities.
- Ensures safe clinical practice by following all applicable federal, State, Tribal, and JHHS policies, infection control standards, and patient safety protocols.
- Other duties as assigned Medical Director and/or leadership team.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024