



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2026-041  
JEMEZ HEALTH & HUMAN SERVICES  
CLINICAL OPERATIONS OFFICER

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<b>Position Title:</b>	Clinical Operations Officer	<b>Pay Level:</b>	\$137,242.22-\$205,863.34
<b>Position Open Date:</b>	5/29/2026- Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Director, Health & Human Services		

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**POSITION SUMMARY:**

Responsible for planning, directing and coordinating nursing, safety, infection control/employee health, accreditation and quality improvement. Ensure continuous quality improvement throughout the clinical and community operations. Collaborates with the Medical Director and executive management to develop and maintain objectives, policies, and procedures for the health center to adhere to accreditation and quality standards including AAAHC and CMS.

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:**

Bachelor's degree in health services, or health/public/business administration; or closely related field; Master's degree preferred; AND five (5-10) years of progressive experience in an analytical, administrative, or clinical management, or supervisory role in the healthcare field; experience working with facility managers and analysis and/or coordination of administrative, clinical, or other service activities.

## **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 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:**

- Ensures adherence of healthcare standards of care and practice for safe patient/client delivery of care; analyzes and recommends changes to executive management in organizational systems, policies, and procedures.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of professional, technical support and operational staff. Recommends selection of staff; trains staff and provides for their professional development and accountability.
- Provides leadership and guidance in the development, implementation, and on-going monitoring of departmental priorities, plans, goals and objectives.
- Ensures that health center and administrative policies, procedures and practices are in accordance with current and evolving regulations, legal requirements and industry trends.
- In collaboration with IT and Finance Officer, analyzes the current information technology infrastructure and scopes out the next level of information technology and financial systems that support the growth of specific programs and JHHS overall.
- Assists in data development and analysis for data-driven decision making in the prevention and mitigation of quality, safety and infection control conditions.
- Collaborates to integrate disciplines across the organization to maximize the patient experience and operationalize patient centered medical home model of care.
- Collaborate with others to generate data for required reporting including GPRA and other reports required to meet State and Federal obligations.
- Develops corrective action plans and assists others to successfully correct deficiencies.
- Participates in the development of long-range strategic plans and objectives for the health department. Stays abreast of industry trends and national and state health care policies and regulatory changes affecting the tribe to ensure effectiveness and compliance.
- Represents health services programs on appropriate administrative boards or committee.
- Works collaboratively to lead and support improvements in efficiency and quality in delivering health services.
- Ensures health services comply with applicable healthcare laws and regulations.

- Consults and coordinates with Medical Director and member of the executive team responsible for clinical medical operations regarding compliance, administrative and risk management processes and activities.
- Ensures that all employees are well informed of administrative and JHHS policies, procedures and regulations. Facilitates consistency at all levels of operation.
- Provides oversight for the budget of reporting programs.
- Monitors and reports on monthly performance against the budget; provides regular statistical data concerning operational activities.
- Leads, oversees and coordinates accreditation and re-accreditation.
- Participates in committees and with Health Board.
- Communicates regularly with members of medical staff and clinical program managers.
- Contributes to the overall 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:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- 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.
- Theories, principles, practices, and techniques of healthcare administration; organization and management; accounting and budgeting;
- Health information systems.
- Missions, organizations, programs, and requirements of healthcare delivery; healthcare economics,
- Familiarity with Quality related standards and concepts.
- Law and ethics, regulations and standards of various regulatory and credentialing groups.
- Techniques of strategic planning.
- Principles and practices of healthcare compliance.
- Healthcare organizational accreditation standards.
- Records management principles and practices.
- Computer applications related to the work.
- 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.
- Principles and techniques of making effective oral presentations.

Skill in:

- High level of problems solving skills with the ability to make critical decisions supported by substantial analysis and critical data-based decision-making.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Ability to recruit, develop and direct a high performing team. Following advances in health care technology such as coding and classification software and electronic health record systems.
- Developing improvements or designing new work methods or procedures.
- Providing oversight in budgets for assigned programs.
- Preparing clear and concise reports, correspondence and other written materials.
- 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 documentation, reports, correspondence, records and other written materials.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- 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**