



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-029
JEMEZ HEALTH & HUMAN SERVICES
DIRECTOR

Position Title:	Director, Jemez Health & Human Services	Pay Level: \$201,939.35-\$336,565.58
Position Open Date:	5/11/2026-Until Filled	Classification: Exempt
Position Status:	Full-Time	Location: Health & Human Services
Supervisor:	Tribal Administrator & Health Board	

POSITION SUMMARY:

Under the direction of the Pueblo of Jemez Tribal Governors and Administration this position is responsible for the overall administration and programmatic oversight of all programs provided by Jemez Health and Human Services. This position ensures the highest quality of care and services to the community of Jemez Pueblo. Provides leadership, direction and administration of all aspects of the organization to achieve its mission, strategic goals and maintain its financial and 638-self governance viability. Represents JHHS in community, Tribal, state and federal health initiatives, ensures compliance with grant requirements, accreditation requirements and all applicable federal and state laws. Collaborates closely with the Pueblo of Jemez Tribal Governors, Administration and JHHS Executive Team in the management and direction of the organization's programs.

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:

Master's degree in business/public/health administration; AND eight (8-10) years of direct managerial/executive experience in health systems administration, preferably an ambulatory care of FQHC setting in a Tribal community and experience with Self Governance programs.

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:

- Provides leadership and direction of primary care, administration, and community programs of the JHHS health services. This includes ambulatory care, dental, pharmacy, behavioral health, optometry, audiology, podiatry and other medical specialties. Community health programs include public health, social services, senior services, transportation, community wellness, and vocational rehabilitation.
- Supervises the executive staff, completes staff performance evaluations, performs job training and orientation, uses employee diagnostic instruments for performance and improvements, and evaluates and implements performance management systems specific to departmental issues.
- Supports and helps maintain a regulatory compliance program addressing privacy laws; HIPAA, fraud and abuse prevention, and reporting processes to ensure organizational and employee compliance with applicable laws, regulations, and standards.
- Demonstrates a commitment to the mission, vision and values of JHHS; leads the development, implementation and maintenance of JHHS strategic plan, performs long range program planning to meet the needs of JHHS through collaboration with executive leadership team and JHHS Health board.
- Stays informed of healthcare trends and social determinants of health.
- Represents and advocated for the Pueblo of Jemez in tribal consultations with federal and state entities keeping abreast of policy and regulatory changes that may have an impact on services; provides advice and guidance on federal and state regulations and health policy.
- Assures effective utilization of human resources by developing a sound organizational structure and staffing including recruiting, directing, hiring, evaluating and termination of staff.
- Holds staff accountable for performance/performance improvement and motivation, recognize, and reward positive results.
- Responsible for overall management of JHHS's finances with accountability to Tribal Administration and Health Board.
- Prepares an annual budget, in coordination with the Finance Department, for the JHHS programs and services showing the expected revenue and expenditures as required by the JHHS Health

Board. Monitors and administers the approved budget; advises executive staff and/or the JHHS Board of shortages and appropriate adjustments needed.

- Accountable for planning, organizing, and directing facility operations to ensure that quality care is provided and that quality care is provided and the financial integrity of the JHHS is well-maintained.
- Maintains the physical environment, plant operations and capital budget.
- Provides leadership and effective communications with all levels of staff, Tribal Leadership, and Health Board and maintains effective community relations to encourage community support and participation in the mission of the department.
- Develops and negotiates contracts, coordinating to ensure all agreements are legally and financially sound.
- Contributes to the overall quality of the unit's services provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Maintains positive participation in all levels of the decision-making process.
- 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:

- Title V of the Indian Self-Determination and Education Assistance Act (ISDEAA) and its relevance to Tribal self-governance.
- Comprehensive health care delivery and health service administration; planning, coordination, and execution of business functions, resource allocation, and production.
- The patient-centered medical home model of care and a team-based clinical environment.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- 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.
- The principles and practices of management and fund accounting, finance and business administration. Skill in the development, preparation, and control of budgets.
- Laws, regulations, policies, standards, and instructions that govern good medical practices and the ability to apply them in a medical setting, to include accreditation and certification requirements.
- Experience with strategic planning, analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Policies and regulations on Tort Claims and Third Party Claims.
- Computer applications related to the work, skilled in operating business computers and office machines, including Word, Excel, access, presentation software (such as PowerPoint).
- 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.

Skill in:

- Developing, communicating, and administering goals, objectives, and procedures for providing effective and efficient health delivery programs.
- Budgeting and fiscal management.
- 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.
- Developing and administering the budget for assigned programs.
- Evaluating and coordinating medical and other services provided to the community.
- Communicating with a variety of stakeholders in health care management.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Researching, developing and explaining applicable laws, codes and regulations.
- Researching, developing and delivering presentations.
- Preparing accurate, clear and concise medical documentation, reports, correspondence, records and other written materials.
- Using initiative and independent judgement within established policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024