



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-043
JEMEZ HEALTH & HUMAN SERVICES
BEHAVIORAL HEALTH
BEHAVIORAL HEALTH PROGRAM MANAGER

Position Title:	Behavioral Health Program Manager	Pay Level:	\$83,658.77-\$125,488.15
Position Open Date:	6/16/2026-Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Medical Director		

POSITION SUMMARY:

The Behavioral Health Manager is responsible for the development, oversight, coordination, and provision of mental health and substance abuse treatment and prevention services, utilizing western and traditional methods. Additionally, this role requires supervision of Behavioral Health staff ensure high-quality and culturally responsive 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:

Doctoral degree (Ph.D. or Psy.D.) in Clinical or Counseling Psychology from an accredited program OR Psychiatry Doctor of Medicine (M.D.) from an accredited medical school OR master's degree in counseling, social work or a closely related field with five (5) years of professional experience in providing behavioral health program services with two (2) years in a supervisory or managerial role.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

Valid New Mexico Independent Practice Licensure in Clinical Psychology, Psychiatry, counseling, or social work.

Valid New Mexico Clinical Supervision Certificate

CPR/BLS certification within 60 days 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 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 over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Oversees and ensures appropriate intake, assessment diagnosis, and assignment of patients to clinicians.
- Supports crisis intervention services including risk assessment and stabilization.
- Receives referrals and assigns to appropriate Behavioral Health Service.
- Coordinates referral to external treatment programs and ensures appropriate discharge planning and aftercare services.
- Directs daily operations of the Behavioral Health Program, including workflow, scheduling, productivity, and service delivery.
- Provides direct services to clients as needed.
- Develops, implements, and evaluates program goals, objectives, policies, and procedures.
- Coordinates prevention, education, and outreach activities across the community related to mental health, substance use, and wellness.
- Ensures compliance with all applicable federal, state, Tribal, and funding requirements.
- Supervises, evaluates, and supports behavioral health staff, including employees and contractors.
- Participates in recruitment, selection, training, performance management, and disciplinary processes as needed.
- Provides clinical supervision, mentorship, and professional development opportunities to staff.
- Facilitates regular case staffing meetings to ensure quality and appropriateness of care.
- Oversees Integrative Health Program (IHP) services and facilitates coordination with other clinical programs and Behavioral Health services.
- Directs and supervises the Intensive Outpatient Program (IOP).
- Collaborates with primary care providers and interdisciplinary teams to support integrated behavioral health services.
- Coordinates with internal departments, Tribal programs, courts, schools, and external agencies to support patient care and address social determinants of health.

- Establishes and maintains partnerships, including negotiating and managing Memoranda of Agreement/Understanding (MOA/MOU) with external service providers.
- Consults on cases with Tribal programs, courts, schools, and providers as needed.
- Monitors and evaluates clinical services to ensure quality, effectiveness, and adherence to standards of care.
- Maintains oversight of clinical documentation to ensure it is accurate and timely.
- Oversees the security of confidential documentation in the Electronic Health Record (EHR) and client records.
- Develops and maintains data tracking, reporting systems, and program statistics required by funding and regulatory entities.
- Identifies gaps in services and implements quality improvement initiatives and corrective actions.
- Assists in program budget development, monitors expenditures, and ensures fiscal responsibility.
- Prepares required reports, including program, financial, and statistical reports for Tribal leadership, state, and federal agencies.
- Supports grant development, application, and management to sustain and expand program services.
- Leads and supports community-based prevention, education, and outreach initiatives.
- Represents the Behavioral Health Program and the Pueblo in meetings, trainings, and collaborative efforts at Tribal, state, and national levels.
- Promotes culturally responsive care that reflects the values, traditions, and needs of the community.
- Contributes to strategic planning, program development, policy development and implementation.
- Promotes a culture of teamwork, accountability, and high-quality patient care.
- Represents the organization with professionalism, integrity, and respect in all interactions.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Behavioral Health program operations, services, and clinical practices.
- Principles of organizational management, program development and evaluation, and operational planning.
- Employee supervision, including staff development, performance management, and discipline.
- Budget development, fiscal management, and grant administration.
- Applicable laws, regulations, standards, and ethics codes (e.g., HIPAA, OSHA, AAAHC, and other regulatory requirements).
- Electronic health records, medical documentation standards, and record-keeping requirements.
- Effective communication and engagement across diverse cultural, socioeconomic, and community backgrounds.
- The DSM V.
- Evidence based practices in the field of behavioral health.

Skill in:

- Strong clinical skills and knowledge base of clinical standards in the treatment of adults, children, and families including those families affected by multiple issues (i.e. abuse, neglect, domestic violence, substance use disorders, and intergenerational trauma)
- Strong diagnostic skills and in applying evidence-based models in treatment.
- Developing, implementing, and administering goals, objectives, and procedures for effective and efficient behavioral health programs.
- Developing, implementing, and evaluating behavioral health programs, policies, and procedures.
- Planning, organizing supervising, reviewing and evaluating the work of staff.
- Supervising, directing, supporting and coaching staff.
- Building and fostering effective team environments.
- Leading program planning, quality improvement, and service coordination efforts.
- Developing and managing budgets and resources to ensure programmatic efficiency.
- Interpreting and applying applicable laws, regulations, organizational policies, and ethic codes.
- Preparing clear, accurate, and professional documentation, reports, and correspondence.
- Exercising sound judgment and independent decision-making within established guidelines.
- Developing and coordinating programs and services provided to the community.
- Building and maintaining productive working relationships with staff, partners, and community stakeholders.
- Developing and presenting educational materials on Behavioral Health to community programs and members.

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