



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-050
JEMEZ HEALTH & HUMAN SERVICES
PART-TIME ADVANCED PRACTICE PROVIDER

Position Title:	Part-Time Advanced Practice Provider	Pay Level:	\$113,530.90-\$170,296.34
Position Open Date:	7/1/2026-Until Filled	Classification:	Exempt
Position Status:	Part-Time Evening shifts & Saturday coverage	Location:	Health & Human Services
Supervisor:	Lead Clinic Provider		

POSITION SUMMARY:

Provides comprehensive medical care to patients in an outpatient clinic setting, with primary responsibility for Saturday clinic and as needed evening clinic coverage. Performs evaluation, diagnosis, treatment, and coordination of care to ensure high-quality, patient-centered services. Demonstrates adaptability, sound clinical judgement, and a commitment to providing accessible, high-quality care to rural and tribal populations.

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:

Nurse Practitioner (NP)
Graduate of an accredited Nurse Practitioner program
National certification as a Nurse Practitioner
Minimum one (1) year of prior experience in primary and/or acute care setting

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

Valid license from the State Nursing Board

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

Valid State Controlled Substance Registration

Valid Basic Life Support (BLS)

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

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.

Work is subject to exposure to bodily fluids and other biohazards.

ESSENTIAL FUNCTIONS:

- Performs medical evaluations, including obtaining detailed medical histories, conducting physical examinations, and establishing appropriate diagnoses.
- Develops and implements patient-centered treatment and management plans for acute and chronic conditions.
- Provides preventive care, health education, and counseling to support overall wellness and disease management.
- Performs routine procedures within scope, including immunizations, injections, suturing, wound care, and other minor procedures.
- Orders, performs, and interprets diagnostic tests, including laboratory, radiologic, and other studies.
- Coordinates referrals to specialty care, behavioral health, and community resources as appropriate.
- Collaborates with interdisciplinary team members to support integrated care.
- Consults with external providers and agencies to facilitate continuity of care when services exceed clinic capacity.
- Responds appropriately to urgent or emergent patient conditions and initiates stabilization and necessary interventions.
- Provides consistent coverage for evening and Saturday clinic hours to ensure patient access to care.

- Maintains accurate, timely, and complete medical records in the Electronic Health Record (EHR).
- Ensures compliance with all applicable clinical, regulatory, and organizational standards.
- Maintains current clinical knowledge through continuing education and professional development.
- Educates and counsels patients and families regarding treatment plans, medications, and health maintenance.
- Represents the organization with professionalism, integrity, and respect in all interactions with patients, staff, and the community.
- 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:

- Human anatomy, physiology, pharmacology, and current evidence-based clinical practices.
- Principles and techniques of patient assessment, diagnosis, and treatment.
- Diagnostic testing procedures, including laboratory and radiologic studies.
- Infection control, sterilization standards, and patient safety practices.
- Medical documentation standards and records management requirements.
- Applicable clinical regulations, privacy standards (HIPAA), and compliance requirements.
- Electronic Health Record (EHR) systems and related clinical software.
- Effective communication and care delivery across diverse cultural, socioeconomic, and community populations.

Skill in:

- Performing medical procedures safely and effectively within scope of practice.
- Interpreting diagnostic results and communicating findings to patients and care teams.
- Preparing accurate, clear, and timely clinical documentation and reports.
- Utilizing EHR and other clinical systems efficiently.
- Exercising sound judgment, initiative, and independent decision-making.
- Managing workload, prioritizing tasks, and meeting clinical and documentation deadlines.
- Communicating professionally with patients, families, and staff, including in sensitive or high-stress situations.
- Building and maintaining effective working relationships across interdisciplinary teams.

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