



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-051
JEMEZ HEALTH & HUMAN SERVICES
PART-TIME PHYSICIAN

Position Title:	Part-Time Physician	Pay Level:	\$201,939.35-\$336,565.58
Position Open Date:	7/1/2026-Until Filled	Classification:	Exempt
Position Status:	Part-Time evening shifts & Saturday coverage	Location:	Health & Human Services
Supervisor:	Lead Clinical 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 judgment, 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:

M.D./D.O. from an accredited medical school; AND three (3) years of residency
PREFERRED: Residency in Family Medicine

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Valid license from a State Licensing Medical Board
Valid DEA license for Schedule 2, 2N, 3, 3N, 4, and 5

Valid State Licensing Controlled Substance Registration
Valid Basic Life Support (BLS)
Recommended but not required Advance Cardiac Life Support (ACLS), and Pediatric
Advanced Life Support
Preferred: Board Certification in Family Medicine

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 potential exposure to bodily fluids and other biohazards.

ESSENTIAL FUNCTIONS:

- Provides consistent medical coverage for assigned Saturday clinic and as needed evening clinic hours to ensure patient access to care.
- Obtains complete and accurate medical histories; performs comprehensive physical examinations; establishes diagnoses; and maintains timely, accurate, and compliant medical documentation.
- Develops, implements, and monitors individualized treatment plans, ensuring appropriate follow-up and continuity of care.
- Provides family planning services, including contraceptive counseling and management, and prenatal care as appropriate within scope of practice.
- Orders, performs, and interprets diagnostic and screening tests, including laboratory, radiologic, EKG, and other appropriate studies.
- Performs office-based procedures within scope of practice, including immunizations, injections, suturing, wound care, laceration repair, skin biopsies, joint and trigger point injections, and contraceptive device placement/removal (e.g., IUDs, Nexplanon).
- Evaluates and manages urgent and emergent medical conditions, initiating stabilization and coordinating transfer to higher levels of care when necessary.
- Educates and counsels patients and families regarding diagnoses, treatment plans, medication adherence, preventive care, and healthy lifestyle practices.
- Coordinates referrals to specialty care, behavioral health, and community resources, collaborating with external providers and agencies to support comprehensive patient care.
- Works collaboratively with physicians, advanced practice providers, nursing staff, behavioral health providers, pharmacists, and other interdisciplinary team members to support integrated care delivery.

- Maintains complete, accurate, and timely documentation in the Electronic Health Record (EHR).
- Maintains compliance with all applicable federal, state, tribal, accreditation, and organizational policies, procedures, and regulatory standards.
- Maintains current clinical competency through continuing medical education, professional development, and evidence-based practice.
- Represents the organization and the Pueblo with professionalism, integrity, dignity, respect, and a spirit of cooperation in all interactions with patients, staff, community members, and external partners.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Human anatomy, physiology, pharmacology, and current evidence-based clinical practice guidelines.
- Principles of patient evaluation, diagnosis, treatment, and disease management across the lifespan.
- Preventive medicine, chronic disease management, women’s health, and routine prenatal care.
- Diagnostic testing procedures and interpretation of laboratory, radiologic, and other clinical studies.
- Infection prevention, sterilization techniques, and patient safety standards.
- Clinical documentation requirements and Electronic Health Record (EHR) systems.
- Health information privacy, confidentiality, HIPAA, and applicable regulatory requirements.
- Effective communication strategies for individuals from diverse socioeconomic, cultural, and ethnic backgrounds.
- Rural and tribal healthcare delivery models and culturally responsive patient care.

Skill in:

- Providing comprehensive, evidence-based primary care in an outpatient setting.
- Performing office-based procedures safely and competently within scope of practice.
- Assessing, diagnosing, and managing acute and chronic medical conditions.
- Interpreting diagnostic studies and communicating findings and treatment recommendations effectively.
- Preparing clear, accurate, and timely clinical documentation.
- Utilizing Electronic Health Record (EHR) systems and other clinical software applications.
- Exercising sound clinical judgment, professionalism, and independent decision-making.
- Building collaborative relationships with patients, families, interdisciplinary teams, and community partners.
- Maintaining confidentiality and compliance with all legal, ethical, regulatory standards.
- Adapting to changing clinical priorities while delivering compassionate, patient-centered care.

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**