PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-070
JEMEZ HEALTH & HUMAN SERVICES
ASSISTANT NURSE MANAGER

Position Title:	Assistant Nurse Manager	**Pay Level:**	$40.22-$60.33
Position Open Date:	11/03/2026-Until Filled	**Classification:**	Exempt
Position Status:	Full-Time	**Location:**	Health & Human Services
Supervisor:	Nurse Manager		

POSITION SUMMARY:

Under direction of the Nurse Manager, responsible for providing supervision of nursing care staff and services in an outpatient clinical setting; provides a hands-on presence or approach to implementation and achievement of organizational outcomes with focus on, clinic workflow, operational shift supervision of care processes which include patient flow, exceptional care experiences, quality processes, patient and nursing staff safety, and performs direct patient care and administrative duties as assigned.

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:

Four (4) years of experience as a Clinical Nurse; Degree from an accredited academic nursing program; Minimum Associate Degree in Nursing with contingency of enrollment in BSN courses within 12 months of hire and expectation of BSN completion within 3 years of hire; OR Bachelor's Degree in Nursing preferred.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Valid New Mexico Registered Nurse license, BLS certification within 90 days of hire; ACLS/PALS preferred.

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:

- In collaboration with Nurse Manager, plans, organizes, administers, coordinates reviews and evaluates the work of assigned staff.
- Leads, guides, and trains employees performing related work, ensures nursing staff clinical competencies are completed on hire, and annually thereafter.
- Makes effective recommendations regarding selection of staff; provides for training and professional development of staff; administers discipline as required.
- Assists in developing and implementing goals, objectives, policies, procedures and work standards for the unit; provides input into the budget.
- Participates in program development and implementation of operating policy and procedure.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices. Oversight of medical supply inventory, ordering and management.
- Evaluates program effectiveness and efficiency, ensures that nursing program meet standards and regulatory requirements and professional standards; oversees quality assurance activities and compliance to operational standards to include nursing functions and staff.
- Coordinates and collaborates with infection control and employee health programs to ensure compliance with OSHA guidelines/standards and AAAHC requirements.
- Provides advice and assistance to staff; investigates complaints and resolves problems regarding service delivery escalating to Nurse Manager as a necessary.
- Monitors and coordinates direct patientcare activities; schedules staff to ensure full coverage of patient care needs at all times and to ensure effective patient services and allocation of resources.
- Assumes authority to make changes within the nursing functional area and work assignments of staff within the employees' scope of practice or ability.
- Coordination of NM Department of Health Vaccine for Children vaccine/immunization program.
- Performs or assists medical staff in performing medical assessments on patients.
- Administers medications and other treatments as required; draws blood for laboratory tests and performs other standard diagnostic procedures; prepares patients for medical staff examinations and assists during such examinations, and performs related professional nursing duties.

- Responds to medical emergencies; assesses the situation, provides immediate assistance and/or calls for medical staff assistance.
- Prepares and maintains medical records and files, including laboratory tests and their results and medications and other treatments administered and actions taken; reviews and updates charts.
- Prepares a variety of reports, correspondence and other written materials as required.
- Maintains compliance standards for JHHS, IHS, State Nurse Practice Guidelines and AAAHC (Accreditation Association of Ambulatory Health Care).
- Contributes to the overall quality 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:

- Principles, practices and policies related to the supervision of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Theory, principles, practices and methods of providing nursing care and services at the level of a registered nurse.
- Techniques of nursing assessment, intervention and evaluation of various age groups using the nursing process.
- Applicable laws, codes and regulations.
- Safety principles, practices and equipment related to the work.
- Routine infection control procedures and practices.
- Proper techniques for documentation for required information in HER.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person or other communication techniques.
- Records management principles and practices.
- Computer software utilized by the clinic.

Skill in:

- Overseeing nursing care plans; reviewing and making recommendations for improvement to quality of overall nursing care.
- Adhering to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Maintaining quality, safety, and infection control standards.
- Planning, organizing, supervising, and evaluating the work of others.
- Assessing client medial status and situations and taking or recommending appropriate action.
- Performing ambulatory nursing skills in a clinical setting with the ability to recognize and respond to urgent and/or medical emergencies.
- Using medical instruments and techniques skillfully and safely.
- Training others in policies and procedures related to the work.

- Assisting in the development and implementation of 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.
- Preparing clear and concise reports, records of work and other written materials.
- Using software applications related to duties.
- Using tact, discretion and prudence in dealing with customers.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Establishing and maintaining effective working relationships with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

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