PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-073
JEMEZ HEALTH & HUMAN SERVICES
PUBLIC HEALTH
PUBLIC HEALTH NURSE MANAGER

Position Title:	Public Health Nurse Manager	**Pay Level:**	$134,254.84-$201,382.27
Position Open Date:	11/20/2026- Until Filled	**Classification:**	Exempt
Position Status:	Full-Time	**Location:**	Public Health
Supervisor:	Community Programs Officer		

POSITION SUMMARY:

The Public Health Nurse Manager directs community-based public health nursing, assigned Community Health Workers (CHWs), chronic disease coordination and case management, and Environmental Health, Injury Prevention, and Animal Control operations. Reporting to the Community Programs Officer, the Manager serves as the primary clinical liaison between Public health and the JHHS clinic, working under the Medical Director's clinical oversight for applicable nursing and clinical activities. The position translate population health priorities into coordinated patient caseloads, screenings, immunization services, referrals, and measurable quality improvement. It oversees the SDPI Diabetes Registry and case management operations, nursing-led community workflows, Public Health Nursing CHW documentation and billing readiness, and collaboration with the Epidemiologist and clinical nursing staff on surveillance, communicable disease outbreaks, rabies exposure response, and investigation. The Manager connect clinical care with social coordination, while maintaining program accountability, staff supervision, compliance, and financial stewardship.

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:

Current unrestricted Registered Nurse (RN) license in New Mexico or valid multistate privilege to practice in New Mexico required. Bachelor of Science in Nursing; master's degree in nursing, public health, or related field. At least four (4) years of relevant public health, community health, population health, or clinical nursing experience, including two (2) years of supervisory or management experience. Experience in diabetes case management, CHW supervision, quality improvement, and clinical-community coordination is strongly preferred.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Current New Mexico RN license or valid multistate privilege to practice in New Mexico.
Current CPR/BLS certification; additional certifications as required for assigned clinical duties.
CHW certification required within 6 months 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 and clinic 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.

ESSENTIAL FUNCTIONS:

- Serves as the primary Public Health clinical liaison with the clinical leadership and staff; follows clinical teams' oversight for nursing practice, clinical protocols, and escalation of patient-care concerns.
- Develops and implements public health nursing policies, abides by standing-order workflows, referral standards, documentation protocols, caseload expectations, staff competencies, and service quality controls consistent with applicable law and JHHS policies.
- Coordinates with managers of other CHW programs to align referrals and SDOH responses while retaining direct supervision only of CHWs assigned to Public Health Nursing.
- Leads nursing chronic disease case management within a matric organizational structure and manages risk-stratified patient caseloads, including children and families served through the applicable CHW billing model, patients with diabetes or other chronic conditions, homebound elders, schools, and individuals with complex clinical and social needs.
- Assigns, supervises, and monitors CHW caseloads, outreach, home visits, education, screening, care navigation, follow-up, productivity, and appropriate escalation to licensed clinical personnel.

- Builds closed-loop referral processes linking primary care, school health, social services, transportation, senior services, vocational rehabilitation, and SDOH supports.
- Ensures Community Health Worker (CHW) services comply with applicable New Mexico Health Care Authority regulation, credentialing ad scope-of-practice requirements, supervision protocols, and payer documentation standards, while maintaining compliance with JHHS credentialing policies and organizational requirements.
- Oversees the SDPI Diabetes Registry, diabetes standards-of-care tracking, risk identification, outreach, care planning, and follow-up for A1C monitoring.
- Coordinates colorectal cancer screening outreach and completion tracking, including screening distribution or coordination, abnormal-result escalation, referral follow-up, and documentation with clinical providers.
- Uses RPMs, iCARE, HER/EMR, immunization systems, and approved registries to monitor HEDIS, IHS GPRA, SDPI, and other applicable performance measures; produces dashboards, reports, and corrective action plans.
- Coordinates nursing-led obesity prevention, school health screening and referral support, and chronic disease education in partnership with Health Education, Food Sovereignty, and Community Wellness programs.
- Coordinates community vaccination clinics, school-based vaccine coordination, vaccine administration and documentation practices, and follow-up under authorized clinical protocol, including vaccine coverage assessments, recall and reminder activities, registry reconciliation, and outreach to close age-specific Immunization gaps.
- Works with clinic leadership and Tribal partners on disease surveillance, outbreak investigation and response, contact follow-up, public health guidance, and infection prevention.
- Works with clinical leadership, Tribal partners, and population health staff to coordinate community screening and nursing response to communicable disease risks and supports preparedness exercises, emergency operations, and continuity of essential public health services.
- Supervises Environmental Health, Injury Prevention, and Animal Control programs, including staff planning, prevention priorities, service coordination, risk assessment, documentation, and reporting, in collaboration with authorized Tribal, state, and federal partners.
- Oversees community injury prevention, including home-hazard screening, elder fall prevention, childhood injury prevention, pedestrian and roadway safety, and other preventable injuries; integrates screening, referrals, and follow-up with nursing and CHW caseloads.
- Coordinates environmental health priorities, including food safety, sanitation, vector-borne and zoonotic disease risks, and community hazard mitigation; ensures technical inspections, enforcement, and specialized investigations are performed by appropriately trained and authorized personnel.
- Maintains coordinated protocols for animal bites and rabies investigations, including timely notification, exposure assessment, documentation, public education, and follow-up.
- Oversees Animal Control coordination for animal-bite reporting, suspected rabies exposures, court processes, quarantine and observation processes, animal-related public safety concerns, and referral for post-exposure clinical evaluation, in partnership with relevant public health and legal authorities.
- Prepares and manages program budgets, spending plans, purchasing, grants, contracts, equipment, medical supplies, and fiscal reports within delegated authority and Pueblo policies.

- Supports sustainable nursing and CHW revenue streams through accurate documentation, appropriate service utilization, compliant billing workflows, and coordination with the Business Office and executive leadership.
- Maintains readiness for applicable AAAHS accreditation standards; nursing practice rules, SDPI grant requirements, and public health reporting obligations; collaborated with the Quality Department.
- Coordinates with schools, Tribal programs, community partners, and external health systems to improve access, culturally grounded prevention, care continuity, and health equity.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

- Principles and best practices of public health nursing, clinical case management, chronic disease prevention and management, wound care, childhood and adult immunizations, cancer screening, and evidence-based quality improvement.
- Public health surveillance, health information systems, database management, data collection, analysis, reporting, and the application of population health data to program planning and decision-making.
- Principles and best practices of health equity, social determinants of health (SDOH), health-related social needs (HRSN), preventive care, AAAHC accreditation, population health management, and integrated clinical-community models of care.
- Federal, state, and Tribal public health governance, laws, regulations, reporting requirements, and coordinated disease surveillance, investigation, and emergency response systems.
- Community Health Worker scope of practice, New Mexico Health Care Authority requirements, clinical-community referral systems, service documentation, reimbursement models, and third-party billing coordination.
- Environmental health, rabies exposure investigation and response, zoonotic disease prevention, food safety, home-hazard assessment, fall prevention, pedestrian safety, injury prevention, and epidemiological coordination.
- Diabetes Standards of Care, HEDIS and IHS GRPA performance measures, clinical and billing documentation, RPMS/iCARE/HER systems, data integrity, population health reporting, and patient confidentiality requirements.
- Leading multidisciplinary teams, establishing performance expectations, supervising staff, and ensuring operational accountability across public health and community-based programs.
- Developing and implementing policies, procedures, clinical-community workflows, case management protocols, and program performance standards.
- Managing budgets, grants, resources, documentation, and reimbursement processes while ensuring compliance with applicable organizational, Tribal, state, and federal requirements.
- Communicating effectively across clinical and administrative leadership, Tribal government, data governance, multidisciplinary teams, and community stakeholders while exercising independent judgment, professional ethnics, cultural humility, and respect for Tribal sovereignty.
- HIPAA Privacy, patient confidentiality, and protected health information; Balancing patient confidentiality, Tribal data sovereignty, and clinical/medical information-sharing needs.

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