



VACANCY NOTICE #16-22

TITLE: Practice Manager
Regular, Full-time
DEPARTMENT: Health & Human Services
SALARY: Dependent on Qualifications
OPEN DATE: May 12, 2016
CLOSING DATE: Open Until Filled

Summary: Responsible for development, oversight, and coordination of practice operations in an outpatient clinical setting with patient care focus.

Qualification Requirements: Bachelor's Degree in Business Administration, Healthcare Administration, Public Administration, or closely-related field; AND three (3) years of operations experience in a healthcare delivery setting; two (2) years of which were in a supervisory/managerial role. CPR & First Aid certification within (30) days of date of employment. Must possess a valid driver's license and be insurable through the tribe's insurance carrier. Position is subject to a favorable criminal and motor vehicle background investigation.

Required Knowledge and Skills

Knowledge of:

Operational characteristics, services and activities of outpatient clinic programs. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles and practices, including goal setting and program development, implementation and evaluation. Health center scheduling methodologies. Principles and practices of budget development and administration. Principles and practices of developing teams, motivating employees and managing in a team environment. Applicable laws, codes and regulations, to include HIPAA, OSHA, AAAHC accreditation, and other applicable regulatory or professional standards. Safety principles, practices and equipment related to the work. Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone. Records management principles and practices. Computer software utilized by the clinic.

Skill in:

Developing, implementing and administering goals, objectives, and procedures for providing effective and efficient medical services programs. Planning, organizing, supervising, reviewing and evaluating the work of others. Training others in policies and procedures related to the work. Developing and implementing 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.

TO APPLY: Visit our website at www.jemezpuablo.org. Submit a completed tribal application to: Pueblo of Jemez, Attn: Human Resources Office, P.O. Box 100, Jemez Pueblo, New Mexico 87024, no later than 5:00 p.m. Indicate vacancy announcement number on the application. For further information or job inquiries contact the Human Resources Office at (575) 834-7359 or email address: HR@jemezpuablo.org

**** It is the policy of the PUEBLO OF JEMEZ to give preference to qualified Jemez Pueblo tribal members. ****

May 12, 2016 

Human Resources Department

P.O. Box 100 • Jemez Pueblo • New Mexico • 87024
(575) 834-7359 • Fax (575) 834-0604