



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-051  
JEMEZ HEALTH & HUMAN SERVICES  
NURSE CASE MANAGEMENT DIRECTOR**

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<b>Position Title:</b>	Nurse Case Management Director	<b>Pay Level:</b>	D.O.E.
<b>Position Open Date:</b>	7/24/2024 – Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Clinical Operations Officer		

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**POSITION SUMMARY:**

The Nurse Case Management Director possesses well developed knowledge and skills in the assessment and acute care management of patients and families within a defined clinical population. The scope of practice includes patient/family assessment and management, resource management, utilization management, identification of accurate patient status, care facilitation, and discharge planning coordination with referral to all levels of care. The Nurse Case Manager Director collaborates with the Care Coordinators and uses knowledge of pathophysiology, pharmacology, and clinical care processes to participate with other clinical staff and physicians in the development of care standards and guidelines for the purpose of improving quality of care, changing practice, and reducing costs.

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:**

Bachelor's degree in nursing with three (3) years as Registered Nurse AND two of clinical case management experience of associate degree in nursing AND five (5) as a Registered Nurse AND two (2) years of clinical case management experience. Case Management Certification must be obtained within 3 years of hire and maintained during employment.

## **REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Valid New Mexico Registered Nurse license  
CPR & First Aid certification within (30) days of date of employment

## **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.

## **ESSENTIAL FUNCTIONS:**

Essential functions consist of: Clinical Management and Leadership

Clinical Management:

- Assessment
- Analysis
- Care Planning
- Intervention
- Evaluation

Leadership:

- Coordinates and facilitates patient progression throughout the continuum.
- Coordinates and integrates quality reviews.
- Collaborates with all members of the healthcare team and external customers.
- Participates in clinical performance improvement activities.
- Compliance

For full job description contact Human Resources.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Demonstrates ability for complex clinical decision making.
- Uses critical thinking and problem-solving skills effectively.
- Knowledge and skill in chronic disease management.
- Knowledge of Durable Medical Equipment practices and requirements.
- Flexible in trying new things while developing a new care program.
- Ability to promote/participate in patient centered medical home model of care.

- Ability to develop program.
- Knowledge of Performance Improvement methodologies.
- Knowledge of case management.

Skill in:

- Self-directed.
- Ability to organize and prioritize tasks.
- Ability to work as a member of a team.
- Strong organizational skills.
- Proficient in Microsoft Office.
- Electronic Medical Record (EMR) experience preferred.
- Change-agent embraces new technology.
- Excellent verbal and written communication (including documentation) skills.
- Excellent interpersonal communication and conflict resolution skills.
- Excellent relationship management with patients, families, and care providers.
- Exceptional customer service skills and understanding of patient and family centered care concepts.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**