



PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 047-25**

**OPENING DATE: 04/22/2025**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION: Chief Executive Officer (CEO) Health Services**

**PAY GRADE: L4 (\$73.44-\$110.16) per hour**

**FLSA STATUS: Exempt**

**DEPARTMENT: Health Services**

**DIVISION: Health Administration**

**REPORTS TO: Tribal Governor**

**JOB PURPOSE:** Develops and implements the strategic goals and objectives of the Isleta Health Center. Provides leadership and direction towards the improvement of the Pueblo's health service delivery system including strategy, and strategic goals and objectives in accordance with all applicable tribal, state, and federal rules and regulations. Refines policies and procedures; develops and expands services while navigating through legal and regulatory changes and issues.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Directs the total health care delivery system of the Health Department and is fully accountable for managing all health care and administrative activities.
- Develops and implements long term and short term strategic plans, goals and objectives in conjunction with Isleta Pueblo Health Board.
- Recommends and develops proposed policies or policy revision for approval; implements procedures for such approved policies and assures consistent implementation.
- Analyzes legislative, regulatory, policy and other industry changes; provides briefings to Tribal Council, Governor and Health Board.
- Develops and maintains an organization structure for the Health Department to meet the service needs of the community; ensures development of clearly defined job descriptions and reporting relationships of staff.
- Ensures compliance with fiscal policies of the Health Center; recommends and directs the implementation of policies concerning budget and fiscal operations that provide sound business and fiscal management.
- Develops and administers a responsive managed contract health care program; authorizes referrals and payments for contract health services; and negotiates provider contracts.
- Reviews emergency room and in-patient utilization and makes decisions on appeals.
- Ensures that the Health Department has a systematic plan to improve, assess and monitor the quality of the Center's management of clinical and support processes.
- Oversees the development and maintenance of an effective patient grievance system ensuring the timely follow-up and resolution of grievances and complaints.
- Develops quality assurance and improvement systems; identifies, minimizes and manages risk situations; grants and renews clinical privileges based on credentials and evaluations.

- Recommends yearly budget for Tribal Council approval and prudently manages IHC's resources within established guidelines; achieves the financial objectives of the organization by exercising control and implementation over the budgetary processes of all programs, facilities and capital budgets.
- Directs the development of proposals and grants to secure additional funding and grant monies for continuation and expansion of health delivery services.
- Establishes and maintains effective communication systems both within the Health Center and with various constituencies outside the department including; community agencies, federal, state and local agencies.
- Facilitates advisory health board meetings to identify community needs and issues, and communicate plans and concerns.
- Develops and directs the department's public and community relations program.
- Hosts regular staff meetings to ensure accurate and effective communication across all divisions and departments within the Health Center.
- Ensures compliance with federal and state regulations.
- Maintains current working knowledge of trends and legislation in community healthcare.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of Isleta Health Center activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Increases management's and staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers and administrative staff; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Master's Degree in Public Health or Health Administration or related field.
- Seven to ten years progressive executive management experience in a comparable ambulatory care organization or setting.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of finance, budgeting, accounting and cost control procedures.
- Knowledge of the interrelationships and interdependencies among various medical and administrative services and programs within Native American communities.
- Knowledge of the provisions of P.L. 93-638, Indian Self Determination and Education Assistance Act.
- Knowledge of AAAHC and related accreditation and certification requirements.
- Skill in coaching and consulting management and executive level employees.
- Skill in operating various word-processing and database software programs in a Windows environment.
- Skill in making effective decisions in emergency situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet strict time lines.
- Ability to create and present effective speeches and presentations.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.

- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Employee will be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.