



COMMUNITY HEALTH DIRECTOR

Position Description

Department:	Community Health Program / Medical	Reports to (title):	Chief Medical Officer
Job Code:		Classification:	Exempt
Pay Range:	DOQ	Effective Date:	August 3, 2026
Hours/week:	40	Revised Date:	
Type of Position:	Full-time		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center, Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care fully.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees, and other officials.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC and Health Center policies and procedures, as well as all applicable laws.

POSITION PURPOSE

The Community Health Director is responsible for the administration, coordination, and oversight of the Community Health Department and its assigned programs. Under the direction of executive leadership, the Director ensures the effective delivery of community health services through operational management, program development, staff supervision, community collaboration, regulatory compliance, and quality improvement initiatives. The Director works collaboratively with internal departments and external partners to improve the health and well-being of the To'hajiilee community through culturally responsive, evidence-based services.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Manages program workload, fosters a positive and productive culture, and ensures community health initiatives align with CBNHC's mission, vision, core values, strategic plan, and applicable AAAHC, OSHA, HIPAA, and other regulatory requirements.
- Provides consultation, coaching, mentoring, and operational support to department managers, supervisors, and assigned staff.
- Ensures the efficient and effective delivery of community health programs and services that meet the health needs of the To'hajiilee community.
- Collaborates with the Chief Medical Officer (CMO), executive leadership, Tribal officials, community partners, and other stakeholders to implement community health priorities, promote community engagement, and address emerging public health needs.
- Develops and implements culturally responsive community health programs, activities, and services designed to reduce health inequities, prevent disease, promote wellness, and improve population health outcomes.
- Plans, monitors, and evaluates departmental goals, programs, resources, productivity, and community activities to ensure achievement of established objectives.
- Promotes the use of data to support program planning, quality improvement, performance measurement, and informed decision-making.

COMMUNITY HEALTH DIRECTOR

Position Description

- Oversees the administration and coordination of assigned community health programs, including but not limited to the Diabetes Program, Public Health Nursing, Community Health Representatives, Health Education, Infection Prevention Control, and other assigned initiatives.
- Develops, reviews, and updates departmental policies and procedures and submits recommendations to executive leadership for review and approval.
- Supports emergency preparedness planning, public health emergency response activities, and community risk assessment in collaboration with internal departments and external agencies.
- Develops, monitors, and manages departmental budgets while ensuring responsible stewardship of financial resources.
- Develops grant proposals or assists with grant development activities to secure funding for community health programs and maintains required grant documentation, reports, and records.
- Maintains current knowledge of public health trends, emerging health issues, evidence-based practices, and applicable laws and regulations.
- Prepares and presents reports regarding departmental activities, program outcomes, operational performance, and future planning to executive leadership and other stakeholders.
- Enhances professional growth through participation in continuing education, workshops, conferences, and other professional development opportunities.
- Oversees immunization services, vaccination initiatives, communicable disease prevention activities, and reporting requirements in collaboration with the New Mexico Department of Health, Indian Health Service, and other applicable agencies.
- Coordinates community-based vaccination clinics and other public health outreach initiatives.
- Oversees community health surveillance, needs assessments, epidemiological investigations, and public health response activities as appropriate.
- Ensures compliance with workplace safety standards and provides staff with appropriate personal protective equipment, training, and resources necessary to perform assigned duties safely.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises, mentors, motivates, and develops Community Health Department staff through effective leadership, coaching, communication, and performance management.
- Assigns work, establishes priorities, monitors productivity, and adjusts work plans as necessary to ensure efficient and effective operations.
- Conducts formal and informal performance evaluations and maintains appropriate documentation.
- Conducts regular staff meetings to promote communication, collaboration, program coordination, quality improvement, and operational effectiveness.
- In collaboration with the Chief Medical Officer and Human Resources, participates in recruitment, interviewing, hiring recommendations, employee development, disciplinary actions, and other personnel actions in accordance with CBNHC personnel policies and procedures.
- Reviews and approves employee leave requests, work schedules, and training requests for assigned staff.
- Identifies employee training and professional development needs and facilitates opportunities for continued learning.
- Partners with Human Resources to develop and update position descriptions, participate in recruitment activities, and recommend qualified candidates for employment.
- Ensures staff comply with CBNHC policies, departmental procedures, regulatory requirements, and established internal controls.

MINIMUM MANDATORY QUALIFICATIONS

Education: Bachelor's Degree in Public Health, Healthcare Management, Public Health Administration, Nursing or closely related field from an accredited college or university.

COMMUNITY HEALTH DIRECTOR

Position Description

Experience: Five (5) years of progressive public health experience including three (3) years in a management capacity demonstrating leadership, management, supervision, and administration in public health.

Required Certificates, Licenses, and Registration: Current RN Licensure with NM Board of Nursing, BLS CPR Certification

Mandatory Knowledge, Skills, Abilities and other Qualifications:

- Must be able to carry out the essential duties, functions and responsibilities as detailed above.
- Understanding of programmatic organization delivering services to a Navajo population in a reservation setting.
- Knowledge of Electronic Health Records, preferably RPMS.
- Knowledge of Federal, State, and Navajo Nation Laws and regulations as they apply to the ambulatory clinics. Knowledge of OSHA standards, and the New Mexico and Navajo Nation Department of Health reporting requirements for diseases.
- Knowledge of program budgeting and accounting procedures.
- Knowledge of interrelationships and interdependencies among various medical and administrative services and programs with To'hajiilee.
- Knowledge of nursing practices and procedures required to provide public health services in clinical, home, school, and community settings.
- Knowledge of public health principles, including population-based services, evidence-based services, prevention, and community assessment.
- Experience in staff supervision, coaching, performance management and evaluation processes.
- Skilled in coaching and consulting management, professional and support employees.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Effective written and verbal communication with ability to present to various audiences in a clear and concise manner., Ability to be persuasive and tactful in controversial situations.
- Experience creating and maintaining positive relationships with diverse social and cultural groups (internally and externally).
- Skilled in situational analysis, decision-making, exercising independent judgment, and emergency situation response.
- Ability to work independently, manage competing priorities, and meet strict deadlines.

PREFERRED QUALIFICATIONS

- Knowledge of PL 93-638 and the Indian Self-Determination Act.
- Knowledge of AAAHC and related accreditation and certification requirements.
- Bilingual skills in English and the Navajo native language.
- Ten (10) years' prior experience working with Indian Health Services (IHS), a Tribe or Tribal organization.
- Master's Degree in Nursing, Public Health, Healthcare Management, Public Health Administration or closely related field.

WORK ENVIRONMENT

Work Environment:

The work environment characteristics is generally performed in an interior/clinical setting with a moderate noise level. The employee maybe 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. Some interaction with the public and local tribal officials is required.

Physical Demands:

While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as using hands to handle objects, equipment, controls

COMMUNITY HEALTH DIRECTOR

Position Description

and reach with arms and hands. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026
 4. Visit our website at www.cbnhc.org/jobs
- For more information, contact Human Resources at (505) 908-2307 ext. 118

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.