



CANONCITO BAND OF NAVAJOS  
**HEALTH CENTER**

PO Box 3338 / 129 Medicine Horse Drive – To’Hajiilee, NM 87026 INC.  
Phone (505) 908-2307 / Fax (505) 908-2310

### NURSE PRACTITIONER

#### Position Description

<b>Department:</b>	Medical
<b>Job Code:</b>	
<b>Pay Range:</b>	\$112k-\$140k
<b>Hours/Week:</b>	40 hours per week
<b>Position Type:</b>	Permanent

<b>Reports To (Title):</b>	Chief Medical Officer
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	May 1, 2026
<b>Revised Date:</b>	

#### 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 to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Comply with all CBNHC and Health Center policies and procedures, as well as all applicable laws.

#### POSITION PURPOSE

The Nurse Practitioner (CNP) independently provides advanced practice nursing services within the full scope of licensure, delivering comprehensive primary, acute, chronic, and preventative healthcare services to patients across the lifespan. The CNP functions as a healthcare provider, diagnosing conditions, ordering and interpreting diagnostic tests, developing treatment plans, and prescribing medications in accordance with state and federal regulations.

#### ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Perform comprehensive health assessments, including medical histories and physical examinations
- Diagnose acute and chronic illnesses and conditions
- Develop, implement, and evaluate individualized treatment plans
- Order, perform, and interpret diagnostic and laboratory tests
- Provide preventative care, health promotion, and disease management
- Manage patients with acute, chronic, and complex health conditions
- Prescribe medications, including controlled substances (Schedules II-V), within scope and licensure
- Maintain compliance with formulary requirements and prescribing regulations
- Ensure appropriate documentation and adherence to pharmacy and federal requirements
- Serve as a primary care provider and coordinate care across disciplines
- Collaborate with physicians, specialists, and healthcare team members as needed
- Provide patient education on diagnosis, treatment, and wellness
- Participate in discharge planning and continuity of care
- Participate in quality improvement initiatives and peer review
- Maintain accurate, timely, and compliant medical records
- Participate in interdisciplinary meetings and case reviews
- Support clinic initiatives, strategic goals, and patient access improvements
- Assist in development of clinical protocols and workflows
- Precept students or new providers when applicable
- Performs other duties as assigned.



# CANONCITO BAND OF NAVAJOS HEALTH CENTER

PO Box 3338 / 129 Medicine Horse Drive – To'Hajiilee, NM 87026 INC.  
Phone (505) 908-2307 / Fax (505) 908-2310

## MINIMUM MANDATORY QUALIFICATIONS

### Education:

- Master's or Doctoral degree in Nursing (MSN or DNP) from an accredited Family Nurse Practitioner (FNP) program

### Licensure & Certification:

- Current, unrestricted Registered Nurse (RN) license
- Licensed as Certified Nurse Practitioner (CNP) by New Mexico Board of Nursing
- National certification in Family Nurse Practitioner (FNP)
- DEA registration (if prescribing controlled substances)
- Must maintain all licensure, certification, and regulatory requirements necessary to practice as a Family Nurse Practitioner in the State of New Mexico

### Experience:

- Experience in rural, tribal, or underserved healthcare settings

### Skills, Abilities, Other Qualifications:

- Advanced clinical decision-making and diagnostic skills
- Knowledge of evidence-based practice and treatment protocols
- Ability to work independently with minimal supervision
- Strong interpersonal and communication skills
- Cultural competency, particularly with Navajo/Tribal populations
- Ability to manage multiple priorities in a fast-paced environment
- Ability to perform other duties as assigned.

## PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo native language.
- Experience in 638 tribal healthcare systems
- Experience with electronic health records (EHR) systems (RPMS)
- Experience in interdisciplinary or integrated care models

## WORK ENVIRONMENT

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. This position may be exposed to certain health risks that are inherent when working within a health center facility.

### Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. 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 riding in transport vehicles. The employee must occasionally lift and/or move up to 50 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.



CANONCITO BAND OF NAVAJOS  
**HEALTH CENTER**

PO Box 3338 / 129 Medicine Horse Drive – To'Hajiilee, NM 87026 INC.  
Phone (505) 908-2307 / Fax (505) 908-2310

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

#### **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**

- Hiring immediately!
- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application (resume not required, but encouraged) to one of the following methods:
  1. E-mail to [Humanresources@cbnhc.org](mailto: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

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.