



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

CHIEF MEDICAL OFFICER

Position Description

Department:	Medical
Job Code:	
Pay Range:	Negotiable
Hours/Week:	40 hours
Position Type:	Full-Time

Reports To (Title):	Chief Executive Officer
Classification:	Non - Exempt
Effective Date:	April 28, 2026
Revised Date:	

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.
- Maintain a current insurable driver's license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

The Chief Medical Officer (CMO) provides clinical leadership and strategic direction for healthcare services at Canoncito Band of Navajos Health Center, Inc. (CBNHC) and serves as a key member of the senior leadership team. The CMO works collaboratively with the Chief Executive Officer, departmental directors, and clinical staff to ensure the delivery of high-quality, patient-centered, and culturally responsive care within a 638 tribal healthcare setting. This role supports an integrated model of care that addresses whole-person health, including medical, behavioral, and community health needs, while ensuring compliance with applicable federal, tribal, and accreditation standards. The CMO leads quality improvement, quality assurance, and patient safety initiatives, fosters a culture of collaboration and accountability, and supports workforce development and clinical team capacity to meet organizational needs. In addition, the CMO maintains an active clinical presence by providing direct patient care and consultation to primary care providers, including behavioral health integration, and develops strategic partnerships with Indian Health Service (IHS), tribal entities, and other external stakeholders to enhance service delivery and support the mission and long-term sustainability of CBNHC.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Provides clinical leadership and oversight of all healthcare service lines to ensure delivery of high-quality, patient-centered, and culturally appropriate care within a 638 tribal healthcare setting.
- Serves as a key member of the senior leadership team, collaborating with the Chief Executive Officer and directors to establish strategic direction for clinical services and organizational growth.
- Leads and advances quality improvement (QI), quality assurance (QA), patient safety, and compliance initiatives in alignment with federal, tribal, and accreditation standards.
- Ensures clinical policies, procedures, and protocols reflect evidence-based best practices and are consistently implemented across all service lines.
- Oversees clinical performance by establishing benchmarks, monitoring outcomes, and working collaboratively with directors to address gaps and improve service delivery.
- Provides leadership, guidance, and mentorship to medical providers and clinical staff, supporting professional development and promoting accountability and excellence in care.
- Supports recruitment, retention, and development of clinical staff to ensure adequate staffing and capacity to meet patient care needs.
- Promotes an integrated model of care by fostering collaboration across medical, behavioral health, dental, and community health programs.



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- Participates in and provides oversight of peer review, chart review, and clinical documentation practices to ensure accuracy, timeliness, and regulatory compliance.
- Addresses patient care concerns, complaints, and clinical issues in a timely and appropriate manner in accordance with organizational policies.
- Chairs or participates in key clinical committees, including Quality Assurance/Quality Improvement (QA/QI), and supports data-driven decision-making.
- Provides clinical consultation and guidance to providers, including behavioral health integration within the primary care setting.
- Maintains an active clinical presence, as needed, to support patient care delivery and provider teams.
- Develops and maintains strategic partnerships with Indian Health Service (IHS), tribal entities, and external healthcare organizations to enhance service delivery and community health outcomes.
- Supports organizational preparedness and response efforts during public health emergencies.
- Represents CBNHC in internal and external meetings, including community engagement activities that support the organization's mission and vision.
- Performs other duties as assigned within the scope of the position.

MINIMUM MANDATORY QUALIFICATIONS

Experience

- Minimum of four (4) years of progressive leadership experience in a healthcare setting, preferably within a tribal, rural, or underserved healthcare system.
- Minimum of three (3) years of clinical practice experience as a physician (beyond residency training), preferably in an outpatient or primary care setting.
- Minimum of two (2) years of administrative and supervisory experience, including oversight of clinical staff, providers, or healthcare programs.
- Demonstrated experience in quality improvement (QI), quality assurance (QA), compliance, and patient safety initiatives.
- Experience working within or alongside Indian Health Service (IHS) or 638 tribal healthcare systems is preferred.

Education

- Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) degree from an accredited medical school.
- Completion of an accredited residency program in a relevant medical specialty.
- Board certification in a clinical specialty is preferred (or board eligible with a requirement to obtain certification within a specified timeframe).

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Demonstrated ability to perform and lead the essential duties, functions, and responsibilities of the Chief Medical Officer role.
- Extensive knowledge of healthcare systems, clinical operations, and integrated service delivery within a tribal or rural healthcare setting.
- Advanced knowledge of clinical standards of care, medical practice, and population health principles.
- Strong understanding of regulatory and compliance requirements, including federal, state, and tribal healthcare regulations, accreditation standards, and patient safety practices.
- Proven leadership and management skills with the ability to guide, mentor, and support clinical providers and multidisciplinary teams.
- Excellent communication and interpersonal skills, with the ability to effectively collaborate with executive leadership, providers, staff, external partners, and governing bodies.
- Ability to make sound clinical and administrative decisions, including problem-solving, conflict resolution, and performance management.
- Strong organizational and strategic planning skills, with attention to detail and the ability to manage multiple priorities.



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- Ability to maintain strict confidentiality and exercise sound judgment in handling sensitive clinical and personnel matters.
- Proficiency in healthcare technology and systems, including electronic health records (EHR) and Microsoft Office applications.
- Knowledge and experience in quality improvement (QI), quality assurance (QA), peer review, and data-driven performance management.
- Ability to foster a collaborative, culturally respectful, and patient-centered environment that supports whole-person care.
- Understanding of the unique needs of Native American populations and commitment to culturally competent care.
- Ability to represent the organization in a professional manner in internal and external settings, including community and partner engagements.
- Must meet and maintain all organizational requirements, including background check and drug screening, in accordance with policy.
- Ability to perform other duties as assigned within the scope of the position.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language.
- Experience in a 638 tribal health program and/or with the Indian Health Service
- Experience in rural or underserved healthcare settings.
- Advanced degree in healthcare administration or leadership (e.g., MPH, MHA, MBA) preferred.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The CMO works primarily in a healthcare and office setting, with exposure to clinical areas including exam rooms and patient care environments. The noise level may vary from low to moderate depending on operational activity. This position may require occasional travel for meetings, trainings, or conferences. The role may involve exposure to communicable diseases and other health risks inherent to a healthcare environment; appropriate safety protocols and personal protective equipment (PPE) are required.

Physical Demands

The physical demands described here are representative of those required to successfully perform the essential functions of this position. While performing the duties of this job, the employee may be required to frequently sit, stand, walk, bend, and use hands for computer and clinical documentation tasks. This position may involve prolonged periods of sitting, keyboarding, and reviewing reports or medical records. Occasional movement throughout clinical areas is required. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distance vision, and the ability to work at a computer for extended periods. Effective verbal communication and hearing are essential for interaction with staff, patients, and external partners.

Mental Demands

This position requires the ability to manage multiple priorities, meet deadlines, and respond effectively to complex and sensitive clinical and operational issues. The CMO must exercise sound judgment, maintain a high level of concentration, and make critical decisions that impact patient care and organizational operations. The role involves frequent interaction with a diverse group of individuals, including staff, leadership, patients, and external stakeholders, requiring professionalism, adaptability, and strong problem-solving skills.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients 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.



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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

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.