



### Chief Executive Officer (CEO)

#### Position Description

<b>Department:</b>	Administration
<b>Job Code:</b>	
<b>Pay Range:</b>	Negotiable
<b>Hours/Week:</b>	40 hours
<b>Position Type:</b>	Full-Time

<b>Reports To (Title):</b>	CBNHC Board of Directors
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	February 11, 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.
- Maintain a current insurable driver's license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

#### POSITION PURPOSE

The Chief Executive Officer (CEO) is responsible for the overall leadership, strategic direction, and operational management of the Canoncito Band of Navajos Health Center Inc. (CBNHC). The CEO oversees all organizational operations including healthcare services, administration, finance, grants, compliance, and organizational development. Reporting directly to the CBNHC Board of Directors, the CEO ensures the organization operates efficiently, remains financially viable, and continues to fulfill its mission of delivering high-quality healthcare services to the community.

#### ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Oversee and manage all aspects of the operations of CBNHC, including, but not limited to the following components: all programs and administrative aspects of CBNHC; provision of all health related services rendered by CBNHC; financial; and legal status (e.g., private non-profit, Community Health Center, etc.).
- Provide a current and future vision of direction for CBNHC as an organization, as well as its board of directors, officers, administrators, managers, supervisors and employees.
- Generate and provide, to CBNHC's board of directors, all reasonably requested reports and information, which are requested by CBNHC's board of directors.
- Ensure, with the help of CBNHC's Chief Financial Officer/Finance Director, CBNHC's continuing financial strength and viability.
- Execute contracts for and on behalf of CBNHC for the benefit of CBNHC.
- Oversee and manage CBNHC's acquisition of grant and other non-insurance/payer monies for programs and operations.
- Act as the primary morale officer of CBNHC and strive to develop and foster a motivated, effective, and efficient workforce.
- Develop, mentor, and train current CBNHC administration and management, as well as work to develop future leaders for CBNHC from CBNHC's workforce.
- Exercise all best efforts to ensure the most effective, efficient, and profitable operation of CBNHC, including, but not limited to providing adequate leadership and management over CBNHC as a whole.
- Generate and provide, to CBNHC's board of directors, all reasonably requested reports and information relating to the Employee's employment with CBNHC, which are requested by said persons.
- Exercise all best efforts to ensure the most effective, efficient, and profitable operation of CBNHC's business—within the purview of the Employee's responsibilities.
- Participate as a member, and the leader, of CBNHC's administrative team, which includes, but is not limited to helping plan for CBNHC's future success, as well as undertaking all reasonable and necessary tasks and actions in order to ensure the effective and efficient management of CBNHC as an organization. This shall include, but not be limited to, providing management in areas of



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

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CBNHC when more appropriate managers / supervisors over such areas and/or other CBNHC administrators, are not present and/or able to provide needed management.

- Execute a duty of care and loyalty toward CBNHC management and CEO, CBNHC staff, and CBNHC Board of Directors; dutifully attend and participate in administrative meetings; cooperatively work to solve operational and administrative level issues, concerns, and challenges brought before CBNHC Administrative Team by CBNHC BOD, CEO or any other member of CBNHC Administrative team.
- Any other tasks, projects, or duties that are requested by CBNHC's Board of Directors that is at all reasonably related to CBNHC and/or the Employee's employment with CBNHC.
- Performs other duties as assigned.

**MINIMUM MANDATORY QUALIFICATIONS**

Experience

- Must have a minimum of (3) years management / supervisory experience in a Healthcare facility.
- Minimum of (3) years of Budgeting Experience
- Minimum of (3) years Grants Management Experience
- Minimum of (3) years' experience managing multiple facilities
- Supervision and management of a workforce of a minimum of (75) employees
- Supervision and management of a minimum of (5) direct reports
- General working knowledge and oversight of the Finance Department
- General working knowledge and oversight of the Human Resources Department

Education

- Master's degree in Healthcare Management from an accredited college or university or a related master's degree or a related field to adequately fulfill the duties and responsibilities of this position.

Language Skills

- Fluently read, write, and speak the English language and must speak the Navajo Language.

Math Skills

- General math skills required.

Reasoning Ability

- Ability to reason and creatively problem solve.

Interpersonal Skills

- Ability to interact with co-workers, managers, administration, and medical staff in a professional and courteous manner.

Computer Skills

- General computer skills required, as well as knowledge and ability to use the Microsoft Software suite. Furthermore, the Employee must be able to learn new software applications, such as any potentially new CBNHC's operations software.

Critical Competencies & Required Competency Documents

- Ability to lead and motivate CBNHC administrators, management, supervisors and employees.
- Ability to communicate effectively in the English language and the Navajo Language.
- Ability to learn and teach other people about medical-facilities best business practices.
- Ability to effectively articulate a vision for CBNHC's future (at all times) to CBNHC's board of directors.

**PREFERRED QUALIFICATIONS**

- Advanced degree beyond the required Master's
- Bilingual skills in English and the Navajo language.



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- Executive leadership experience in a tribally operated healthcare organization operating under Public Law 93-638 contracts or compacts with the Indian Health Service.
- Experience managing federal grants and compliance

**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. Limited overnight travel may be required from time to time. 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 driving or 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. Taking and hearing are essential to communicate with patients, vendors and staff.

**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**

- Perform tasks and responsibilities reasonably within the scope of the CEO position as requested by the CBNHC Board of Directors.
- Maintain strict confidentiality of patient information and CBNHC organizational information.
- Maintain professional conduct consistent with healthcare leadership standards.
- Work cooperatively and professionally with all CBNHC employees and leadership.
- Communicate organizational concerns through the appropriate internal chain of command.
- Refrain from releasing private CBNHC information to the media or outside parties without formal authorization.
- 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.

**APPLICATION INSTRUCTIONS**

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest via 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.