



EIGHT NORTHERN INDIAN PUEBLOS COUNCIL, INC.

327 Eagle Drive, PO Box 969

Ohkay Owingeh, NM 87566

www.enipc.org (to access application)

Submit applications to:

Desiree Martinez/HR Specialist

Desiree@enipc.org

505-753-6998 (Fax)

Or call 505-747-1593 ext. 110 for information

[These positions are also posted on indeed.com](http://indeed.com)

Employment Opportunities as of Jan 25, 2018

POSITION: CONTROLLER

PROGRAM: Administration Office, Ohkay Owingeh, NM

STATUS: Regular/Full Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Bachelor's Degree in Finance, Accounting or related field. CPA required.

EXPERIENCE: Ten years accounting experience and five years management experience required. Grant fund accounting preferred.

REQUIRED CERTIFIATES: None

Oversee and supervise the accounting operations of ENIPC, ensuring that all functions are performed in an accurate, timely, and efficient manner. Implements financial oversight and management of multiple grants and contracts, including compliance monitoring. Ensure the protection of ENIPC assets; maximize the return of financial investments; and to implement, manage and strengthen financial policies, procedures and objectives. Provide information, primarily financial in nature, about all activities that will assist the Executive Director, the Board and other users in making educated economic decisions.

POSITION: SECURITY OFFICER

PROGRAM: Butterfly Healing Center, Taos, NM

STATUS: Regular/Part Time/Non-Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent.

EXPERIENCE: One year experience in security, law enforcement, military or civilian security services.

REQUIRED CERTIFICATES: CPR and First Aid Certification or willing to receive the training to become certified.

Ensure the safety and protection of residents, employees, and assets in accordance with applicable laws, regulations, policies and procedures. Promote attitudes of resident responsibility and assists the BHC personnel with the safety of residents staff and visitors. Ensure the safety and security of the facilities. In emergency situations, will help coordinate and implement emergency plans and may be the first responder.

POSITION: COOK

PROGRAM: Butterfly Healing Center, Taos, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: One year cooking and food service preparation for large groups.

REQUIRED CERTIFICATES: Must obtain and maintain a Food Handlers certificate.

The Cook prepares a variety of food service items by following established recipes and procedures to ensure nutritional meals are served to the youth and staff at our residential facility. Ensures all safety and food handling is in compliance with laws and regulations. Maintains cleanliness of kitchen and dining room.

POSITION: BEHAVIORAL HEALTH TECHNICIAN (2 Positions)

PROGRAM: Butterfly Healing Center, Taos, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: One year working in a residential treatment facility.

PREFERRED CERTIFICATES: CPR and First Aid or willing to receive the training to become certified.

The Behavioral Health Technician is a member of the direct care staff who works with native youth to ensure that their safety, therapeutic and physical needs are properly met as directed by the individual's treatment plan, therapeutic goals and interventions determined by the clinical team. Transport of residents will be necessary as required by program participation in community activities or in order to meet the individual's medical, dental and vision needs. On-site stay overnight is determined by schedule

POSITION: COOK

PROGRAM: Senior Program, Picuris, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent.

EXPERIENCE: One year food preparation and cooking experience.

REQUIRED CERTIFICATES: Must obtain and maintain a Food Handlers certificate.

Prepare a variety of food service items by following established recipes and procedures to ensure nutritional meals. Ensure all safety and food handling is in compliance with laws and regulations. Maintain cleanliness of kitchen and dining room.

POSITION: COOK

PROGRAM: New Moon Lodge, Ohkay Owingeh, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: One year cooking and food service preparation for large groups.

REQUIRED CERTIFICATES: Must obtain and maintain a Food Handlers certificate.

The Cook prepares a variety of food service items by following established recipes and procedures to ensure nutritional meals are served to the male residents and staff at our residential facility. Ensures all safety and food handling is in compliance with laws and regulations. Maintains cleanliness of kitchen and dining room.

POSITION: COOK

PROGRAM: Head Start, Nambe, NM

STATUS: Regular/Full Time

BENEFITS: NO

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: The ENIPC Head Start Cook will have successful experience in food handling, nutrition, in a Head Start facility or restaurant. The ENIPC Head Start Cook is expected to provide mentoring, modeling training and leadership to other professional and staff in variety of situations. The ENIPC Head Start Cook is able to work with children of high need and special needs students. The ENIPC Head Start Cook is expected to take an additional classes or trainings that will benefit the program and serve the needs of the students, families, community served.

REQUIRED CERTIFICATES: Must obtain and maintain a Food Handlers certificate.

The Cook is responsible for preparing meals for the children enrolled in the Head Start program using established guidelines and procedures to better meet their nutritional needs.

POSITION: PROGRAM MANAGER

PROGRAM: Enipc, Inc. New Moon Lodge, Ohkay Owingeh, NM

STATUS: Regular/ Full Time/ Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Master's Degree in Social Work, Psychology, Counseling or related field.

EXPERIENCE: Counseling experience with children, adolescents and families; management or supervisory experience.

REQUIRED CERTIFICATES: Independent, unrestricted counseling or social work license in the state of New Mexico (LCSW, LPCC, ETC).

POSITION: Civil Legal Attorney (Contract)

PROGRAM: Peacekeepers, Espanola NM

STATUS: Contract

BENEFITS: NO

RATE OF PAY: \$40/hr. to \$50/hr. for 20 hours per week.

EDUCATION: Juris Doctorate

EXPERIENCE: 10 years' experience in family law

REQUIRED CERTIFICATES: Must be licensed to practice law in the state of New Mexico

The Civil Legal Attorney will practice civil and family law with an emphasis on domestic violence orders of protections within the Eight Northern Pueblos. Must have knowledge of Native American cultures and customs and will be required to practice in tribal courts.

Generous Benefits Package: All Full Time Employees Medical, Dental, Vision and Life Insurance Premiums Paid. Employer Match 401K, PTO, and Much More!

Employment with ENIPC, Inc. requires a valid NM State Driver License and must be insurable under ENIPC's auto insurance. All required certificates and licensures must be valid and current prior to employment.

ENIPC ensures Native American Preference

ENIPC, Inc. is a Drug Free Workplace

Drug testing and criminal background check completed prior to employment