



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 March 28, 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: BEHAVIORAL HEALTH TECHNICIAN

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: 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: CLINICAL SUPERVISOR RESIDENTIAL

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: Seven years counseling experience. Two years management or supervisory capacity preferred.

REQUIRED CERTIFICATES: Current Unrestricted License in the State of New Mexico as one for the

following: LCSW, LPCC, PhD, PsyD.

Provide and document direct day-to-day clinical supervision to COL Behavioral Health Staff. Lead the Multi-Disciplinary Treatment Team, ensure supervisees are meeting their productivity requirements and are continually increasing their clinical skills. Provide regular and ongoing individual and group supervision to clinicians. Provide regular individual and family therapy, evaluations, case management, and other related therapeutic services for COL clientele.

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.

POSITION: FAMILY COORDINATOR

PROGRAM: Circle of Care, Ohkay Owingeh, NM

STATUS: Part Time/Temporary

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High school diploma

EXPERIENCE: Two years of previous experience in community based services.

PREFERRED CERTIFICATES: None.

Recruit families to participate in activities specific to the Circles of Care grant. This position is responsible for planning supporting a "system of care" model by recruiting families to participate in grant activities such as but not limited to: round table discussions, community assessments and community mapping. This position is also responsible for all aspects of planning for these activities.

POSITION: YOUTH COORDINATOR

PROGRAM: Circle of Care, Ohkay Owingeh, NM

STATUS: Part Time/Temporary

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High school diploma

EXPERIENCE: Two years of previous experience in community based services.

PREFERRED CERTIFICATES: None.

This position is designed to recruit tribal youth to participate in activities specific to the Circle of Care grant. This position is responsible for planning supporting a "youth driven" system of care model by recruiting youth

to participate in activities supported by the SAMSHA such as but not limited to: youth summits, round table discussions, community assessments and community mapping. This position is also responsible for all aspects of the planning for these activities.

POSITION: THERAPIST

PROGRAM: Circle of Life, Ohkay Owingeh, NM

STATUS: Full Time Exempt

BENEFITS: Yes

RATE OF PAY: DOE

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

EXPERIENCE: Two years counseling experience with children, adolescents and families. Prior experience in an Adolescent Residential Treatment Center preferred.

PREFERRED CERTIFICATES: Current License in the State of New Mexico as one for the following: LMSW, LISW, LPCC, LPC, LMHC. CPA and First Aid certification.

Provide Individual and family therapy, group psychotherapy, substance abuse counselling, mental health, substance abuse evaluations, case management, and other related therapeutic services for residential clientele of the organization.

POSITION: THERAPIST

PROGRAM: New Moon Lodge, Ohkay Owingeh, NM

STATUS: Full Time Exempt

BENEFITS: Yes

RATE OF PAY: DOE

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

EXPERIENCE: Two years counseling experience with children, adolescents and families. Prior experience in an Adolescent Residential Treatment Center preferred.

PREFERRED CERTIFICATES: Current License in the State of New Mexico as one for the following: LMSW, LISW, LPCC, LPC, LMHC. CPA and First Aid certification.

Provide Individual and family therapy, group psychotherapy, substance abuse counselling, mental health, substance abuse evaluations, case management, and other related therapeutic services for residential clientele of the organization.

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