



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 Hall/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](#)

Employment Opportunities as of April 8th, 2019

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: BEHAVIORAL HEALTH TECHNICIAN

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 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 adult male residents 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: BEHAVIORAL HEALTH TECHNICIAN

PROGRAM: Butterfly Healing Center, Taos, NM

STATUS: Regular/FullTime/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, Nambe, NM

STATUS: Regular/Full-time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: Two years cooking and food service preparation.

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

Plan, organize, and prepares menus and meals and provides food delivery service at the Senior Program. Prepare a variety of food service items and ensures nutritional meals. Ensure all safety and food handling is in compliance with laws and regulation. Maintain cleanliness of kitchen and dining room.

POSITION: OUTPATIENT THERAPIST

PROGRAM: Circle of Life-South, Albuquerque NM

STATUS: Regular/Full-time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Master's Degree or PhD in Counseling, Psychology or social work.

EXPERIENCE: Two years counseling experience with children, adolescents, and families.

PREFERRED CERTIFICATES: Current License in the State of New Mexico as one for the following; LCSW, LMSW, LMHC, LPC, LPCC, LMFT, or higher.

The Circle of Life (COL) Therapist entails maintaining a case load in the outpatient office, primarily providing individual, family, group therapy, substance abuse counseling, case management, discharge planning and other therapeutic service as needed and assigned by Clinical Supervisor.

Work is performed under the general supervision of the Program Director. Guidelines for work performance are established in compliance with the standards of the Behavioral Health Program of ENIPC Inc., Department of Health and Human Services Behavioral Health Services Division, C.Y.F.D., D.O.J., and Indian Health service.

POSITION: CLINICAL SUPERVISOR

PROGRAM: 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

PREFERRED CERTIFICATES: 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: YOUTH/FAMILY COORDINATOR

PROGRAM: Circles of Care, Ohkay Owingeh, NM

STATUS: Full Time/Non Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High school diploma or GED

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

PREFERRED CERTIFICATES: Must be certified in CPR/First Aid or become certified.

Recruit families to participate in activities specific to the Circle 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: COOK

PROGRAM: Seniors/Picuris

STATUS: Regular/Full Time/Non Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High school diploma or equivalent

EXPERIENCE: Food service preparation experience preferred.

PREFERRED CERTIFICATES: None

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: BREASTFEEDING PEER COUNSELOR

PROGRAM: WIC, Espanola NM

STATUS: Regular/Part Time/Non Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High school diploma or equivalent

EXPERIENCE: Experience with breastfeeding at least one baby (does not have to be currently breastfeeding).

PREFERRED CERTIFICATES: None

Provides one-on-one and group breastfeeding support/classes to other WIC mothers, and are trained to discuss the advantages and successful management of normal breastfeeding. They learn techniques for approaching WIC clients and community members about breastfeeding without making them feel defensive or inadequate; how to demonstrate proper latch-on technique for a new mother; how to identify a breastfeeding problem which is outside the norm, and make a quick and appropriate referral; how to document counseling and keep accurate records; and how to work with health professionals and hospital staff. In addition, this position will help answer phones, schedule clients and assist the WIC staff in other office duties. The position is part of the Women, Infants, and Children Program and is based in Espanola office and requires travel to our satellite sites.

POSITION: TRANSPORTER

PROGRAM: Circle of Life North

STATUS: Regular/Full Time/Non Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High school diploma or equivalent

EXPERIENCE:

PREFERRED CERTIFICATES: CPR and First Aid certification.

Provide the transportation of Patients/clients to and from their homes to hospital, convalescent facilities, dialysis centers, rehabilitation centers, medical offices and their private residences in a safe, secure and professional manner.

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