



**EIGHT NORTHERN INDIAN PUEBLOS COUNCIL, INC.**

327 Eagle Drive, PO Box 969

Ohkay Owingeh, NM 87566

[www.enipc.org](http://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](#)

**Employment Opportunities as of May 02, 2018**

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**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.

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**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.

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**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.

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**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.

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**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.

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**POSITION: Site Manager**

**PROGRAM:** Senior Program, Picuris, NM

**STATUS:** Temporary/Full Time/Non-Exempt

**BENEFITS:** Yes

**RATE OF PAY:** DOE

**EDUCATION:** High School Diploma or equivalent.

**EXPERIENCE:** Three years program experience and food service preparation. Working with seniors preferred. Associates Degree preferred.

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

Manage administrative functions and serves to the Senior Program's Pueblo site by providing a variety of senior related services to the community.

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**POSITION: Acting Director**

**PROGRAM:** Food Distribution , Nambe NM

**STATUS:** Temporary/Full Time/Non-Exempt

**BENEFITS:** Yes

**RATE OF PAY:** DOE

**EDUCATION:** Bachelor's Degree in Business Administration, Public Administration, and /or Management experience in related field.

**EXPERIENCE:** Four year experience in working with USDA-FNS programs. Must be knowledgeable in Program.

**REQUIRED CERTIFICATES:** None.

The position of Program Director is established to administer, coordinate and supervisor all functions; manage and directs the grant funds by assuring the achievement of program's goals and objectives.

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**POSITION: Clinical Supervisor Residential**

**PROGRAM:** Butterfly Healing Center, Taos NM

**STATUS:** Regular/Full Time/Non-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.

**PREFERRED 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 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 clientele.

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**POSITION: Security Supervisor**

**PROGRAM:** Butterfly Healing Center, Taos NM

**STATUS:** Full Time/Non-Exempt

**BENEFITS:** Yes

**RATE OF PAY:** DOE

**EDUCATION:** High School Diploma or equivalent.

**EXPERIENCE:** Three years' experience in security, law enforcement, military or civilian security services. One year in a lead or supervisory capacity.

**PREFERRED CERTIFICATES:** CPA and First Aid certification.

Ensure the safety and protection of clients, employees, and assets in accordance with applicable laws, regulation, policies and procedures. Promote attitudes of resident responsibly 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 be the first responder. Supervises and coordinate's the daily activities of the Security Officers.

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**POSITION: Accounting Clerk**

**PROGRAM:** Account, Ohkay Owingeh NM

**STATUS:** Part Time/Non-Exempt

**BENEFITS:** NO

**RATE OF PAY:** DOE

**EDUCATION:** High School Diploma or equivalent.

**EXPERIENCE:** Proven accounting experience. Preferably as an account receivable clerk or accounts payable clerk.

**PREFERRED CERTIFICATES:** None

Accounting Clerk responsibilities include keeping financial records updated, preparing reports and reconciling bank statements. Additionally, ability to run accounting software programs (e.g.. SAP) to process business transactions to include: accounts payable, receivables, disbursements, expense vouchers, and receipts. Should be familiar with all accounting procedures and feel comfortable working with numbers ensuring that ENIPC's daily accounting functions run accurately and effectively.

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**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\***

