



**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](mailto:Desiree@enipc.org)

505-753-6998 (Fax)

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

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

**Employment Opportunities as of July 11, 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: 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: 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: 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: 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: SECURITY OFFICER**

**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 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: OUTPATIENT THERAPIST**

**PROGRAM:** Circle of Life-South, Albuquerque NM

**STATUS:** 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 with adults and families. Experience working with Substance abuse, co-occurring and inpatient treatment preferred.

**PREFERRED CERTIFICATES:** Current License in the State of New Mexico as one for the following: LMSW, LPC, 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.

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**POSITION: THERAPIST-RESIDENTIAL**

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

**STATUS:** 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. 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, or LMHC.

Provide individual and family therapy, group psychotherapy, substance abuse counseling, mental health/substance abuse evaluations, case management, and other related therapeutic services for residential Clientele of the organization.

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**POSITION: INPATIENT THERAPIST**

**PROGRAM:** New Moon Lodge

**STATUS:** 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 with adults and families. Experience working with Substance abuse, co-occurring and inpatient treatment preferred.

**PREFERRED CERTIFICATES:** Current License in the State of New Mexico as one for the following: LMSW, LISW, LPCC, LPC, or LMHC.

Provide individual and family therapy, group psychotherapy, substance abuse counseling, mental health/substance abuse evaluations, case management, and other related therapeutic services for residential Clientele of the organization.

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**POSITION: Intake Coordinator/Case Manager**

**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:** Two years' experience in a behavioral health agency or setting with knowledge in substance prevention and treatment

**REQUIRED CERTIFIATES:** None

Is responsible for providing/coordinating intake and discharge management services for inpatient clients of the Circle of Life, New Moon Lodge. Employee will coordinate with service providers, referral sources and community resources in order to provide information and expedite admissions. Employee will coordinate with community providers to ensure basic needs are available and accessible to clients discharging from residential treatment. Is responsible for carrying out state and federal requirements per funding sources including but not limited to; CYDF, IHS, BHSD, DOJ, MAD/Medicaid and private insurance carriers in order to maintain compliance. Incumbent is responsible for entering client information and collection of statistical data

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**POSITION: Grant Manager**

**PROGRAM:** Accounting, Ohkay Owingeh, NM

**STATUS:** Regular/Full Time/Exempt

**BENEFITS:** Yes

**RATE OF PAY:** DOE

**EDUCATION:** Bachelor's Degree in Finance, Accounting or related field

**EXPERIENCE:** Three years grant management experience. Account experience preferred.

**REQUIRED CERTIFIATES:** None

Facilitate research, development, preparation, review, editing and submission of grant proposals.  
Support Program Directors and administration in developing proposals. Maintain various databases.  
Prepare technical and financial reports.

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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\***