



**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:

Diane Gonzales/HR Specialist

[diane.gonzales@enipc.org](mailto:diane.gonzales@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 July 20, 2017**

---

**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: 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: 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.

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

**REQUIRED CERTIFICATES:** 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: ENVIRONMENTAL SPECIALIST**

**PROGRAM:** Environment Department; TBD either Albuquerque, NM or Espanola, NM

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

**BENEFITS:** Yes

**RATE OF PAY:** DOE

**EDUCATION:** Bachelor's Degree in the area(s) of Environmental Science, Engineering, Natural Sciences, Physical Sciences or Environmental Planning.

**EXPERIENCE:** Two years professional level work experience in a tribal environmental field, tribal government, or public environmental program. A minimum of four years in the GPS/GIS and environmental field may qualify for educational experience.

**REQUIRED CERTIFICATES:** None

Implement goals and objectives of the Environment Department, specifically in the areas of the Data Management Program (Environmental Information Exchange Network) in accordance with the policies and procedures of the Eight Northern Indian Pueblos Council, Inc. organization and with the applicable federal and tribal guidelines, laws, regulations and standards.

---

**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.

---

---

**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\***