



**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 July 26, 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: 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/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: 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: 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.

---

---

**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.

---

---

**POSITION: SITE MANAGER**

**PROGRAM:** Senior Program, Picuris

**STATUS:** Regular/ 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:** None

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

---

---

**POSITION: GRANT MANAGER**

**PROGRAM:** Administration Office, Ohkay Owingeh NM

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

**BENEFITS:** Yes

**RATE OF PAY:** \$25 per hour

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

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

**REQUIRED CERTIFIATES:** None

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

---

---

**POSITION: THERAPIST-RESIDENTIAL**

**PROGRAM:** New Moon Lodge

**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 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.

---

---

**POSITION: BEHAVIORAL HEALTH TECHNICIAN SUPERVISOR**

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

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

**BENEFITS:** Yes

**RATE OF PAY:** DOE

**EDUCATION:** Bachelor's Degree in Social Work, Healthcare, or related field.

**EXPERIENCE:** Three years mental health experience. One year in a lead or supervisory capacity.

**PREFERRED CERTIFICATES:** None

Provide oversight, supervision, and support to the BHT staff. Coordinates with departments to insure program implementation and quality care. Provides client care in working properly with the children to ensure 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 residents.

---

---

**POSITION: CASE MANAGER**

**PROGRAM:** Circle of Life-North, Ohkay Owingeh NM

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

**BENEFITS:** Yes

**RATE OF PAY:** DOE

**EDUCATION:** Bachelor's Degree in Social Work, Healthcare, Counseling, or related field or four or more years of related experience.

**EXPERIENCE:** Two years case management experience

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

Coordinate and provide services and resources to individuals and families engaged in services with Circle of Life Behavioral Health Network. Participates in community support activities by addressing goals in the following areas: independent living, learning, working, socializing, and recreation. Interventions are made primarily face-to-face and in community locations. Interventions address barriers that impede the development of skills necessary for independent functioning in the community. The Case Manager assists clients in identifying and coordinating their own services and supports in accordance with the clients service plan. The Case Manager serves the community by providing transportation services to and from Circle of Life Outpatient Clinic, so that those clients who lack transportation are able to engage more fully in their treatment. The Case Manager works closely with the clinical team to ensure that service plan objectives are being met. The Case Manager ensures that proper documentation of services provided is maintained.

---

---

**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\***