



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](https://www.indeed.com)

Employment Opportunities as of August 24, 2020

POSITION: Teen Mentor

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: Healthcare experience preferred.

PREFERRED CERTIFICATES: CPR and First Aid or willing to receive the training to become certified.

A Teen Mentor is a member of the direct care staff who works with native youth, ages 13 through 18, to ensure that their safety, therapeutic and physical needs are properly met. Job duties include working with residents throughout the day, transporting them to varying locations, accompanying them on nature and cultural outings, participating and leading groups and experiential activities, and acting as a positive role model for our residents. Butterfly Healing Center is staffed 24 hours a day. There are day, swing, and graveyard shifts available. Schedule is determined by program needs.

POSITION: CONTRACT CIVIL LEGAL ATTORNEY

PROGRAM: Peacekeepers, Espanola NM

STATUS: Contract/Part Time/Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: Juris Doctorate

EXPERIENCE: 10 years' experience in family law.

REQUIRED CERTIFICATES: None

Practice civil and family law with an emphasis on domestic violence orders of protection within the Eight Northern Pueblos.

POSITION: Contract Counselor

PROGRAM: Peacekeepers, Espanola NM

STATUS: Contract/Part Time/Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: Degree in General Clinical Psychology, specializing in therapy relating to violence.

EXPERIENCE: Five years' experience in the field of counseling and able to conduct culturally sensitive sessions tailored to each individual's trauma.

REQUIRED CERTIFICATES: None

The Counselor must possess expertise in the healthy recovery process for all victims and secondary victims of crime. The counselor will be responsible for identifying a specific risk factors for violence, recognizing changing risk factors and developing a strategic safety plan for victims.

POSITION: Delivery Food Driver

PROGRAM: Seniors San Ildefonso, NM

STATUS: Regular/Part Time/Non-Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: One year driving experience

PREFERRED CERTIFICATES: None.

Deliver meals to homebound elders. The successful candidate will be responsible for ensuring timely delivery of meals on specific routes, loading and unloading delivery vehicle and providing exceptional service to our elders.

POSITION: Administrative Assistant

PROGRAM: Child Care, Ohkay Owingeh, NM

STATUS: Regular/Full Time/Non Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma.

EXPERIENCE: Three years of job-related experience, preferably in an administrative department, office technical experience, including responsibility for word processing, filing system, and general office functions.

PREFERRED CERTIFICATES: None.

Responsible for providing daily office needs and managing the programs general administrative activities and tasks in ensuring an efficient and smooth day-to-day operations of Child Care and Development Fund Program.

POSITION: Teacher Assistant

PROGRAM: Head Start, San Ildefonso, NM

STATUS: Regular/Full Time/Non Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Associates or Bachelor's Degree in Early Childhood or related field.

EXPERIENCE: Experience in a preschool setting.

PREFERRED CERTIFICATES: Certified as a Child Development Associate (CDA).

Assists with the development and implements individual education plans for children, which help them to develop socially, intellectually, physically, and emotionally in a manner appropriate to their stage of development. Work collaboratively with the Teachers, families and volunteers.

POSITION: COOK

PROGRAM: Senior Center, Picuris, NM

STATUS: Regular/Full-Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: \$11.50 plus \$2.00 stipend from Picuris Pueblo.

EDUCATION: High School Diploma or GED Certificate.

EXPERIENCE: One year of cooking 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: Handyman

PROGRAM: Child Care, Ohkay Owingeh, NM

STATUS: Temporary/Part Time/Non Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma or GED.

EXPERIENCE: A minimum of three to five years of job-related experience, including knowledge of computer software.

PREFERRED CERTIFICATES: None

Responsible for performing a wide variety of repair and maintenance task and projects.

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: Batterer's Intervention Facilitator

PROGRAM: Peacekeepers, Espanola, NM

STATUS: Regular/Full Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or GED

EXPERIENCE: Five years of related experience in the area of law enforcement, probation, or domestic violence.

PREFERRED CERTIFICATES: None

Coordinate Peacekeepers Intervention Program utilizing the Duluth Model. Maintain detailed records on offender compliance for tribal revocation hearing, arraignments, and sentencing's. Must be familiar with community resources available to offenders and make appropriate referrals. Have the ability to inculcate traditional customs and values. Facilitates men's/women's intervention sessions on a weekly basis with an emphasis on offender accountability and re-entry to tribal society.

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