



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](http://indeed.com)

Employment Opportunities as of August 29th, 2019

POSITION: CLINICAL DIRECTOR

PROGRAM: Circle of Life

STATUS: Regular/Full Time/ Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Master's Degree in Social Work, Psychology, Counseling, or related field.

EXPERIENCE: Four years counseling experience with children, adolescents, and families. Prior experience in an Adolescent Residential Treatment Center preferred.

PREFERRED CERTIFICATES: An unrestricted Independent Licensure in the State of New Mexico (LCSW, LPCC, Psychiatric Nurse, PhD, PsD, or MD).

Provides clinical supervision and leads direction of all clinical services delivered by COLBHN. The Clinical Director shall oversee and support the clinical team of supervisors. Work is performed under the direct supervision of the Program Director.

POSITION: TRANSPORTER

PROGRAM: Butterfly Healing Center, Taos, NM

STATUS: Regular/Part Time/Non-Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma

EXPERIENCE: None

PREFERRED CERTIFICATES: None.

Provide the transportation of clients to and from their homes to hospitals, convalescent facilities, dialysis centers, rehabilitation centers, medical offices and their private residences in a safe, secure and professional manner. .

POSITION: COOK

PROGRAM: Seniors, Nambe, NM

STATUS: Regular/Full-Time/ Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years cooking and food service preparation

PREFERRED CERTIFICATES: Must obtain and maintain Food Handler's Card.

Plan, organize, and prepares menus and meals and provides food delivery services at the Senior Program. Prepare a variety of food service items and ensures nutritional meals. Ensure all safety and food handling is in compliance with laws and regulations. Maintain cleanliness of kitchen and dining room.

POSITION: COOK

PROGRAM: Butterfly Healing Center, Taos, NM

STATUS: Regular/Part Time/Non-Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma or GED Certificate.

EXPERIENCE: One year of experience in commercial, institutional or related volume food preparation.

PREFERRED CERTIFICATES: None.

The cook performs a variety of volume food preparation tasks. The cook is responsible for the full range of kitchen duties normally encountered in a small cafeteria or institutional kitchen. Duties include directing the activities of food preparers and resident helpers. General supervision is received from the Food Services Manager who provides instruction on the type of food/meal to be prepared. The Cook is responsible for the quantity of food to be prepared and the methods of food preparation.

POSITION: COOK

PROGRAM: Seniors, Picuris, NM

STATUS: Regular/Full-Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

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: Billing Specialist

PROGRAM: Circle of Life, Ohkay Owingeh, NM

STATUS: Regular/Full Time/ non-exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or GED

EXPERIENCE: Experience in CPT and ICD-10 coding; familiarity with medical terminology preferred. Billing experience in a Tribal 638 or HIS entity preferred but not required.

PREFERRED CERTIFICATES: None

The Billing Specialist shall conduct a variety of bookkeeping and operational functions under the direct supervision of the Deputy Program Director. The Billing Specialist will perform billing services for all programs of the network which require electronic and paper billing needs. Employee will work closely with the Deputy Program Director, Intake staff, and ENIPC accounting staff in the performance of Medicaid billing, reporting, denials, and other bookkeeping functions as required by the supervisor.

POSITION: RESIDENTIAL THERAPIST

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: 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, 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.

Work is performed under the general supervision of the Clinical Supervisor. Guidelines for work performance are established in compliance with the standards of the Behavioral Health Program of ENIPC Inc., Department of Health and Human Services Behavioral Health Services Division, C.Y.F.D., D.O.J., and Indian Health Service.

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.

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