



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 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 September 7, 2017

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 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: 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: COOK

PROGRAM: Senior Program, Nambe, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent.

EXPERIENCE: One year food preparation and cooking experience.

REQUIRED CERTIFICATES: Must obtain and maintain a Food Handlers certificate.

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.

ONE POSITION: CLINICAL SUPERVISOR

PROGRAM: Circle of Life- North Office, Espanola, NM

STATUS: Regular/Full Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Masters Degree in Social Work, Psychology, Counseling or related field

EXPERIENCE: Counseling experience with children, adolescents and families; management or supervisory experience.

REQUIRED CERTIFICATES: Current license in the state of New Mexico as one of the following: LISW, LPCC, LPC, LCSW

The Clinical Supervisor will provide and document direct day-to-day clinical supervision to Circle of Life staff; ensuring meeting schedules and basic documentation of team's interactions. Also, will provide regular individual and family therapy, evaluations, case management, and other related therapeutic services for outpatient clientele of Circle of Life.

POSITION: CASE MANAGER

PROGRAM: Circle of Life, Espanola, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent; prefer Bachelors in Social Services

EXPERIENCE: Two years case management experience

PREFERRED CERTIFICATES: None

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 addressing goals specifically in the following areas: independent living, learning, working, socializing and recreation. Interventions are made primarily face to face and in community locations that address barriers that impede the development of skills necessary for independent functioning in the community. Case Manager assists with identifying and coordinating services and supports identified in an individual's service plan supporting an individual and family in crisis situations and providing individual interventions to develop or enhance an individual's ability to make informed and dependent choices.

POSITION: THERAPIST

PROGRAM: Circle of Life- North, Espanola, 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.

REQUIRED CERTIFICATES: Current license in the State of New Mexico as one of 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 outpatient clientele of the organization.

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: CERTIFIER

PROGRAM: Food Distribution Program and Indian Reservations, Nambe, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: One year experience, preferably in certification, eligibility determination, or administrative work.

PREFERRED CERTIFICATES: None

The Certifier will accept, review and certify applications for eligibility within the ENIPC, Inc. FDPIR. Create and maintain all participants files.

POSITION: ADMINISTRATIVE ASSISTANT

PROGRAM: Head Start, Ohkay Owingeh, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE:

PREFERRED CERTIFICATES: None

Under the direct supervision of the Director, this position provides administrative and secretarial support. In addition to typing, filing, scheduling, the Administrative Assistant performs duties such as assist with the coordination of meetings, assist with ordering supplies, and assist on special projects.

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