



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 October 11, 2017, 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: 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: 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: PROBATION OFFICER

PROGRAM: Peacekeepers, Espanola, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Bachelor's degree in Criminal Justice, Sociology, Social Work, or related field.

EXPERIENCE: One year experience working with offenders.

REQUIRED CERTIFICATES: None.

Oversee people who are convicted of crimes, but who have been released on probation or parole. Assist individuals, including offering treatment options, helping them find jobs, and keeping track of their progress.

POSITION: COOK

PROGRAM: Picuris Senior Center

STATUS: Temporary/Full Time/Non-Exempt- 90days minimum

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: Two years cooking and food service preparation. Must obtain and maintain Food Handler's Card. Current valid driver's license and be insurable under the Tribal auto insurance. Must successfully pass a pre-employment drug-testing and background investigation.

PREFERRED CERTIFICATES: None

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.

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