



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 October 12, 2020

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: 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: NUTRITIONIST

PROGRAM: WIC Espanola, NM

STATUS: Regular/Part Time/Non Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: A Bachelor's Degree in Nutrition/Dietetics, Public Health Nutrition, Clinical Nutrition or Community Nutrition.

EXPERIENCE: Two years nutrition field experience.

PREFERRED CERTIFICATES: Registered with the Commission on Dietetic Registration.

This position is responsible for providing direct and in-depth client services in the areas of nutrition assessment, counseling, evaluating nutritional risk that may include high-risk families. Create nutrition

care plans, obtain and assess blood samples, and assessing height and weight measurements, and teaching group and individual education classes.

POSITION: THERAPIST-OUTPATIENT

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

STATUS: Regular/Full-Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

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

EXPERIENCE: Experience with special treatment populations, such as substance abuse, delinquent or behavior disordered, or seriously emotionally disturbed

PREFERRED CERTIFICATES: Current New Mexico State license as an LMSW, LPC, LMFT, or higher.

The Circle of Life (COL) Therapist entails maintaining a caseloads in the outpatient office, primarily providing individual, family, group therapy, substance abuse counselling, case management, discharge planning and other therapeutic services as needed and assigned by Clinical Supervisor.

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

POSITION: THERAPIST-OUTPATIENT

PROGRAM: Circle of Life-South, Albuquerque, NM

STATUS: Regular/Full-Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

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

EXPERIENCE: Experience with special treatment populations, such as substance abuse, delinquent or behavior disordered, or seriously emotionally disturbed

PREFERRED CERTIFICATES: Current New Mexico State license as an LMSW, LPC, LMFT, or higher.

The Circle of Life (COL) Therapist entails maintaining a caseloads in the outpatient office, primarily providing individual, family, group therapy, substance abuse counselling, case management, discharge planning and other therapeutic services as needed and assigned by Clinical Supervisor.

Work is performed under general supervision of the Clinical Supervisor. Guidelines for work performance are established in compliance with the standard of the Behavioral Health Program of ENIPC Inc., Department of Health and Human Service Behavioral Health Service 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.

POSITION: Maintenance Tech

PROGRAM: Administration, Ohkay Owingeh, NM

STATUS: Regular/Part-Time/Non-Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: One year experience in maintenance or facility services.

PREFERRED CERTIFICATES: None.

Maintains the customer areas, entrances, grounds and administrative areas in a clean and sanitary condition. Perform basic preventive maintenance and inspection on Centers facilities.

POSITION: Maintenance Supervisor

PROGRAM: Administration, Ohkay Owingeh, NM

STATUS: Regular/Full-Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: Three year experience in maintenance or facility services. One year in a lead or supervisory capacity.

PREFERRED CERTIFICATES: CPR and First Aid certification.

Responsible for coordinating, supervising, and working effectively with staff members in the general maintenance area. Also responsible for the upkeep of several ENIPC buildings, grounds, structure and equipment such as electrical, plumbing, light mechanical and related systems and duties.

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: Environmental Specialist

PROGRAM: Environmental, NM

STATUS: Regular/Full-Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Bachelor's Degree in Environmental Science, Science or area of specialty.

EXPERIENCE: Two years environmental work experience.

PREFERRED CERTIFICATES: None.

Implement goals and objectives of the Environment Department, specifically in the area of the Data Management Program (Environmental Information Exchange Network) and the Pesticides Program in accordance with the policies and procedures of the Eight Northern Indian Pueblos Council, Inc. (ENIPC, Inc.) organization and with the applicable federal and tribal guidelines, laws, regulation and standards. Plan, develop, establish the administrative, technical, legal, enforcement, communication, environmental education and outreach capacity of the ENIPC Environment Department.

POSITION: Child Care Program Director

PROGRAM: CCDF, Ohkay Owingeh NM

STATUS: Regular/Full-Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

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

EXPERIENCE: Five years administrative experience in the areas of program management.

Specialized training in child care issues or childhood development or administration of similar program.

PREFERRED CERTIFICATES: None.

Accomplish the Child Care and Development Fund Program objectives by planning, organizing, implementing, administering and directing all functions required to ensure child care services are provided to qualified Native American families in accordance with contractual requirements and applicable laws, regulations, policies and procedures.

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