



**EIGHT NORTHERN INDIAN PUEBLOS COUNCIL, INC.**

327 Eagle Drive, PO Box 969

Ohkay Owingeh, NM 87566

[www.enipc.org](http://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 25, 2018**

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**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 CERTIFIATES:** 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.

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**POSITION: BEHAVIORAL HEALTH TECHNICIAN**

**PROGRAM:** New Moon Lodge, Ohkay Owingeh, 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 adult male residents 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.

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**POSITION: BEHAVIORAL HEALTH TECHNICIAN**

**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 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

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**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.

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**POSITION: SECURITY OFFICER**

**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 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.

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**POSITION: THERAPIST-RESIDENTIAL**

**PROGRAM:** Butterfly Healing Center, Taos NM

**STATUS:** Full Time/Exempt

**BENEFITS:** Yes

**RATE OF PAY:** DOE

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

**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, or 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.

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**POSITION: YOUTH COORDINATOR**

**PROGRAM:** Circle of Care, Ohkay Owingeh, NM

**STATUS:** Part Time/Temporary

**BENEFITS:** No

**RATE OF PAY:** DOE

**EDUCATION:** High school diploma

**EXPERIENCE:** Two years of previous experience in community based services.

**PREFERRED CERTIFICATES:** None.

This position is designed to recruit tribal youth to participate in activities specific to the Circle of Care grant. This position is responsible for planning supporting a "youth driven" system of care model by recruiting youth to participate in activities supported by the SAMSHA such as but not limited to: youth summits, round table discussions, community assessments and community mapping. This position is also responsible for all aspects of the planning for these activities.

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**POSITION: Civil Legal Attorney (Contract)**

**PROGRAM:** Peacekeepers, Espanola NM

**STATUS:** Contract/ Part Time

**RATE OF PAY:** DOE

**EDUCATION:** Juris Doctorate

**EXPERIENCE:** Ten years' experience in family law.

**PREFERRED CERTIFICATES:** none

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

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**POSITION: Delivery Food Driver**

**PROGRAM:** Senior Program, Pojoaque NM

**STATUS:** Regular/Part Time / Non-Exempt

**BENEFITS:** No

**RATE OF PAY:** \$12/hr

**EDUCATION:** High School Diploma or GED

**EXPERIENCE:** One year driving experience

**REQUIRED 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.

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**POSITION: Administrative Assistant**

**PROGRAM:** Senior Program, Ohkay Owingeh, NM

**STATUS:** Regular/Full Time/Non-Exempt

**RATE OF PAY:** DOE

**EDUCATION:** High School Diploma or GED

**EXPERIENCE:** Three years administrative or secretarial experience that includes customer service, receptionist or secretarial experience.

**PREFERRED CERTIFICATES:** none

Perform clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to caller and visitors

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**POSITION: SITE MANAGER**

**PROGRAM:** Senior Program, Picuris

**STATUS:** Regular/ Full Time/ Non-Exempt

**BENEFITS:** Yes

**RATE OF PAY:** DOE

**EDUCATION:** High School Diploma or equivalent

**EXPERIENCE:** Three years program experience and food service preparation. Working with seniors preferred. Associates Degree preferred.

**REQUIRED CERTIFICATES:** None

Manage administrative functions and serves to the Senior Program's Pueblo site by providing a variety of senior related services to the community.

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**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\***