



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 Nov 30, 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: 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: 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.

POSITION: PROSECUTOR

PROGRAM: Peacekeepers, Espanola, NM

STATUS: Contract/Part Time (10hours per week/40hours per month)

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: Juris Doctorate

EXPERIENCE: Five years familiar with tribal customs and practice within the Eight Northern Pueblos.

PREFERRED CERTIFICATES: Must be licensed to practice law in the state of NM.

Has ultimate responsibility for screening, charging and prosecution of crimes of domestic violence, sexual assault, stalking, teen dating violence and elder abuse within the Eight Northern Pueblos of Taos, Picuris, Ohkay Owingeh, Santa Clara, Pojoaque, San Ildefonso, Nambe, and Tesuque

POSITION: PROGRAM MANAGER

PROGRAM: Circle of Life-North, Espanola, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Bachelor's Degree in Business Administration, Substance Abuse, or related field or (4) years or more of progressively responsible administration in a public service agency, substance program, or related field.

EXPERIENCE: Understanding of financial accounting principles and budget & grant compliance. Knowledge of grant/program management, leadership and interpretation of goals and objectives. Knowledgeable of Tribal community need, cultural/traditional practices. Promotes the sober work environment and supports this understanding in work activities. Be able to pass a enforcement background investigation.

REQUIRED CERTIFICATES: None

The Circle of Life (COL) Circles of Care (CoC) Project Manager coordinates and manages the CoC project goals & objectives with approved staffing and budget guidelines; interprets and implements official policies, develops and maintains good public relations with community, tribal administration and other programs, other public and private agencies, etc. Leads and supports the CoC Core Team in promoting a community based approach to designing Circle of Care.

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