



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 September 20, 2021

POSITION: Cook

PROGRAM: Butterfly Healing Center, Taos, NM

STATUS: Regular/Part Time/Non-Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma or GED Certificate.

EXPERIENCE: One year of experience in commercial, institutional or related volume food preparation.

PREFERRED CERTIFICATES: CPA and First Aide certification or willing to receive training required.

The cook performs a variety of volume food preparation tasks. The Cook is responsible for the full range of kitchen duties normally encountered in a small cafeteria or institutional kitchen. Duties include directing the activities of food preparers and resident helpers. General supervision is received from the Food Services Manager who provides instruction on the type of food/meal to be prepared. The Cook is responsible for the quantity of food to be prepared and the methods of food preparation.

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: 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 GED Certificate.**EXPERIENCE:** Healthcare experience preferred.**PREFERRED CERTIFICATES:** CPA and First Aide certification or willing to receive training required.

A Behavioral Health Technician is a member of the direct care staff who works with native men, ages 18 and up, to ensure that their safety, therapeutic and physical needs are properly met, as directed by the treatment plan and clinical team. 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. New Moon Lodge is staffed 24 hours a day. There are day, swing, and graveyard shifts available. Schedule is determined by program needs.

POSITION: Site Manager**PROGRAM:** Seniors, San Ildefonso Pueblo, NM**STATUS:** Regular/Full Time/Exempt**BENEFITS:** Yes**RATE OF PAY:** DOE**EDUCATION:** High School Diploma or GED**EXPERIENCE:** Three years' program experience and food service preparation.**PREFERRED CERTIFICATES:** None

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

POSITION: Contract Civil Legal Attorney**PROGRAM:** Peacekeepers, Espanola NM**STATUS:** Contract/Part Time/Exempt**BENEFITS:** No**RATE OF PAY:** DOE**EDUCATION:** Bachelor's Degree in Sociology, Social Work, Criminal Justice.**EXPERIENCE:** Three years in domestic violence, shelter or advocacy work.**PREFERRED CERTIFICATES:** None.

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

POSITION: Therapist**PROGRAM:** Circle of Life, 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 in a variety of populations, such as substance abuse, behavioral issues and/or mental illness.**PREFERRED CERTIFICATES:** New Mexico State license as an LMSW, LPC, LMFT, or higher.

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

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

POSITION: Residential Therapist

PROGRAM: Butterfly Healing Center, Taos NM

STATUS: Regular/Full Time/Non-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. Prior experience in an Adolescents Residential Treatment Center preferred.

PREFERRED CERTIFICATES: New Mexico State license as an LMSW, LISW, LPCC, LMHC, or higher.

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.

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

POSITION: Residential Therapist

PROGRAM: New Moon Lodge, Ohkay Owingeh, NM

STATUS: Regular/Full Time/Non-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. Prior experience in an Adolescents Residential Treatment Center preferred.

PREFERRED CERTIFICATES: New Mexico State license as an LMSW, LISW, LPCC, LMHC, or higher.

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.

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

POSITION: Clinical Supervisor

PROGRAM: Circle of Life, Santa Fe, 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: Seven years counseling experience with children, adolescents, and families. Five years management or supervisory capacity.

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

Provide and document direct day-to-day clinical supervision to COL Behavioral Health Staff. Lead the Multi-Disciplinary Treatment Team, ensure supervisees are meeting their productivity requirements and are continually increasing their clinical skills. Provide regular and ongoing individual and group supervision to clinicians. Provide regular individual and family therapy, evaluations, case management, and other related therapeutic services for COL clientele.

POSITION: Site Manager

PROGRAM: Seniors, Picuris Pueblo, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or GED

EXPERIENCE: Three years' program experience and food service preparation. Working with seniors preferred.

PREFERRED CERTIFICATES: None

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

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 GED

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: Breastfeeding Peer Counselor/WIC Aide

PROGRAM: WIC, Espanola, NM

STATUS: Regular/Part-Time/ Non-Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent.

EXPERIENCE: Experience with breastfeeding at least one baby (does not have to be currently breastfeeding).

PREFERRED CERTIFICATES: None.

BFPC/ WIC Aide will provide one-on-one and group breastfeeding support/classes to WIC mothers. They are trained to discuss the successful management of breastfeeding. This position performs

various clerical duties in support of the WIC office that includes interaction with the public ensuring that participants receive positive customer service while maintaining confidential information such as income, eligibility, and participant benefits. In addition, this position will help answer phones, schedule clients and assist the WIC staff in other office duties. The position is part of the Women, Infants, and Children Program and is based in the Espanola office, and requires travel to our satellite sites.

POSITION: Cook

PROGRAM: Seniors, San Ildefonso Pueblo, NM

STATUS: Regular/Full Time/non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or GED

EXPERIENCE: One-year cooking experience. Foodservice preparation experience preferred.

PREFERRED CERTIFICATES: Food Handler's Card

Prepare a variety of food services items by following established recipes and procedures to ensure nutritional meals. Ensure all safety and food handling is in compliance with laws and regulations.

POSITION: Office Manager

PROGRAM: Circle of Life North, Ohkay Owingeh, NM

STATUS: Regular/Full Time/Exempt

BENEFITS: Yes

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

Provide high-level administrative support for Circle of life leadership to ensure they can efficiently accomplish key tasks and program initiatives. Will keep the Managers communications organized so that they can easily access the most important information without having to sort through low-priority items. Will screen all visitors and determine what level of support they need while offering polite, professional customer service. Manage the Managers daily calendar, including scheduling meetings, confirming appointments, writing itineraries and arranging for transportation. Will train other administrative staff on administrative policies and best practices.

Generous Benefits Package: All Full Time Employees Medical, Dental, Vision and Life Insurance Premiums Paid. Employer Match 401K, PTO, and Much More!

Clinician Benefits Package: Licensure Reimbursement, CEU allowance, Student Loan Repayment program for those who qualify and low caseload requirements.

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