



327 Eagle Drive, PO Box 969
Ohkay Owingeh, NM 87566

ENIPC Current Openings

as of June 16, 2022

(These positions are also posted on [indeed.com](https://www.indeed.com))

ADMINISTRATIVE ASSISTANT

PROGRAM: Environment, NM

STATUS: Regular/Part Time/Non-Exempt

EDUCATION: High School Diploma or GED

EXPERIENCE: Three years administrative 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 callers and visitors. Complete meeting minutes, and gather information for monthly/quarterly reports. Update OETA website with program information.

BATTERER'S INTERVENTION FACILITATOR

PROGRAM: Peacekeepers, Espanola, NM

STATUS: Regular/Full Time/Non-Exempt

EDUCATION: High School Diploma or GED

EXPERIENCE: Three years in domestic violence or social service work. Bachelor's Degree in Sociology, Social Work, Criminal Justice preferred.

PREFERRED CERTIFICATES: None

Coordinate Peacekeepers Intervention Program utilizing the Duluth Model. Maintain detailed records on offender compliance for tribal revocation hearings, arraignments, and sentencing's. Must be familiar with community resources available to offenders and make appropriate referrals. Have the ability to inculcate traditional customs and values. Facilitates men's/women's intervention sessions on a weekly basis with an emphasis on offender accountability and re-entry to tribal society.

COOK

PROGRAM: Butterfly Healing Center, Taos, NM

STATUS: Regular/Part Time/Non-Exempt

EDUCATION: High School Diploma or GED.

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

PREFERRED CERTIFICATES: CPA and First Aid 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.

COOK

PROGRAM: Seniors, San Ildefonso Pueblo, NM

STATUS: Regular/Full Time/Non-Exempt

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.

FOOD SERVICE MANAGER

PROGRAM: Circle of Life

STATUS: Regular/Full Time/Non-Exempt

EDUCATION: Bachelor's Degree preferred.

EXPERIENCE: Three years experience in commercial, institutional, or related volume food preparation including one year preparing meals according to specialized diets. One year supervising cooks and food preparers.

PREFERRED CERTIFICATES: Chef Certification preferred. Must obtain and maintain Food Handler's Card

Coordinate, oversee, direct and manage Food Service operational, financial, and administrative activities to ensure efficient and timely service at the Behavioral Health Center. Directly supervises and monitor assigned staff. Plan, organize, and prepares menus and meals. Ensures all safety and food handling is in compliance with laws and regulations. Maintains cleanliness of food areas

OUTPATIENT THERAPIST

PROGRAM: Circle of Life-North NM

STATUS: Regular/Part Time/Exempt

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, primarily providing individual, family, group therapy, substance abuse counseling, case management, discharge planning and other therapeutic services as needed and assigned by Clinical Supervisor.

SECURITY OFFICER

PROGRAM: Butterfly Healing Center – Taos, NM

STATUS: Regular/Full Time/ Exempt

EDUCATION: High School Diploma or GED

EXPERIENCE: One year experience in security, law enforcement, military or civilian security services.

PREFERRED CERTIFICATES: CPA and First Aid Certification.

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.

TEEN MENTOR (Full Time and Part Time Availability)

PROGRAM: Butterfly Healing Center, Taos, NM

STATUS: Regular/Full Time/Non-Exempt

EDUCATION: High School Diploma or GED.

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.

THERAPIST

PROGRAM: Circle of Life, Albuquerque NM

STATUS: Regular/Full Time/Exempt

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, primarily providing individual, family, group therapy, substance abuse counseling, case management, discharge planning and other therapeutic services as needed and assigned by Clinical Supervisor.

THERAPIST

PROGRAM: Taos Outpatient, Taos, NM

STATUS: Regular/Full Time/Exempt

EDUCATION: Master's Degree or PhD in Counseling, Psychology, or Social Work and hold a New Mexico State license as an LMSW, LPC, LMFT, or higher.

EXPERIENCE: Experience in a variety of populations, such as substance abuse, behavioral issues and/or mental illness.

PREFERRED CERTIFICATES: None

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

ENIPC Ensures Native American Preference!

ALL ENIPC Employees are required to be fully vaccinated from COVID-19!

ENIPC Inc. is a Drug FREE Workplace!