The New UNM-Taos Career Services Program is open to assist current students and prospective students in exploring career options. Please contact our office about our services and let us know how we can assist you.

Contact Cynthia Lentini for an Appointment
Phone: (575) 737-3770
Email: cplentini@unm.edu

## Job Postings

### January 2019

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### TAOS PUEBLO CMS OPEN POSITION LISTING

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DEPT.</th>
<th>STATUS</th>
<th># OF POSITION</th>
<th>DATE POSITION POSTED</th>
<th>DATE POSITION CLOSED</th>
</tr>
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<tbody>
<tr>
<td>Early Education Program Manager</td>
<td>Education</td>
<td>FT</td>
<td>1</td>
<td>11/20/2018</td>
<td>Until Filled</td>
</tr>
<tr>
<td>Cook</td>
<td>Education</td>
<td>FT</td>
<td>1</td>
<td>12/17/2018</td>
<td>01/18/2019</td>
</tr>
<tr>
<td>Surveillance Operator</td>
<td>Gaming</td>
<td>FT</td>
<td>1</td>
<td>11/26/2018</td>
<td>Until Filled</td>
</tr>
</tbody>
</table>

**SUBMIT APPLICATIONS/RESUMES TO:**

Taos Pueblo CMS Human Resources Office  
P.O. Box 1846  1075 Veterans Hwy Taos, NM 87571  
Phone: (575) 758-8626 ext. 124  Fax: (575) 758-7308  
Email: apply@taospueblo.com

All positions listed above require successful drug test and background checks with no prior felony convictions. Taos Pueblo Tribal members are encouraged to apply. Native American Indian preference applies.
TITLE: Lead Registered Nurse
FTE/CLASS: Full Time
SITE: Taos
SUPERVISOR: Chloe Abreu, RN-Nurse Manager

Responsibilities: Under the direction and supervision of the Nurse Manager, the Lead Registered Nurse assures and maintains the overall clinic operation in the successful delivery of quality patient care and functions as liaison between Nurse Manager and Clinic Nursing Personnel, furthermore, provides skilled nursing services for patients of El Centro Family Health within limitations and guidelines of the New Mexico State Nurse Practice Act.

MINIMAL REQUIREMENTS:
Education: Completion of an accredited course of study in registered nursing.
Licensure: Current and valid Registered Nurse Licensure.
Experience: Minimum of one-year experience working health care field preferably in a clinical setting.
Certification: Cardiopulmonary Resuscitation (CPR), PALS certification desirable.
Other Requirements: TST screening, background check, current drivers’ license and proof of automobile insurance.

Knowledge, Skills and Abilities:
1. Ability to perform duties and responsibilities with dignity, quality, and confidentiality in all contacts with patients, staff and other health professionals.
2. Ability to recognize and differentiate emergent, urgent, and non-urgent signs and symptoms in patients both through physical assessment and telephone triage.
3. Travel required. Ability to travel to outlying clinics as requested.
4. Maintain valid driver’s license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
5. May be required to work a flex schedule to meet deadlines, and or attend Mandatory meetings/trainings.
6. Ability to apply leadership skills and techniques within a medical nursing setting.
7. Ability to read and follow instructions.
8. Ability to perform tasks with a high degree of attention to detail and manual dexterity.
9. Ability to perform all duties and responsibilities with dignity, quality, and calmness.
10. Ability to maintain confidentiality in all patient contact, staff and health care professionals.
11. Ability to be flexible toward change, and to develop good cooperative working relationships with others.
13. Knowledge of computer and telephone skills and protocols.
14. Outpatient and primary medical knowledge regarding office operations and procedures.

EOE/M/F/D/V/Drug-free Workplace

Interested individuals must submit an updated employment application to hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.
El Centro Family Health

TITLE: RN or LPN or Medical Assistant II
FTE/CLASS: Full Time Equivalent (Mon-Fri)
SITE: Embudo
SUPERVISOR: Chloe Abreu- RN, Nurse Manager

Responsibilities:
The Registered Nurse assures successful delivery of quality patient care for patients of El Centro family health within limitations and guidelines of the New Mexico State Nurse Practice Act.
The Licensed Practical Nurse provides skilled nursing services for patients of El Centro Family Health, within the limitation and guidelines of the New Mexico State Nurse Practice Act.
The Medical Assistant II provides patient care and other related clinical, laboratory, technical and support to Physicians, Midlevel Practitioner and Lead Nurse to provide direct patient care following El Centro Family Health Care Policy and Procedures. The Medical Assistant II will mentor the Basic Medical Assistant. May be required to travel to perform work assignments at any ECFH Medical Clinic.

MINIMAL REQUIREMENTS:
Education: RN and LPN- Completion of an accredited course of study in registered nursing or licensed practical nursing. Medical Assistant II- high school diploma or GED.
Licensure: Current NM RN and LPN licensure. Medical Assistant II-NONE
Experience: RN and LPN-minimum of one-year experience working health care field preferable in a clinical setting. Medical Assistant II-Minimum of two (2) years of nurse aide experience. Experience may be substituted if Certified as Medical Assistant or Certified Nurse Aide.
Certification: RN and LPN- Cardiopulmonary Resuscitation (CPR). Medical Assistant II-Certified Medical Assistant and current CPR certification or Certified Nurse Aide.

Knowledge, Skills and Abilities:
1. Ability to perform duties and responsibilities with dignity, quality, confidentiality and calmness in all contacts with patients, staff and other health professionals.
2. Ability to recognize and differentiate emergent, urgent, and non-urgent signs and symptoms inpatients both through physical assessment and telephone triage.
3. Ability to exhibit behavior and actions which create a high level of patient/customer relations-reflecting respect for the patient’s/customer’s rights, needs and confidentiality.
4. Ability to travel to work in any El Centro Clinic, as requested.
5. Maintain valid driver’s license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
6. May be required to work a flex schedule to meet deadlines, and or attend Mandatory Meeting/Trainings.
7. Ability to apply leadership skills and techniques within a medical nursing setting.
8. Ability to read and follow instructions.
9. Ability to perform tasks with a high degree of attention to detail and manual dexterity.
10. Ability to exercise sound judgment.
11. Ability to maintain and perform basic skills required by Medical Assistants
12. Ability to be flexible toward change, and to develop good cooperative working relationships with others.
14. Knowledge of computer and telephone skills and protocols.
15. Outpatient and primary medical knowledge regarding office operations and procedures.
16. Ability to organize work flow and work space.

EOE/M/F/D/V/Drug-free Workplace

Interested individuals must submit an updated employment application to hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.
El Centro Family Health

**TITLE:** Peer Support Specialist- Three (3) Positions  
**CLASS/FTE:** Full Time Equivalent/ Non Exempt  
**SITE:** Taos/Las Vegas/Espanola  
**SUPERVISOR:** Erick Struck- Behavioral Health Manager- Taos  
      Diana Padilla- Behavioral Health Manger-Las Vegas  
      Tracey Garcia-LISW-Behavioral Health Director- Espanola

**Purpose:**  
To provide peer support services as part of a multidisciplinary team to persons with mental illness and/or substance abuse problems. Service provisions will focus on working with clients to enhance their recovery. Service is provided to individuals or groups.

**EDUCATION:**  
High School Diploma or GED required

**EXPERIENCE:**  
Past or present consumer of mental health or substance abuse services with a history of managing one’s own illness. Awareness of the importance of recovery in living with a mental illness or addictions problem. Past experience working directly with people in a service oriented field is beneficial. Active membership in a consumer advocacy or self-help group.

**TRAINING:**  
Must be able to register and successfully complete the State of New Mexico Peer Support Specialist Training within the first six (6) months of hire, or when the semester of training registration is available

**Knowledge, Skills and Abilities:**

1) Knowledge of the communities and cultures of northern New Mexico.  
2) Experience working in a multi-cultural setting.  
3) Good communication skills, such as active listening, giving feedback and using appropriate language.  
4) Ability to obtain the necessary knowledge needed for provision of services to ECFH clients and patients.  
5) Ability to perform their duties and responsibilities with dignity, calmness, accuracy, confidentiality, and in a timely manner when providing services to patients.  
6) Ability to initiate and maintain positive working relationships with ECFH staff and other organizations.  
7) Ability to receive and incorporate supervisory feedback and reflects and reinforces a positive image of ECFH  
8) Ability to clearly explain procedures and processes, both orally and in written form in the performance of their duties.  
9) Ability to understand and evaluate theoretical concepts and translate them into goals and objectives that are consistent with the organization’s mission.  
10) Ability to communicate effectively; and willingness to provide emotional support, encouragement and motivation to patients.  
11) Basic Computer Skills (outlook, word, excel, internet)  
12) Travel Required  
13) Maintain Driver’s License and clearance for unrestricted automobile insurance coverage pursuant to NM State Law.

**EOE/M/F/D/V/Drug-free Workplace**  
Interested individuals must submit a Cover Letter, Resume and an updated Employment Application to Human Resources via e-mail at: hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.
Los Alamos National Laboratory currently has many jobs openings for students and Taos County residents.

Student Listings
Click Here to See All Student Listings

Entry Level Technician
Click Here to See All Entry Level Listings

Business & Operations Entry Level
Click Here to See All Business & Operations Entry Level

For More Information, Go to Los Alamos National Laboratory:
Step outside of your comfort zone and Step up to Taos Ski Valley, Inc. Taos Ski Valley is currently seeking qualified applicants to fill a variety of roles available NOW!

Through our valued employees, we foster the best possible experience for our guests in a great natural setting. We draw our energy from the incredible mountain we experience on a daily basis and from the lasting relationships we build here.

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<th><strong>Food &amp; Beverage</strong></th>
<th><strong>Hotel/Transportation</strong></th>
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</thead>
<tbody>
<tr>
<td>• Bavarian Dishwasher</td>
<td>• CDL Shuttle Driver (Winter Seasonal)</td>
</tr>
<tr>
<td>• Bavarian Line Cook</td>
<td>• Licensed Massage Therapist</td>
</tr>
<tr>
<td>• Bavarian Server</td>
<td>• Spa Receptionist (Seasonal)</td>
</tr>
<tr>
<td>• Breakfast Server-192 at The Blake</td>
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<tr>
<td>• Children’s Center Cook II</td>
<td></td>
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<tr>
<td>• Cook I- Resort Center &amp; Bavarian</td>
<td></td>
</tr>
<tr>
<td>• Cook II- Resort Center &amp; Bavarian</td>
<td></td>
</tr>
<tr>
<td>• Cook III-192 at The Blake</td>
<td></td>
</tr>
<tr>
<td>• Cook III- Resort Center &amp; Bavarian</td>
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<tr>
<td>• F&amp;B Steward (winter seasonal)</td>
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<tr>
<td>• Server 192</td>
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<thead>
<tr>
<th><strong>Administration</strong></th>
<th><strong>Maintenance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Accounts Payable Clerk (Winter Seasonal)</td>
<td>• Base Area Maintenance/Custodian (Night/Seasonal)</td>
</tr>
<tr>
<td>• Director of Accounting</td>
<td>• Base Area Maintenance/Custodian (Seasonal)</td>
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<tr>
<td>• Staff Accountant- Full Time, Year Round</td>
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<td>• Base Area Maintenance/Custodian (Night/Seasonal)</td>
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<tr>
<td>• Base Area Maintenance/Custodian (Seasonal)</td>
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<thead>
<tr>
<th><strong>Marketing</strong></th>
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<tbody>
<tr>
<td>• Reservations Agents (PT/Seasonal)</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Mountain Operations</strong></th>
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</thead>
<tbody>
<tr>
<td>• Lift Maintenance Electrician</td>
</tr>
<tr>
<td>• Lift Operator (Winter Seasonal)</td>
</tr>
<tr>
<td>• Parking Lot Attendant (Winter Seasonal)</td>
</tr>
<tr>
<td>• Ski Patroller (Seasonal)</td>
</tr>
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<table>
<thead>
<tr>
<th><strong>Resort Services- Rental &amp; Retail</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ski/Snowboard Repair Technician (Seasonal)</td>
</tr>
</tbody>
</table>

**Contact Information**
Phone: (575) 776-2291 ~ hr@skitaos.com
Web: [https://www.skitaos.com/job-listings/](https://www.skitaos.com/job-listings/)
How to Apply- Online—Click Here
Your local Dominos is hiring for the following positions:

- **Customer Service Rep (06555)** - Must be at least 16 years of age, have excellent communications skills, some computer experience helpful, good math skills, enjoy interacting with people in a fast-paced work environment.

- **Assistant Manager (06555)** - Assist Store Manager in building and leading a team, setting high standards for customer service, maintaining exceptional product quality standards. Computer skills, cash handling and inventory knowledge helpful.

- **Delivery Driver (06555)** - Must be 18 years of age with a valid driver’s license, safe driving record and 2 years of driving history. Maintain current vehicle insurance and vehicle must pass regular safety inspections. Outstanding customer service attitude, basic math skills & enjoy working in a fast paced team environment.

- **General Manager (06555)** - Responsible for building and leading a team, setting high standards for customer service, maintaining exceptional product quality standards, local marketing & community involvement, exceptional cash handling & inventory standards. Oversee execution of organizational policies & procedures.

<table>
<thead>
<tr>
<th>This Position is:</th>
<th>☑ Paid</th>
<th><em>Earn up to $12-$15 per hour</em></th>
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<tbody>
<tr>
<td>Position Type:</td>
<td>☑ Part-Time/Full Time</td>
<td></td>
</tr>
<tr>
<td>How to Apply:</td>
<td>☑ Online</td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td>☑ <a href="https://jobs.dominos.com/dominos-careers/">https://jobs.dominos.com/dominos-careers/</a></td>
<td></td>
</tr>
</tbody>
</table>
James Fitzgerald Agency is looking to fill the position for Part Time Editorial Intern. This can be an exciting job creating book projects and learning the publishing landscape. Many interns who have worked for this agency have been able to go on to get entry level jobs at major publishing companies.

This is a paid internship.
As an editorial intern you will assist literary agent with every day needs including typing, evaluating manuscripts and proposals, correspondence, maintaining the agency website (jfitzagency.com), collecting mail at the post office, research on the internet, securing office supplies, filing.

Must have knowledge in typing, Word Press and Excel. Love of books and current literature. Must have a car for simple errands.

Please apply in person at 70 Irish Rd Ranchos de Taos, NM 87571 or email james@jfitzagency.com
Los Alamos National Laboratory has two cultural resource opportunities for students during the Summer 2019.

Students of any level are invited to apply. Application deadline is January 21, 2018.

They are looking for students who have prior expertise in these areas and are interested in learning. Please follow the links below for more information and to apply.


Both internship opportunities are paid.
Hourly Paid Student Employee Opportunity (Requisition ID req7567)

The UNM Taos High School Equivalency Program (HEP) and Veterans Upward Bound (VUB) are seeking an articulate, organized student to provide customer service and administrative tasks for the programs. Our student employee will be self-motivated, dependable and enthusiastic about working in a collaborative team environment. This is a front office position, requiring interaction with the public and students/clients of many programs. Must be highly skilled with Microsoft Suite and accurate data entry.

Qualifications:

- Enters Data into an Access database for HEP and Blumen database for VUB
- Supports the creation, organization and/or filing of student records
- Is the “face of the building” interacting diplomatically with students of the UNM Taos programs at Civic Plaza Drive such as TECC, VUB, HEP, SBDC, Career Services and Digital Media Arts
- Supports the timely purchasing of supplies for the HEP and VUB programs
- Arranges for copier supplies and service of copier shared by all the UNM Taos Programs on Civic Plaza Drive.
- Must be able to problem solve and complete work without constant oversight
- Enthusiastic about customer service and experience in front office/customer service work

To apply visit:  
http://taos.unm.edu/home/employment-opportunities/