

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

TAOS PUEBLO CMS

OPEN POSITION LISTING

POSITION	DEPT.	STATUS	# OF POSITION	DATE POSITION POSTED	DATE POSITION CLOSED
Early Education Program Manager	Education	FT	1	11/20/2018	Until Filled
Police Cadet	DPS	FT	1	01/08/2019	01/25/2019
Executive Director	TPH	FT	1	01/23/2019	Until Filled
Construction Project Manager	TPH	FT	1	01/23/2019	Until Filled
Building Inspector	TPH	FT	1	01/23/2019	Until Filled

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.

El Centro Family Health

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 Manger 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
12. Knowledge of general nursing procedures, protocols, and patient care.
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.

CAREER SERVICES

Jobs, Internships and Upcoming Events



TAOS

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.
13. Knowledge of general nursing procedures, protocols, and patient care.
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

CAREER SERVICES

Jobs, Internships and Upcoming Events



TAOS

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

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:

<http://www.lanl.gov/careers/index.php>

CAREER SERVICES  **TAOS**
Jobs, Internships and Upcoming Events

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.

Food & Beverage	Hotel/Transportation
<ul style="list-style-type: none"> • Children’s Center Cook II • Cook I- Resort Center & Bavarian • Cook I-192 at the Blake • Cook II- Resort Center & Bavarian • Cook III-192 at The Blake • Cook III- Resort Center & Bavarian • Dishwasher-192 (Winter Seasonal) • Dishwasher (Winter Seasonal) • F&B Steward (winter seasonal) 	<ul style="list-style-type: none"> • CDL Shuttle Driver (Winter Seasonal) • Bell/Valet (Winter Seasonal) • Group Fitness Instructor • Hausmeister- Guest Services for the Blake • Housekeeper • Housekeeping Supervisor • Licensed Massage Therapist • Spa Receptionist (Seasonal)
Administration	Mountain Operations
<ul style="list-style-type: none"> • Accounts Payable Clerk (Winter Seasonal) • Director of Accounting • Staff Accountant- Full Time, Year Round 	<ul style="list-style-type: none"> • Lift Maintenance Electrician • Lift Operator (Winter Seasonal) • Parking Lot Attendant (Winter Seasonal) • Parking Lot Shuttle Driver (Winter Seasonal) • Ski Patroller (Seasonal)
	Resort Services- Rental & Retail
	<ul style="list-style-type: none"> • Ski/Snowboard Repair Technician (Seasonal) • Rental Technician-Part Time (Winter Seasonal) • Sales Associate- Part Time (Winter Seasonal)
	<p>Contact Information</p> <p>Phone: (575) 776-2291 ~ hr@skitaos.com</p> <p>Web: https://www.skitaos.com/job-listings/</p> <p>How to Apply- Online— Click Here</p>



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 2years 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.



This Position is:	<input checked="" type="checkbox"/> Paid <i>Earn up to \$12-\$15 per hour</i>
Position Type:	<input checked="" type="checkbox"/> Part-Time/Full Time
How to Apply:	<input checked="" type="checkbox"/> Online
Contact Person	<input checked="" type="checkbox"/> https://jobs.dominos.com/dominos-careers/

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.

Cultural Application of Spatial Data

Internship <https://www.zintellect.com/Opportunity/Details/DOE-MSIPP-19-8-LANL>

Homestead Project Historic Preservation

Internship <https://www.zintellect.com/Opportunity/Details/DOE-MSIPP-19-7-LANL>

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/>



Rocky Mountains Youth Corps in Taos is recruiting for the following positions.

[Assistant Crew Supervisor](#)

[Crew Member](#)

Please visit <https://corpsmember-youthcorps.icims.com> to apply.



SKI LIFT PITCH RETURNS TO TAOS SKI VALLEY ON FEBRUARY 21, 2019!

We're teaming up once again with Taos Ski Valley to bring Ski Lift Pitch to New Mexico! This nationally recognized event will give up to 15 carefully selected startups the opportunity to pitch to investor judges from around the country. The winning team will win \$10,000, while all teams will receive invaluable feedback and networking opportunities with investors!

[Apply to Pitch!](#)

Applications due January 11, 2019 at 11:59pm MDT.

***Note: Accepted companies are required to have someone on-site who can ski or snowboard. The first round of pitches happens on the chair lift to the top of the ski mountain!*