



ENMRSH, Inc. Job Opportunities

2700 East 7th Street
Clovis, NM 88101

Phone: 575-762-3718
Fax: 575-763-4158 (Attn: HR)

Web: enmrsh.org
Email: enmrsh.hr@enmrsh.org

TO APPLY: Submit a completed Application for Employment available at www.enmrsh.org to our HR Department at 2700 E. 7th St., Clovis, NM or by fax (Attn: HR) 575-763-4158. Additional information may be required as indicated below. You may list multiple positions on one application. **UNLESS OTHERWISE STATED, ALL POSITIONS REQUIRE AT LEAST: 18+ years of age, high school diploma/GED, valid driver's license, reliable transportation, and good driving record.**

<p>CASE RECORDS CLERK</p> <p>Responsible for creating and maintaining confidential digital case records for adult clients; perform quality assurance & monitoring of documents following policies/procedures; assist with administrative tasks. Must have strong organization skill, attention to detail, basic computer knowledge including Microsoft Office, excellent communication skills, and ability to meet deadlines.</p>	<p>Clovis, NM</p> <ul style="list-style-type: none"> ▪ Full-time (Mon-Fri) ▪ Provide resume
<p>MEDICAL APPOINTMENT SUPPORT STAFF</p> <p>Transport individuals with disabilities to local & out-of-town medical appointments & attend each appointment. Must have strong communication & writing skills, excellent customer service skills, & ability to interact professionally with co-workers & customers. Experience in a medical setting is helpful. Ability to lift up to 20 lbs. frequently & 50 lbs. occasionally.</p>	<p>Clovis, NM</p> <ul style="list-style-type: none"> ▪ Full-time (Mon-Fri) ▪ Provide resume
<p>RESIDENTIAL SUPERVISOR</p> <p>Responsible for supervising staff & residential sites. Work time is split between office & on-site supervision, including rotating on-call duties. Must be energetic, positive, team-oriented, quality minded, & able to work independently. Combination of supervisory & quality assurance experience preferred.</p>	<p>Clovis, NM</p> <ul style="list-style-type: none"> ▪ Full-time (flexible hours to meet business needs) ▪ Provide resume
<p>DATA ENTRY CLERK</p> <p>Responsible for entering data for billing of services provided through electronic systems and checking the quality and accuracy of all data entered. Responsible for scanning and checking scanned electronic records. Will perform various accounting duties as well as working in other company departments to assist as assigned. Must be detail oriented and a quick learner. Must possess excellent computer skills and be familiar with Microsoft Office Applications. Prior office experience preferred.</p>	<p>Clovis, NM</p> <ul style="list-style-type: none"> ▪ Full-time (Mon-Fri) ▪ Provide resume
<p>PROGRAM MANAGER</p> <p>Coordinate and monitor services and programs for adults with developmental disabilities. Must have strong organizational and communication skills, excellent customer service skills, and the ability to interact professionally with co-workers and customers. Ability to speak, read, and write in Spanish a plus. Required: Bachelor's degree</p>	<p>Clovis, NM</p> <ul style="list-style-type: none"> ▪ Full-time (Mon-Fri) ▪ Provide resume & college transcripts
<p>COMMUNITY LIVING SUPPORT STAFF</p> <p>Provide positive support, unique experiences, & skill development for adults with developmental disabilities. Applicants able to work every other weekend encouraged to apply. Required: Ability to attend scheduled mandatory paid trainings. Ability to balance, climb, bend, stoop, & kneel; lift up to 20 lbs. frequently & 50 lbs. occasionally; walk, stand, &/or sit per shift.</p>	<p>Clovis, NM</p> <ul style="list-style-type: none"> ▪ Sat & Sun, 12pm-12am (part-time) ▪ Sat & Sun, 12am-12pm (part-time)
<p>JOB COACH</p> <p>Teach work skills and work habits to individuals with disabilities. Required: Ability to attend scheduled mandatory paid trainings. Ability to balance, climb, bend, stoop, & kneel; lift up to 20 lbs. frequently & 50 lbs. occasionally; walk, stand, &/or sit per shift.</p>	<p>Clovis, NM (Cannon AFB)</p> <ul style="list-style-type: none"> ▪ Full-time (flexible hours to meet business needs)

CASHIER		Clovis, NM (Cannon AFB)
Responsible for providing excellent customer service, operating a cash register, ensuring proper charges are collected, & reconciliations. Schedule is subject to change.		<ul style="list-style-type: none"> Full-time & part-time (flexible hours to meet business needs)
SUPERVISOR MEFF		Clovis, NM (Cannon AFB)
Responsible for operations at the dining hall facility on Cannon AFB. Must be able to handle a high volume of paper work, work with all types of individuals on a daily basis and demonstrate leadership skills. Prior supervisory experiences is desired.		<ul style="list-style-type: none"> Full-time, flexible schedule
HUMAN RESOURCES CLERK		Clovis, NM
Perform a wide variety of administrative tasks potentially including hiring direct support personnel, data entry and maintaining personnel files with extreme accuracy and efficiency. Provide excellent customer service and represent the agency in a professional manner at all times. Must maintain confidentiality, have excellent communication and organizational skills, and set priorities. Computer literacy and ability to type with speed and accuracy is required.		<ul style="list-style-type: none"> Full-time (Mon-Fri) Provide Resume
RN		Clovis, NM
Oversee healthcare needs for individuals with disabilities. Must be computer literate, able to complete state mandated trainings, and have excellent communication skills. Required: Current NM RN license.		<ul style="list-style-type: none"> Full-time, flexible schedule Provide resume
INDEPENDENT LIVING SUPPORT STAFF		Clovis/Portales, NM
Assist individuals with disabilities with daily living & community based skills. Required: Must be able to attend mandatory paid trainings scheduled on weekdays. Ability to balance, climb, bend, stoop, & kneel; lift up to 20 lbs. frequently & 50 lbs. occasionally; walk, stand, &/or sit per shift.		<ul style="list-style-type: none"> Full-time (flexible schedule)
FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST	Curry, Roosevelt, Quay & Guadalupe counties	
Coordinate & monitor services and programs for infants to three-year-old children. Bilingual preferred but not required. Required: Bachelor's degree in one of the related areas: child development, communication disorders, family studies, human development, psychology, social work, sociology, special education.		<ul style="list-style-type: none"> Part-time (Mon-Fri) Provide resume & college transcripts
LPN or RN		Santa Rosa, NM
Oversee healthcare needs for individuals with disabilities. Required: Current NM LPN or RN license, computer literate, available to complete state mandated trainings, and excellent communication skills.		<ul style="list-style-type: none"> Part-time, flexible schedule not to exceed two hours per week
RESPIRE PROVIDER	Curry, Roosevelt, Quay, Guadalupe, & De Baca counties	
Provide relief for caregivers in the home by caring for children.		<ul style="list-style-type: none"> Part-time (flexible schedule)
RESPIRE CARE PROVIDER (Independent Contractor)		Clovis, NM
Provide relief for caregivers for children up to 18 years of age with special needs for military families through the Exceptional Family Member Program (EFMP). Care is provided in the family's home. Flexible schedule, pay based on experience and education. Contact our HR department for more information at 575-762-3718 or enmrsh.hr@enmrsh.org .		
THERAPIST (Independent Contractor)	Curry, Roosevelt, Quay & Guadalupe counties	
Seeking OT, PT, & SLP to provide services under contract to children with developmental concerns. Quality services provided to children in DeBaca, Guadalupe, & Quay counties. To meet business needs, may be required to travel to multiple counties. <i>Provide current NM therapist license, resume, & letter of interest.</i>		