



# ENMRSH, Inc. Job Opportunities

2700 East 7<sup>th</sup> Street  
Clovis, NM 88101

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

Web: [enmrsh.org](http://enmrsh.org)  
Email: [enmrsh.hr@enmrsh.org](mailto:enmrsh.hr@enmrsh.org)

**TO APPLY:** Submit a completed Application for Employment available at [www.enmrsh.org](http://www.enmrsh.org) to our HR Department at 2700 E. 7<sup>th</sup> 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.**

## CASE RECORDS CLERK

Clovis, NM

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.

- Full-time (Mon-Fri)
- Provide resume

## MEDICAL APPOINTMENT SUPPORT STAFF

Clovis, NM

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.

- Full-time (Mon-Fri)
- Provide resume

## RESIDENTIAL SUPERVISOR

Clovis, NM

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.

- Full-time (flexible hours to meet business needs)
- Provide resume

## DATA ENTRY CLERK

Clovis, NM

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.

- Full-time (Mon-Fri)
- Provide resume

## PROGRAM MANAGER

Clovis, NM

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

- Full-time (Mon-Fri)
- Provide resume & college transcripts

## COMMUNITY LIVING SUPPORT STAFF

Clovis, NM

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.

- Sat & Sun, 12pm-12am (part-time)
- Sat & Sun, 12am-12pm (part-time)

## JOB COACH

Clovis, NM (Cannon AFB)

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.

- Full-time (flexible hours to meet business needs)

<b>CASHIER</b>		<b>Clovis, NM (Cannon AFB)</b>
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"> <li>Full-time &amp; part-time (flexible hours to meet business needs)</li> </ul>
<b>LABORER</b>		<b>Clovis, NM (Cannon AFB)</b>
Move furniture and appliances, and assist with unit repairs as needed. Provide excellent customer service to employees and outside agencies. Experience with appliance repair and/or mechanical experience is preferred. Disabled veterans or veterans with service-connected disabilities are encouraged to apply.		<ul style="list-style-type: none"> <li>Part-time (30 hours per week)</li> <li>Provide resume</li> </ul>
<b>RN</b>		<b>Clovis, NM</b>
Oversee healthcare needs for individuals with disabilities. Must be computer literate, able to complete state mandated trainings, and have excellent communication skills. <b>Required:</b> Current NM RN license.		<ul style="list-style-type: none"> <li>Full-time, flexible schedule</li> <li>Provide resume</li> </ul>
<b>INDEPENDENT LIVING SUPPORT STAFF</b>		<b>Clovis/Portales, NM</b>
Assist individuals with disabilities with daily living & community based skills. <b>Required:</b> 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"> <li>Full-time (flexible schedule)</li> </ul>
<b>FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST</b>	<b>Curry, Roosevelt, Quay &amp; Guadalupe counties</b>	
Coordinate & monitor services and programs for infants to three-year-old children. Bilingual preferred but not required. <b>Required:</b> 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"> <li>Part-time (Mon-Fri)</li> <li>Provide resume &amp; college transcripts</li> </ul>
<b>LPN or RN</b>		<b>Santa Rosa, NM</b>
Oversee healthcare needs for individuals with disabilities. <b>Required:</b> Current NM LPN or RN license, computer literate, available to complete state mandated trainings, and excellent communication skills.		<ul style="list-style-type: none"> <li>Part-time, flexible schedule not to exceed two hours per week</li> </ul>
<b>RESPIRE PROVIDER</b>	<b>Curry, Roosevelt, Quay, Guadalupe, &amp; De Baca counties</b>	
Provide relief for caregivers in the home by caring for children.		<ul style="list-style-type: none"> <li>Part-time (flexible schedule)</li> </ul>
<b>RESPIRE CARE PROVIDER (Independent Contractor)</b>		<b>Clovis, NM</b>
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 <a href="mailto:enmrsh.hr@enmrsh.org">enmrsh.hr@enmrsh.org</a> .		
<b>THERAPIST (Independent Contractor)</b>	<b>Curry, Roosevelt, Quay &amp; Guadalupe counties</b>	
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, &amp; letter of interest.</i>		