



# ENMRSH, Inc. Job Opportunities

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

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

**TO APPLY:** Submit a completed Application for Employment online at [www.enmrsh.org](http://www.enmrsh.org) or in person at 2700 E. 7<sup>th</sup> St., Clovis, NM. 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.**

## COMMUNITY LIVING SUPPORT STAFF

Provide positive support, unique experiences, & skill development for adults with developmental disabilities. Must be able to maintain accurate records, standards of confidentiality and ethical practice, and communicate effectively with a wide range of individuals. Must have excellent customer service skills and represent agency in professional manner at all times.

**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.

Shifts available: Sat & Sun, 9am-9pm	Sat & Sun, 12am-12pm	Sat & Sun, 12pm-12am
Wed-Fri, 4pm-9pm**	Mon-Fri, 12am-8am	Mon-Wed, 4pm-12am
Mon-Fri, 4pm-9pm	Mon-Fri, 4pm-12am	

## Clovis, NM

- Full-time and part-time shifts listed below
- Applicants able to work every other weekend also encouraged to apply*

## RN

Oversee healthcare needs for individuals with disabilities. Must be computer literate and able to complete state mandated trainings; able to maintain accurate records, standards of confidentiality and ethical practice; and communicate effectively with a wide range of individuals. Must have excellent customer service skills and represent agency in professional manner at all times.

**Required:** Current NM RN license.

## Clovis, NM

- Full-time, flexible schedule
- *Provide resume*

## RESIDENTIAL SUPERVISOR

Supervise direct care staff & residential sites involving office & on-site supervision, including rotating on-call duties. Must be able to maintain accurate records, standards of confidentiality and ethical practice, and communicate effectively with a wide range of individuals. Must have excellent customer service skills, team-oriented, quality minded, able to work independently, and represent agency in professional manner at all times.

**Required:** 21 years of age or older; minimum of one year experience working with individuals with developmental disabilities or related field; degree in field related may substitute for experience.

## Clovis, NM

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

## JOB COACH

Teach work skills and work habits to individuals with disabilities. Must be able to maintain accurate records, standards of confidentiality and ethical practice, and communicate effectively with a wide range of individuals. Must have excellent customer service skills and represent agency in professional manner at all times.

**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.

## Clovis, NM (Cannon AFB & community)

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

<p><b>MEDICAL APPOINTMENT SUPPORT STAFF</b></p> <p>Transport individuals with disabilities to local &amp; out-of-town medical appointments &amp; attend each appointment. Must have strong communication &amp; writing skills, excellent customer service skills, &amp; ability to interact professionally with co-workers &amp; customers. Experience in a medical setting is helpful. <b>Required:</b> Ability to lift up to 20 lbs. frequently &amp; 50 lbs. occasionally.</p>	<p><b>Clovis, NM</b></p> <ul style="list-style-type: none"> <li>▪ Full-time (Mon-Fri)</li> <li>▪ <i>Provide Resume</i></li> </ul>
<p><b>HUMAN RESOURCES ASSOCIATE</b></p> <p>Perform a wide variety of administrative tasks involving marketing, recruitment, employee retention efforts, and quality assurance tasks. Provide excellent customer service, maintain confidentiality, and represent the agency in a professional manner at all times. Must have excellent communication, time-management and organizational skills. Computer literacy is required. Experience and college level business courses helpful but not required.</p>	<p><b>Clovis, NM</b></p> <ul style="list-style-type: none"> <li>▪ Mon-Fri</li> <li>▪ <i>Provide Resume</i></li> </ul>
<p><b>HUMAN RESOURCES CLERK</b></p> <p>Perform a wide variety of administrative tasks 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. Experience &amp; college level business courses helpful, but not required.</p>	<p><b>Clovis, NM</b></p> <ul style="list-style-type: none"> <li>▪ Full-time (Mon-Fri)</li> <li>▪ <i>Provide Resume</i></li> </ul>
<p><b>RESPIRE PROVIDER</b></p> <p>Provide relief for caregivers in the home and community. Spanish speaking required. Must be able to maintain accurate records, standards of confidentiality and ethical practice, and communicate effectively with a wide range of individuals.</p>	<p><b>Portales, NM</b></p> <ul style="list-style-type: none"> <li>▪ Part-time (flexible schedule, approx 9 hrs per week, subject to change)</li> </ul>
<p><b>COMMUNITY LIVING SUPPORT STAFF</b></p> <p>Provide positive support, unique experiences, &amp; skill development for adults with developmental disabilities. Must be able to maintain accurate records, standards of confidentiality and ethical practice, and communicate effectively with a wide range of individuals. Must have excellent customer service skills and represent agency in professional manner at all times.</p> <p><b>Required:</b> Ability to attend scheduled mandatory paid trainings. Ability to balance, climb, bend, stoop, &amp; kneel; lift up to 20 lbs. frequently &amp; 50 lbs. occasionally; walk, stand, &amp;/or sit per shift.</p>	<p><b>Santa Rosa, NM</b></p> <ul style="list-style-type: none"> <li>▪ Part-time, 4pm-9am (flexible schedule to meet business needs)</li> </ul>
<p><b>FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST</b></p> <p>Coordinate &amp; monitor services and programs for infants to three-year-old children. Bilingual preferred but not required. Must be able to maintain accurate records, standards of confidentiality and ethical practice, and communicate effectively with a wide range of individuals. Must have excellent customer service skills and represent agency in professional manner at all times.</p> <p><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.</p>	<p><b>Clovis/Portales, Quay &amp; Guadalupe counties</b></p> <ul style="list-style-type: none"> <li>▪ Full-time/Part-time (Mon-Fri)</li> <li>▪ <i>Provide resume &amp; official college transcripts (must be sealed)</i></li> </ul>

<p><b>LPN or RN</b></p> <p>Oversee healthcare needs for individuals with disabilities. Must be able to maintain accurate records, standards of confidentiality and ethical practice, and communicate effectively with a wide range of individuals. Must have excellent customer service skills and represent agency in professional manner at all times.</p> <p><b>Required:</b> Current NM LPN or RN license, computer literate, available to complete state mandated trainings, and excellent communication skills.</p>	<p><b>Santa Rosa, NM</b></p> <ul style="list-style-type: none"> <li>▪ Part-time, flexible schedule not to exceed two hours per week</li> </ul>
<p><b>RESPIRE PROVIDER</b></p> <p>Provide relief for caregivers in the home by caring for children. Must be able to maintain accurate records, standards of confidentiality and ethical practice, and communicate effectively with a wide range of individuals.</p>	<p><b>Roosevelt, Quay, Guadalupe, &amp; De Baca counties</b></p> <ul style="list-style-type: none"> <li>▪ Part-time (flexible schedule)</li> </ul>
<p><b>REST AREA GROUNDSKEEPER</b></p> <p>Maintain the grounds for Anton Chico rest area (20 miles west of Santa Rosa) and Newkirk rest area (30 miles east of Santa Rosa). May have access to company vehicle.</p>	<p><b>NE New Mexico Anton Chico/Newkirk</b></p> <ul style="list-style-type: none"> <li>▪ Part-time (flexible schedule to meet business needs)</li> </ul>
<p><b>THERAPIST (Independent Contractor)</b></p> <p>Seeking FTCT to provide services under contract to children with developmental concerns. Quality services provided to children in Curry, Roosevelt, and De Baca 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></p>	<p><b>Curry, Roosevelt &amp; De Baca counties</b></p>