



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 online at www.enmrsh.org or in person at 2700 E. 7th 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 A MINIMUM: high school diploma/GED; at least 18 years of age, ability to pass a background screening and drug screening, and a working telephone.

Benefits:

- Health insurance
- Retirement savings plan
- Paid holidays
- Paid time off
- Paid training
- Annual retention bonus

DATA COORDINATOR

Clovis, NM

- Full-time

Assists in maintaining quality of and provides support to the Director of IT in agency wide data needs. Responsibilities include data entry; developing and maintaining procedures for data collection, input management and quality control; and developing statistical reports for program evaluation/development. Must be able to maintain accurate records, standards of confidentiality and ethical practice, and communicate effectively with a wide range of individuals. Must have satisfactory customer service skills and represent agency in professional manner at all times.

Required: Bachelor's degree preferred in information science, computer science, management information systems or similar field. Relevant experience may be substituted for the educational requirement. At least one year of direct experience in data collection, data analysis and statistical reporting. Must be able to read, write, and speak English well; requires handling paperwork with the use of hands, arms, and fingers; requires the use of fingers on a computer keyboard. Must be able to read and write legibly, be able to balance, climb, bend, stoop, and kneel; lift up to 25 lbs. frequently and 50 lbs. occasionally; walk, stand, and/or sit for eight hours per day.

DIRECT SUPPORT PROFESSIONAL

Clovis, NM

- Full-time and part-time shifts available

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 satisfactory customer service skills and represent agency in professional manner at all times.

Required: Ability to attend scheduled mandatory paid trainings. Must be able to read, write, and speak English well; possess minimal computer skills and be able to use a computer keyboard and mouse; ability to drive a vehicle and transport clients in personal vehicle; work flexible hours and assignments. Requires handling paperwork with the use of hands, arms, and fingers; requires the use of fingers on a computer keyboard. Must be able to read and write legibly, drive a car, be able to balance, climb, bend, stoop, and kneel; lift up to 25 lbs. frequently and 50 lbs. occasionally; walk, stand, and/or sit for eight hours per day. **Must have a valid driver's license, current auto insurance, and a satisfactory driving record.**

JOB COACH

Clovis, NM (Cannon AFB & Community)

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.

- Part-time
- Schedule may vary

<p>SERVICE COORDINATOR</p> <p>Coordinate and monitor services and programs for adults with developmental disabilities. Must have strong organizational, judgment, 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.</p> <p>Required: Bachelor's degree</p>	<p>Clovis, NM</p> <ul style="list-style-type: none"> ▪ Mon-Fri (full-time) ▪ Provide resume, official college transcripts (must be sealed)
<p>ACCOUNTING CLERK</p> <p>Assist with various bookkeeping duties in a busy office environment to include ordering company supplies, scanning, filing, data entry, and cross training in a variety of administrative and accounting functions. Must have strong organizational and communication skills and excellent customer service skills, and the ability to interact professionally with co-workers and customers. Computer experience is required. Some bookkeeping experience preferred, but not required.</p>	<p>Clovis, NM</p> <ul style="list-style-type: none"> ▪ Mon-Fri (full-time) ▪ 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, satisfactory customer service skills, & ability to interact professionally with co-workers & customers. Experience in a medical setting is helpful.</p> <p>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. Must have a valid driver's license, current auto insurance, and a satisfactory driving record. Must be 21 years or older.</p>	<p>Clovis, NM</p> <ul style="list-style-type: none"> ▪ Mon-Fri (full-time) ▪ Provide resume
<p>FOOD SERVICE WORKER</p> <ul style="list-style-type: none"> ▪ Part-time (flexible schedule to meet business needs) <p>Provide excellent customer service to employees and outside agencies. Veterans and persons with disabilities encouraged to apply.</p>	<p>Clovis, NM (Cannon AFB)</p>
<p>CASHIER</p> <ul style="list-style-type: none"> ▪ Part-time (flexible schedule to meet business needs) <p>Provide excellent customer service to employees and outside agencies. Veterans and persons with disabilities encouraged to apply.</p>	<p>Clovis, NM (Cannon AFB)</p>
<p>RESPIRE PROVIDER</p> <ul style="list-style-type: none"> ▪ Part-time <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>Required: Ability to balance, climb, bend, stoop, & kneel; lift up to 20 lbs.; walk, stand, &/or sit per shift. Must have a working telephone.</p>	<p>De Baca, Quay, and Guadalupe counties</p>
<p>HOME VISITOR</p> <ul style="list-style-type: none"> ▪ Full-time or part-time available ▪ Provide resume and transcripts with application <p>Maintain regular contact with parents in Home Visiting Program; provide support, education, & community resource information. Experience in early childhood development/mental health desired. Travel will be required for out of town trainings and home visits. Bilingual in English and Spanish preferred.</p> <p>Required: High School diploma required, Bachelor's degree preferred. Bachelor's degree in one of the related areas: early childhood development, infant family studies, marriage and family counseling, social work, or in related fields. Must be able to read, write, and speak English well. Coordinate several tasks at once and handle various situations in a calm and professional manner. Ability to work independently with minimal supervision and have excellent organizational skills. Operate various office equipment. Must be able to balance, climb, bend, stoop, reach, and kneel;</p>	<p>Curry, Roosevelt, De Baca, Guadalupe, and Quay counties</p>

use arms, hands, and fingers; lift up to 25 lbs. frequently; walk, stand, and/or sit for at least eight hours per day. Must be capable of driving and getting in and out of the car multiple times to make five home visits or appointments per day. Must be able to get up and down from the floor, as 75% of the time is to provide Home Visits with the child and family. Must be able to carry and hold children weighing up to 25 pounds. Must perform large volume of hand written paper and computer work, and be able to manipulate it with the arms, hands and fingers. **Must have a valid driver's license, current auto insurance, and a satisfactory driving record. Must be 21 years or older.**

EARLY CHILDHOOD SUPERVISOR

Curry County

- Full-Time
- *Provide resume and transcripts with application*

Supervise and develop early childhood professionals. Monitor and process a variety of paperwork within established deadlines. Assure DOH rules and guidelines governing ENMRSH, Inc. FIT services are followed and policies and procedures are updated to reflect the current regulatory environment. Will be responsible for promoting and developing a positive work environment for all employees. Implement new initiatives from the planning phase through execution and follow through. Develop a working knowledge of ENMRSH, Inc.'s Family Infant Toddler Programs. Build and continue community relations.

Required: Bachelor's or Master's Degree in Early Childhood Education or other related field. Experience: Knowledge of FIT programs, rules, and operations is required. Prior experience in a supervisory or management position is helpful, but not required. Flexibility, capacity to work independently, excellent organizational and writing skills, as well as ability to coordinate multiple projects, deadlines, and ongoing staff management duties. Must be able to relate to diverse personalities and possess the ability to solve unique problems on a regular basis.

Must have a valid driver's license, current auto insurance, and a satisfactory driving record. Must be 21 years or older.

FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST

- Part-time position available for Curry and Roosevelt counties
- Full-time or Part-time position available for Quay and Guadalupe counties

Provide resume and transcripts with application

Coordinate & 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 satisfactory customer service skills and represent agency in professional manner at all times.

Required: Bachelor's degree in one of the related areas: child development, communication disorders, family studies, human development, psychology, social work, sociology, special education. Must be able to read, write, and speak English well. Coordinate several tasks at once and handle various situations in a calm and professional manner. Ability to work independently with minimal supervision and have excellent organizational skills. Operate various office equipment. Must be able to balance, climb, bend, stoop, reach, and kneel; use arms, hands, and fingers; lift up to 25 lbs. frequently; walk, stand, and/or sit for at least eight hours per day. Must be capable of driving and getting in and out of the car multiple times to make five home visits or appointments per day. Must be able to get up and down from the floor, as 75% of the time is to provide Home Visits with the child and family. Must be able to carry and hold children weighing up to 25 pounds. Must perform large volume of hand written paper and computer work, and be able to manipulate it with the arms, hands and fingers. **Must have a valid driver's license, current auto insurance, and a satisfactory driving record. Must be 21 years or older.**

THERAPIST ASSISTANT (Independent Contractor)

Curry, Roosevelt, De Baca, Guadalupe & Quay counties

Seeking Therapist Assistants (PTA, SLPA, and COTA) 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. *Application not needed - Provide current certification, resume, & letter of interest.*

PHYSICAL THERAPIST (Independent Contractor)**Curry & Roosevelt counties**

Seeking Physical Therapists to provide services under contract to children with developmental concerns. Quality services provided to children in Curry & Roosevelt counties. To meet business needs, may be required to travel to multiple counties. *Application not needed - Provide current NM therapist license, resume, & letter of interest.*

THERAPIST (Independent Contractor)**Curry, Roosevelt & De Baca counties**

Seeking Therapists (Physical, Speech, and Occupational) 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. *Application not needed - Provide current NM therapist license, resume, & letter of interest.*