



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 LEAST: 18+ years of age, high school diploma/GED, valid driver's license, reliable transportation, and good driving record.**

Benefits:

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

DIRECT SUPPORT PROFESSIONAL

Clovis, NM

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.

- Full-time and part-time shifts available

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.

PROGRAM MANAGER

Clovis, NM

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.

- Mon-Fri (full-time)
- Provide resume, official college transcripts (must be sealed)

Required: Bachelor's degree

HUMAN RESOURCES CLERK

Clovis, NM

Assist with coordinating and facilitating HR functions to include: new hire orientation, recruitment and selection of direct support professionals; records maintenance; and retention activities.

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

Required: Must have excellent oral and written communication skills; ability to coordinate multiple activities in a timely manner; and represent the agency in a professional manner at all times. Experience and college level business courses helpful, but not required.

HOME VISITOR

Curry, Roosevelt, De Baca, Guadalupe, and Quay counties

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. Bachelor's degree preferred but not required.

- Full-time or part-time
- Provide resume and official college transcripts

CUSTODIAL STAFF

Clovis, NM

Maintain facilities through various custodial duties. Must have excellent customer service skills and represent agency in professional manner at all times.

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

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.

CUSTODIAL STAFF**Portales, NM**

Maintain facilities through various custodial duties. 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 (flexible schedule to meet business needs)

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 balance, climb, bend, stoop, & kneel; lift up to 20 lbs. frequently & 50 lbs. occasionally; walk, stand, &/or sit per shift.

Shifts available:	Sun	Mon	Tues	Wed	Thur	Fri	Sat
37.5 hrs/week		4pm-10pm	12:45pm-3:15pm & 4pm-10pm	12:45pm-3:15pm & 4pm-10pm	12:45pm-3:15pm & 4pm-10pm	4pm-10pm	
Varies (male staff required*)	Flexible hours	Flexible hours	Flexible hours	Flexible hours	Flexible hours	Flexible hours	Flexible hours

* **Preferred:** Bilingual in English and Spanish with a background in art

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.

Required: Ability to lift up to 20 lbs. frequently & 50 lbs. occasionally.

- Mon-Fri (full-time)
- *Provide resume*

CASHIER**Clovis, NM (Cannon AFB)**

Provide excellent customer service to employees and outside agencies. Veterans and persons with disabilities encouraged to apply.

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

FOOD SERVICE WORKER**Clovis, NM (Cannon AFB)**

Provide excellent customer service to employees and outside agencies. Veterans and persons with disabilities encouraged to apply.

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

REST AREA GROUNDSKEEPER**NE New Mexico – Thaxton**

Maintain the grounds for Thaxton rest area (between Raton and Springer). May have access to a company vehicle.

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

REST AREA GROUNDSKEEPER**NE New Mexico – Ft. Union**

Maintain the grounds for Ft. Union rest area (north of Las Vegas, NM). May have access to a company vehicle.

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

REST AREA GROUNDSKEEPER**NE New Mexico – Sierra Grande**

Maintain the grounds for Sierra Grande rest area (between Raton and Clayton). May have access to a company vehicle.

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

<p>FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST</p> <p>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 excellent customer service skills and represent agency in professional manner at all times.</p> <p>Required: 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>Curry & Roosevelt counties</p> <ul style="list-style-type: none"> ▪ Part-time ▪ <i>Provide resume & official college transcripts (must be sealed)</i>
<p>DIRECT SUPPORT PROFESSIONAL</p> <p>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.</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.</p>	<p>Santa Rosa, NM</p> <ul style="list-style-type: none"> ▪ Flexible schedule
<p>THERAPIST (Independent Contractor)</p> <p>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. <i>Application not needed - Provide current NM therapist license, resume, & letter of interest.</i></p>	<p>Curry, Roosevelt & De Baca counties</p>