



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

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)

- Full-time and part-time shifts available; schedule may vary

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. 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.**

TEAM LEAD

Clovis, NM

- Full-time

Provide resume

Supervise direct care staff and oversee residential sites to ensure equality services for adults with intellectual and developmental disabilities. Must be team-oriented, able to maintain accurate records and work independently. Must have excellent customer service skills and represent agency in professional manner at all times.

Required: HS Diploma/GED, valid driver's license, 21+ years of age, AND at least 1 year experience working with individuals with developmental disabilities or related field. Degree in related field may sub for experience. 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.**

ENMRSH, Inc. is an EEOE (M/F/Protected Veteran Status/Disability) and a VEVRAA Federal Contractor

CASE RECORDS CLERK (Adult Services)**Clovis, NM**

- Full-time (Mon-Fri)

Provide resume

Responsible for creating and maintaining confidential electronic case records for adult clients; performing quality assurance & monitoring of record compliance; and assisting with various administrative tasks. Must have strong organization skills, attention to detail, excellent customer service skills, and ability to meet deadlines.

Required: Must be able to read, write, and speak English well. Must type with speed and accuracy and possess basic Microsoft Office skills, coordinate several tasks at once, and handle various office situations in a calm and professional manner. Operation of a multi-line phone, copier, fax machine, scanner, and various other office equipment is required. 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.

RESPIRE PROVIDER**De Baca, Quay, and
Guadalupe counties**

- Part-time

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.

Required: Ability to balance, climb, bend, stoop, & kneel; lift up to 20 lbs.; walk, stand, &/or sit per shift. Must have a working telephone.

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

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

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

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

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

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

HOME VISITOR**Curry, Roosevelt, De Baca,
Guadalupe, and Quay
counties**

- Full-time or part-time available

Provide resume and transcripts with application

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.

Required: 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; 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.**

FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST**Curry, Roosevelt, & Guadalupe counties**

- Part-time

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.**

FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST**Quay county**

- Full or Part-time

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 (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.**

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 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.**