



# 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 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 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)**

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.

- Full-time or Part-time
- Schedule may vary

## **SERVICE COORDINATOR**

**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.

**Required:** Bachelor's degree

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

## **COMMUNITY LIVING ASSISTANT**

**Clovis, NM**

Responsible for support in the general administration of office operations for the Community Living Department. Provide ongoing, regular support to the Director of Community Living Team Leads, as needed. Required to read and write legibly, drive a car, demonstrate leadership and organizational skills, possess ability to instruct others.

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

**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.

**RESPITE 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.

**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.**

**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.*

**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.*

**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.**