



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.

TEAM LEAD

Clovis, NM

Supervise Direct Support Professionals 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.

- Full-time
- *Provide resume*

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.

RESPIRE PROVIDER

De Baca, Quay, and Guadalupe counties

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.

- Part-time

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.

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

Required: Bachelor's degree

CASHIER/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)

HOME VISITOR	Curry, Roosevelt, De Baca, Guadalupe, and Quay counties
<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: 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.</p>	<ul style="list-style-type: none"> ▪ Full-time or part-time ▪ Provide resume and official college transcripts
CASE RECORDS CLERK (Home Visitor)	Clovis, NM
<p>Perform variety of administrative duties in a busy office environment, to include daily entering, tracking scanning and filing of all demographic enrollment data for Home Visiting Program clients. Responsible for creating and maintaining confidential hard copy and digital case records for HV clients and perform quality assurance & monitoring of documents following policies/ procedures. Must be able to work independently with minimal supervision, have excellent organizational and communication skills, attention to detail, computer knowledge, including Microsoft Office, & ability to meet deadlines</p>	<ul style="list-style-type: none"> ▪ Full time (Mon-Fri) ▪ Provide Resume
FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST	Curry, Roosevelt, & Guadalupe counties
<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>	<ul style="list-style-type: none"> ▪ Full-Time ▪ Provide resume & official college transcripts (must be sealed)
RESPIRE PROVIDER	Portales, NM
<p>Provide relief for caregivers in the home and the community by caring for adults. Must be able to maintain accurate records, standards of confidentiality and ethical practice, and communicate effectively with a wide range of individuals.</p>	<ul style="list-style-type: none"> ▪ 12 hour shift rotation as needed, additional hours available upon request
REST AREA GROUNDSKEEPER	NE New Mexico – Ft. Union
<p>Maintain the grounds for Ft. Union rest area (north of Las Vegas, NM). May have access to a company vehicle.</p>	<ul style="list-style-type: none"> ▪ Part-time (flexible schedule to meet business needs)
REST AREA GROUNDSKEEPER	NE New Mexico – Thaxton
<p>Maintain the grounds for Thaxton rest area (between Raton and Springer). May have access to a company vehicle.</p>	<ul style="list-style-type: none"> ▪ Part-time (flexible schedule to meet business needs)
THERAPIST (Independent Contractor)	Curry, Roosevelt & De Baca counties
<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>	

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.*