



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
- Educational assistance
- 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. 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.**

DATA MANAGER ASSISTANT

Clovis, NM

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

Responsibilities include data entry; developing and maintaining procedures for data collection, input management and quality control; and developing statistical reports for program evaluation/development. Assists with configuration, maintenance, and troubleshooting agency-wide electronic equipment. Must be have the ability to work independently and solve problems, be self-motivated, detail-oriented, highly organized, and able to meet deadlines. Must have strong communication skills, and be able to work well in a team environment.

Required: Bachelor's degree in one of these related areas: information science, computer science, management information systems, or similar field. At least one year of direct experience in data collection, data analysis and statistical reporting. Must be proficient in the use of Microsoft Office Applications and MS Excel spreadsheet creation and functions; and have an understanding of database functionality and structure. Position is frequently required to stand, walk, use hands and fingers, handle or feel and reach with hands and arms; lifting up to 25 lbs. frequently, bending, stooping, reaching, and kneeling. **Must have a valid driver's license and a satisfactory driving record. Must be 21 years or older.**

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.

RECEPTIONIST

Clovis, NM

Greet customers professionally in person and by phone in a busy office environment. Wide variety of challenges and job duties on a daily basis. Must have strong organizational and communication skills, excellent customer service skills, and the ability to interact professionally with co-workers and customers.

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

TRAINING COORDINATOR**Clovis, NM**

- Full-time (Monday-Friday)
- Provide resume with application*

Under the direct supervision of the Training Manager, schedules and provides DDS Mandatory Training and Individual-Specific Training to Direct Support Staff as directed by DDS regulations and the client's Individual Service Plan (ISP).

Required: Must have strong communication skills and excellent interpersonal skills. Must have the ability to work with outside therapists and consultants in a professional manner. Must be able to train, direct, and guide others in meeting their training requirements of their department. Must be able to communicate effectively and interact with employees during training sessions. Must be computer literate and be able to use various types of computer software efficiently. Must be able to become a certified trainer in all trainings that are required for the position as directed by the Training Manager. Requires lifting up to 25lbs. frequently, bending, stooping, reaching, and kneeling.

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. 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.**

CASE RECORDS CLERK (Home Visiting Department)**Clovis, NM**

- Full-time (Monday-Friday)
- Provide resume with application*

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 satisfactory organizational and communication skills, attention to detail, computer knowledge, including Microsoft Office, & ability to meet deadlines.

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

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, satisfactory customer service skills, & ability to interact professionally with co-workers & customers. Experience in a medical setting is helpful.

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

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.**

RESPIRE PROVIDER**Portales, NM**

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

- 12 hour shift rotation as needed, additional hours available upon request

FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST

Curry, Roosevelt, & Guadalupe counties

- Full-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. 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.**

FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST

Quay county

- 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. 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.**

REST AREA GROUNDSKEEPER

NE New Mexico – Thaxton

Maintain the grounds for Thaxton rest area (between Raton and Springer).

Required: Ability to balance, climb, bend, stoop, & kneel; lift up to 50 lbs. occasionally; walk, stand, &/or sit per shift. **Must have a valid driver's license and a satisfactory driving record. Must be 21 years or older.**

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

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.**