



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

ENMRSH, Inc. is committed to working with and providing reasonable accommodation to individuals with physical and mental disabilities. If you need special assistance or an accommodation while seeking employment, please email enmrsh.hr@enmrsh.org or call: 575-762-3718 as ask for the HR Department. We will make a determination on your request for reasonable accommodation on a case-by-case basis.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

TO APPLY: Submit a completed Application for Employment online at www.enmrsh.org or in the drop box 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 possess 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, and 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:** Must be able to read, write, and speak English proficiently; 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 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.**

FOOD SERVICE WORKER

Clovis, NM (Cannon AFB)

Part-time. Provide excellent customer service to all customers and coworkers. Follows sanitary and hygiene requirements and assists with cleaning various areas of the dining facility. *Veterans and persons with disabilities encouraged to apply.* **Required:** Must be able to tolerate use of a variety of chemicals; able to tolerate heat, cold, dust, and other climate conditions; must be able to walk/stand for up to four hours; use arms, hands, and fingers; able to lift and carry 10 lbs. frequently and up to 50 lbs. occasionally; must be able to balance, bend, stoop, kneel, twist, pull, push, reach, and climb ladders for up to four hours.

CASHIER

Clovis, NM (Cannon AFB)

Part-time (flexible schedule to meet business needs). Provide excellent customer service to all customers and coworkers, follows sanitary and hygiene requirements, ensures proper charges are collected, identifies authorized customers, and ensures all required paperwork is accurate and complete. *Veterans and persons with disabilities encouraged to apply.* **Required:** Must be able to sit/stand for up to four to eight hours with a 30 minute break. Must be able to perform fine motor skills for up to three hours. Must be able to walk/stand for up to four hours; use arms, hands, and fingers; able to lift and carry 10 lbs. frequently and up to 50 lbs. occasionally; must be able to balance, bend, stoop, kneel, twist, pull, push, reach, and climb ladders for up to four hours.

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

LPN **Clovis, NM**

Full-time. Oversee healthcare needs for individuals with disabilities. **Required:** Current NM LPN license, computer literate, available to complete state-mandated trainings, and excellent communication skills. **Must have a valid driver's license and a satisfactory driving record. Provide copy of current LPN license and resume with application.**

COMMUNITY COORDINATOR **Clovis, NM**

Full-time. Responsible for quality assurance, training, and processing paperwork for caseload. Coordinates medical scheduling, documentation, and follow-up. Must be team-oriented, have excellent customer service skills, and strong organizational skills. **Required:** Must be able to read, write, and speak English proficiently; work flexible hours. Requires handling paperwork with the use of hands, arms, fingers; requires the use of fingers on computer keyboard. Must be able to balance, climb, bend, stoop, 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. Provide resume with application.**

MEDICAL APPOINTMENT SUPPORT STAFF **Clovis, NM**

Full-time. Transport individuals with disabilities to local and out-of-town medical appointments and attend each appointment. Must have strong communication and writing skills, satisfactory customer service skills, and ability to interact professionally with co-workers and customers. Experience in a medical setting is helpful. **Required:** 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. Provide resume with application.**

JOB COACH **Clovis, NM (Cannon AFB Commissary)**

Full-time, Monday-Saturday, hours 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. 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. Provide resume with application.**

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

Part-time. Provide relief in the home by caring for children. Must 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.

REST AREA GROUNDSKEEPER **NE NM – Anton Chico/New Kirk; Sierra Grande**

Part-time (flexible schedule to meet business needs). Maintain the grounds for Anton Chico rest area (20 miles west of Santa Rosa) and New Kirk rest area (30 miles east of Santa Rosa). Full-time (flexible schedule to meet business needs). Maintain the grounds for Sierra Grande rest area (between Raton and Clayton). **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.**

Full-time. Ensure proper computer operations so that end users can accomplish organizational tasks. This includes receiving, prioritizing, documenting and actively resolving end user help requests. Problem resolution may involve the use of diagnostics and help request tracking tools, as well as require that the individual give hands-on help at the desktop level. **Required:** Associates Degree in Computer Science or related field and two years of experience preferred. A national certification (CCNA, MCP, A+) and two years of experience accepted in place of degree. Requires the handling of paperwork with the use of arms, hands, and fingers. While performing the duties of the job, the employee is regularly required to talk or hear. May be required to sit for extended periods of time. The employee frequently is required to stand, walk, use hands to finger, handle or feel and reach with hands and arms. Requires lifting up to 25 lbs. frequently, bending, stooping, reaching, and kneeling. **Provide resume and transcripts with application.**