



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: Online and printable applications available at www.enmrsh.org and at 2700 E. 7th St., Clovis, NM. Additional information may be required as indicated below. **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 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.**

DIRECT SUPPORT PROFESSIONAL

Santa Rosa, NM

Part-time. 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.**

JANITOR

Clovis, NM (Cannon AFB)

Full-time. Performs a wide variety of janitorial tasks using standard custodial equipment and cleaning products. Follows established cleaning frequencies and schedules to ensure contract performance. Veterans and persons with disabilities encouraged to apply. **Required:** 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 be able to perform repetitive motion for long periods of time. **Must have a valid driver's license or identification card. This position does not require a high school diploma or GED.**

JANITORIAL PROJECT MANAGER

Clovis, NM (Cannon AFB)

Full-time. Manages the overall operations of a large custodial contract. Will be required to insure that contract performance measures are met as outlined in the performance work statement. Must have the ability to supervise people, perform quality inspections of completed work to ensure compliance with standards. Must be able to work flex schedule. *Veterans and persons with disabilities encouraged to apply.* **Required:** Prefer experience in janitorial work and supervisory experience. Must have knowledge of standard cleaning methods and procedures. Must be able to read, write, and speak English proficiently. Requires handling paperwork with the use of hands, arms, and fingers; requires the use of fingers on a computer keyboard or tablet. 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 or identification card.**

LEAD JANITOR

Clovis, NM (Cannon AFB)

Full-time. Performs janitorial duties as outlined in the performance work statement. Will supervise employees in the performance of custodial contract duties. Ensures contract performance measures are met as outlined in the contract and directs re-work of identified substandard tasks. Transports personnel and equipment to required locations according to established schedule. *Veterans and persons with disabilities encouraged to apply.* **Required:** Prefer experience in janitorial work and supervisory experience. Must be able to read, write, and speak English proficiently. Requires handling paperwork with the use of hands, arms, and fingers; requires the use of fingers on a computer keyboard or tablet. 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 or identification card. This position does not require a high school diploma or GED.**

FAMILY SERVICE COORDINATOR/DEVELOPMENTAL SPECIALIST

- Part-time position available for Tucumcari
- *Provide resume and transcripts with application*

Part-time position available for Tucumcari, 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 proficiently. 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 have a valid driver's license, current auto insurance, and a satisfactory driving record. Must be 21 years or older. Provide resume and transcripts with application.**

LPN**Clovis, NM**

Full-time. Oversee healthcare needs for individuals with disabilities. **Required:** Computer literate, available to complete state-mandated trainings, and excellent communication skills. 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 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.**

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

Full-time and 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. **Must have a valid driver's license or identification card. This position does not require a high school diploma or GED.**

JOB COACH**Portales, NM**

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.

- Part-time
- Schedule may vary

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. **Must have a valid driver's license or identification card. This position does not require a high school diploma or GED.**

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, and kneel; lift up to 20 lbs. frequently and 50 lbs. occasionally; walk, stand, and/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 Counties**

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, and kneel; lift up to 20 lbs.; walk, stand, and/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, and kneel; lift up to 50 lbs. occasionally; walk, stand, and/or sit per shift. **Must have a valid driver's license and a satisfactory driving record. Must be 21 years or older.**

REST AREA GROUNDSKEEPER**NE NM – Thaxton**

Part-time (flexible schedule to meet business needs). Maintain the grounds for Thaxton rest area (between Raton and Springer). **Required:** Ability to balance, climb, bend, stoop, and kneel; lift up to 50 lbs.

occasionally; walk, stand, and/or sit per shift. **Must have a valid driver's license and a satisfactory driving record. Must be 21 years or older.**