



# ENMRSH, Inc. Job Opportunities

2700 East 7<sup>th</sup> Street  
Clovis, NM 88101

Phone: 575-762-3718  
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Web: [enmrsh.org](http://enmrsh.org)  
Email: [enmrsh.hr@enmrsh.org](mailto: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](mailto: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](http://www.enmrsh.org) and at 2700 E. 7<sup>th</sup> 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

## **CASE RECORDS CLERK (Early Childhood Programs) – Clovis, NM**

Full-time. Daily entering, tracking, scanning, and filing all demographic enrollment for Individual Family Service Plan and FIT-KIDS Program data base for the Early Childhood Department. Must have strong communication writing skills, excellent customer service skills, & ability to interact professionally with co-workers & customers. **Required:** High school diploma or GED, college level business courses preferred but not required. 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. **Provide resume with application.**

## **CASHIER – Clovis, NM (Cannon AFB)**

Full-time & 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. **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. Veterans and persons with disabilities encouraged to apply.**

## **DIRECT SUPPORT PROFESSIONAL – Openings in Clovis and Santa Rosa**

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

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

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.**

#### **FAMILY SERVICE COORDINATOR – Clovis, NM**

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

#### **FOOD SERVICE WORKER (Sub) – Clovis, NM (Cannon AFB)**

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.**

#### **HEALTHCARE TECH – Clovis, NM**

Full-time. Performs a wide range of clerical and support activities for Nursing Department, with an emphasis on medication tracking, ordering, and logging. Completes extensive documentation records, both written and electronically. CMA/CNA experience helpful. **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.**

### HOME VISITOR – Curry, Roosevelt Counties

Full-time and part-time positions available. Maintain regular contact with parents in Home Visiting Program; provide support, education, & community resource information. Experience in early childhood development and mental health desired. Travel will be required for out of town trainings and home visits. Bilingual in English and Spanish preferred. **Required:** High school diploma or GED required, bachelor's degree preferred in 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 proficiently. 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 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.**

### HUMAN RESOURCES CLERK – Clovis, NM

Full-time. Assist with general human resources administrative duties to include, scanning, filing, maintaining accurate records, running reports in Microsoft Excel and various other programs, and other duties as assigned. Experience with Microsoft Office preferred. **Required:** Computer literate, excellent customer service skills, ability to maintain confidentiality, coordinate multiple activities in a timely manner, and represent the agency in a professional manner at all times. Ability 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. **Provide resume with application.**

### JOB COACH – Portales, NM

Part-time, Mon-Fri, hours vary due to business needs. 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 complete scheduled mandatory paid trainings. Ability to balance, climb, bend, stoop, and kneel; lift up to 20 lbs. frequently & 50 lbs. occasionally; walk, stand, and/or sit per shift. **Must have a valid driver's license and a satisfactory driving record.**

### LPN or RN – 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 or RN license and 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, 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.**

#### **SERVICE COORDINATOR – Clovis, NM**

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

#### **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.**