



# ENMRSH, Inc.

## Career Opportunities



### Our Mission

ENMRSH, Inc. provides services to enhance the lives of adults with differing abilities and supports the development of children and families in our programs.

2700 East 7th St, Clovis, NM 88101  
575.762.3718 enmrsh.org

Apply online or in person. Visit [enmrsh.org](http://enmrsh.org) for applications and additional information or call our friendly Human Resources Department.

### REQUIREMENTS

#### Minimum requirements for all positions unless stated otherwise:

- High school diploma or GED
- 18 years of age or older
- Ability to pass background screening and/or obtain base clearance
- Ability to pass drug screening
- Possess a working telephone
- Must be 1) fully vaccinated upon hire, OR 2) be in the process of becoming fully vaccinated by 01/18/2022; OR 3) request a vaccination exemption, unless otherwise stated.

#### COVID-19 requirements and protocols

ENMRSH, Inc. follows applicable public health orders and federal mandates, including safety precautions in the workplace. Compliance, coordination, and monitoring take place every day.

### BENEFITS

#### Benefits vary based on position and employment status

- Health insurance plan
- Retirement savings plan
- Paid trainings
- Paid time off
- Paid holidays
- Annual retention bonus

### EQUAL OPPORTUNITY EMPLOYER/ DISABILITY/VETERAN

### CAREER OPPORTUNITIES as of 01.14.2022

#### Full-time or Part-time

- Direct Support Professional - Provide skill development and assist with activities of daily living for adults with developmental disabilities.
- Home Visitor - Provide support, education, and community resource information to enrolled families. Provide resume with application.
- Janitor - Cannon AFB - Perform a wide variety of janitorial tasks using standard custodial equipment and cleaning products. *Diploma/GED not required. Veterans and persons with disabilities encouraged to apply.*

#### Full-time

- Cashier - Cannon AFB - Ensures proper charges are collected, identifies authorized customers, ensures paperwork is accurate and complete. *Diploma/GED not required. Veterans and persons with disabilities encouraged to apply.*
- Community Living Clerk (temp) - Provides administrative support for the supported living department. Provide resume with application.
- Family Service Coordinator - Coordinate services for infants to 3-year old children. Bilingual preferred, not required. Bachelor's degree in related area: child development, communication disorders, family studies, human development, psychology, social work, sociology, special education. Provide resume and unofficial transcripts with application.
- Case Records Clerk - Enter, track, scan, and file demographic enrollment for individual family service plan and FIT-KIDS program database on a daily basis. Provide resume with application.
- Team Lead - Supervise direct care staff and oversee residential sites for individuals with developmental disabilities (I/DD). Must be 21+ and have at least one year experience with I/DD or related field, degree in related field may substitute for experience. Provide resume with application.

#### Part-time

- Custodian/Shelf Stocker - Cannon AFB - Stock shelves, rotate items, process UPC code and abbreviations on the computer, perform variety of custodial tasks. *Diploma/GED not required. Veterans and persons with disabilities encouraged to apply.*
- Food Service Worker (sub) - Cannon AFB - Follows sanitary requirements and assists with cleaning various areas of the dining facility. *Diploma/GED not required. Veterans and persons with disabilities encouraged to apply.*
- Job Coach - Teach work skills and work habits to individuals with developmental disabilities. Hours vary due to business needs.

#### Independent Contractors \* COTA \* OT \* SLP

Email letter of interest, resume, and license to [enmrsh.hr@enmrsh.org](mailto:enmrsh.hr@enmrsh.org)

**REASONABLE ACCOMMODATIONS** ENMRSH, Inc. is committed to working with and providing reasonable accommodation to individuals with physical and mental disabilities. We will make a determination on your request for reasonable accommodation on a case-by-case basis. If you need special assistance or an accommodation while seeking employment, please e-mail [enmrsh.hr@enmrsh.org](mailto:enmrsh.hr@enmrsh.org) or call (575) 762-3718.