

Another Option for Hiring Support Staff

Finding trustworthy employees to fill positions of Community Direct Support Navigator, Homemaker Direct Support Person, or Respite can be difficult.

UNM CDD Mi Via Consultants would like to offer an option to finding people who may be interested in filling these very important positions through the UNM Student Employment. Through the UNM Employment office, students looking for off campus work go to the website to find employment opportunities that will be sensitive to their class/study schedule.

If this sounds promising to you, you can go to the website mentioned below . You can post on the website the position you are looking to fill. You will need to put information regarding the job description, hours needed to be filled, rate of pay, number of positions, etc. Students are only able to work 30 hours per week. If you need more hours filled, you may wish to consider hiring more than one student.

For more information regarding Off Campus Employment please contact:

Adrienne Gutierrez

Work: 277-0962

Cell: 220-6338

Email: agutier6@unm.edu

When you call to speak to Adrienne please identify yourself as: Employer of Record for the Self-Directed Mi Via Medicaid Waiver. She is more than happy to discuss the process of posting a job on the website. You may also ask her if there are message boards or list serves to post off campus job positions in individual colleges such as nursing, or occupational therapy, physical therapy, special education, theatre/fine arts. Adrienne may be the contact you need to find the perfect support staff for your participant.

How to navigate the website:

- Go to the UNM Student Employment Office site: <http://stuemp.unm.edu/>
- Go to the left hand column to Off Campus Employer Info
- In the center test on the page, click on **Off Campus Employment**
- Please read this page, then click on **Post a Job**
- Here you will find where you will be writing the job description and qualification you require.
- Once complete, you can submit, reset and/or print.

Good Luck. I would be excited to hear how this goes!



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