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## Career Ladder **Senior Services**

Presbyterian Medical Services (PMS) operates over 100 programs across New Mexico including Senior Services in three counties. The Senior Services program offers a career ladder for employees who meet the minimum age requirement of 18 years old. From Home Assistant to an experienced Site Supervisor or Administrator, PMS offers education support, professional development, and opportunities for career advancement.

### Job Title

### Qualifications

**Home Assistant  
Van Driver  
Van Driver and Cook  
Van Driver and Custodian  
Cook and Custodian**

- Must be 18 years of age
- Must meet driving requirements for positions that require operation of company vehicle

**Administrative Assistant**

- High School Diploma or equivalent
- One year administrative experience and/or training
- Computer knowledge

**Site Supervisor**

- High School Diploma or equivalent
- Two years supervisory experience
- Computer experience

**Administrator I - Senior Services**

- BA in Health Care Administration, Public Health, Business Administration
- Related education and/or experience may substitute for degree
- One year experience in managerial or supervisory position