



*The Workforce Development Board
of Southeast Minnesota*

Mower List 3/18/24

**Open Monday-Thursday 8am-4:30pm.
507-460-5020.**

**Businesses, to have your job added/ removed or changed on this list,
please email Jenny Iverson at Jlverson@wdimn.org**

**Job Seekers, find this list on our website at:
<https://workforcedevelopmentinc.org/jobs-trainings/>
and use the “clickable” bit.ly links to easily apply for jobs on the web.**

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TRADES READINESS TRAINING

RCTC-Rochester

Course Overview

The Trades Readiness Certificate was created to provide high quality, apprentice-level content to people interested in construction, to prepare them for careers in the industry. Upon completion of the Trades Readiness Certificate at RCTC, learners will be enabled to work as a productive member of a construction crew and build character and gain confidence to seek employment within the skilled trades.

Eligibility Criteria

Be 18 years or older

If you are a person of color and/or a woman, you are encouraged to apply

Have a valid MN driver's license

Meet at least minimum scores on math and English assessments

**Eligibility restrictions may apply*

Dates

This year-long program can be entered at fall, spring, or summer semester. Classes are Tuesday/Thursday evenings, typically 5:30 – 8:30 p.m..

If demand is present, this can also be offered as a six-week intensive training M-F, 8-4 p.m.

Contact

Julie Brock - 507.421.6487 - jbrock@wdimn.org

Stacy Brumfield - 507.252.5159 - sbrumfield@wdimn.org

Matt Durand - 507.363.6132 - Matt.Durand@rctc.edu

Bridges to Healthcare

-CNA PREP AND CNA TRAINING* (CERTIFIED NURSING ASSISTANT): AUSTIN CAMPUS RIVERLAND COMMUNITYCOLLEGE/ADULT EDUCATION.

CNA PREP: Feb. 13, 15, 20, 22, 27. March 5, 7, 19, 21, 26, 28. April 2, 4. Tuesday & Thursday 9am-1pm

CNA TRAINING: March 4-April 15. Monday, Wednesday, Friday 9am-2:30pm

CNA TRAINING: April 1-April 29. Monday, Wednesday, Friday 2pm-8:30pm

- ADVANCED NURSING ASSISTANT (LPN/RN)-CONTINUOUS ENROLLMENT. CLASSES AT RIVERLAND COMMUNITY COLLEGE CAMPUS.

Requirements:

-CASAS GOALS READING 239 OR ABOVE.

-MUST BE AT LEAST 17 YEARS OF AGE, NOT ENROLLED IN A K-12 SCHOOL, HAVE BARRIERSTO EMPLOYMENT, AND WHO NEED ENHANCED EDUCATIONAL AND SUPPORTIVESERVICES TO BE SUCCESSFUL.

-MUST PASS A CRIMINAL BACKGROUND STUDY.

Services Offered:

-ASSESSMENT

-CAREER PLANNING

-SKILLS TRAINING

-JOB SEARCH GUIDANCE AND RESOURCES

-PREPARATION FOR FURTHER TRAINING ANDEDUCATION

-ACADEMIC AND FINANCIAL SUPPORT

-INDIVIDUAL SUPPORT AS YOU BALANCE THEDEMANDS OF LIFE, WORK, AND SCHOOL

-SCHOLARSHIPS AND CONNECTIONS TOMANY OTHER GREAT PROGRAMS ANDRESOURCES IN SOUTHEAST MINNESOTA

Contact: Jill Vandenheuvel at 651-380-3686 or jvandenheuvel@wdimn.org

Paper applications available at the Austin office:

Austin: Nu-Tek, Cedar Valley Services, The Joseph Company Construction, Jimmy Johns, QPP, Liberty Foods, King Maintenance, The Cedars, Our House, City of Austin Parks & Rec, All Fur Dogs, Dairy Queen

Albert Lea: Select Foods

Blooming Prairie: Tandem

Dodge Center: McNeilus Steel

Stewartville: Halcon, Aerotek

GENERAL

Lawn Care Specialist-Koehler's Yard Service

Apply at: <https://tinyurl.com/mv79y8xv>

We are seeking a skilled and dedicated Lawn Care Specialist to join our team. As a Lawn Care Specialist, you will be responsible for maintaining and enhancing the appearance of lawns and landscapes for our clients. If you have a passion for outdoor work and enjoy creating beautiful outdoor spaces, we encourage you to apply. \$18.00 - \$30.00 per hour

Production Helper-Tandem, Blooming Prairie MN

Apply at: <https://tinyurl.com/aswhr4zb>

In this position reporting to the Machine Operator, the Machine Helper will be responsible for preparing molds, verification of mold dimensions, part setups for dimensional accuracy, confirming correct part quantities and for demolding completed parts. This position you may be required to support other areas of the facility as needed.

Housekeeper-Our House Senior Living

Apply at: <https://tinyurl.com/4fenv73j>

Our House Senior Living in Austin, MN is seeking applicants for a Part Time Housekeeper! Applicants should enjoy providing services and support to the elderly. Duties include: cleaning, laundry, housekeeping, and food preparation and services. Training is provided. Applicants should have good speaking, reading and written skills. Day shift

Landscape Crew Member-Berg's Nursery

Apply at: <https://tinyurl.com/4626yhdK>

We are looking for energetic, positive, hard-working people to join our team of landscape installers. We install a wide range of projects from simple to complex both residential and commercial. Successful candidates will assist in the installation of some of the most creative landscapes being installed today as well as assisting in maintaining existing landscapes. Qualifications: Must be able to tolerate working in heat or cold. Landscape experience preferred. Physical Requirements: The physical demands of this job will vary, but typically requires lifting up to 80 pounds with frequent lifting and/or carrying of objects up to 50 pounds. This job also may require walking or standing on rough terrain. This job can require strenuous manual labor including but not limited to digging, shoveling, hauling, crawling, bending, pushing, pulling and climbing. Full-time. Pay: \$15.00 - \$22.00 per hour

Garden Center Associate-Dolan's Landscape Center

Apply at: <http://tinyurl.com/52dth4up>

Dolan's Landscape Center is seeking individuals to accurately perform duties in sales, customer service, receiving and stocking, building and maintaining displays, as well as plant care. We sell a full line of landscape materials, as well as annuals, perennials, trees, and shrubs. This is a temporary position that will be from May-December. This position does require weekend work. \$12 - \$14 an hour

Canine Specialist-All Fur Dogs

Apply at: <http://tinyurl.com/5dufp9wz>

Previous dog experience is certainly helpful, but not required. Our starting wage is \$12.00 an hour (unless you have prior experience); once you finish our training we bump your wage up, we also split tips evenly among all staff according to hours worked during the period. We are not a time based wage increase business, we base our raises on merit. Excel at your job, get a raise, no need to wait a year. We work 7 days a week, 365 days a year. We are always busy on weekends and holidays. If interested please fill out the application found on our website and get it back to us as soon as possible. We can't consider you for the position until we have the application. Must be 18 years old or older due to insurance. If you have any questions let us know! [All Fur Dogs Employment Application](#)

Tobacco Inspection Program-State of MN

Apply at: michael.cherney@state.mn.us

Are you looking for an easy part-time job which pays \$16 hour? Are you 17 – 19 years of age? Are you able to work a minimum of two 8 hour shifts Monday thru Friday between the hours of 9 AM and 6 PM? Do you live in Olmsted, Mower or Dodge county or Spring Valley area? Are you able to PASS a State of Minnesota Background Check for Employment? If you answered YES to ALL of these questions we currently have a vacancy in this area for our program. This position will be filled on a first come first served basis. Additional applicants for the position will be placed on a waiting list for future vacancies. To obtain more information on this program email your contact information to Inspector Michael Cherney at this address: michael.cherney@state.mn.us.

Spherion- Hey JOB SEEKERS! The friendly award-winning Recruiters at SPHERION STAFFING are passionate about helping people find the perfect job that aligns with your personal goals. We work with fantastic companies in Albert Lea, Austin, Owatonna, Faribault, Waseca, Blooming Prairie, and beyond! And a vast majority of our positions are Direct Hire, which means you work directly for these companies' day one and enjoy their benefits. We offer ENTRY-LEVEL jobs in manufacturing and offices, along with SKILLED and PROFESSIONAL positions! Frequently view all openings and job details by zip code at www.spherion.com SPHERION STAFFING works hard to assist you in finding your dream job, but YOU need to take the first step! Call 507-451-3400 TODAY and get started!

Janitor PT or FT-King Maintenance

Apply at: <http://www.kingmaintenanceinc.com/application.pdf>

Workdays: Weekdays, Shift: Second (Evening), Hours Per Week: 25 (ask if you desire more hours). Great for students! Fantastic & fun team atmosphere. Sometimes we provide pizza, cookies, or other food for the team! This is a great place to work. King Maintenance, Inc. is a local Austin, MN company seeking self-motivated, part-time, cleaning technicians. Full time hours may be available. Must be 16 years of age or older. Candidate must have a willingness to learn and help others. Duties will include various cleaning and sanitizing duties, including janitor/custodian work. Duties may also include carpet cleaning & floor finish application. Carpet cleaning/extraction duties include an extra incentive bonus pay! Must be able to perform manual labor. Will have to read and understand labels on cleaning products, safety data sheets (SDS), hazard warnings, equipment manuals, etc. Candidate must be flexible and accommodating to the needs at that time. Candidate must be responsible and able to work alone for the most part but will still be around others. No education is required. Applicant must be able to work alone, be responsible, and work on several projects simultaneously. Applicant must be able to lift 50 lbs. on occasion. Starting wage is \$12.00/hr. Raises given based on merit and seniority. Please apply at <http://www.kingmaintenanceinc.com/application.pdf>. Download application, fill

it out, and fax to 507-437-2008. Include job code "CleanTech23-RCC" when applying. Applications also available at the Workforce Development office.

Production/Forklift–Hormel

Apply at: hormeljob.com

Security Officer – Securitas

Apply at: www.securitasjobs.com

TECHNICAL

Maintenance Supervisor: Hormel

Apply at: <https://tinyurl.com/34y78xbm>

Responsibilities: Makes departmental decisions regarding maintenance (maintenance management). Develops an understanding of the equipment and manufacturing processes. Trains and supervises mechanics, electricians, plumbers and other skilled trades. Offers sound technical and engineering advice for facilities performance improvement. Utilizes a CMMS (Computerized Maintenance Management System). Uses CAD to gather information and design custom alterations to equipment. Selects vendors for equipment purchases. Troubleshoots mechanical processes. Installs and starts-up new equipment and processes. Requirements: Candidate must have 3 or more years of maintenance supervisory experience.

Wheelchair Van Driver-Handi Van

Apply at: <https://tinyurl.com/mr4anew5>

Handi Van is seeking members of our community who want to assist others reach their local destinations. Services include transportation to both medical and leisure appointments. If you're looking for a paid position to give back to your community, this could be a great fit for you. Must be a minimum of 22 years old per insurance. Need to have a valid Minnesota driver's license with a good driving history. You can apply right here through Indeed, you may attach your resume or feel free to give our HR Manager Crystal a call at 507-281-3600.

Directional Drill Operator-MTC Services

Apply at: <https://tinyurl.com/ynr66s9x>

We are a underground utility company and also do right of way restoration. We are currently seeking a skilled and experienced drill operator/ locator. We primarily work in Southern Minnesota. Typically, our crews work 40+ hours Monday- Friday. Job expectations: Perform drilling operations using specialized equipment. Conduct horizontal drilling according to project specifications. Ensure proper maintenance and care of drilling equipment. Collaborate with team members to complete projects efficiently. Requirements: Proven experience operating heavy equipment in a drilling capacity. Commercial driving experience and valid driver's license. Pay: \$25.50 - \$37.00 per hour

Seasonal Agronomy-Crystal Valley Coop

Apply at: <https://tinyurl.com/59devyaa>

Days per week and hours per day are weather dependent. Desired candidates will have a good driving record and a history of good attendance and reliability. Opportunities Include: Truck Driver: Straight truck and semi-truck delivery of dry or liquid fertilizer to custom applicators and producers. Must have CDL or ability to obtain Seasonal CDL license. Tanker/Hazmat endorsements desired. Anhydrous Ammonia (NH3) Delivery: Pickup truck delivery drivers of Anhydrous Ammonia to custom applicators and producers. Must be 21 years of age or older. Soil Samplers: Must be able to lift 50 lbs. and operate an ATV. Must be 18 years of age or older. Requirements: Valid driver's license. Meet the driver qualification standards set by the self-insured group in which the cooperative is a member. Pre-employment drug testing required. Comply with Crystal Valley's Drug and Alcohol Policy. Pay: The starting pay range for Class B CDL drivers is \$18.00 - \$19.00 depending on endorsements. The starting pay range for Class A CDL drivers is \$20.00 - \$22.00 depending on endorsements.

Cabinet Installer-Jones Cabinets

Apply at: <https://tinyurl.com/4u6x2hfr>

Job Duties of Installer: Assist in loading and unloading of trucks. Installing cabinets and trim. Installing laminate counters. Driving in company vehicle to job sites. Communicate with shop and office about job installs. Requirements for Cabinet Installer: 3 Years Experience in cabinet installing or woodworking. Experience in trim installation. Driver's license and a good driving record. Pay: \$17.00 - \$23.00 per hour.

Fiber Technician-Metronet

Apply at: <http://tinyurl.com/mr9r8cre>

Under limited supervision, perform from basic to advanced installations, disconnects and service changes for residential and business customers for high-speed internet services, phone, and TV. Perform basic troubleshooting and repair for services from the fiber terminal, or the ONT to consumer's electronic devices (TV, Modem, and Wireless devices etc.). What You Need For This Position: High school diploma. Valid driver's license/satisfactory driving record. \$17.50-20/hr.

Certified Vet Tech-Austin Vet Clinic

Apply at: <http://tinyurl.com/bdzcmtyr>

Assist veterinarians in providing care and treatment to animals. Handle and restrain animals during examinations and procedures. Administer medications, vaccines, and treatments as directed by veterinarians. Perform animal IV and urinary catheterization, ET intubation and collect samples for laboratory testing. Qualifications: Certified Veterinary Technician (CVT) or equivalent experience preferred. Strong knowledge of veterinary terminology and procedures. \$13.00 - \$17.00 per hour

Materials Estimator-Austin Builder Supply

Apply at: <http://tinyurl.com/yfmbtbrw>

We are seeking an experienced Materials Estimator and Sales Specialist to join our team. The ideal candidate is someone passionate about the lumber and construction industry. The successful candidate will play a crucial role in ensuring our customers receive accurate, timely and personalized assistance in estimating and purchasing lumber and building materials. This position requires a deep understanding of construction projects, strong interpersonal skills, and the ability to provide cost-effective solutions. This position is multi-faceted and includes inside and direct customer service. This is a work remote or hybrid position. To apply, please provide a resume by emailing to courtney@austinbuilderssupply.net. An in-person interview at our location will be required for outstanding candidate. For more information about our company visit: <http://www.austinbuilderssupply.com/>. \$50,000.00 - \$65,000.00/year

RETAIL

Sales Associates-Joe's Kwik Mart

Apply at: <https://tinyurl.com/56mv8kf4>

Hiring Immediately. Sales Associates needed for: All shifts. Day, Afternoon & Evening. Full & Part time. Flexible availability to include some weekday and weekends. We are looking for friendly and smiling faces with: Previous customer service/cashier experience. Ability to provide quick & friendly customer service.

FT Assistant Manager-Maurices

Apply at: <http://tinyurl.com/37hsru3m>

As a First Assistant Manager you'll support in leading a team of talented associates to create an unforgettable experience that leaves our customers looking and feeling their best. This challenging and rewarding role provides the opportunity to assist in the supervision of 8 – 20 store associates. The First Assistant Manager Position is a great way to gain management experience and learn and grow your retail skills. The First Assistant Candidates are skilled individuals with: Previous supervisory experience required; preferably in a specialty retail environment. Strong selling abilities and the ability to build customer relationships. \$15-\$19/hour

PT Cashier-Astrup Companies

Apply at: <http://tinyurl.com/mtb357ea>

The Customer Service Representative is responsible for assisting with all day-to-day customer service and reporting to the manager on duty. Looking for a Part-time (~11-29 hours/week) candidate.

Multiple Positions-Running's
Multiple FT & PT positions available.

Apply at: <https://tinyurl.com/27rw5hcd>

Multiple Positions-Pet Supplies Plus
PT and FT associate and management positions available.

Apply at: <https://bit.ly/3GFnO5v>

Multiple Positions – AutoZone
Multiple PT, FT, and Management positions available

Apply at: <https://bit.ly/3dcNnyB>

FOOD SERVICE

Food Services Helper-Austin High School

Apply at: <https://tinyurl.com/34juvb8a>

The Austin Public School District has an immediate Food & Nutrition Service helper position available at Austin High School for 3.75 hours per day on school days. The Food Service helper is responsible for performing routine food service activities such as serving, cleaning, setting up for meals, cooking, cashiering, prep work, and other duties as assigned. Contract rate of pay begins at: \$18.40 per hour.

Server/Bartender-Torge's Live

Apply at: <https://tinyurl.com/y8u3h6zc>

We are looking for a server and or Bartender to join our serving team at Torges Live! If you LOVE to have fun while working hard and creating the best customer service experience possible... apply today! Serving & Bartending experience is preferred, but an amazing personality is required! 25-40 Hours per week. Nights and Weekends a must. Job Types: Full-time, Part-time. From \$10.85 per hour. Expected hours: 26 – 40 per week

Breakfast Opener-Liberty Food Service

Apply at: <https://tinyurl.com/yedm5b42>

Breakfast Opener position 4:30am to 12:30PM shift. Monday - Friday, occasional Saturdays, NO Sunday or Holidays worked. A quality Breakfast Cook / Opener is needed to prepare delicious meals according to the menu. Must be able to follow instructions in recipes and be good at multi-tasking. Must be 18 years or older. Previous restaurant and flat top grill cooking experience required. FREE Meals and uniform shirts. Paid Vacation, Holidays, and 401K. Our company, Liberty Food Service, operates the cafeterias inside the QPP plant, Austin, MN. Interested breakfast cook candidates may also apply at our website: www.libertyfoodservice.com, Career page. Full-time. From \$13.00 per hour

Kitchen Supervisor-K-12 by Elinor, Adams MN

Apply at: <https://tinyurl.com/8krye3hf>

As a Kitchen Supervisor, you will have the opportunity to directly oversee the production and service of meals. What you'll be doing: Providing hands-on supervision and oversight for the preparation, cooking, and portioning of meals, following company recipes based on daily needs and contractual obligations. Ensuring all meals meet standards for quality. What we're looking for: Experience supervising multiple employees. \$15-16 per hour. Full time.

Food Unit Lead-Canteen

Apply at: <http://tinyurl.com/yek982x6>

We are hiring immediately for a full time FOOD UNIT LEAD position. Location: Hormel in Austin - 500 14th Avenue Northeast, Austin, MN 55912 *Note: online applications accepted only*. Schedule: Full time schedule. Monday - Friday, 5:00 am - 1:30 pm. More details upon interview. Requirement: Previous supervisory and cash handling experience is preferred but not required. Perks: CIOG and Safety Bonus Potential! Pay Range: \$19.00 to \$19.25

Assistant General Manager-Pizza Ranch

Apply at: <http://tinyurl.com/yrtpfm3b>

Pizza Ranch is currently hiring to add to our management team. We are looking for someone who has experience in restaurant and enjoys working in Guest Services or running a team of employees in the Kitchen. \$17.00 - \$20.00/hr.

Dietary Server-The Cedars of Austin

Apply at: <http://tinyurl.com/3mrzxv2k>

We currently have an opening for kitchen wait staff on both morning and afternoon shifts. Duties include serving meals to our residents, setting and clearing tables before and after meals, washing dishes, cleaning the kitchen and dining

room area and most importantly - providing excellent customer service and creating a great dining experience for our residents. Full time and part time positions are available. Shifts include every other weekend. From \$13.04 per hour.

Multiple Positions-Applebee's
FT and Pt available.

Apply at: <https://tinyurl.com/3vmct4ay>

Crew Member– Culvers
Multiple FT and PT food service positions available.

Apply at: <https://bit.ly/2QwCjTX>

Driver/ Customer Service/ Asst Manager – Domino's
Multiple Positions available

Apply at: <https://indeedhi.re/2Yy30ty>

HEALTHCARE, HUMAN SERVICES, & EDUCATION

Intake Specialist-Thrive Behavioral Network

Apply at: <https://tinyurl.com/3aujxc8>

The Intake Specialist is responsible for the workflow of client admissions and discharges. To provide outreach and communication with outside agencies who are interested in Thrive programs and services, to review referrals for appropriateness to the licensed services to ensure the program can support both the physical and mental health needs of the referral, and verifies insurance/program payment. Qualifications: Must qualify as a Mental Health Practitioner under 245I.04 Subdv. 4 (a-d). Knowledge of symptoms and course of serious and persistent mental illness as well as medications and other therapies used to treat mental illness. From \$23.00 per hour

Public Safety Telecommunicator-Mower County

Apply at: <https://tinyurl.com/mu6vfah5>

Under the general supervision of the Communications Supervisor, the Dispatcher performs specialized work in receiving emergency calls for service and dispatching the appropriate police, fire, and EMS, as required. Using highly technical computer aided dispatch systems (CAD) and multi-channel radio/paging consoles, the Dispatcher must act quickly, efficiently, calmly, and accurately to process incoming emergency calls and dispatch and coordinate emergency responder resources. Dispatchers are expected to observe all local, state, and federal laws as well as established policies and guidelines that direct them in meeting department service requirements. Minimum Qualifications of Education and Experience: High School Diploma or G.E.D.; 3 or more years of relevant experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Regular and reliable attendance is a necessary component of job/position. **Priority Deadline of March 27, 2024 and open until filled.**

Homemaker-PossAbilities

Apply at: <https://tinyurl.com/mu9zseds>

Individualized Home Supports and Respite (services are provided in the person's home or in the community). PossAbilities provides day services for individuals with disabilities in Mower County. All of our services are designed to be community focused while being person centered and promoting independence. In addition, we act as support for families across Southeastern Minnesota who self-direct the care of their loved ones. Job Summary: Homemaker staff are designated to an individual(s) to assist them with light housekeeping tasks. The individual or their family/guardian manages this position. PossAbilities will provide necessary trainings and payroll. Hourly wage is \$14.50 per hour.

Clinical Float-Main Street Dental-Blooming Prairie

Apply at: <http://tinyurl.com/bdejca3c>

Clinical float position available. Some of the duties included for this position (but not limited to) is: responsible for sterilization and general organizing of materials and instruments, prepping and cleaning rooms, charting for hygiene and light business office duties. This position requires you to work with many great Licensed Dental Assistants, Dental Hygienists, Dentists & Business Office staff! Full-time, Part-time. Pay: Up to \$20.00 per hour

Multiple Positions-Independent Management Services

Send Resume To: ltuttle@imsofmn.com

***Housing Services Worker:** This position has the potential to grow into a full-time position. Eligible candidates need to have a driver's license, a reliable and insured vehicle, be able to pass a background check, and have a high school diploma or equivalent. Candidates with a Human Services related degree is an advantage, but not required. Applicants need to be knowledgeable and experienced in helping others who have disabilities. Applicants need to have strong problem-solving skills, work independently in the community, handle unexpected change, work with limited supervision, be ethical and honest, be self-motivated and driven, and be passionate about helping those in need. Applicants will need to be able to work in a fast-paced environment.

***ARMHS Worker:** We are seeking a part-time ARMHS Practitioner in the Austin area. The ideal candidate will have a BA/BS degree in Human Services or related field and 2000 hours of supervised experience with individuals who have an SPMI. The successful applicant will be able to work independently and as part of a team and have a positive attitude. Completing the necessary documentation in a timely manner is also a must. Must have a valid driver license and pass a background check. Job Type: Part-Time with opportunity to work into Full-time. Salary: \$24.00 per hour

***Adult Mental Health Case Manager:** We are seeking an individual that has at least a bachelor's degree in one of the behavioral sciences or related fields including, but not limited to, social work, psychology, or nursing from an accredited college. Applicants should be skilled in the process of identifying and assessing a wide range of client needs; be knowledgeable about local community resources and how to use those resources for the benefit of the client. Individuals should have at least 2,000 hours of supervised experience in the delivery of services to adults with mental illness. Must be able to pass background check. Part time. Salary: \$24.00 per hour

***Full-Time LADC or ADC-T Counselor:** The ideal candidate will have a Bachelor's degree in social work, psychology, addiction studies, or related field. The successful applicant will be able to work independently and as part of team, and have a positive attitude. Bachelor's degree in social work, psychology, addiction studies, or related field required. Experience and competencies providing direct services to clients with co-occurring disorders within a 245G treatment program: 1 Year (preferred). Experience with DSM 5 diagnostic criteria and ASAM preferred. Licensure: LADC or ADC-T. Job Responsibilities: Completes Substance Use Disorder assessments, treatment plans and treatment plan reviews written within the ASAM 6 dimensions criteria and completed within the time frames designated by 245G. Conducts group counseling, individual counseling, lectures, and family education for clients assigned to him/her. Participate in client staff meetings with other members of staff and functions as a treatment team member. Participate in yearly training as required by 245G. Salary: \$53,000.00 per year

***Certified Peer Recovery Specialist (Albert Lea):** The IMS Peer Recovery Specialist will provide excellent client recovery service in areas of their work. Peer recovery services are to be provided before, during and after SUD treatment to help individuals connect with resources that support recovery. Duties and Responsibilities: Serve as a resource for clients. Accompany client to appointments that support recovery. Provide education, advocacy, and mentoring through self-disclosure of personal recovery experiences. Attend recovery and other support groups with a client. Qualifications: Possessing a valid Driver's License. Successful completion of a DHS background study. At the time of hiring, must have a minimum of one year of recovery from substance use disorder. Salary: \$19.00 per hour

Multiple Positions-Parenting Resource Center

Send Resume To: director@prc-austinmn.org

***Catherwood Child Specialist-** The Child Specialist is responsible for the creation and implementation of children's educational curriculum and providing skills to the children attending Catherwood Home Child Care. The Child Specialist must be committed to sustaining a high-quality childcare program that values partnerships between families and staff.

Child Specialist must create an open and honest working environment that inspires professionalism, creativity, and innovation. (Full-Time). Minimum Qualifications: Two-Year Experience working with children and families and implementing an educational curriculum.

*Catherwood Child Care Assistant- The Child Care Assistant provides supervision of children attending Catherwood Home Child Care and is responsible for communicating with the Catherwood Program Coordinator. The Child Care Assistant must be committed to sustaining a high-quality childcare program that values partnerships between families and staff. The Child Care Assistant must create an open and honest working environment that inspires professionalism, creativity, and innovation. (Part-Time). Staff needed for varied shifts from 5am-11pm. Minimum Qualifications: At least 18 years old. High School Diploma or GED. Loves working with children.

*Supervised Visitation/Exchange Monitor- The supervised visitation/exchange monitor is responsible for providing a safe and nurturing environment while supervised visitations and exchanges take place. It is beneficial for the supervised visitation/exchange monitor to have knowledge in the areas of diversity, chemical dependency, neglect, domestic violence sexual abuse, verbal abuse, and mental illnesses. The mission of the Michael H. Seibel Visitation and Exchange Center (Seibel Center) is to facilitate the exchange and visitation of children by and between custodial and non-custodial parents with a positive, healthy environment in which to interact, offering them a place where family vulnerability to violence and trauma will be reduced. (Part-Time). Monitors needed from 8am-12pm, 3pm-8pm, & weekend shifts Minimum Qualifications: Two years of experience working with children and families experiencing crisis. Working on a degree or have a degree in Social Work, Psychology, Criminal Justice, or a related human service degree. Proficiency in computer skills.

Multiple Positions-St. Mark's Living

Apply at: <http://ecumen.org/find-a-career/>

No experience necessary for Resident Assistant & Nursing Assistant positions. We are expanding our team to provide exceptional care to our TCU/short-term rehab opening soon!

*Registered Nurse – FT and PT positions available for all shifts. We offer student loan reimbursement.

Wage: \$31.54 to 35.92

*Licensed Practical Nurse – FT and PT positions available for all shifts. We offer student loan reimbursement.

Wage: \$24.76 to \$28.13

*Trained Medication Aid – FT and PT positions Day and Evening shifts available. Wage: \$17.72 to \$18.48

*Nursing Assistant – FT and PT positions available all shifts. We will train. Wage: \$16.72 to \$17.48

*Resident Assistant – PT positions available all shifts. We will train. Wage \$16.00 to \$16.48

Apply At: ecumen.org/find-a-career/ or reach out to Keri Feifarek at 507-434-7218

Multiple Positions-South Grove Lodge

Apply at: <http://bit.ly/3IIXOcP>

Culinary Services Director, Director of Nursing, Dietary Aide/Dishwasher, Medication Aide, Caregiver.

Multiple Positions-All Generations Home Care

Apply at: 507-214-8007

Do you want a job where you set the hours you want to work? Do you want a rewarding job helping people to remain in their own home? Do you want to work for a company that truly cares about their clients and employees? If the answer is yes, then give us a call! We offer flexible hours, working with children, teens, and adults. You help them maintain their independence at their home. PERSONAL CARE ASSISTANTS: Position entails assisting with personal cares & activities of daily living for adults and/or children with disabilities and/or supportive services. Experience preferred but not required. Agency will also train. HOMEMAKERS: The Homemaker is responsible for assisting the client or performing household tasks such as: vacuuming, dusting, cleaning, laundry, making the bed, meal preparation, grocery shopping, errands and

medication reminders. The Homemaker is responsible for maintaining a clean environment in the client's home and must report to nurses any changes in a client's health status." \$13/hr to start. www.allgenerationshomecare.org

Multiple Positions-Nexus Family Healing

Apply at: [//www.NexusFamilyHealing.org/NGD-careers](http://www.NexusFamilyHealing.org/NGD-careers)

Now hiring: Youth Care Professionals: Residential. 2 Teaching Assistant: School. Mental Health Therapists: 1 Outpatient and 1 Residential. Benefits and Perks: Medical Benefits thru BCBS. Paid time off accrual of 6.15 biweekly + 8 floating holidays per year. 401 K with an employer match of up to 3%. Tuition Assistance and partnered with Capella for continued education. \$400 Biweekly Commute Benefit available for Full Time those that travel 35 miles one way. Required to Pass BGS Check and must be 21 years of age. For more information, contact Karla Garza Palomo, Talent Acquisition Specialist kpalomo@nexusgerard.org

Multiple Positions – Cedar Valley Services

Apply at: hnewman@cedarvalleyservices.org

*Community Site Supervisor: Day shift (M-F, 6:00 am - 2:00 pm). Responsible for supervision and training of adults with developmental disabilities, our consumers, while working/cleaning in a community based setting. Transports or assists with transportation of consumers to and from facility and/or site to site. Includes . seasonal duties such as mowing/trimming, snow and ice removal, etc. Will train on and periodically work evening shift to cover for vacations, etc. HS diploma/GED required, experience preferred. This position requires above average communication and people skills, ability to work independently as well as in a team environment and meet the physical demands of the job. Requires a valid MN driver's license, valid vehicle insurance and a clean driving record. Background check required. From \$16.00 per hour.

*DESIGNATED COORDINATOR: The Designated Coordinator is responsible for the development of individual service plans, coordinating this plan with other staff and outside team members. Qualifications include: Bachelor's degree in Human Services related field and one year of full-time work experience providing direct care services to persons with disabilities; OR A.A. Degree in Human Services related field and two years of full-time work experience providing direct care services to persons with disabilities; OR Diploma in Human Services related field from an accredited postsecondary institution and three years of full-time experience providing direct care services to persons with disabilities. Send resume to hnewman@cedarvalleyservices.org.

*Designated Employment Specialist - The designated Employment Specialist is responsible for development of community job sites for consumers with disabilities. Will maintain a caseload and be responsible for completing reports and documentation, will maintain strong working relationships with community employers. Bachelor's degree preferred along with one-year similar experience. Full-time. From \$20.00 per hour.

*Wood Products Supervisor - Training, evaluating, and supervising employees, production workers, and our persons served that are assigned to a variety of production tasks. Will assist in planning, implementing and reviewing individual program plans, maintain daily records of attendance and production, maintain accurate inventory and assist with material handling. Will drive forklift daily and maintain equipment and machines. Position requires valid MN driver's license, current vehicle insurance and acceptable driving record. High school diploma/GED preferred. Excellent benefits package.

*Direct Care Professionals needed for full and part time shifts – assist adults with developmental disabilities, personal cares, training of work skills and transportation. HS diploma/GED and experience preferred. Requires valid MN driver's license along with acceptable driving record. Background check required. Excellent benefits package with generous 401k employer match.

OFFICE & ADMINISTRATIVE

Systems Support Specialist-IBI Data, Brownsdale

Apply at: <https://tinyurl.com/28bfu942>

IBI Data is looking for a Systems Support Specialist. Wage based on knowledge, skills and experience. The job would be on-site in Brownsdale, MN. Responsibilities include: Design, maintain, troubleshoot and implement new and existing computer and network infrastructure, develop programs, databases and applications, provide help desk support for users, test web sites, etc. Position could have the potential for full-time employment depending on our client workloads, candidate's skills, and/or the person's willingness to do other tasks within the company.

3rd Party Accounts Receivable-Smart Fill Mgmt. Group

Apply at: <https://tinyurl.com/y5yrb6te>

The Third-Party Receivable Specialist secures revenue by verifying and posting receipts while also resolving discrepancies. The position assists with managing and recording financial transactions in the general ledger, assisting with account reconciliations, and third-party receivables. Qualifications required: Solid understanding of basic bookkeeping. Proficient in accurate data entry and management. Analytical and detail-oriented work style. Exhibits strong computer skills and knowledge of relevant technology.

Paralegal-Mower County

Apply at: <https://tinyurl.com/new66ax>

The Paralegal is the first level of the Legal Series and is responsible for performing legal support including conducting legal research and writing legal documents. Responsibilities may include researching a variety of topics including evidentiary issues, drafting motions and memoranda of law, preparing exhibits, coordinating witnesses, and preparing trial notebooks. This position is full-time, non exempt with County benefits as described in the union Local 663 contract. Training & Experience: Paralegal Associate's degree or 2-year technical certificate. 4 years of legal support or related experience, or an equivalent combination of education and experience. Valid driver's license. \$26.58-\$29.69/hour

Office Support Associate-Quality Case Management

Apply at: <http://tinyurl.com/yc2yzdy2>

Responsibilities: Provide administrative support to ensure efficient operation of the office. Answer and direct phone calls, take messages, and respond to inquiries. Perform clerical duties such as filing, photocopying, scanning, and faxing. Assist with office management tasks as needed. Pay: \$15.00 - \$18.00 per hour. Expected hours: 20 – 40 per week

Accountant-Cedar Valley Services

Apply at: <http://tinyurl.com/3dkyw58t>

Responsible for month-end recording, vendor invoices and taxes for payment, maintain checking and savings accounts. Primary function is AP. Will back-up secretaries as needed. Minimum two-year associate degree with business or accounting experience. Excel experience required. Full-time. Pay: From \$18.00 per hour.

Multiple positions-Hormel

Apply at: <https://bit.ly/3OLJmUY>

Multiple administrative positions available. Varying degrees of experience/education required, starting at entry level.

SALES

Sales, Marketing, & Promotions Rep-Austin Bruins

Apply at: <http://tinyurl.com/yc2fw5dm>

The Austin Bruins of the NAHL and the Rochester Grizzlies of the NA3HL are seeking qualified candidates interested in a full time position in our Sales, Marketing and Promotions department. This position is an excellent opportunity for those interested in sports marketing and enables employees to gain experience in multiple facets of the industry. We are looking for driven, independent workers who are willing to take on multiple roles for the team such a sponsor sales, ticketing and game operations. Responsibilities: Monthly salary based on experience and performance, plus commission. Commissions up to 20%. Create proposals for potential sponsors. We provide you with an account list, but you are encouraged to add new accounts. Gain revenue through multiple sales products.

PROFESSIONAL

Human Resources Manager– Cedar Valley Services

Apply at: hnewman@cedarvalleyservices.org

We are seeking an experienced and highly skilled Human Resources Manager to join our team. As the Human Resources Manager, you will be responsible for overseeing all aspects of the HR department and ensuring the effective management of our organization's most valuable asset - our people. Minimum Bachelor's degree in HR or related degree with four years senior HR experience Pay: DOQ

International Student Advisor-Riverland Community College

Apply at: <http://tinyurl.com/4fh7d9dx>

Responsible for providing comprehensive support and guidance to international students and serves as the Principal Designated School Official for the College. Recruits international students by developing and implementing strategies to engage with international audiences. Manages the international admissions process – from application through arrival at Riverland. maintains up-to-date knowledge of immigration regulations and policies to ensure compliance with immigration regulations. Prepares data and reports as necessary for institutional compliance – including reporting requirements for Homeland Security. Plans and leads an international student orientation for incoming international students. Advises international and ESL students and provides guidance on academic programs, registration, degree planning, and transfer processes and requirements. Takes a lead role in helping organize events and activities that promote cultural awareness and inclusion at Riverland. Required Qualifications: Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment. Associate Degree. \$50,530 a year

Senior Network Engineer-Mower County

Apply at: <http://tinyurl.com/yui2yuc6>

The Senior Network Engineer is a highly experienced professional responsible for designing, implementing, and maintaining an organization's computer networks. They possess advanced knowledge of networking principles, protocols, and technologies, and they play a crucial role in ensuring the reliability, security, and scalability of the network infrastructure. Senior network engineers typically oversee the planning, configuration, and troubleshooting of network components such as routers, switches, firewalls, load balancers, and various network services. Their expertise extends to optimizing network performance, addressing complex connectivity issues, and staying up-to-date with emerging technologies to make informed recommendations for network improvements. Additionally, they often collaborate with other IT team members to integrate network systems with other infrastructure components, such as servers and storage, to support the overall functionality of an organization's IT environment. Job Requirements: Bachelor's degree in Information Technology or related field; and 3 years of related experience; or an equivalent combination of education and experience. Preferred: Cisco Certifications (CCNA, CCNP, or CCIE), Security Certifications (CISSP, Security+, etc.). \$33.90-\$39.17/hour.

IT Data & Applications Specialist-Austin Utilities

Apply at: <http://tinyurl.com/bdfd4c5e>

In this role, you will play a pivotal part in collecting, managing, and analyzing data related to water, electricity, natural gas, or other municipal services. Working under the general supervision of the IT Director, you will collaborate with various departments to provide valuable insights through reports and dashboards, supporting decision-making across the organization. What will it take to be successful? High School diploma/GED with valid Data Analysis certificate and 1-2 years proven experience in data collection, management, and analysis, preferably in a municipal utility or similar environment required. Associate degree in Data Analysis, Computer Science or related field of study, or equivalent combination of education and experience preferred. Must have a valid state driver's license or the ability to obtain one within three months. Must be bondable. \$61,146.90 - \$87,352.71 per year