



Rochester Weekly Job Board Week of March 18th – March 22nd

The Rochester office of Workforce Development, Inc. is open Monday – Friday, 8:00 am – 4:30 pm. Follow us on [Facebook](#), [Instagram](#), [Twitter](#), [YouTube](#), and [LinkedIn](#), visit our website at: www.workforcedevelopmentinc.org for more information, or call: **507.292.5152**.

We have a full professional clothing closet ready for anyone who needs clothing for work or upcoming interviews. The clothing is **FREE**, and no appointments are needed. **We are NOT accepting women's & men's professional clothing donations, except for scrubs tops/bottoms.**

Live CareerForce Workshops!

Tuesday, March 19 – Creative Job Search: Job Search Over 50 - 10:00am - 11:00 am [Register here](#)

Wednesday, March 20 – Resume Writing – 1pm - 2:30pm [Register here](#)

Prepare for a successful job search with free, live online workshops and events. Register now!

Appointments are available over the phone, in person, or online to get help in your job search. Available services include resume reviews, mock interviewing, interest assessments, career exploration, and other job search assistance. ***Once registered, staff will contact you to determine how you will meet.*** Please register at: <https://www.careerforcemn.com/virtual-interactive-services-career-seekers>

Faribault Area Job Fair!

Find your dream job. All industries represented.

When: Thursday, March 21

Time: 10am-1pm

Location: Faribault Town Square - 201 Lyndale Ave S, Faribault, MN

Registration Link: www.jobshq.com/minisites/semn-faribault-job-and-career-fair

Discover Mayo Clinic College Webinars- Nursing

Whether you are starting your career or planning, you may wonder if you are aligned with the work you are meant to do. During this webinar, you will have the opportunity to speak with recruiters and hiring managers to learn about the types of roles we offer in Nursing and other departments and how to start preparing for them.

When: Thursday, March 28, 2024

Time: 12pm central time

Registration Link: https://mc-meet.zoom.us/webinar/register/1216981046261/WN_p6Kq2pJgTdCCQknZ3-D3bA

LIUNA Construction Industry Career Fair!

Experienced and New to the Industry Construction Workers Meet UNION CONTRACTORS on Site. This career fair who are screening for laborers and other positions for the upcoming season.

When: Thursday, March 28, 2024

Time: 3pm-6:30pm

Where: 917 15th Ave S Rochester, MN

Registration Link: <https://www.eventbrite.com/e/liuna-career-fair-rochester-mn-2024-tickets-761390257757?aff=ebdssbdestsearch>

Owatonna Area Job Fair!

Whether you are new to the workforce, are changing career pathways your future colleagues are waiting to meet you.

When: Tuesday, April 9, 2024

Time: 10am-1pm

Location: Owatonna Armory - 2323 W Bridge St. Owatonna, MN

Registration Link: www.jobshq.com/minisites/semn-owatonna-job-and-career-fair

SEMN Rochester Job & Career Fair

Are you ready to take the next step in your career journey? Join us at the highly anticipated Rochester Job & Career Fair. Whether you are new to the workforce, are changing career pathways your future colleagues are waiting to meet you. Part-time and Full-time Opportunities. All industries represented, find Internships, find out about careers you didn't know existed and build your network.

When: Thursday, April 11

Time: 10am-1pm

Location: RCTC SPORTS CENTER 851 30th Ave SE, Rochester, MN 55904

Registration Link: <https://www.jobshq.com/careerfair/6537212/semn-rochester-job-and-career-fair/>

Join Zoom Orientation Meeting for Dislocated Workers

If you have lost your job through no fault of your own, you may be eligible for Dislocated Worker services. We invite you to join our Rochester, MN Dislocated Worker Career Planners for a free virtual orientation to the Dislocated Worker program **via Zoom**. These weekly sessions are held every **Thursday at 10 am**. Interested individuals only need to attend one of these free sessions to learn more about the resources available through the Dislocated Worker Program. Please join Jody Schaber and Anjanette Bills by accessing the link below!

Join Zoom Meeting

<https://us02web.zoom.us/j/86548161756?pwd=MWMvbEx2YVhlaWpnQkdRUlNncWxUUT09>

Meeting ID: 865 4816 1756

Passcode: 430558

Trades Readiness Program Training

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.

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.

Contact:

Stacy Brumfield - 507.252.5159 - sbrumfield@wdimn.org

Julie Brock - 507.421.6487 - jbrock@wdimn.org

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

The Building Strong Communities program is a multi-trade apprenticeship.

This program offers individuals the opportunity to receive Union endorsed training, exposure, and a “foot in the door” to a career in the trades. Program graduates will have an opportunity to interview participating Construction Trade Unions and Contractors. Learn more at <https://buildingstrong.org/apply/>

Crime Victim Advocacy Clinic!

IMAA, Olmsted County Victim Services, and the Women’s Shelter and Support Center have jointly created this clinic to provide additional access to advocacy services. Advocacy Clinics are intended to serve victims of crimes involving domestic violence, sexual assault, trafficking and/or exploitation.

When: Monthly on the Second Thursday!

Time: 11am-1pm

Where: 2500 Valleyhigh Dr NW Rochester, MN 55901

Pre-Registration is encouraged. To register please visit: MYA.CONRAD@IMAA.NET OR call 507.289.5960 EXT. 110.

Are you looking for free, flexible, online training for IT Careers? IBM SkillsBuild may be the answer!

Through a partnership with IBM, WDI has access to a FREE online IT Careers training resource called SkillsBuild. Registration is easy and only requires an email address. Call 507.292.5152 to learn more about this IT training resource!

Health Access MN for MNSure-Certified Navigator Assistance

Health Access MN's expert navigators provide free help to people seeking health coverage. They can help with Applying for new coverage, assisting with problems, reviewing insurance, and answering questions. For more information or to apply: Denise Robertson, Health Access MN, denise@healthaccess.mn. For appts or questions about health coverage and renewals, contact info@healthaccess.mn, 507-589-8649. You can also help your clients apply for an appointment online through our website: <https://healthaccess.mn/contact-us/make-an-appointment/>. Our services are free!

Are you or is someone you know interested in working in Customer Service or as an Administrative Office Professional?

Call Hawthorne Learning Center today to learn about these *free training opportunities*. Call: 507-328-4486 for more information.

Minnesota State Commercial Driver Academy (CDL)

Interested in earning your Commercial Driver's License (CDL)? This is a program that can help individuals obtain their CDL license. Industry partners will interview and possibly hire successful graduates as well as provide additional training to pick up where this training left off given the academy's condensed structure. This is a great opportunity to gain access to an in-demand career that pays a living wage. For more information please visit: <https://www.minnstate.edu/employersolutions/training/cdlacademy/index.html>

Refugee and Immigrant COVID-19 Help Line

Multilingual navigators and the Minnesota Resettlement network can answer and help with questions in your language about staying safe during COVID-19, COVID-19 testing/vaccine, quarantine, isolation, safety, and support when a person has COVID-19 and COVID-19, and safety at work. They can also assist with household needs and navigating health care services and programs, basic needs, employment, and help for kids struggling in school. Please call the Statewide helpline at **651-318-0989** Monday through Friday, from 9 AM-5 PM

Do you know of a client in need of assistance with past due rent that is not eligible for HomeHelp MN?

Three Rivers currently has funding available to assist eligible households. Funds can be used to assist clients in subsidized housing. Funds can be used to assist with past-due amounts and Security Deposits. Please have the client contact Three Rivers at **507-316-0610** or **800-277-8418** and request a referral for assistance with past-due rent.

Keep Your Health Insurance!

If you have Medical Assistance or MinnesotaCare, it's important to update your contact information so Olmsted County can reach you when it's time to renew your health insurance. If

you've moved in the past three years or you will be moving soon, please update your address, phone number, and email today.

Call us at 507-328-6500

Email us at PAQ@olmstedcounty.gov

Employers Who Have Contacted WDI Seeking Candidates

New! Olmsted County is now hiring for Social Worker-Disabilities Unit Assessment and Information. For more information or to apply, visit:

<https://www.governmentjobs.com/careers/olmsted>

New! Aerotek is now hiring for Assemblers 1st, 2nd, and 4th shifts. Job responsibilities include assembling electronic parts to create a quality final product. Starting pay \$18-\$20.70/hour weekly pay. Medical, Vision & Dental Benefits. To learn more or to apply, **call Jenna at 507.206.5769**

New! Olmsted County is now hiring for Administrative Assistant 2- Administration. Description: Under supervision, performs a variety of administrative support tasks requiring specialized knowledge of policies, procedures, and laws applicable to the area of assignment. Provides customer service to internal and external customers, answers questions, compiles data and reports, and prepares correspondence. Expected starting salary is \$23.06 to \$30.79. Full salary range is \$23.06 - \$38.52. Associate's degree from an accredited college or university in business, administrative assistant, or related field or combination of education and experience equivalent to 2 years of experience in a customer-focused position or regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last 3 years. For more information or to apply, visit:

<https://www.governmentjobs.com/careers/olmsted> **Closing date: 3/22/2024.**

New! Cardinal of Minnesota is now hiring for full/part-time Direct Support Professionals. The Direct Support Professional's (DSP) role is to ensure that the daily needs of each client are met through teaching, counseling, advising, and providing a positive role model in a manner which enables the greatest degree of independence possible in their activities of daily living.

Qualifications: A sense of humor and having fun is a must, passionate about your work and motivated to make a difference, 18 years of age or older and ability to pass a MN Criminal Background Screen; valid Driver's License and acceptable motor vehicle record and be able to walk, squat, stoop/bend, kneel, climb stairs, be able to lift at least 50 pounds, push and pull against potential resistance. For more information or to apply, please visit:

<https://cardinalofminnesota.mitcawm.com/jobs/>

New! Ines E. Gaudet is Seeking Caregiver/DSP/Cuidadora or PCA for disabled female. 19.00/hr. Full or Part Time hours available. VERY easy to care for and no experience necessary. No heavy lifting or lift equipment. Stand and pivot transfers without assistance, help with bathing, meal

prep, meds, grooming etc. Every Sunday (7 or 8 a.m. to 5pm), every Tuesday and or Friday overnight (6 or 7pm to 7am) Also, every other Saturday day shift with a 9-12 hr. shift option. Can apply for any shifts. This is through Semcil PCA choice program. Interviews are in my home. Must like dogs and be reliable. Prefer someone who drives and has a valid driver's license and good driving record but not mandatory. Must pass criminal background check and fingerprinting. For more information or to apply call: 507-289-2756 or email: inesita.gaudet@gmail.com

New! Olmsted County is now hiring for Sheriff Office Support Technician-Civil Warrants, Housing Specialist, Property Maintenance Technician 1 and Jury Attendant. For more information or to apply, visit: <https://www.governmentjobs.com/careers/olmsted>

McHaeuzer Inc. is also hiring for Forklift Driver. Requirements: age, driving licenses, education, previous experience, certifications. Experience driving a forklift is a plus or training will be provided. Starting wage range \$17/hour. Weekly schedule Monday-Friday from 5am-1pm (sometimes Saturdays). For more information or to apply, please contact: **David Haeuszer at 407.346.3283.**

McHaeuzer Inc. is now hiring for Truck Driver. Minimum Requirements: age, driving licenses, education, previous experience, and certifications. Starting wage \$20/hour, weekly schedule: Monday-Friday 5am-1pm. CDL and ability to drive a forklift is a plus. Process for Background Checks - DOT requirements. Application Link or Contact Information: **David Haeuszer at 407-346-3283**

Zumbro Education in Kasson, MN is now hiring for Maintenance/Custodial/Building Engineer. Job summary: The facilities Maintenance Engineer performs general maintenance and custodial duties to offer a pleasant and safe surrounding for all students/staff. To learn more or to apply, please visit: <https://www.applitrack.com/zumbroed/onlineapp/default.aspx?Category=Maintenance%2fCustodial>

Olmsted County is now hiring for Detention Deputy, Public Health Nurse- Aging & Care Coordination, and Social Worker Specialist- WIT- Liaison Care Manager. To learn more or to apply, please visit: <https://www.governmentjobs.com/careers/olmsted>

Spectrum is now hiring for Sales and Marketing. For more information or to apply, please visit: <https://flows.beamery.com/spectrum/sales-generaltnf>

Sargents Nursery in Red Wing, MN is now hiring for Garden Care Team Leader. Job description: Willingness to learn, ability to give direction, stay organized, effectively communicate with the Garden Care Manager, homeowners, and team members, maintain a quick, steady work pace, identify common shrubs, perennials, weeds, work exclusively outdoors and complete physically demanding tasks; bending, squatting, lifting, pulling, digging, pushing, etc. Must be able to lift 30 lbs. Some metro driving required. Must pass DOT Physical exam. Sargent's will incur the cost

of this test. Salary \$16-\$20 per hour, Monday-Friday. For more information or to apply, email: sargents@sargentsnursery.com or call 651.388.3847

Olmsted County is now hiring for Intern- OWEF Engineering, Intern- Parks and Seasonal Landfill Worker. To learn more or to apply, please visit:

<https://www.governmentjobs.com/careers/olmsted>

Cub Foods in SE Rochester, MN is now hiring for: Morning, Days, Evening, Overnights and Weekends Cashier/Front End, Clean Team, Produce, Grocery, Deli, Bakery, Meat Dept., Pharmacy and Cub Wine & Spirits. Benefits include: Flexible scheduling, career growth, competitive pay, holiday pay and employee discount. To learn more or to apply, visit:

<https://www.cub.com/sm/pickup/rsid/1612/careers>

Mayo Clinic is now hiring for Patient Appointment Services Specialist- Multiple Depts. Job description: Patient appointment services specialists (PASS) facilitate patient visits and support health care providers by anticipating and responding to patient needs and requests of the health care team. Required Qualifications: High school diploma/GED and minimum two years' customer service experience in an environment requiring multi-tasking, such as a call center, administrative/physician's office, appointment scheduler or retail/ service industry; or associate degree. Individuals without relevant medical education or medical experience will be required to successfully complete a Medical Terminology course within six months of employment. To learn more or to apply, please visit: <https://jobs.mayoclinic.org/job/rochester/patient-appointment-services-specialist-multiple-depts/33647/56974332704>

Med City Art Festival is hiring for a Part-time Art & Business Project (ABP). Job description: Internet & social media activities, attending meetings (in person or via Zoom). 1. Post & boost ads/posters on social media 2. Find new groups to connect 3. Get new followers 4. Register MCAF in agencies 5. Engage with new groups of vendors, artists, and performers. Requirements: Knowledge of social media, willingness to search for new agencies to register MCAF, effectively engage new followers, and willingness to deal with artists. For more information or to apply, call/text: 507.250.3556 or email: info@medcityartsfestival.org

Olmsted County is now hiring for Commercial Appraiser, Seasonal Park Naturalist, Seasonal Soil Conservation Worker, Seasonal Transportation Worker, Seasonal Workers, Social Worker – Adult Behavioral Health and Social Worker – Adoption. For more information or to apply, visit: <https://www.governmentjobs.com/careers/olmsted>

Bimbo is now hiring in Rochester, MN for Route Sales Professional. Job description: represents Bimbo Bakeries USA and its brands in the market, merchandising, selling, and delivering fresh baked products to retail customers, restaurants, and institutions. Qualifications: Be at least 21 years of age, valid driver's license, ability to obtain and retain a DOT medical card, ability to lift 25-50 pounds and ability to climb, push/pull, bend, stoop, and kneel for extended periods as well as perform frequent reaching and use of fingers. Benefits: Base pay + commission up to

\$65K and offered: medical, dental, vision and retirement plan. To learn more or to apply, please visit: www.careers.bimbobakeriesusa.com

Solutions in Rochester, MN is now hiring for Program Support Specialist. Minimum of 5 year(s) of experience in Microsoft Office and proficiency in Adobe Acrobat. Use of office automation equipment including scanner, and printer. Knowledge of computer internet security/ cyber security. Capable of basic letter writing and proficiency in written and verbal communications. OR HS/GED Degree in Business or Financial Management, Office Administration, or related field of study. Minimum age 55 and older. Hours/week 32-40. Hourly wage; \$20. To learn more or to apply, please visit: https://newsolutions.org/jobs/open-positions-in/?state_abbr=MN&program=&is_gaoa=

DFA Dairy Brands in Zumbrota/Rochester, MN is now hiring for General Maintenance Worker-Part-time, Freezer Palletizer, Skilled Maintenance Mechanic-2nd Class and Utility Maintenance Lead. To learn more or to apply, please visit: <https://recruiting.adp.com/srccar/public/RTI.home?c=1104941&d=DFA>

Pine Island Sharing Shelves is now hiring for Full-time Manager. Job description: Register new clients and manage lists, order food, and maintain inventory, create monthly reports, attend board meetings, approximately 12-14 hours per week, and aided by an assistant manager and excellent crew of volunteers. To learn more or to apply, please email Beth at: clingman.elizabeth@mayo.edu

Olmsted County is now hiring for Administrative Assistant 2-Health, Housing & Human Services Administration and Summer Internships. To learn more or to apply, please visit: <https://www.governmentjobs.com/careers/olmsted>

Groome Transportation in Rochester is now hiring for Driver (non-CDL) – Airport Shuttle. To learn more or to apply, please visit: https://groometransportation.com/employment/?&sd_client_id=f1d4fbfa-351e-4e88-8a6d-aa02a22b4e2e

Gray Television (KTTC) in Rochester, MN is now hiring for Television Future Focus Internship. Qualification and requirement: Be currently enrolled in a college/university, strong work ethic and organizational skills, college student junior or senior, earning degree in journalism. To learn more or to apply please visit: <https://gray.tv/careers#currentopenings>

UPS is now hiring for Part-time Handlers, Seasonal & Permanent Delivery Driver, and Operations Supervisors. For more information or to apply contact: Nicolet Vevea at 612.380.8198 or email nvevea@ups.com

Weinrich Law Office is looking to hire for a part-time Administrative Assistant from January to July 2024. GED required, no other experience or education necessary. 20 – 35 hours/week, \$15.50 - \$17.50/hour. Job responsibilities include document preparation, dictation, file keeping, answering phone calls, entering client information, accounts payable, and running weekly bank deposit. For more information or to apply contact Laura at laura@weinrichlaw.com

Seasons Hospice in Rochester, MN is now hiring for Social Work and Bereavement Manager (Job ID: 1050). Full-time: Day shift, occasional evenings, 30-40 hours per week, generous PTO and benefit packages available, additional perks include 401(k) with company match, retention and referral bonuses, tuition and mileage reimbursement, free onsite parking and more. Education and Training –bachelor’s degree in social work from an accredited program required. MSW degree preferred. License or Certification – Current MN state social work license required, experience 2 to 3 + years of previous experience providing supervision and support to social workers and/or counseling staff, in a health care facility required, previous hospice experience desired and valid driver’s license with acceptable driving record per policy with daily access to a reliable and insured vehicle. To learn more or to apply, please visit: www.seasonshospice.org.

The Homestead of Rochester is now hiring for Full/Part-time: RN, LPN, CNA, Home Health Aides/Caregivers. Housekeeping and Maintenance. Flexible schedules to meet your busy lifestyle, a full complement of benefits including health insurance and PTO. Sign on and referral bonuses available. To learn more or to apply, please visit: <http://tinyurl.com/2a46kf9z>

Lakeside Foods in Plainview, MN is now hiring for the following positions: Mechanic Master/Boiler, Maintenance Supervisor, Warehouse/Industrial Maintenance Tech 1st & 2nd, Production, Forklift, Agriculture/Field Mechanic, and Boxer/Depal Operators. To learn more or to apply, please visit: <https://careers.lakesidefoods.com/>

Mayo Clinic is now hiring for Materials Handler. Job description: receiving, replenishment, picking/packing/ shipping, crediting, truck loading/ unloading and housekeeping duties. \$21.05 to \$26.38 per hour. Relocation support is available. Benefits eligible to include medical, dental and vision benefits beginning date of hire, paid time off, life insurance, pension, and 403(b). To apply & secure your spot, visit www.jobs.mayoclinic.org and search for job ID 322113

Accra is looking to hire for CNA or PCA. Salary \$18 per hour. Either full-time or part-time, PTO is provided. Needing basic personal care for a pediatric male and an adult Female (under 100 pounds). Home is a beautiful one story in Byron Minnesota. Looking for someone to provide individual care and performing activities of daily living including bathing, dressing, grooming, toileting, transferring and feeding. Assist with range of motion exercises. Promote the highest practical level of physical and mental well-being. Schedule is flexible after school Monday through Fridays and weekend hours are available depending on your schedule and availability. Pay \$18 per hour. call or text Theresa at 651-270-4535

Oronoco Estates is now hiring for Maintenance. Job description: Maintenance technician will be responsible, under the direction on the maintenance manager for assisting in overall day to day maintenance of mobile home community owned homes and lawn moving/landscaping as directed. Work hours are typically 8am-4:30pm with weekends off. Must be able to lift, pull, push, and carry up to 60 pounds. To learn more or to apply, please visit: info@oronocoestates.com

Stewartville patient is privately hiring Personal Care Assistants to fill a schedule of 10.5 available hours a day, seven days a week. Interested applicants must be +18, able to pass a background check, and push the patient in a wheelchair. Responsibilities include laundry, cleaning bedroom and bathroom spaces, accompanying for exercise outside and to shopping errands. The patient does not need assistance with administering medication or with transportation. Wage information is available within the interview process. Contact Candace Whipple at 651-380-0653 or mardan14@hotmail.com.

Dungarvin is now hiring for Mental Health Program Director. Benefits: Generous paid time off, group insurance benefits, 401(K) plan available, paid training, employee referral bonus program and paid mileage. As a Mental Health Program Director your two key priorities include supervising and training of Mental Health Specialist and ensuring all aspects of the program are developed, implemented, coordinated, and monitored to the highest degree possible. For more information or to apply, please visit:

<https://www.dungarvincareers.com/SearchResults.aspx?CategoryDDL=-1&EducationDDL=-1&ScheduleDDL=-1&StateDDL=30&LocationDDL=30%7ERochester>

Click the links below to see updated job lists for the local area. You may need to add a location or zip code. On some sites, you may also list the distance you are willing to travel and the type of job you are looking for. Be sure to follow all the steps to fill out and submit an online job application. Questions? **Call 507.292.5152** or email: fdroch@wdimn.org

Public Service

Idealist.org
Minnesota Council of Nonprofits

<http://www.idealist.org>
<http://www.minnesotanonprofits.org>

Medical

Health Jobs Nation Wide.com
Mayo Clinic Jobs

<http://www.healthjobsnationwide.com>
<https://jobs.mayoclinic.org/>

Manufacturing and Trades

Manufacturing Jobs.com

<http://www.manufacturingjobs.com>

Information Technology (IT)

Dice.com
Computer Jobs.com

<https://www.dice.com>
<https://www.computerjobs.com>

Part-Time/Work from Home

Flexjobs.com
Rat Race Rebellion

<http://www.flexjobs.com>
<http://ratracerebellion.com>

General

Indeed
Rochester Post Bulletin
Minnesota Works

<https://www.indeed.com>
<http://www.postbulletin.com>
<https://www.minnesotaworks.net/>

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