

WABASHA COUNTY JOB BOARD

March 18th-31st, 2024

Career Force Workshops:

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>

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

Building Strong Communities Program:

This program is a multi-trade apprenticeship offering 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/>

IBM SkillsBuild – Free, Flexible, Online Training for IT Careers:

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 Coverage Help for MNsure:

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. Our services are free!

- For more information or to apply, contact 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 apply for an appointment online through our website: <https://healthaccess.mn/contact-us/make-an-appointment/>

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>

JOB POSTINGS

<p>Position: Customer Service Coordinator Company: Valley Craft Location: Lake City Salary: \$18-\$22 depending on experience Education: HS Diploma/GED, preferred 2+ years of customer service experience, Experience with Microsoft Office, Outlook, and Excel</p>	<p>Description: We are looking for an ambitious, energetic, and outgoing person to join our team and help us continue to provide the best service to our customers that Valley Craft is known for. The ideal candidate has a passion for putting the customer first and thrives in a fast-paced multi-tasking environment.</p> <ul style="list-style-type: none"> • In-person position at our Lake City facility – no remote work. • Create a positive experience for all VCI customers and potential customers. • Effective and timely communication via phone and email. • Respond and address customer inquiries such as product specifications, pricing, and availability. • Handle aspects of quotes, order entry, RMA's technical support, and other daily tasks. • Perform organized data entry with attention to detail. • Educate customers, review their needs analysis, and provide solutions. • Problem solve and generate practical and sensible solutions with your customers and colleagues. <p>Link: https://valley-craft.careerplug.com/jobs/2061510/apps/new</p>
<p>Position: Plant Manager – Remote Handling Company: DESTACO Location: Red Wing Salary: N/A Education: Bachelor's degree in Operations Management, Engineering, or other related field</p>	<p>Description: The Plant Manager for DESTACO's Remote Handling business is responsible for leading all activities relating to the manufacturing operations. S/he will lead a multifunctional staff and direct overall manufacturing activities for the plant including purchasing, materials management, maintenance, tooling, manufacturing engineering, production scheduling, planning, warehouse, quality assurance, and safety of plant operations. S/he will inspire the staff to achieve results in alignment with company and business strategy as well as operational objectives focused on safety, health and environment, quality/warranty, lead-time delivery, productivity, resource/asset utilization (inventory, people development) and employee engagement. The Plant Manager will lead the implementation of a lean (continuous improvement) culture through visual management boards and Kaizen events and develop a safety culture that achieves organizational targets. He/she will oversee the organization to deliver operational excellence and achieve organizational strategy and goals.</p> <p>Link: https://careers.dovercorporation.com/job/Red-Wing-Plant-Manager%2C-Remote-Handling-Business-MN-55066/1042902901/</p>
<p>Position: Custom Applicator Company: Nutrien Ag Solutions</p>	<p>Description:</p> <ul style="list-style-type: none"> • Operate all spray equipment. • Operate computers on equipment. • Spray and calibrate crop protection products.

<p>Location: Plainview Salary: N/A Education: HS Diploma/GED, Current CDL or ability to obtain, valid driver's license, agricultural background preferred</p>	<ul style="list-style-type: none"> • Mixing, loading, and application of crop production products/plant nutritional. • Perform daily vehicle inspections. • Handle and deliver bulk and packaged materials, seed, and other agriculture inputs. • Clean and maintain equipment. • Assist mechanic. • Maintain application/spray records. • Perform other duties as assigned. <p>Link: https://jobs.nutrien.com/North-America/job/Plainview-Custom-Applicator-MN-55964/576243817/</p>
<p>Position: Workday Analyst - Payroll Company: Gundersen Health Location: Remote work options available for WI, MN or IA Salary: N/A Education: Bachelor's degree and minimum 2 years' Workday experience.</p>	<p>Description: Performs analysis of the daily use and administration of all Human Resources technology. Assists in the development, implementation, communication, maintenance, and administration of HR applications programs and processes.</p> <ul style="list-style-type: none"> • Recommends improvements to strategy, application usage, or process. • Applies knowledge of the business process in various functional areas. • Analyzes the discovery and conceptual design work required to translate business needs into solutions and features. • Ensures data integrity, testing of issues and system changes, audits, analyzes data flows for process improvement opportunities and completes documentation on system and various modifications. • Possesses comprehensive knowledge on subject matter. • Handles complex issues and problems, and refers only the most complex issues to higher-level staff. • Performs other duties as assigned. <p>Link: https://gundersenhealth.wd5.myworkdayjobs.com/en-US/Gundersen/job/Wisconsin/Workday-Analyst---Payroll_JR-20203</p>
<p>Position: Application Analyst Senior Company: Gundersen Health Location: Remote work options available for residents in WI, MN, or IA, with occasional need to work onsite for go-live support initiatives Salary: N/A</p>	<p>Description: Configures, implements, supports and maintains applications and technical integrations to meet the needs of the organization. Is a subject matter expert on moderate to complex application and data integration issues. Serves as a coordinator and customer service representative between business operations, information technology, leadership, system users and vendors.</p> <ul style="list-style-type: none"> • Troubleshoots and resolves complex application issues and provides end user support. • Monitors and Troubleshoot applications for issues in connection with maintenance, upgrades, and implementations.

<p>Education: Bachelor's degree in IT or a related field or equivalent years of experience and education, Familiarity with Epic key initiatives, Epic Care Everywhere</p>	<ul style="list-style-type: none"> • Apply knowledge of best practices and how own area integrates with others. Assists in performing moderate to complex business process design, reengineering and documentation for new technology. • Interprets internal and external business challenges and recommends best practices to improve products, processes, or services. A mentor to other colleagues. <p>Link: https://gundersenhealth.wd5.myworkdayjobs.com/en-US/Gundersen/job/Home---Wisconsin/Application-Analyst-Senior_JR-20254</p>
<p>Position: IT Instructional Designer Company: Gundersen Health Location: Remote/Hybrid work options for residents in WI, MN, or IA, with an average need of 2 days per month on-site for necessary in-person trainings Salary: N/A Education: Bachelor's Degree in IT, or a related field or equivalent years of experience and education, Clinical and Epic experience is helpful, but not required</p>	<p>Description: Designs and develops training programs, courses, or other instructional materials or educational tools.</p> <ul style="list-style-type: none"> • Designs learning solutions targeted at employees, students, or clients of the organization. • Collaborates with subject matter experts to ensure that content is accurate and thorough. • Utilizes multiple formats, including print, audio, visual, and multimedia, and selects the appropriate format for the target audience or content. • Evaluates the results of training programs and modified future programs to better meet training goals. • Performs work under general supervision. • Handles moderately complex issues and problems, and refers more complex issues to higher level staff. • Possesses solid working knowledge of the subject matter. • May provide leadership, coaching, and/or mentoring to a subordinate group. • Performs other duties as assigned. <p>Link: https://gundersenhealth.wd5.myworkdayjobs.com/en-US/Gundersen/job/La-Crosse-WI/IT-Instructional-Designer_JR-20185</p>
<p>Position: Process Operator/Manufacturing Machinery Operator (3rd Shift) Company: Tenneco Location: Lake City Salary: N/A Education: At least 18 years old, desired HS Diploma/GED, ability to pass fork truck certification within the first 90 days of</p>	<p>Description: Tenneco's joint venture, TP Liners, has an opportunity in our Lake City Manufacturing Plant. We are looking for a Process Operator/Manufacturing Machinery Operator to operate production manufacturing equipment and perform production support activities, ensuring maximum production quantity and quality, while supporting the policies, goals, and objectives of the company. You must be a team player, be safety conscious, dedicated to quality, and use good judgment.</p> <ul style="list-style-type: none"> • Setup, operate and maintain tooling for the Casting Line equipment, Cutoff Machines, Automatic Loaders, and Automated CNC lines. • Perform all production support activities including but not limited to: production reporting, conduct inspection and packaging of manufactured parts, shipping and material handling.

employment, successfully pass a background check and pre-employment drug screen	<ul style="list-style-type: none"> Utilize tooling and gaging equipment to meet all product specifications and requirements. Learn to accurately and safely use machines and equipment such as but not limited to: casting machine, shot blast machinery, cutting machines, automatic loader, Fanuc robotics, CNC lathe, automated aging, air leak tester, component oiler, fork truck, metric micrometers, scales, & calipers, and specialized tooling various machining lines. <p>Link: https://jobs.tenneco.com/job/Lake-City-Proc-Oper-MN/1098855400/</p>
<p>Position: Diet Aide – 0.5 (20 hours per week) and 0.8 (32 hours per week) FTE</p> <p>Company: Gundersen Health</p> <p>Location: Wabasha</p> <p>Salary: N/A</p> <p>Education: HS Diploma/GED or current student status with future proof of graduation or equivalency, desired 6 months of foodservice experience, desired past experience in a healthcare setting</p>	<p>Description: Performs routine foodservice activities related to food preparation, set-up, delivery, and clean up. Participates in cash handling duties. Maintains cleanliness of foodservice facilities. Provides prompt and courteous customer service.</p> <ul style="list-style-type: none"> Assists with food preparation and set-up. Labels, date and store food items as appropriate. Processes patients meal orders, assembles meal trays for patients. Follows proper portioning and safe food handling. Clean and sanitizes counters and equipment; wash pots, pans, dishes, and trays in adherence to infection prevention guideline. Assists with delivery of food to assigned areas, on time and completes necessary temperature checks. Operates and maintains a variety of standard kitchen equipment; reports faulty equipment as necessary. Performs cash and charge transactions. Follows departmental and organization policies and procedures in compliance with federal, state, and local regulations. <p>0.5 FTE Link: https://gundersenhealth.wd5.myworkdayjobs.com/en-US/Gundersen/job/Wabasha-MN/Diet-Aide---05-FTE_JR-19199</p> <p>0.8 FTE Link: https://gundersenhealth.wd5.myworkdayjobs.com/en-US/Gundersen/job/Wabasha-MN/Diet-Aide---08-FTE_JR-20358</p>
<p>Position: Accounting Specialist</p> <p>Company: National Eagle Center</p> <p>Location: Wabasha</p> <p>Salary: \$19-\$25 per hour (15-20 hours per week)</p> <p>Education: Experience in QuickBooks, Familiarity and</p>	<p>Description: The Accounting Specialist supports the National Eagle Center’s administrative, development and financial systems by providing excellence in accounting and record keeping.</p> <ul style="list-style-type: none"> Primary duties include: accounts payable, accounts receivable, payroll. Provide support for retail store regarding cash/credit reconciliations and daily deposits. Maintain accurate and up to date financial records. Provide regular financial reports for staff and Board, as requested. Maintain corporate records including required state/federal filings, trademarks and other.

experience with CRM database preferred	<ul style="list-style-type: none"> • Maintain accurate, complete employment records, required filings, vendor contracts, and insurance records. • Assist with benefits coordination. • Assist with maintenance of administrative systems and coordinate contract assistance for office equipment including (but not exclusive to) phones, copier/scanner and IT. • Support Development department through cross-training on donor database system, reconciling financial and donor records, generating reports as requested. • Support Visitor Services team by cross-training in point of sale system and retail operations. <p>Link: Apply on Indeed.com</p>
<p>Position: Forestry Technician</p> <p>Company: Zumbro Valley Forestry</p> <p>Location: Elgin</p> <p>Salary: \$20 per hour</p> <p>Education: HS Diploma/GED preferred, Driver's license preferred</p>	<p>Description: Zumbro Valley Forestry LLC, a forestry consulting business based 6 miles north of Rochester, MN, is looking for a motivated person to work full time. This position will include general forest and prairie management work in Southeast Minnesota.</p> <p>Job responsibilities will include forest and prairie management practices such as invasive species control, timber stand improvement, tree planting, woody stem removal in prairies, prescribed burns, and more. Need to be physically fit and able to work outdoors. Certain projects are physically demanding. Some forestry, natural resource management, or chainsaw experience preferred.</p> <p>Link: Apply on Indeed.com</p>
<p>Position: Maintenance Technician</p> <p>Company: RHP Properties</p> <p>Location: Lake City</p> <p>Salary: N/A (Full Time)</p> <p>Education: HS Diploma/GED preferred, Minimum 2 years of maintenance experience preferred, valid driver's license and good driving record</p>	<p>Description: We are presently seeking a Maintenance Technician for our Maplewood community located in Lake City, MN who will perform general grounds and lawn maintenance as well as basic repairs to homes owned by the community, for 40 hours per week.</p> <ul style="list-style-type: none"> • Perform maintenance to ensure homes and community areas are in proper condition. • Execute assigned work orders and report status to the Community Manager timely and efficiently. • Promote goodwill by handling all contacts with residents, prospective residents, visitors and other employees in a spirit of courtesy, cooperation, and attentiveness. • Use established procedures to identify deficiencies and take immediate action with community manager approval. <p>Link: https://cta.cadienttalent.com/index.jsp?POSTING_ID=102189813264&locale=en_US&SRCSEQ=postingSearchResults&SEQ=jobDetails&applicationName=RHPStaffingCompanyKTMDReqExt</p>

<p>Position: Food Service Manager, Seasonal Company: Tri-Valley Opportunity Council Inc. Location: Elgin Salary: \$18.43-\$19.73 per hour Education: Must be at least 18 years of age or have a HS Diploma or GED, or be turning 18 by the end of August of the current year, current Food Service Manager Certificate or proof of certificate registration after hire and obtain certification within 30 days of hire date</p>	<p>Description: The Food Service Manager (FSM) collaborates with food service personnel and classroom staff to prepare meals and provide services in compliance with Head Start Performance Standards and guidance from the USDA Food and Nutrition Services. This position ensures adequate food quantities, and correct serving sizes and utensils are available during meal times and snacks. The FSM follows proper cleaning, sanitizing and food safety measures. As the fiscal steward of the food service department at the center, the FSM develops and maintains systematic ordering procedures of food and supplies ot maange their food budget. Records of invoices, food usage and waste, equipment and supply inventory will be maintained by the FSM. This position submits monthly reports of food costs, meals served, food waste, production records and child nutrition labels for products used to the Food and Nutrition Specialist. Helps recruit potential parents by providing information to them about the various program services and benefits offered to enrolled children and families.</p> <p>Link: https://www.tvoc.org/careers/</p>
<p>Position: Customer Service Specialist (Dispatcher) Company: Three Rivers Location: Plainview Salary: \$19.15 hourly (Full Time) Education: Ability to proficiently use a computer and accurately type at least 40 words per minute and answer a multi-phone line system, ability to read and write English and navigate a map, ability to maintain strict confidentiality.</p>	<p>Description: We are looking for an outgoing, friendly, customer service driven individual to fill an open Customer Service Specialist (Dispatcher) position at our Dispatch Center located just northeast of Plainview.</p> <p>In a team atmosphere, Dispatchers communicate with customers; schedule, dispatch and communicate with bus operators to help people of all ages and abilities get safely to places in and around their communities such as school, work, or clinic; and complete documentation and other administrative responsibilities. Ideal candidate will have previous customer service skills, attention to detail, and the ability to multitask in a fast-paced call center. (Full Position Description will be shared with applicants selected for in-person interviews; to request full description, call 507-316-0610).</p> <p>Link: https://secure2.entertimeonline.com/ta/KPAY33646327.careers?CareersSearch</p>
<p>Position: Recruiter & Family Advocate I, II, Seasonal Company: Tri-Valley Opportunity Council Inc. Location: Elgin Salary: \$18.43-\$21.73 hourly</p>	<p>Description: The Recruiter & Family Advocate, at the local level, serves as the program’s main recruiter, child and family advocate, as well as the primary liaison between families, the community and other service agencies. The Recruiter & Family Advocate assists in assuring program goals are met and practices comply with Head Start Performance Standards and other program components.</p>

<p>Education: HS Diploma/GED, other requirements dependent on position</p>	<ul style="list-style-type: none"> • Identifies, recruits, determines eligibility and enrolls eligible children/families in comprehensive child/family programs including Head Start and Early Head Start. • Determines family eligibility based on an interview with the head of household or parent/guardian. • Requests, completes, and records accurate information on all documentation necessary to certify eligibility. • Obtains parent/guardian signature for all eligible families/individuals. • Informs potential families about educational, health, nutritional, and social benefits of the program to help facilitate enrollment. <p>Link: https://www.tvoc.org/careers/</p>
<p>Position: Panel Designer and Technician Company: Three Point Solutions Location: Lake City Salary: 60,000-\$84,000 yearly (Full Time) Education: 2 year degree in electronics, electricity or related area, or at least 4 years of relevant experience, a minimum of one year of experience with PC-based software such as Word and Excel, ability to use AutoCAD Inventor and ability to draw electrical schematics using AutoCAD Electrical software.</p>	<p>Description: Using AutoCAD Electrical, prepare electrical schematics from I/O list and part list assuring completeness and accuracy. In addition, perform lay out, assembly and wiring of electrical panels. Assist in debugging and installation of machine and/or process control systems.</p> <ul style="list-style-type: none"> • Draw electrical schematics using proper design practices. • Prepare parts lists, bills of materials and order parts. • Lay out and wire electrical panels according to schematics and customer specifications. • Create wire lists, wire bundles and label using good workmanship practices. • Perform basic testing of electrical systems. • Special assignments as requested. • Working knowledge of NFPA, NEC and UL codes. Will provide UL 508A training. • Collaboration and Teamwork Expectations. • Is an effective team member and is a supporter of the team concept. Cooperates with others and unselfishly offers help without being asked. Shares information and openly expresses ideas in order to solve problems. • Consistently demonstrates the following: trustworthiness, ability to listen, willingness to help others and communicates in a straightforward honest manner. <p>Link: https://www.3ptsolutions.com/job-postings.html?job_id=z5G7h3l6a1kMvyS65NP3c4m5bQOeSkI2UZfmpSu6cNM=</p>
<p>Position: Business Administration Company: Perry Dental LTD Location: Lake City and/or Wabasha</p>	<p>Description: We are currently seeking a compassionate patient-centered, goal-driven, detail-oriented individual to fill a Business Administrative position!</p> <p>4 day work week, fun work environment, uniform allowance, 401k, dental and health benefits, PTO, paid holidays, training and more!!!</p>

Salary: 222-\$24 per hour Education: N/A	Link: Apply on Indeed.com
Position: Press Brake and Turret Machine Operator Company: Valley Craft Location: Lake City Salary: \$18-\$20 per hour Education: 1-3 years of experience or an associate's degree, knowledge of metalworking industry, equipment and processes, and ability to pass a pre-employment drug screen and criminal background check	Description: Looking for an experienced Machine Operator to efficiently and effectively operate press brake and turret machines. This work facilitates the production of company products and custom orders. <ul style="list-style-type: none"> • Ability to operate machine without supervision. • Ability to complete minor machine set up. • Ability to follow demonstrated or written work instructions. • Ability to read blue prints with minor assistance. • Quality assurance on parts and product. • Ability to identify errors in parts and make corrections. • Ability to keep pace with order standards and production expectations. • No programming experience necessary. • Willing to work occasional evenings, weekends, and holidays. • Additional duties as needed. Link: https://valley-craft.careerplug.com/jobs/2188246/apps/new
Position: Classroom Assistant/Bus Monitor, Seasonal Company: Tri-Valley Opportunity Council Inc. Location: Elgin Salary: \$17.64-\$18.94 per hour Education: Must be at least 16 years of age or have HS Diploma/GED, excellent communication skills verbally and in writing, must enjoy and respect young children and their families.	Classroom Assistant Description: The Classroom Assistant takes direction form and supports the teaching staff in conducting classroom activities, maintaining classroom environment and supervising children. The Classroom Assistant may also assist in planning and record keeping as requested by the Teacher. This position also works to complete any other duties as assigned. Helps recruit potential parents by providing information to them about various program services and benefits offered to enrolled children and families. Bus Monitor Description: The Bus Monitor is responsible for assisting other transportation staff in the overall safety, care, and development of the young children entrusted to them. The bus Monitor responds to the personal care and emotional needs of individual children. The Bus Monitor is also responsible for the safe, comfortable transportation of each child and the transfer of information and goods between the family and the program center. The Bus Monitor supervises the safe behavior of all children on the bus, maintains the cleanliness of the bus, and maintains the necessary supplies and information to fulfill responsibilities. Helps recruit potential parents by providing information to them about the various program services and benefits offered to enrolled children and families. Link: https://www.tvoc.org/careers/

<p>Position: Program Supervisor</p> <p>Company: Great River Homes</p> <p>Location: Wabasha</p> <p>Salary: \$28.83 per hour</p> <p>Education: Bachelor's degree in a field related to human services or equivalent education and experience, Experience with person-centered practices serving individuals with disabilities, must pass criminal background study and motor vehicle report to be able to drive for the agency, must have current CPR/First Aide/AED certificate and certified to administer medications.</p>	<p>Description: The Program Supervisor provides supervision, support and evaluation of supported living services as required in accordance with the mission, policies and practices of Great River Homes, Inc. The Program Supervisor is the Designated Coordinator for supported living services.</p> <p>Essential Job Functions:</p> <ul style="list-style-type: none"> • Service Planning and Delivery • Service Coordination • Supervision and Assistance • Personnel Management • Regulatory/Policy Compliance • Professional Development • Physical Plant Maintenance <p>Link: Information on Indeed.com</p> <p>Please submit a resume and cover letter to: Sheila Nelson, Human Resource Manager at email snelson@greatriverhomes.org or apply online at www.greatriverhomes.org</p>
<p>Position: Cleaner (Full Time)</p> <p>Company: Dashir Management Services, Inc</p> <p>Location: Plainview</p> <p>Salary: From \$17 per hour</p> <p>Education: N/A</p>	<p>Description: We are currently seeking a Cleaner to join our team. As a Cleaner, you will be responsible for maintaining cleanliness and sanitation standards throughout the facility. This is an excellent opportunity for individuals who are detail-oriented and take pride in their work.</p> <ul style="list-style-type: none"> • Perform general cleaning tasks such as sweeping, mopping, dusting and vacuuming. • Clean and disinfect restrooms, break rooms, and other common areas. • Empty trash receptacles and replace liners. • Stock and replenish supplies as needed. • Follow cleaning procedures and protocols to ensure a safe and hygienic environment. • Notify management of any maintenance or repair needs. • Adhere to health and safety regulations. <p>Link: Apply on Indeed.com</p>
<p>Position: Part-Time Horticulturist</p> <p>Company: Airport Windsock Corporation</p> <p>Location: Lake City</p>	<p>Description: Are you passionate about plants and have a green thumb? Our sister company, Red Wing Organics LLC, is working on development of indoor produce growing system similar to hydroponics. We are seeking an knowledgeable and enthusiastic part-time horticulturist to join our team and contribute to our growing success.</p>

<p>Salary: \$20 per hour (8-12 hours per week)</p> <p>Education: In-depth knowledge and understanding of plant care and the unique aspects of indoor growing</p>	<ul style="list-style-type: none"> • Monitor and manage the health and growth of plants within our indoor grow cells. • Provide expert advice on plant care, nutrition, and environmental controls to optimize plant health and yield. • Assist in the implementation of our proprietary growing processes, ensuring the highest standards of quality and efficiency. • Contribute to the ongoing development and improvement of our growing techniques, leveraging your horticultural experience. <p>Link: Apply on Indeed.com</p>
<p>Position: Rehabilitation Aide</p> <p>Company: Mayo Clinic</p> <p>Location: Lake City</p> <p>Salary: \$17-\$20.69 per hour (20 hours per week)</p> <p>Education: HS Diploma/GED, basic computer knowledge and basic awareness of physical medicine, rehabilitation modalities, anatomy and physiology.</p>	<p>Description: Responsible for provision and administration of specific therapy treatments under the supervision of the staff therapist. The Rehab Aide, as directed and supervised by the staff therapist, assists with restoration of patient functioning to prevent disability following injury, disease or physical disability. Assists patients to reach their maximum performance and level of functioning while learning to live within the limits of their capabilities.</p> <p>The Rehab Aide participates in all operational aspects and performance improvement activities within the department. Performs clerical duties as directed. Participates in all infection control, departmental equipment training, and organizational safety programs.</p> <p>Link: https://jobs.mayoclinic.org/job/lake-city/rehabilitation-aide/33647/62597899776</p>
<p>Position: Inventory Control Clerk</p> <p>Company: Hearth & Home Technologies</p> <p>Location: Lake City</p> <p>Salary: N/A</p> <p>Education: HS Diploma/GED, Proficient in use of Computer Applications and Microsoft Office, Required forklift experience or the ability to obtain forklift certification (training available internal)</p>	<p>Description: This Inventory Control Clerk position in Lake City, MN has the ability to work a 4 day 10 hour scheduled Monday through Thursday or a 5 day 8 hour schedule Monday through Friday and is flexible in determining the core start and end times.</p> <ul style="list-style-type: none"> • Process Purchase Order receipts, Material Transfer Order receipts, and Adjustments in MRP system. • Run daily reports to identify inventory issues (Negative Report, One step, Non-stock, Overflow, and shipping misses) • Set up physical locations for new stock products and changes on existing products. • Update part item information in database(s) • Responsible for FIFO, overflow and non-stock with no orders. • Schedule and perform physical cycle counts of inventory. Reconciles and adjust based on system-generated reports. Root cause analysis. <p>Link: https://hearthnhome.com/pages/careers?p=job%2FoBG9sfwC#careers</p>

<p>Position: Peer Support Specialist Company: Hiawatha Valley Mental Health Center Location: Wabasha Salary: \$15-\$22.20 per hour (Full Time) Education: At least 21 years of age, HS Diploma/GED, primary diagnosis of mental illness and current or former consumer of mental health services</p>	<p>Description: Provide direct service and training in the community to adults with serious mental illness and serious and persistent mental illness. Worker is responsible for educating and training the individuals to basic skills to enable them to live in the least restrictive setting.</p> <ul style="list-style-type: none"> • Assume responsibility for teaching and training individuals in the basic skills such as budgeting, independent living skills, handling crisis, coping with symptoms of their mental illness, handling benefits, and developing social skills. • Assume responsibility for keeping case notes and billing current. • Participate in clinical supervision individually and in-group once a month or more if licensure requires. • Provide transportation or arrange transportation for individual sas needed. • Attend conferences, in-services, and training necessary to meet licensure and program requirements. • Assume responsibility for meeting productivity standards set for the position. <p>Link: https://hvmhc.bamboohr.com/careers/149</p>
<p>Position: Public Safety Telecommuters/ Dispatcher Company: Wabasha County Location: Wabasha Salary: \$24.10 per hour Education: HS Diploma/GED, 2 years of work experience including customer service in an environment with frequent interruptions</p>	<p>Description: Under the general supervision of the Dispatch/PSAP 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.</p> <p>Link: https://www.co.wabasha.mn.us/freeform_jobposting_detail_T13_R205.php</p>
<p>Position: Teacher, Seasonal Company: Tri Valley Opportunity Council Inc. Location: Elgin Salary: \$18.43 - \$29.41 per hour Education: Educational and experience requirements for the appropriate level in compliance with Head</p>	<p>Description: The Teacher is responsible for classroom operation including planning, carrying out activities, maintaining the classroom environment, supervising children, establishing and holding parent/teacher conferences/home visits. The Teacher provides leadership and direction to other staff within the classroom and cooperates with other staff in providing services for the children and their parents. This position is responsible for data entry and record keeping responsibility for the children within their classroom as well as overall planning for children served in their classroom. This position is responsible for creating and facilitating a safe, healthy environment that provides intentional developmentally appropriate learning opportunities for the young children served. Helps recruit potential parents by providing information to them</p>

Start Performance Standards and MN Rule 3 Teacher Qualifications	<p>about various program services and benefits offered to enrolled children and families.</p> <p>Link: https://www.tvoc.org/careers/</p>
<p>Position: Receiving Clerk Company: Valley Craft Location: Lake City Salary: \$18-\$19 per hour Education: 0-3 years of related experience, Forklift experience required, knowledge of metalworking industry, equipment and process is useful, ability to pass a pre-employment drug screen and criminal background check</p>	<p>Description: We are looking for a driven individual to split work time between Shipping/Receiving (process daily shipment of materials and products) and Cabinet Assembly (Facilitate the production of company products and custom orders).</p> <ul style="list-style-type: none"> • Ability to follow written and verbal direction. • Ability to keep pace with production expectations. • Ability to use Epicore and schedule trucks with minor assistance. • Ability to operate material handling equipment including a forklift. • Ability to work independently or with a team. • High attention to detail. • Ability to inspect product for quality assurance and identify any errors. • Ability to record the accuracy of incoming shipments. • Ability to document any damages and discrepancies for future reimbursement and reconciliation with minor assistance. • Ability to store incoming material and supplies in correct warehouse. • Willing to work occasional evenings, weekends, and holidays. • Additional duties as needed. <p>Link: https://valley-craft.careerplug.com/jobs/2425035/apps/new</p>
<p>Position: Cashier/ Customer Service Company: Chocolate Escape/Big Jo Pizza Location: Wabasha Salary: \$13-14 per hour (20-30 hours per week) Education: At least 18 years old</p>	<p>Description: Chocolate Escape and Big Jo Pizza are professional, fun work environments with opportunity to grow. We are looking for a friendly, outgoing individual who wants to work as a team member to help with customer service, stocking, and cashier work.</p> <p>Link: Apply on Indeed.com</p>
<p>Position: CNC Press Brake Operator Company: Nobel-X, Inc Location: Wabasha Salary: \$23.60-\$27.20 per hour Education: Mechanical knowledge and understanding of press brake operations,</p>	<p>Description: As a Press Brake Operator, you will be responsible for setting up and operating press brake machines to bend, form, and shape metal sheets according to specifications. This is a crucial role in our manufacturing process, ensuring the quality and precision of our products.</p> <ul style="list-style-type: none"> • Set up and operate press brake machines to bend, form, and shape metal sheets. • Read and interpret blueprints, engineering drawings, and job orders. • Select appropriate tooling and adjust machine settings for each job.

<p>experience in quality inspection and ability to identify defects or errors, proficiency in using precision measuring instruments such as calipers and micrometers, ability to read blueprints</p>	<ul style="list-style-type: none"> • Load metal sheets into the machine and position them correctly. • Monitor machine operations to ensure quality and accuracy of bends. • Perform quality inspections using precision measuring instruments. • Make adjustments to machine settings as needed to achieve desired results. • Troubleshoot issues with the machine or tooling and make necessary repairs or adjustments. • Maintain a clean and organized work area. <p>Link: Apply on Indeed.com</p>
<p>Position: Production Press Brake Operator/Assembler (1st Shift) Company: Hearth & Home Technologies Location: Lake City Salary: \$18.50-\$20 per hour Education: N/A</p>	<p>Description:</p> <ul style="list-style-type: none"> • Assembly line and work cell positions. • Using small hand and power tools. • Operating small machines. • Job rotation. • Testing and packaging of finished goods. • Forming of various metals. <p>Link: https://hearthnhome.com/pages/careers?nl=1&p=job%2Foga9sfwL&q=production%20technician#careers</p>
<p>Position: Housekeeper Company: Ebenezer Location: Lake City Salary: \$16.53-\$17.82 per hour Education: Preferred work experience in cleaning or similar environment</p>	<p>Description: We are looking for a Housekeeper to provide a clean, safe, and cheerful environment for senior residents, transitional care unit patient, staff and visitors at Lake City Care Center.</p> <ul style="list-style-type: none"> • Performs all cleaning duties with attention to quality and detail. • Assists with light maintenance tasks and cleaning emergency spills as needed. • Maintains cleaning equipment and supplies. • Performs job duties safely, using accurate body mechanics and protective equipment. • Promotes a safe environment for tenants, staff and visitors. <p>Link: https://ebenezer-fairview.icims.com/jobs/127695/housekeeper/job</p>
<p>Position: Food Service Director Company: Lunchtime Solutions, Inc. Location: Wabasha-Kellogg Salary: N/A</p>	<p>Description: Join our team and get the opportunity to make a difference! As the Food Service Director, you will work closely with the school administration to provide the best lunches and customer service in the industry. Your responsibilities include hiring your own rock star staff, being a cheerleader for their development and success, and representing Lunchtime Solutions, inc. in the district and within the community. You must be able to effectively communicate with your team and lead them to success.</p>

Education: An associate's degree in food and nutrition or business or 2 years of relevant school nutrition program experience, previous experience in the commercial or school food service industry, computer skills including Microsoft Office	Link: https://www.lunchtimesolutions.com/careers/
Position: Custodian, Seasonal Company: Tri-Valley Opportunity Council Inc. Location: Elgin Salary: \$17.35-\$18.65 per hour Education: Must be at least 16 years old, demonstrated knowledge of cleaning tools and substances	Description: The Custodian is responsible for the cleaning of the Head Start facility and to assist the local personnel in the setting up and breaking down of the facility; which includes carrying materials and loading/unloading materials. Helps recruit potential parents by providing information to them about the various program services and benefits offered to enrolled children and families. Link: https://www.tvoc.org/careers/
Position: Sandwich Artist Company: Subway Location: Plainview Salary: N/A Education: Some high school or equivalent	Description: As part of the Subway Team, you as a Sandwich Artist will focus on four main things: <ul style="list-style-type: none"> • Providing an excellent Guest experience. • Preparing and serving great food. • Keeping restaurants clean and beautiful. • Being a team player. Key parts of your day to day will consist of: <ul style="list-style-type: none"> • Working with our Guests to knowledgeably recommend meal options and fulfill their orders from start to finish. • Upholding food safety standards as you prepare and serve fresh food daily. • Working with your teammates to keep all areas of the restaurant clean while maintaining a pleasant atmosphere for our Guests. Link: Apply on Indeed.com
Position: Sandwich Artist Company: Subway Location: Lake City Salary: N/A	Description: As part of the Subway Team, you as a Sandwich Artist will focus on four main things: <ul style="list-style-type: none"> • Providing an excellent Guest experience. • Preparing and serving great food. • Keeping restaurants clean and beautiful.

<p>Education: Some high school or equivalent</p>	<ul style="list-style-type: none"> • Being a team player. <p>Key parts of your day to day will consist of:</p> <ul style="list-style-type: none"> • Working with our Guests to knowledgeably recommend meal options and fulfill their orders from start to finish. • Upholding food safety standards as you prepare and serve fresh food daily. • Working with your teammates to keep all areas of the restaurant clean while maintaining a pleasant atmosphere for our Guests. <p>Link: Apply on Indeed.com</p>
<p>Position: Kitchen Closer Company: Burger King Location: Lake City Salary: Up to \$14.50 per hour Education: Willingness to learn all areas of restaurant operations and work multiple stations</p>	<p>Description: The Team Member is responsible for providing exceptional service while working closely with the Restaurant Managers and other Team Members to maintain operational standards and procedures. This position operates under the direction of the General Manager, Assistant Manager, and Shift coordinators. This position has direct interactions with members of the field operations team.</p> <ul style="list-style-type: none"> • Responsible for maintaining the cleanliness of the restaurant. • Maintains health and safety standards in work areas. • Unloads and stocks inventory items as needed. • Prompt and regular attendance on assigned shifts. • Follows Burger King uniform and grooming standards policies. • Closing the restaurant. • Breaking down equipment and cleaning. <p>Link: Apply on Indeed.com</p>
<p>Position: Administrative Assistant Company: 48forty Solutions Location: Lake City Salary: N/A Education: HS Diploma/GED, ability to communicate accurately and clearly both orally and in writing, experience using Microsoft Word, Excel, and Outlook, superior organizational skills and extremely detail oriented</p>	<p>Description: The Administrative Assistant will assist the Office Manager and Plant Manager with all administrative duties at the plant.</p> <ul style="list-style-type: none"> • Primary phone coverage (first to answer all incoming calls) • Prepare and mail all US/UPS/FedEx packages. • Sort and distribute incoming mail. • Oversee all aspects shipping/receiving functions including inventory and the maintenance of inventory. • Oversee all administrative aspects of the general files area. • Assist with bookkeeping/accounting functions as appropriate. <p>Link: Apply on Indeed.com</p>

<p>Position: Installation and Service Technician - Dairy Equipment Company: Leedstone Location: Plainview Salary: N/A Education: HS Diploma/GED, HVAC and/or welding experience or certification preferred, understanding of dairy equipment preferred, valid driver's license with acceptable driving record</p>	<p>Description: As Leedstone continues to grow we are actively seeking to add full-time Installation and Service Technicians to our Equipment Team at our Plainview, MN location. As an Installation and Service Technician, you will assist in the installation and service of milk harvesting equipment, including robotic milking systems. Our ideal candidate has a good understanding of and experience in plumbing, electrical, refrigeration, welding, and/or general equipment maintenance. This individual should have a strong work ethic, and be self-motivated, honest, and dependable. Job training is provided and paid for by Leedstone.</p> <p>Link: Apply on Indeed.com</p>
<p>Position: Maintenance Technician – Electrical Emphasis Company: Valley Craft Location: Lake City Salary: \$20-\$24 per hour Education: 3-5 years of experience with electrical maintenance, knowledge of metalworking industry, equipment, and processes, and ability to pass a pre-employment drug screen and criminal background check</p>	<p>Description: We're looking for a driven, energetic, and outgoing Maintenance Technician III to facilitate preventative and daily maintenance on equipment and the facility. This is a great opportunity for a creative problem solver with a strong electrical background.</p> <ul style="list-style-type: none"> • Ability to follow safety procedures and protocols. • Knowledge of electrical diagnostics for A/C and D/C circuits. • Ability to use and understand the electrical and hydraulic schematics for trouble shooting and diagnostic repairs. • Ability to adjust and calibrate equipment to optimal efficiency. • Knowledge of HVAC and plumbing to perform minimal maintenance. • Knowledge of PLC and adjusting parameters. • Ability to work with engineers, supervisors and vendors in all capacities. • Ability to build safety equipment, guarding, and structural protection devices. • Ability to perform 480 3 phase testing and diagnostic. • Ability to test malfunctioning machinery to determine whether repairs are needed; on both small and large repairs. • Ability to adjust equipment and reset or calibrate sensors and controls. • Ability to perform tests to confirm the machine is operating properly and correctly and machine safety controls are operational. <p>Link: https://valley-craft.careerplug.com/jobs/2114002/apps/new</p>
<p>Position: Manufacturing Associate – (1st and 2nd Shift)</p>	<p>Description:</p> <ul style="list-style-type: none"> • Set up and run light industrial semi-automated equipment to make a variety of medical devices.

<p>Company: Cardinal Health Location: Wabasha Salary: \$15.75 per hour (1st Shift) \$17 per hour (2nd Shift) (Offering \$1000 New Hire Sign-On Bonus) Education: HS Diploma/GED preferred, Ability to read and follow shop order instructions</p>	<ul style="list-style-type: none"> • Operate in-house machines safely – identify emergency stops and stop the process when safety issues are identified, and report safety concerns. • Conduct quality checks on the produced product to ensure there are no visible defects. • Document applicable information regarding product quality and machine performance. • Maintain machines and starts general trouble shooting if needed. • Visually inspect in-process/finished material while operating – inform designated teammates of any machine malfunction or defective product. <p>1st Shift Link: https://cardinal.dejobs.org/wabasha-mn/manufacturing-associate-1st-shift/5079A11B00114D2CA2790221CF77A4BA/job/?vs=152&utm_source=Minnesota%20State%20Job%20Bank-DE&utm_medium=NLX&utm_campaign=Minnesota%20State%20Job%20Bank</p> <p>2nd Shift Link: https://cardinal.dejobs.org/wabasha-mn/manufacturing-associate-2nd-shift/CF933C3D19AC4DD39C7BF24C14793272/job/?vs=152&utm_source=Minnesota%20State%20Job%20Bank-DE&utm_medium=NLX&utm_campaign=Minnesota%20State%20Job%20Bank</p>
<p>Position: House Coordinator Company: Lutheran Social services Location: Lake City Salary: \$18 per hour Education: Experience working with the vulnerable populations, ability to clear a background study, CPR, First Aid, and Medication Administration training is required, but can be obtained after hire.</p>	<p>Description:</p> <ul style="list-style-type: none"> • Oversee the operations and ensure quality services are delivered to the individuals we support; be available to support and maintain a safe and secure environment, 24/7 365 days. • Provide on-site supervision, coaching, and mentoring to DSPs and role model person-centered services. • Ensure each individual receiving supports is afforded the opportunities to grow, learn, and work in the community they live. • Supervise the Direct Support Professionals to ensure the quality of supports and services. • Create an Alive Workplace for employees which fosters an environment of mutual respect and teamwork while supporting individuals to pursue their hopes, dreams and personal outcomes. <p>\$1000 Hiring Bonus Upon completion of six months of consistent employment, there is an opportunity to obtain a wage increase up to \$18.50 per hour.</p> <p>Link: https://recruiting2.ultipro.com/LUT1014LUTM/JobBoard/c8fb1ae7-9c74-4812-92d2-fa63de744029/OpportunityDetail?sourceId=905b98f0-8955-4f6d-885c-f231ad905685&opportunityId=a61cac0b-f8e8-4373-94a0-23f5bacbe9ef</p>

<p>Position: Seasonal CDL Delivery Driver Company: Nutrien Ag Solutions Location: Plainview Salary: N/A Education: High School Diploma/GED, CDL required (hazmat endorsement preferred), acceptable driving record, must meet DOT physical and medical requirements and pass substance abuse screening</p>	<p>Description:</p> <ul style="list-style-type: none"> • Drive company trucks to designated sprayer or fertilizer order, safely and accurately. • Complete and maintain records as required by the company and government regulations. • Pick up and deliver product to customers as needed. • Load or assist in loading trailer with materials. • Unload or assist in unloading trailer of bulk chemical and fertilizer at the facility, safely and efficiently by using forklift or hand truck. • Keep abreast of the dangers and hazards of products and take proper precaution. • Able to perform all responsibilities safely and efficiently. • Clean and conduct proper maintenance on equipment. • Other duties as assigned. <p>Link: https://jobs.nutrien.com/North-America/job/Plainview-Seasonal-CDL-Delivery-Driver-MN-55964/578681117/</p>
<p>Position: Pharmacist (0.68 FTE) Company: Gundersen St. Elizabeth's Location: Wabasha Salary: N/A (27 hours per week) Education: Bachelor's degree in Pharmacy from an accredited School of Pharmacy and 1 year ambulatory pharmaceutical experience or hospital pharmaceutical experience</p>	<p>Description: The Pharmacist provides pharmaceutical care for our patients. Works with and supervises all manufacturing and compounding in the pharmacy.</p> <ul style="list-style-type: none"> • Prepares and/or maintains written control over medication dispensing and manufacturing. Understands and uses pharmacy reference material for drug information. Maintains adequate inventory of pharmaceuticals and other supplies. • Interprets, clarifies, and evaluates appropriateness of medication orders for physicians and others credentialed or privileged to prescribe medication. • Is competent in providing care to all age categories of patients served, modifying drug therapy as appropriate for the neonatal, pediatric, adult, and elderly populations. • Understands the functionality available within the pharmacy computer system and is competent in applying appropriately. <p>Link: https://gundersenhealth.wd5.myworkdayjobs.com/en-US/Gundersen/job/Wabasha-MN/Pharmacist---068-FTE_JR-20220</p>
<p>Position: Nursing Assistant (Non-Certified) - Casual Company: Gundersen Health Location: Wabasha Salary: N/A Education: MN Registered CNA or ability to complete a</p>	<p>Description: The Nursing Assistant (non-certified) is responsible for learning to perform basic care of patients under the general supervision of an RN in the acute hospital setting. The CNA is also responsible for transporting and transferring patients within the medical complex in a safe and efficient manner. The CNA will also assist with data collection to facilitate the delivery of delegated nursing care.</p> <p>Link: https://gundersenhealth.wd5.myworkdayjobs.com/en-US/Gundersen/job/Wabasha-MN/Nursing-Assistant--Non-certified-----Casual_JR-20211</p>

training program approved by the registry within 4 months of hire	
Position: Patient Liaison Company: Gundersen St. Elizabeth's Location: Wabasha Salary: N/A (40 hours per week) Education: HS Diploma/GED, 2 year experience in office setting requiring customer service responsibilities and computer competency in Microsoft Windows	Description: The Patient Liaison works as a team member to assist internal and external customers assuring accurate and complete registration, scheduling appointments, demographic information, insurance coverage, collecting payments and monitoring customer satisfaction. <ul style="list-style-type: none"> Represents Gundersen Health System's high standards for customer service in all telephone and face-to-face encounters through courteous, patient, and respectful conduct and conversation. Communicates effectively with patients, family members and Gundersen Health System staff to schedule appointments, admissions, surgeries, tests, and procedures utilizing good customer service skills. Provides information and instruction in a confidential manner to prepare patients for current and future appointments. Uses CWS (clinical workstation) to respond to requests of MD, nurses, MA's to create, update and/or print patient's protected health information to assist with completion of documents. Link: https://gundersenhealth.wd5.myworkdayjobs.com/en-US/Gundersen/job/Wabasha-MN/Patient-Liaison---10-FTE_JR-20188
Position: RN, Surgery Department – 0.8FTE Company: Gundersen St. Elizabeth's Location: Wabasha Salary: N/A (32 hours per week) Education: AORN certification (or willing to obtain), OR experience strongly preferred, WOC/Foot Care certifications (or willing to obtain), Associate (or Bachelor) degree in nursing	Description: The registered nurse (RN) focuses on the health and wellness of individuals, families and populations in collaboration with other health care professionals by incorporating evidence-based practice in the management of acute illness, chronic disease, disability, and end-of-life care. The RN utilizes the nursing process and aligns practice with organization policies, professional nursing standards and regulatory practice acts. <ul style="list-style-type: none"> Assessment: Systematically and holistically assesses the patient's physiological, emotional, sociocultural, spiritual, and financial status while considering lifestyle preferences and learning needs. Planning: Collaborates with patients, families, and health care professionals to develop a patient centered plan of care to promote health and optimize wellness. Intervention: Provides competent and innovative patient care and education based on patient complexity, acuity, and nursing judgment within a culture of caring and safety. Documentation: Documents nursing assessment, planning, interventions, implementation, and patient/family response. Link: https://gundersenhealth.wd5.myworkdayjobs.com/en-US/Gundersen/job/Wabasha-MN/RN--Surgery-Department--08-FTE--St-Elizabeth-s---Wabasha_JR-20156

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The Wabasha office of Workforce Development, Inc. is open Monday-Thursday 8:00 am - 4:00 pm.

For more information, visit our website at: www.workforcedevelopmentinc.org or call us at: 651-565-2635