

# Workforce

DEVELOPMENT, INC.

*The Workforce Development Board  
of Southeast Minnesota*

## **Mower List 4/08/24**

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

**NEW!! Apple Valley Foods (former Bellisio building) is hiring for all production, sanitation, and human resources positions for their new pie production facility! Applications can be found on Indeed or at <https://tinyurl.com/2p7c85zc>**

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

This information is available for free distribution but please don't not edit this or alter this document.

This information is available in alternative formats for people with disabilities by calling 507.292.5180 or by using your preferred relay service. Workforce Development, Inc. is an Equal Opportunity Employer/Service Provider.

# 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](mailto:jbrock@wdimn.org)

Stacy Brumfield - 507.252.5159 - [sbrumfield@wdimn.org](mailto:sbrumfield@wdimn.org)

Matt Durand - 507.363.6132 - [Matt.Durand@rctc.edu](mailto: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](mailto: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

Parks & Rec Seasonal-City of Austin

Apply at: <https://tinyurl.com/3965keca>

We are seeking energetic and motivated individuals to fill our spring and summer seasonal positions, including park maintenance, flower maintenance, pool manager, lifeguards and swim instructors, pool admissions, concessions, and slide attendants. Recreation positions include Todd Park concessions and closer, kickball umpires, and recreation leaders and coaches.

Street Maintenance-City of Austin

Apply at: <https://tinyurl.com/5dm675pp>

Under general supervision, this position performs maintenance work, and operates a variety of equipment utilized for the construction, maintenance, repair, and the replacement of City streets, and related facilities and systems. To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required. Education High school diploma or GED certificate required. Experience Three (3) years of experience in construction and/or maintenance repair. Trainings, Certificates, and Licenses Class A Commercial Driver's License. \$24.48 – \$34.97/hr. however, the starting wage, within the range, is dependent upon qualifications. **Deadline: Friday, April 19, 2024.**

Multiple Positions-Express Employment Professionals

Call: 507-373-2826

Sales support specialist – 1st shift. \$19.25/hour. Post high school accounting classes or related experience required.  
Accounting specialist – 1st shift. \$18/hour. 3-5 years of account experience and/or 2-year associate degree required.

Warehouse/Fulfillment/Order Packing-IBI Data, Brownsdale

Apply at: <https://tinyurl.com/48wrhbcw>

Position could include some or all of the following: Fulfillment – Pick and Pack Orders, Make and pack boxes, stuff envelopes, affix labels, pick and pack, etc. Warehouse – Order Picking, unload/Load Semi's and slot pallets with forklift. Shipping – Ship out packages, handle boxes, scan and attach labels. Maintenance – Help with cleaning, yard work, snow shoveling, etc. Work hours could vary and we are willing to work around applicant's other commitments, but would be somewhere between the hours of 8am - 6pm weekdays.

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

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](http://hormeljob.com)

Security Officer – Securitas

Apply at: [www.securitasjobs.com](http://www.securitasjobs.com)

**TECHNICAL**

Delivery Driver-Culligan Ultrapure

Apply at: <https://tinyurl.com/ypj8ujks>

The route driver operates a company vehicle over established routes and delivers products such as 40# bags of salt, some select pieces of equipment and/or parts. Position provides to the customer documentation on receipt of money from customers, delivery tickets, route book entries, repairs, and parts used. \$18.00 - \$18.50 an hour - Full-time

Auto Body Repair Tech-Koster's Car Korner, Blooming Prairie

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

Koster's Car Korner is seeking a full time body technician to join the team in Blooming Prairie, MN. Koster's has been in business for nearly 35 years and operates a fast-paced and fun work environment. The position is full time, Monday through Thursday 8:00 to 5:00pm and Friday 8:00 - 3:00pm. The primary responsibilities of the applicant would be to fix cars after they've been damaged in an accident or other incident, use a wide array of tools to cut off old parts, connect new parts to the car, fill holes, repair scratches, dents and dings, etc. Apply through this website, in person at Koster's Car Korner, through email [kosterscars@gmail.com](mailto:kosterscars@gmail.com), or call us at 507-583-2018. \$40,000.00 - \$60,000.00 per year.

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/bdzcmыр>

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/yfmbfryw>

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](mailto: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**

Co-Manager-Hobby Lobby

Apply at: <https://tinyurl.com/mweu3wp5>

We believe in internal promotion and as a Co-Manager you will learn how to become a successful store manager within our company. From there, your potential for success within Hobby Lobby can grow, even into multi-unit leadership. See what Hobby Lobby has to offer! Requirements: An entrepreneurial spirit with sound decision-making capabilities. Motivational leadership skills with a willingness to develop and work alongside their team. Previous store management "Big Box" retail experience. Open to relocation for promotion. Job Type: Full-time. Pay: \$70,200.00 - \$75,400.00 per year

Customer Experience Manager-Five Below

Apply at: <https://tinyurl.com/2jyhazuc>

Under the leadership of the Store Manager, directly leads the Support Lead, Lead Cashier(s) (if applicable) and associates of the store while the Manager on Duty. The Customer Experience Manager (CEM) is responsible to "Wow the Customer", front end operations, cash management, cleanliness, safety and driving sales. \$17 - \$19 an hour - Full-time

FT Associate-ALDI

Apply at: <https://tinyurl.com/bd8kbb87>

As a Store Associate, you'll be responsible for merchandising and stocking product, cashiering, and cleaning to keep the store looking its best. You'll enhance the customer shopping experience by working collaboratively with the ALDI team and providing exceptional customer service. 32-40 hours per week. Starting Wage: \$17.00 per hour

Customer Service-Walgreens

Apply at: <https://tinyurl.com/49fzn49c>

Models and delivers a distinctive and delightful customer experience. Registers sales on assigned cash register, provides customers with courteous, fair, friendly, and efficient checkout service. \$15.00 - \$17.50 an 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

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

Multiple FT & PT positions available.

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

Barista/Bagel Artist-Boujee Bagels, Blooming Prairie  
New store opening! This individual creates a memorable customer with an enthusiastic personality experience by providing fast, friendly service and consistent, quality products. This role is responsible for performing all job duties in a manner consistent with current company processes and procedures and maintaining all food safety and sanitation standards. From \$10.85 per hour. PT and FT available

Apply at: <https://tinyurl.com/ybn9mtwm>

Server/Bartender-Torge's Live  
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

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

Food Unit Lead-Canteen  
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

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

Assistant General Manager-Pizza Ranch  
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.

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

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

Nutrition Coordinator-Mower County  
Primary responsibilities include promoting the health and nutrition program for women, infants and children; and to determine program participant eligibility, provide nutrition and health counseling and education to clients of the program as well as persons in the community. Bachelor's degree with a major in food and nutrition, clinical nutrition, dietetics or a closely related field: or current licensure as a registered nurse. \$27.20 - \$37.27 Hourly. **Position open until filled with a priority deadline of Thursday, April 18<sup>th</sup>.**

Apply at: <https://tinyurl.com/ymed5vpe>

### Eligibility Worker-Mower County

Apply at: <https://tinyurl.com/2ccykytx>

This position is responsible for supporting clients by identifying community services and resources and providing specialized information regarding clients' needs. Responsibilities may include providing information to participants; reviewing information and determining eligibility for public assistance programs; maintaining and coordinating the collection and maintenance of related files; identifying problems and providing solutions. Eligibility Worker 2024 starting wage will be \$26.58/hour~\$30.72/hour (full-time union position) **Position open until filled with a priority deadline of Monday, April 15th**

### Admissions Specialist-Riverland Community College

Apply at: <https://tinyurl.com/mrxmz7j7>

This position will assist with all functions related to Admissions and recruiting, including appointments with prospective students, high school visits, admission presentations, Campus Visit Day events, college fairs, open houses, and other special events. In addition, this position will take a lead role in the planning and implementation of career focused open houses and information sessions. This position will also represent Riverland in the planning and implementation of a regional career exploration event. The Admissions Specialist will work collaboratively with faculty, Deans, Marketing and other college departments to help grow enrollment and expand access to education. Required Qualifications: Associate Degree in related field and two years' related experience. \$47,210 a year

### 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 2451.04 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

### 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.

### Multiple Positions-Independent Management Services

Send Resume To: [ltuttle@imsofmn.com](mailto: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](mailto:director@prc-austinmn.org)

\*Language and Social Services Advocate- Serves as a bicultural/bilingual liaison and advocates to address the individualized needs of the clients they serve. The advocate will facilitate communication between other social service agencies, providers, and community at large through overseeing Language Service requests. The Advocate will assist with community programming aimed at improving the quality of life of the organization's clients and creates exposure of the diversity in Austin. Additionally, the Advocate will be tasked to interpret or translate as needed. \$37,440.00 - \$39,520.00 per year

\*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. \$14.00/hour

\*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. \$13.50/hour

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/](http://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](http://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](mailto:kpalomo@nexusgerard.org)

## Multiple Positions – Cedar Valley Services

Apply at: [hnewman@cedarvalleyservices.org](mailto: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](mailto: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**

### Office Tech II Jail-Mower County

Apply at: <https://tinyurl.com/2udjb824>

The highest level of the Administrative Support Series is responsible for providing various administrative support duties using technical knowledge of work areas. Responsibilities may include preparing and providing specific technical information to internal and external customers; maintaining and manipulating databases; creating original documents for the departmental website; preparing and modifying routine and non-routine reports; and explaining department policies, procedures and regulations. Office Technician II in Jail Administration- Starting pay~ \$26.58/hour. **Position is open until filled, with a priority deadline of 4/17/2024.**

Office Specialist-State of MN/Riverland Community College

Apply at: <https://tinyurl.com/374tsmzk>

This position assists callers with individualized questions regarding admission, financial aid, academic programs of study and other Riverland-related topics. This position will also assist in other services that aid in recruitment, enrollment growth, and the retention of students. \$17.54 - \$22.74 an hour - Part-time

Print/Copy/Mail Office Rep-Loffler Companies

Apply at: <https://tinyurl.com/4hc3p6tn>

The Office Services Representative I will be responsible for a wide range of functions at a client site. This can include, but not limited to, typical office functions such as copy/print work, mail, scanning, hospitality and reception. The Office Services Representative is tasked with meeting the client requirements as spelled out in the contract with Loffler Management Solutions.

Membership & Events Manager-Austin Area Chamber of Commerce

Apply at: <https://tinyurl.com/3fre75ra>

The primary responsibilities of the Membership & Events Manager is to sell the programs and services and to manage major events of the Austin Area Chamber of Commerce. Education or Experience: Bachelor's degree preferred but an equivalent combination of education and experience may be substituted. College degree or equivalent in business administration, management or other business field strongly preferred. \$39,092.25 - \$47,078.84 per year

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.

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**

Home Medical Equipment Specialist- Mayo Clinic

Apply at: <https://tinyurl.com/47fy23fc>

The HME Specialist I position is the first of multiple career opportunities within the Mayo Clinic Stores. Assists patients with product selection and training of home medical equipment in accordance with provider prescriptions. Gathers registration and insurance information accurately and efficiently, and processes information for payment according to payer requirements. Handles private patient information in a compliant and confidential manner. Assists with maintaining store inventory including inventory cycle counts and perpetual inventory. High school diploma or equivalent. Prior customer service, sales, healthcare, or patient care experience preferred. \$20.41 - \$26.52 / hour

## **PROFESSIONAL**

President/CEO- Austin Area Chamber of Commerce

Apply at: <https://tinyurl.com/33ezr4z9>

The President & CEO is the chief executive officer and administrative officer for the Chamber. He/she is expected to provide visionary leadership for the Chamber and the Austin, Minnesota, business community and is responsible to the

Board of Directors for the full range of activities needed to ensure the Chamber's success in meeting its objectives in business and community development, external relations, membership and member services, legislative advocacy and government affairs and special programs. He/she is responsible for strategic planning; the development of the Chamber's annual Program of Action; organization structure; budget and finances; volunteer development and membership growth; the employment, development and supervision of staff; and the maintenance of the Chamber's headquarters. Bachelor's degree in business administration, public administration, marketing or related field. Previous chamber of commerce executive experience or experience in a senior management position with a chamber is preferred, but an equivalent combination of education and experience may be substituted. \$72,426.27 - \$87,223.03/yr

Environmental Health & Safety Specialist– Cargill, Blooming Prairie

Apply at: <https://tinyurl.com/544t8zvt>

The Environmental, Health and Safety Specialist is a subject matter authority who assists in leading the environmental health and safety agenda for a high complex facility together with the EHS manager. In this role, you will lead the execution and continuous improvement of the environmental, health and safety and process safety management system at complex facilities consisting of highly regulated processes and activities or low to medium program maturity with elevated risk of serious injuries and fatalities, serious environmental events, severe process safety events or legal matters. Qualifications: Bachelor's degree in a related field OR equivalent experience.

Social Media Coordinator– McFarland Truck Lines

Apply at: <https://tinyurl.com/mr3p6yya>

Develop, implement, and manage our social media strategy, with a focus on employee recruiting and employee communication. Work with our Operations, Safety, and Maintenance groups to manage and oversee content. Measure the success of our social media efforts. Keep abreast of the latest social media best practices and technologies. The position has the following requirements and qualifications: 2 years of experience as a Social Media Coordinator or similar role. Must have exceptional knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, Google+ and other social media best practices. Familiarity with web design and publishing. Excellent communication skills. Familiarity with the Transportation Industry. AA Degree or equivalent. \$40,000-\$65,000 negotiable. Contact: Geoff Baker, [Geoff.baker@MCFGTL.com](mailto:Geoff.baker@MCFGTL.com). 507-437-9910 (w)

Human Resources Manager– Cedar Valley Services

Apply at: [hnewman@cedarvalleyservices.org](mailto: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

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