

# Workforce

DEVELOPMENT, INC.

*The Workforce Development Board  
of Southeast Minnesota*

**Mower List 6/24/24**

**This list is good through 7/8/24**

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

**We will be closed on Thursday, July 4<sup>th</sup> for  
Independence Day**

**Hayfield Window and Door Open Interviews at the WDI  
office 10am-2pm.  
Wednesdays: June 12<sup>th</sup>, July 10<sup>th</sup>, Aug. 14<sup>th</sup>, Sep. 11<sup>th</sup>**

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” 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.

# Roads to Careers: CDL TRAINING



## FUNDING STREAM DESCRIPTION

### Grant Opportunities


This grant may be used to pay for Commercial Drivers License (CDL) training for qualifying individuals in our 10-county service area.


Credentials that qualify under this funding stream are:


- CDL Class A
- Class B
- Hazmat Endorsement
- Tanker Endorsement
- School Bus Endorsement


The Career Planner will also provide career readiness services including resume preparation and interview coaching.


## STAY CONNECTED


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### Current Training Providers:

Rochester Community & Technical College (RCTC)  
Riverland Community College  
Southeast Tech  
South Central Tech  
160 Driving Academy in Rochester/Mpls  
Interstate Truck Driving School – South St. Paul

### Requirements

- Reading level equivalent to 4th grade & math equivalent to 6th grade.
- Must be able to pass a drug screen at the time of an offer of employment
- Provide proof of a valid driver's license with clean driving record

### Additionally:

- Programs must serve adults at least 18 years old, not enrolled in any K-12 school, who face multiple barriers to employment, and who need enhanced educational and supportive services to be successful in securing long-term family sustaining wages
- Must qualify in one of the following areas:
  - Individuals of color
  - Individuals lacking stable housing
  - Individuals with a criminal record
  - Individuals without a high school diploma or equivalent
  - Individuals with disabilities
  - Individuals who have been unemployed for 26 or more of the past 52 weeks
  - Individuals with limited English or math proficiency
  - Individuals at or below 200% of the Federal Poverty Guideline

## CONTACT



**Tara Behr**  
**Grants Coordinator**  
tbehr@wdimn.org  
507.280.3582

### Class Information

Class dates will vary by training provider.

The State of Minnesota Department of Employment and Economic Development (DEED) funded (or funded in part) this training through a grant. The grant recipient created this training. DEED does not endorse this publicity or training or make guarantees, warranties, or assurances of any kind, express or implied, regarding the accuracy, completeness, timeliness, usefulness, adequacy, continued availability or ownership of the information herein or elsewhere.

# Roads to Careers: MANUFACTURING



## FUNDING STREAM DESCRIPTION

### Grant Opportunities

This grant may be used to pay for manufacturing related training for qualifying individuals in our 10-county service area.

Credentials that qualify under this funding stream are:

- Low Pressure Boiler Certification
- High Pressure Boiler Certification
- OSHA 10 Certification
- OSHA 30 Certification
- Accelerated Welding
- Forklift Training

The Career Planner will also provide career readiness services including resume preparation and interview coaching.

### Current Training Providers:

Rochester Community & Technical College (RCTC)  
Riverland Community College  
Southeast Tech  
South Central Tech

## STAY CONNECTED

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## CONTACT



**Tara Behr**  
**Grants Coordinator**  
tbehr@wdimn.org  
507.280.3582

### Requirements

- Reading level equivalent to 4th grade & math equivalent to 6th grade.

*Additionally:*

- Programs must serve adults at least 18 years old, not enrolled in any K-12 school, who face multiple barriers to employment, and who need enhanced educational and supportive services to be successful in securing long-term family sustaining wages
- Must qualify in one of the following areas:
  - Individuals of color
  - Individuals lacking stable housing
  - Individuals with a criminal record
  - Individuals without a high school diploma or equivalent
  - Individuals with disabilities
  - Individuals who have been unemployed for 26 or more of the past 52 weeks
  - Individuals with limited English or math proficiency
  - Individuals at or below 200% of the Federal Poverty Guideline

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# Bridges to Healthcare

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

- **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 BARRIERS TO EMPLOYMENT, AND WHO NEED ENHANCED EDUCATIONAL AND SUPPORTIVE SERVICES 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 AND EDUCATION

-ACADEMIC AND FINANCIAL SUPPORT

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

-SCHOLARSHIPS AND CONNECTIONS TO MANY OTHER GREAT PROGRAMS AND RESOURCES IN SOUTHEAST MINNESOTA

**Contact: Devon Thomas at 507.821.1002 or [dthomas@wdimn.org](mailto:dthomas@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

### Linen Specialist-FT-Mayo Clinic

Apply at: <https://shorturl.at/1Szyc>

Experts in linen products and service expectations. Receives, collects and transports linen (sterile, clean and/or soiled) throughout the Medical Center in a safe and efficient manner. Ensures equipment is functioning appropriately and responsible for safe and correct operation. Ensures data management systems are used consistently. Responsible for completing linen collection and transportation in a timely manner. Active participant in quality assurance and continuous improvement initiatives. Completes other duties as assigned. Qualifications: High School diploma or equivalent required. \$17.20 - \$22.89 / hour

### Entry Level Industrial Maintenance-Nights-FT-QPP

Apply at: <https://shorturl.at/iBkla>

Are you ready to work only 4 nights each week while fattening your wallet? Well, hold on tight because we have a thrilling opportunity just for you! Quality Pork Processors in Austin, MN is seeking a passionate and adventurous individual to join our team as an entry-level Industrial Maintenance Worker. You will work 10-hour shifts from 9:30 pm - 7:30 am. You'll earn \$22.85 for the first 32 hours, then get 8 hours of overtime pay! Not to mention our amazing benefits, including medical, dental, vision, life insurance, paid vacation, 9 paid holidays effective immediately, a 401(k), a free onsite medical clinic, white uniforms, and safety equipment. No experience required.

### Feed Operations Associate-2<sup>nd</sup> shift-FT-Nexus Coop, Adams MN

Apply at: <https://shorturl.at/tTnk6>

The Feed Operations Associate provides assistance to the Mill Operator while performing tasks to advance the effectiveness and efficiency of the feed production system. Will perform duties associated with grain within the facility in accordance with safety policies and procedures. This position will also ensure the manufacturing, packaging and loading of animal feed operating a variety of heavy industrial equipment. Qualifications: High School Diploma or equivalent. Two or more years of related experience in production facilities.

### Site Manager FT-Lloyd Management

Apply at: <https://shorturl.at/UL7vu>

This position will cover day-to-day operations of 2 multi-family housing properties and will have you involved in all areas of property management! You will focus on turning prospects into residents by showing and leasing units, handling compliance and providing excellent customer service to our residents. Successful candidates will have strong customer service skills, knowledge of standard computer equipment and software, a valid driver's license and the ability to pass a criminal background check. Prior experience in property management is a bonus, but not required, we will train the right candidate!

### Landscape/Hardscape Associate FT-Dolan's Landscape Center

Apply at: <https://tinyurl.com/24tvfdaz>

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: full tear out and landscape design installs from the smallest one tree job to complete redesigns/new installs, install rock gardens, ponds, fences, planters, paver driveways/sidewalks, retaining/decorative walls/misc. stone work, landscape lighting, sod lays, mulching and much more. *Must have valid driver's license.* Valid DOT health card (required by start of the position). From \$16.00 per hour.

### Delivery Driver/Store Support PT-Automotive Parts Headquarters (Auto Value)

Apply at: <https://shorturl.at/hmyNV>

Responsible for accurately and safely delivering products to customers as well as providing store support as needed. This may include checking in freight and non-application parts, mixing paint, processing customer returns, resolving customer concerns, assisting counter customers and taking phone calls. Additionally, the individual in this role is responsible for assisting with maintaining the store appearance, security, safety and daily operational standards, as set by the manager.

Parks & Rec Seasonal FT or PT-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.

Multiple Positions PT & FT-Express Employment Professionals

Call: 507-373-2826

**Albert Lea:**

Dietary Aide – Mornings, FT, \$16-\$17/hour – Shift differentials provided.

2<sup>nd</sup> shift Forklift/Warehouse – Full-time, \$18.50-\$20.40/hour depending on position. Forklift experience required.

Administrative Assistant – Full-time, Monday-Friday. \$20-\$24/hour.

Warehouse and Fulfillment Assistant – FT and PT positions available. \$20-\$24/hour depending on experience.

Welder - \$18-\$20.98/hour. Two years experience required. Must be able to commute between Austin and Albert Lea.

Production Manager – Direct hire opportunity. 70-80k/year

**Austin:**

Deployment Planner – FT, 6 month assignment. \$19.25/hour

Late Truck Coordinator – FT, 6 month assignment. \$18.50/hour

Freight Clerk – FT, \$18/hour

Welder - \$18-\$20.98/hour. Two years experience required. Must be able to commute between Austin and Albert Lea.

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 \$14.50/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

### Assistant Custodian Engineer FT-Austin Public Schools

Apply at: <https://shorturl.at/BQX3i>

Austin Public School District is seeking to hire a full time Assistant Custodial Engineer. 8 Hours per day, 1:30 pm - 10:00 pm during the school year, 6 am - 2:30 pm during the summer: QUALIFICATIONS: Must be licensed by the State of Minnesota for proper boiler operation (2ND class or Special).

### Maintenance Tech FT-Mayo Clinic

Apply at: <https://tinyurl.com/3feewut8>

Operate, maintain, repair and diagnose building infrastructure systems and equipment along with portable equipment. Examples include HVAC, refrigeration, boilers, chillers, electrical, gas, air, vacuum, plumbing, building automation, fire detection/suppression, grounds maintenance, and building electronic systems. Complete Preventive Maintenance per policies and/or procedures following the CMMS timeline ensuring regulatory compliance. Qualifications: Associates degree or a two-year degree from a technical college related to a Building Infrastructure System maintenance program. \$25.37 - \$37.61 /hour.

### Boiler Operator FT-Apple Valley Foods

Apply at: <https://shorturl.at/gQWX1>

The Boiler Operator is responsible for operating and maintaining the boiler system efficiently and safely to ensure the uninterrupted supply of steam required for production processes in addition to ensuring equipment reliability by repairing and maintaining a wide range of processing equipment across the plant. Hours of work will be 10:30 pm - 7:00 am. Job Requirements: Associates or Bachelor' degree in related field (technical or vocational education) highly preferred but not required. Boiler operator license/certification required.

### Fiber Technician FT-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.

## RETAIL

### Retail Co-Manager FT-Hobby Lobby

Apply at: <https://shorturl.at/E3ki7>

As a Co-Manager you will: Be actively engaged in the store's processes and procedures in order to meet and exceed financial goals. Be asked to lead and guide your team with passion to achieve the highest standards while exhibiting the utmost empathy. Execute the seasonal department's daily, weekly and yearly merchandising plans. Starting salary range: \$70,200 to \$75,400 plus bonus annually. Requirements: Must have previous big-box retail management experience. Must be able to process information and have the ability to make sound business decisions. Be open to relocation for promotion.

### Multiple Positions-Running's

Multiple FT & PT positions available.

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

### Multiple Positions-Pet Supplies Plus

PT and FT associate and management positions available.

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

### Multiple Positions – AutoZone

Multiple PT, FT, and Management positions available

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

## FOOD SERVICE

### Food Service Worker PT-Morrison Healthcare

Apply at: <https://shorturl.at/rAHJL>

We are hiring immediately for a part time FOOD SERVICE WORKER position. Location: Mayo Clinic - 1000 First Drive Northwest, Austin, MN 55912 *Note: online applications accepted only.* Schedule: Part time schedule. Days may vary with rotating weekends and holidays, 6:00 am - 2:30 pm or 4:15 pm - 7:30 pm. More details upon interview. Requirement: No previous experience is required. Pay Rate: \$17.40 per hour.

### Multiple Positions-Applebee's

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

FT and PT available.

### Crew Member- Culvers

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

Multiple FT and PT food service positions available.

### Driver/ Customer Service/ Asst Manager - Domino's

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

Multiple Positions available

## HEALTHCARE, HUMAN SERVICES, & EDUCATION

### Employment Counselor FT-State of MN

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

The Employment Counselor refers individuals to support services, provides career and related counseling services to individuals who are referred to the program. Building relationships with external partners; Vocational Rehabilitation Services, School Districts, and referrals through CBS/MSOCS Vocational Services through waiver funding. Providing supports to individuals attending CBS/MSOCS vocational programs who are challenged by cognitive, emotional, and physical barriers. The Employment Counselor will work under general supervision, assessing career goals, skills, natural abilities, developing individual support plans, self-assessments, and potential employment and community engagement opportunities. The Employment Counselor will perform other duties as assigned. Individuals attending CBS Vocational programs are challenged by various cognitive, emotional and physical disabilities. Minimum Qualifications: 2 years experience in providing career guidance, vocational counseling, job placement or similar function such as Social Work or Human Services. (An Associate's Degree or higher in Social Service, Social Work or Human Services or a related field will substitute for 1 year of required experience). \$22.61 - \$32.71 an hour

### In Home Care PT-Personal Residence

Call: 507-279-1287

Seeking Home Health Aide to assist with personal cares of a female stroke survivor. 3-6 days per week, starting between 7:30 AM and 7:45 AM and lasting between 1-2 hours each day. The job would be shower and dressing plus some housework. The salary is \$22/hour. [gbhe@charter.net](mailto:gbhe@charter.net)

### Mental Health Professional FT-Semcac Head Start

Apply at: [tara.blom@semcac.org](mailto:tara.blom@semcac.org)

Seeking a Mental Health professional to serve Head Start children, families, and team members in six southeastern Minnesota counties. Disciplines considered marriage & family therapy, clinical social work, behavioral & developmental pediatrics, mental health counseling, psychiatry, psychology, and psychiatric nursing. Preferred experience working with young children. Contract for services position, to be negotiated depending on candidate qualifications. Apply by contacting Head Start Director, Tara Blom at Semcac via email at [tara.blom@semcac.org](mailto:tara.blom@semcac.org). **Application must be received by July 5, 2024. EOE**

### Memory Care Activities Assistant FT-The Cedar's of Austin

Apply at: <https://shorturl.at/stYqo>

As the Memory Care Recreation/Wellness Assistant you are responsible for assisting with, providing and implementing a quality Recreation/Wellness program designed to assist Memory Care residents in using their personal potential physically, mentally, and spiritually to promote an active and engaged lifestyle. \$16.00 - \$17.50 per hour



Building Support FT-Austin Public Schools

Apply at: <https://shorturl.at/DjVmJ>

Building Support Staff will be assigned to a building to work where needed - filling in for absent teachers, paras, secretaries or other duties as assigned. This position may work in multiple buildings as needed. Candidates must be qualified to apply for a short call substitute teaching license with PELS. Building support staff will be scheduled for all student contact days.

Multiple Positions-Independent Management Services

Send Resume To: [ltuttle@imsofmn.com](mailto:ltuttle@imsofmn.com)

\*LADC or ADC-T FT: We are seeking a full-time LADC or ADC-T in the Austin area. 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. 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. Must have valid driver license and pass a background study. Pay: \$53,000.00 per year

\*Guardian/Conservator PT: In this position you would be encouraging clients' independence, ensuring clients' safety, attending court hearings as required, assisting family with forms needed to receive/continue services, and other various responsibilities You would be working with clients in a positive and proactive manner, treating them with dignity and respect. Must be responsible, have good communication skills, a valid driver's license, car insurance, and reliable transportation. \$15.00 per hour

\*ARMHS Worker FT: 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 PT: 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

Multiple Positions-Parenting Resource Center

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

\*Family Support Services Coordinator FT- The Family Support Services Coordinator is responsible for the operation and administration of The Michael H. Seibel Family Visitation and Exchange Center, Partnering with Parents Program, Parents Forever Program, Personal Care Item Program, Diaper Program, and Clothes Closet Program. The Family Support Services Coordinator must create an open and honest working environment that inspires professionalism, creativity, and innovation. Minimum Qualifications: Certification or licensure indicating: Two year degree in a human services field and one year experience in program development, implementations, strategic planning and/or experience working with children and families. Two year experience in providing parent education services. \$43,690-\$47,840

\*BIPOC Positive Grant Coordinator FT- The BIPOC Positive Grant Coordinator, herein referred to as “Coordinator” is responsible for overseeing grant activities to support the general development of a community coalition to address youth substance use prevention within the Austin Minnesota community. The Coordinator is responsible for overseeing member recruitment and retention, coordination of coalition meetings, implementation of initiatives, and assisting with reporting requirements for funders. Other duties include managing coalition public relations and communications, and planning and implementing substance use prevention communication campaigns. Minimum Qualifications: Associates Degree with 1 year of community organizing, project management and/or leadership experience, or 2. 3 years community organizing, project management and/or leadership experience. \$46,000-\$60,000

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 FULL TIME DAY SHIFT, MONDAY - FRIDAY: Responsible for supervision and training of adults with developmental disabilities, our persons served, while working/cleaning in a recycling setting. Transports or assists with transportation of consumers to and from facility and/or site to site. 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 \$16.50 per hour.

\*Community Site Supervisor FT: \$1000 sign on bonus! Evening shift (M-F, 2pm-10pm). 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. 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 \$17.00 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. From \$17.00/hour.

**\*Direct Care Professionals needed for full and part time shifts – \$1000 sign on bonus!** 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

**Driver & Dealer Examiner FT-State of MN**

Apply at: <https://shorturl.at/j2FRI>

This position exists to promote public roadway safety by the administration of prescribed vision screening, knowledge, oral, road and skills tests for motor vehicle operators so that only qualified individuals obtain a Minnesota driver's license. This position is also responsible for inspecting motor vehicle dealership facilities and records to ensure compliance with state dealer laws, and to inspect motor vehicles for identification and titling purposes. Minimum Qualifications: Ability to communicate with others and understand information; read, write and respond to customers in fluent English. \$21.60 - \$30.52 an hour.

**Admissions Specialist FT- Nexus Family Healing**

Apply at: <https://shorturl.at/GBtK3>

In this position, you will coordinate the admissions process for the campus ensuring that all appropriate documentation is completed and assist in the effective communication between all parties involved to facilitate a smooth transition into the facility for the youth being served, while also insuring appropriate reimbursement for the campus. Required Education and Licensure: High School diploma required. Associate degree strongly preferred. A minimum of 3 years related experience required, preferably within a residential or clinical setting.

**Confidential Support Coordinator FT-Austin Public Schools**

Apply at: <https://indeedhi.re/4bPzNgv>

Performs advanced secretarial and routine clerical work involving tasks such as maintaining statistical information, serving as a liaison for departments, distributing messages, copying, faxing, processing incoming/outgoing mail, filing, typing, and providing customer service to internal and external sources. Training and Experience: High School Diploma or GED. 5 years of related office experience.

Legal Assistant FT-Adams, Rizzi & Sween

Apply at: <https://shorturl.at/nBYgL>

Responsibilities: Drafting and reviewing of legal documents. Record and store client information. Communicate with clients and courts. Initiate, prepare, and organize client files. File documents with the courts and serve on opposing parties. Transcription. Input client data into firm's software. Required Qualifications: Familiarity with Microsoft Office Suite. Ability to prioritize and multitask. Salary: Depends on Qualifications, \$17+/hour

Technology Systems Specialist FT-Austin Public Schools

Apply at: <https://shorturl.at/8x2r5>

The Technology Systems Specialist works with the Network and Systems Administrators to ensure deployment of district systems and software as related to end-user devices and to ensure that staff, students, and partners can use and navigate the district's network. This position also completes technology tasks related to support of the district.

Multiple Positions-Hormel

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

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

## **SALES**

Retail Sales Specialist PT-Gillette Pepsi

Apply: <https://shorturl.at/K7xZQ>

The Retail Sales Specialist(RSS) is responsible for developing and growing sales volume in their assigned territory through effective fact-based selling and relationship building within retail account's operations personnel at store and market(district) level. RESPONSIBILITIES: Develop key relationships with store and district managers. Delivers regular visibility and client contact to ensure proper product placement. \$19.00 - \$21.00 per hour

Account Rep FT-Gillette Pepsi

Apply: <https://shorturl.at/cmaFS>

We have an opportunity for you to join the team as an Account Representative! The Account Representative is responsible for sales execution, ordering and merchandising GPC beverages to an assigned account listing within a geographic territory. The Account Representative works Monday through every other Saturday with rotating days off during the week. Qualifications: Possess a High School Diploma / GED and DL. \$21.00/hour

Sales Agronomist FT-Crystal Valley Coop

Apply: <https://shorturl.at/Vmsb1>

This position is responsible for making sound agronomic recommendations to our customers regarding seed, crop nutrients and crop protection products and the sale of the same agronomy products along with custom application and precision ag services. #CrystalValleyMNJobs. Pay Range: Competitive base pay + incentives. Requirements: Graduation from an accredited related program. Relevant experience may be substituted for education.

Mobile Associate PT-T-Mobile

Apply at: <https://shorturl.at/rwXTt>

Builds proficiency related to serving and selling to our customers, while providing a world-class customer experience and building loyalty by: ° Helping customers pick up right where they left off in their shopping journey, whether online, through Customer Care or in-store. ° Exploring individual needs and providing hands-on demonstrations of the latest and greatest technology in-store. High School Diploma/GED (Required). \$18.00 - \$19.50 an hour

Home Medical Equipment Specialist FT- Mayo Clinic

Apply at: <https://shorturl.at/HWHNz>

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**

Executive Director FT-Austin Area Arts

Apply at: <https://shorturl.at/2QR98>

The Executive Director leads the organization as the key liaison between the board and the staff. Strong leadership, robust relationship building, excellent communication skills, experience with non profit management and grant writing are required. The position is salaried and full time starting at \$65,000 annually, higher salary negotiable based on experience. Paid time off and sick and safe time is provided. The work schedule is extremely flexible allowing for excellent work-life balance. Some evening and weekend work is required. Required: Post secondary degree. Experience in grant writing, at least 2 years.

Mechanical Designer FT-Akkerman

Apply at: <https://shorturl.at/DBd6L>

Design new, modify, or improve components and assemblies in accordance with engineering standards. Job Duties and Responsibilities: Create and revise design layouts, drawings, and schematics. Generate BOMs, and manufacturing routers. Basic Qualifications: Associate in Applied Science Degree (AAS) or equivalent Certificate in Computer Aided Drafting Technology (CAD). 5+ years of related experience