

Workforce

DEVELOPMENT, INC.

The Workforce Development Board
of Southeast Minnesota

Dodge County Area Jobs

Week of August 26, 2024

Office Hours: 8:00am - 4:30pm, Monday-Thursday

****Friday by Appointment only****

Job Search Appointments: In-Person, Phone, or Online

Meet in person, over the phone, 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. Appointments recommended by calling 507-512-6205 to schedule.

Resource Area is open for accessing computers, resources, and program information.

There is a Drop Box located outside our door for convenience.

FREE Professional Clothing Closet – Ready for anyone who needs clothing for work or upcoming interviews. 2070 College View Road East Rochester, MN (Heintz Center – East Entrance) 507-292-5152

Live CareerForce Workshops!

Attend Live Online Workshops, Explore Careers, & attend Virtual Career Fairs for FREE! These online workshops and events are presented through WebEx or Teams. Registration is required. Participants will receive an email prior to the event with a link to join the webinar and instructions.

- **Creative Job Search: Internet & Social Media:** [August 27, 10:00 AM - 11:00 AM](#) Do you know how to effectively use the Internet and Social Media to assist in your job search? What does networking look like online? This workshop will provide answers to those questions and provide helpful tips on how to leverage a LinkedIn account to enhance your career.
- **Interview Skills Workshop:** [August 28, 1:00 – 2:30 PM](#) Through this workshop, we will help you approach your next interview with increased confidence, learn how to answer challenging interview questions, gain frameworks to structure your thoughts and answers to common questions, and develop tools and techniques to both prepare for and follow-up after the interview.

Past Events: You can view our previously recorded [CareerForce workshops and classes](#) to learn how to job search, write your resume, network, use Microsoft Office, network on LinkedIn and more.

Crime Victim Advocacy Clinic!

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

When: Monthly on the Second Thursday! **Time:** 11am-1pm

Where: 2500 Valleyhigh Dr NW Rochester, MN

To register please visit: MYA.CONRAD@IMAA.NET or 507.289.5960 EXT. 110.

Refugee and Immigrant COVID-19 Help Line

Multilingual navigators and the Minnesota Resettlement network can answer and help with questions in your language. They can also assist with household needs and navigating health care services and programs, basic needs, employment, and help for kids struggling in school. Please call the Statewide helpline at **651-318-0989** Monday through Friday, from 9 AM-5 PM

*Reasonable accommodations for people with disabilities provided, upon request, by calling 507.292.5152 or by using your preferred relay service.
Workforce Development, Inc. is an Equal Opportunity Employer/Program Provider and a proud partner of the American Job Center Network.*

Health Access MN for MNSure-Certified Navigator Assistance

Health Access MN's expert navigators provide free help to people seeking health coverage. They can help with: Applying for new coverage, assisting with problems, reviewing insurance, and answering questions. For more information email: info@healthaccess.mn or call: 651.645.0215-Metro or 507.589.8649-Southeast or visit: www.healthaccess.mn

Are you interested in starting a business? Great resources available at E1 Entrepreneurs First
<https://www.entrepreneursfirst.org/>

Join Zoom Orientation Meeting for Dislocated Workers

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

Please join Jody Schaber and Anjanette Bills by accessing the Zoom link below!

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

Meeting ID: 865 4816 1756

Passcode: 430558

Triton Community Education

813 West Hwy St Dodge Center, MN | 507-418-7550

<https://www.triton.k12.mn.us/page/community-education>

GED Prep and ESL (English as a Second Language) classes are offered each week. Call for more information and class dates. Tara Bradford at tbradford@triton.k12.mn.us

Owatonna Community Education

Roosevelt School - 122 East McKinley St. Owatonna, MN | (507) 444-7925

<https://communityed.isd761.org/adult-basic-ed>

Pre-registration is required for all GED, ESL, College Prep, Computer Skills, Online Learning or Career Training classes. Free MN Driver's Permit Prep, Math Tutoring and NorthStar Digital Literacy is available.

Hawthorne Education Center

700 4th Ave SE, Rochester, MN | (507) 328-4440

www.rochesterschools.org

Free classes for GED Prep, ESL, NorthStar Digital Literacy, Intro to Computers, and more.

Rolling Hills Transit

Hours of operation are 6:45 am to 4:45 pm Monday through Friday.

Rates are posted on the website. 507-634-4340 Option #1 or rhtbus@semcac.org

Visit our website at <https://rhtbus.com/>

DODGE COUNTY

MN Judicial Branch: The Third Judicial District is accepting applications for a service-oriented Court Operations Associate to join the Dodge County Court Administration Team. In this fast-paced and detail-oriented role, you will be responsible for processing cases and assisting court customers and justice partners to provide justice through a system that assures equal access for the fair and timely resolution of cases and controversies.

www.indeed.com

Finance Director: Dodge County is accepting applications for a full-time Finance Director. This position is responsible for the day to day and long-term financial programs for Dodge County. Duties and responsibilities of this position include financial policy development and implementation, tax collection and settlements, investments, state audits, tax increment financing, payroll, elections and more.

https://www.co.dodge.mn.us/departments/adminstration/employee_relations.php

Veteran's Services Officer: Responsible for providing assistance to county residents in securing all benefits provided by law on account of the service of any person in the armed forces of the United States from which a person has a discharge other than dishonorable; and shall provide assistance to all county residents, regardless of the nature of the discharge, in securing counseling or treatment.

https://www.co.dodge.mn.us/departments/adminstration/employee_relations.php

KASSON/MANTORVILLE

LD Sales LLC: FT Apparel Live Seller – Live streamers make an hourly rate and commission of \$25-40 an hour/paid weekly. Apply to Dusty Barwald @ ldsalesmn@gmail.com

SEMCAC: Head Start Toddler Teacher, Van Driver <https://www.semCAC.org/employment/>

Verizon Wireless: Wireless Sales Consultant www.indeed.com

KM Regional Vet Hospital: Veterinary Asst. www.indeed.com

City of Kasson: Circulation Technician – Kasson Public Library, FT Police Officer www.cityofkasson.com

Arrow Building Center: Inside & Outside Sales Rep, Kitchen Designer www.indeed.com

Sevita (REM): Direct Care Staff \$17.33 - \$19.33 an hour - Full-time, Program Supervisor www.indeed.com

Taher, Inc.: Food Service Aide, days (M-F) www.indeed.com

Opportunity Services: Direct Support Professional – FT \$18-\$20/hr. www.indeed.com

Casey's: Store Manager, Team Member <https://recruiting.adp.com/srccar/public/>

Cleary Building Corp.: Post Frame Construction Crew \$18-\$30 hr., Construction Foreman \$40 hr., Sales Professional – Construction, Subcontract Construction Crew, Carpintero, Capataz (Foreman) de Construcción de Edificios. Apply In person or www.indeed.com

Domino's: Assistant Manager, Delivery Driver www.indeed.com

Dollar General: Store Manager <https://jobs-dollargeneral.icims.com/jobs/intro>

Kwik Trip: Asst. Manager (both locations) [Kwik Trip | Kwik Star](#)

A&A Electric & Underground Construction, Inc.: Hiring Laborers & Operators, etc. Applicant must be willing to travel within Midwest. Not all jobs require travel. When traveling, typically only work 4 ½ days with still getting 50+ hours weather permitting: [Contact — A&A Electric & Underground, Inc. \(aaelectricunderground.com\)](http://Contact—A&AElectric&Underground,Inc.(aaelectricunderground.com)) or call 507-634-7453.

ZED - Zumbro Education District: Region 10 Special Ed Mentoring Program Coordinator, ALC Teacher, Physical Ed Teacher, Transition Teacher, Special Education Teacher (setting IV), SUN Teacher @ Futures/Choices

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program, School Psychologist, Speech Language Pathologist, Substitute Teacher (on call as needed),
Specialized Paraprofessional www.zumbroed.org

Prairie Meadows Senior Living: Senior Living Nurse, Culinary Assistant, 2nd or 3rd shift Caregiver
www.jaybirdseniorliving.com

Kasson-Mantorville School District: Gymnastics Instructor for Community Ed, AFS Advisor, Art Club Advisor,
HOSA Advisor, Media Club Advisor, Kindergarten Teacher (Long Term Sub), Industrial Tech Teacher HS,
District/HS/MS Special Ed Teacher, English Language Learner Para., Elementary Teachers, HS Art Educator, 8th
grade Math Teacher, PE/Health ES/MS, LPN or RN Building Nurse, Bus Driver, Child Care Aide, Child Care Lead
Teacher, Early Childhood Para., School Readiness Para. Kasson-Mantorville.com

WE'RE HIRING

FOOD RUNNERS, TOO!

please email

hiddenpinesmn@gmail.com

for an application & more information

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DODGE CENTER

Welsh Equipment, Inc.: Diesel Technician/Truck Mechanic <https://www.welshequipment.com/careers>

Hodgman Drainage Co: Estimator/Project Manager, Directional Drill Operator, Heavy Equipment Operator,
Surveyor/Staker <https://hodgmandrainage.com/employment/>

Kwik Trip: Customer-Food Service [Kwik Trip](#) | [Kwik Star](#)

Sanson Enterprises: Laser Cutter, Welder, Powder Coating, Sandblasting, Forming, and Machining positions
(507) 696-2524 www.sansonenterprises.com

Jennie O (Hormel Foods): FT CDL Truck Driver, Barn Cleanout (\$24 hr.) www.indeed.com

Con-Tech Manufacturing, Inc.: Purchasing/Buyer, Welder, Nesting/Programmer, Technical Publication
Specialist <https://www.ctmmixers.com/careers>

Dollar General: Sales Associate, FT & PT Lead Sales Associate, Asst. Store Manager [Dollar General](#)

City of Dodge Center: Maintenance Worker, Paid On-Call EMT/Paramedic/EMR, Volunteer Firefighter
www.ci.dodgecenter.mn.us

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Fairview Care Center: Dietary Aide/Dishwasher, Dietary Cook, Charge RN, LPN/RN (Multiple Positions Open - \$5000 Sign on Bonus), TMA/CNA (Multiple Positions Open - \$3000 Sign on Bonus), CNA (Multiple Positions Open - \$3000 Sign on Bonus) [Welcome to Dodge County, MN](#)

McNeilus Truck & Manufacturing: Various positions with 1st & 2nd shift options! For more information 507-884-1372 - <https://www.mcneiluscompanies.com/contact/>

Triton Public Schools: MS Student Council Advisor, MS Yearbook Advisor, Link Crew Advisor, K-5 Special Ed Teacher, Business Ed Teacher, Family and Consumer Science Teacher, Behavior Specialist, Speech Language Pathologist, Paraprofessional <https://www.applitrack.com/tritonk12/onlineapp/>

WEST CONCORD

City of West Concord: Director of Ambulance Services, Accounting Clerk/Admin Asst., FT EMT, PT Police Officer & Reserve's Police Officer www.westconcordmn.com

Dollar General: FT & PT Lead Sales Associate, Store Manager, Asst. Store Manager, Sales Associate <https://jobs-dollargeneral.icims.com/jobs/intro>

Ellingson Companies: Project Manager, Construction Laborer, Experienced Fabricator, Director of Environmental Health & Safety, Construction Foreman – Rehabilitation and CIPP, Environmental, Health and Safety Supervisor (National), Underground Construction Laborer & Operator ellingsoncompanies.com

Casey's: Team Member <https://recruiting.adp.com/srcar/public/>

CLAREMONT

Al-Corn Clean Fuel LLC: Plant Operator <https://al-corn.com/employment/>

BYRON

Home Improvement Professionals: Waterproofing Specialist, \$16-\$18/hr www.indeed.com

Byron Pet Clinic: Veterinary Tech FT \$20-\$26/ hr., Veterinary Receptionist/Asst. FT \$17-\$20/hr. www.indeed.com

Culligan: Service Manager/Service Technician \$23-\$30/hr. www.indeed.com

Taylor Print Impressions: Equipment Operator <https://taylor.wd1.myworkdayjobs.com/en-US/>

RMS Co.: Service Administrator, Shop Technician, Field Service Technician www.indeed.com

Taher: Food Service Aide, Food Service Helper - Monday-Friday www.indeed.com

Early Advantage Development: Lead Teacher, Asst. Teacher, Kitchen Manager, Kitchen Aide, Teacher's Aide, Helper (14 yrs & above) <https://www.earlyadvantagedcc.com/about-us/join-our-team/>

Somerby Golf Club: Grounds Crew, Banquet Server/Bartender/Tray Carrier/Set up, Server, Server Asst., Beverage Cart <https://members.somerby.com/contact-us/careers>

Byron Public Schools: Girls Soccer Coach, JH Wrestling Coach, JH Boys Basketball Coach, Asst Dance Coach, 8th Grade Football Coach, Asst. Trap Shooting Coach, Middle School Attendance Secretary, Enrichment and Marketing Coordinator/Community Ed, Early Learning Coordinator, PK Program Asst, Behavior Support Specialist, E.L. Teacher, Mentorship Instructor, 3rd Grade Substitute (long term), Special Education Teacher, Primary Lunch/Recess Supervisor, Substitute Bus Drivers <https://www.applitrack.com/byronmn/onlineapp>

Kwik Trip: Customer - Food Service <https://jobs.kwiktrip.com/us>

DeCook Excavating: Concrete Finisher, Equipment Operators, Excavation Foreman, Project Coordinator, Shop Mechanic, Aggregate Estimator <https://decookexcavating.bamboohr.com/careers>

Ornua: Lab Technician Lead, Director of Environmental/Health & Safety [Ornua Co-operative Limited](#)
Benedictine Madonna Summit: Resident Asst., Culinary Services Director - Rochester Meadows and Byron Summit, RN <https://www.benedictineliving.org/>
Wildwood Sports Bar & Grill: Bowling Attendant, Delivery Driver www.wildwoodsportsbarandgrill.com
Dollar General: FT & PT Lead Sales Associate, Asst. Store Manager, Sales Associate
<https://jobs-dollargeneral.icims.com/jobs/intro>
Courtesy Corporation McDonald's: Restaurant Crew Member, Shift Manager, Janitorial Maintenance
<https://jobs.mchire.com>
Frank N' Steins Restaurant: Servers & Kitchen Help (Dishwasher 14+) PT Evenings & Weekends – Apply in person Wed-Sunday @ 15 W Frontage Road (Closed Mon & Tue, & Holidays)
<https://www.facebook.com/franksteinsbyronmn/>
Opportunity Services: Behavioral Support Specialist \$19 hour w/ benefits [Careers - Opportunity Services](#)
<http://oppserv.org>

HAYFIELD

Hayfield Community Schools: Asst. Football Coach, C-Squad VB Coach, 1st Grade Teacher, Elementary Admin Asst., Sub Paraprofessional, Sub Teacher, Special Ed Para, Elem./HS Para.
<https://www.applitrack.com/sscschools/onlineapp/jobpostings/view.asp?district=37327>
Hayfield Window and Door Company: Material Handling Lead, Purchasing and Inventory Coordinator, Loader, Production Supervisor, Night Production Supervisor, Assembly, CDL Truck Driver *4 Day Work Weeks for All Positions* <https://hayfieldwindows.com/>
Fieldcrest Care Center: Asst. Living Resident Aide, TMA, CNA, RN/LPN [Careers - Field Crest Care Center](#)
Central Farm Service Co.: Grain Operations, Feed Ops Asst/Driver (2nd Shift), CDL Driver (Feed), Operations Specialist - Agronomy <https://www.cfscoop.com/cfs-careers>
Dollar General: FT & PT Lead Sales Associate, Asst. Store Manager, Sales Associate
<https://jobs-dollargeneral.icims.com/jobs/intro>

WANAMINGO

Riverview Services, Inc: Direct Support Staff, Entry Level Caregiver/DSP, Designated Coordinator
www.indeed.com
Marcstone: Production Worker from \$20/hr. www.indeed.com
Reckitt: Finance Analyst, Reliability Engineer, Quality Control Line Technician, Reliability Tech, Indirect Material Coordinator, Maintenance Support Tech, Packaging Operator, Packaging Premium Operator, Technical Services Assoc. Manager <https://reckitt.com/careers/>

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WE ARE HIRING

POSITIONS:

- ✔ Youth Career Planner (Olmsted County)
- ✔ Career Planner (Wabasha County)
- ✔ Outreach Specialist (Freeborn & Mower)
- ✔ Adult/Dislocated Worker Career Planner (Owatonna)

APPLY NOW!

Send your resume to hiring@wdimn.org



Administrative Office Professional Preparation Course



COURSE DESCRIPTION

Career Opportunities

This 10-week course is designed to prepare students for work in retail and office environments. The training will focus on two areas:

- Monday and Wednesday classes will leverage Northstar Digital Literacy to foster development of computer skills, proficiency in commonly used office software, and various employability skills.
- Tuesday and Thursday classes work toward earning a professional certificate from the National Retail Federation. This certification is the NRF Foundation training program that provides foundational employability skills to help people land jobs and get promoted in retail and beyond.

Requirements

- CASAS GOALS Reading 239 or above
- 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

Class Information

▶ September 16, 2024 - November 20, 2024

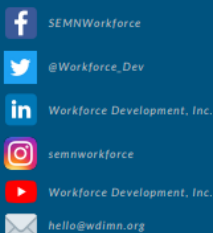
Mondays & Wednesdays
Northstar Digital Literacy
3:30 - 6:00 PM

Tuesdays & Thursdays
NRF (National Retail Federation)
3:30 - 5:30 PM

Please note: This class will be offered as an online course!
There **WILL** be class on November 11th (Veteran's Day).
There will **NOT** be class on November 21st (Thanksgiving).



STAY CONNECTED



INTERESTED?



Alicia McNeil
Pathways to Prosperity
Career Navigator
amcniel@wdimn.org
507.431.3556

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