

Workforce

DEVELOPMENT, INC.

*The Workforce Development Board
of Southeast Minnesota*

Mower List 8/26/24

Open Monday-Thursday 8am-4:30pm.

507-460-5020.

We will be closed on Monday, Sept. 2nd for Labor Day

Hayfield Window and Door Open Interviews at the

WDI office 10am-2pm.

Wednesday Sep. 11th

Businesses, to have your job added/ removed or changed on this list,
please email Jenny Iverson at 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

 SEMNWorkforce

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 Workforce Development, Inc.

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 hello@wdimn.org

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

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CONTACT



Tara Behr
Grants Coordinator
tbehr@wdimn.org
507.280.3582

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Administrative Office Professional Preparation Course



COURSE DESCRIPTION

Career Opportunities

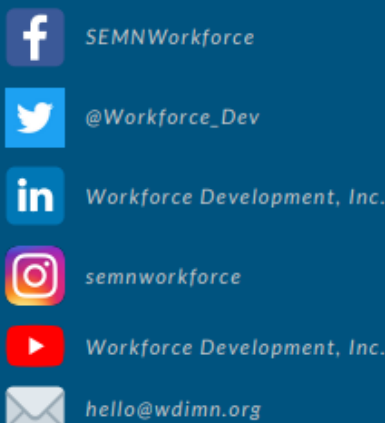
This 10-week course is designed to prepare students for work in retail and office environments. The training will focus on two areas:

- 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

STAY CONNECTED



INTERESTED?



Alicia McNeil

Pathways to Prosperity
Career Navigator
amcniel@wdimn.org
507.431.3556

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).



Bridges to Healthcare

-**CNA PREP AND CNA TRAINING*** (CERTIFIED NURSING ASSISTANT): AUSTIN CAMPUS RIVERLAND COMMUNITYCOLLEGE/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 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

Classes starting soon!

Sept 16 - Oct 23 MWF 4pm - 9pm AUSTIN

Nov. 5 - Dec. 17 T, Th 9am – 3:30pm AUSTIN

Nov. 4 - Dec. 16 M, W 2p – 8:30pm AUSTIN

Sept 16-Oct 23 M/W/F 4-8 p.m. OWATONNA

Contact: Devon Thomas at 507.821.1002 or dthomas@wdimn.org

Paper applications available at the Austin office:

Austin: Pet Authority, 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

First Shift Production-FT-Tandem, Blooming Prairie MN

Apply At: <https://shorturl.at/adAks>

In this position reporting to the Machine Operator, the Machine Helper will be responsible for preparing molds, verification of mold dimensions, part setups for dimensional accuracy, confirming correct part quantities and for demolding completed parts. This position you may be required to support other areas of the facility as needed.

Seasonal General Labor-FT-AgVantage, Lyle MN

Apply At: <https://shorturl.at/ZbXKU>

ESSENTIAL JOB FUNCTIONS: Responsible for maintaining operations at retail supply location. Follows maintenance schedule of facility and equipment. Responsible for inventory and distribution of products. Drives and delivers miscellaneous products as requested. Stocks and moves warehouse product and material. Normally requires a high school diploma or the equivalent thereof, and 1 or more years of retail related work experience to demonstrate knowledge of basic business principals of inventory management and mechanics.

Print Production Assistant-FT-Smyth

Apply At: <https://tinyurl.com/22bahven>

We are seeking a talented and motivated individual to join the Press Operations team as a Press Operator Assistant at our Austin, Minnesota facility. Every day we bring our customers' labels and packaging to life, creating a customer experience that is second to none, and enabling them to stand out over the competition. Imagine walking through stores and seeing our labels on your favorite products and brands! Day or Night Shift Available: 3 day/12.25 hour shifts on a rotating schedule. Training Monday-Friday, 7am-3pm for approximately 8 weeks. Required: High School diploma or GED.

Shop Assistant-FT-McFarland Truck Lines

Apply At: <https://shorturl.at/HcWtm>

Assist with various tasks related to truck and trailer washing, including cleaning and detailing trucks and trailers. Support the team in conducting routine cleaning and upkeep of shop. Help with custodial tasks to maintain a clean and organized work environment. Engage in car wash activities to keep the fleet looking presentable. From \$16.00 per hour

On Call House Cleaner-PT-Emily Paulson Home Cleaning

Apply At: <https://shorturl.at/M9jOH>

We are currently seeking an on-call house cleaner to join our team, specializing in move-out cleans. The ideal candidate will have a keen eye for detail, a passion for cleanliness, and a dedication to delivering outstanding results. This position offers flexible hours and the opportunity to work with a dynamic team in a fast-paced environment. \$15.00 - \$17.00/hr

General Maintenance-PT-McGaffey Property Management

Call: (507) 319-4200

Performs general maintenance and repair of building's, understanding electrical, or sanitary systems. Performs rental turnovers, make units ready for new tenants. Respond to written or verbal generated work orders and tenant calls. Evaluate and report to the Property Manager the need for appropriate contractors for repairs. Work requires a basic practical knowledge of several maintenance trades in order to perform most of the following: keeping in good repair building woodwork; wall, floor and other surface treatments; understanding basic electrical and plumbing fixtures, painting; repairing or replacing flooring (carpet and vinyl plank flooring) and equipment; replacing broken window panes and screens. Some travel between cities, Austin, Albert Lea, plus a 50 mile radius. Qualifications: experience as a Maintenance Worker or helper at a commercial or residential property, helpful but not required. High school diploma or GED is helpful. \$18 - 20 /hr. 9 am to 4 pm Monday - Friday. 20 hours per week. dougmcgaffey@homesplusrealty.com

Non-Partisan Get Out The Vote Canvasser-PT-Minnesota Voice

Email: Dan@minnesotavoice.org

Minnesota Voice is looking to hire paid canvassers to do non-partisan voter registration and Get Out the Vote efforts in Southern Minnesota with a specific focus on BIPOC communities. We are looking for passionate individuals with connections to their communities who are willing to engage and encourage people to vote, regardless of their political

persuasion. Canvassers will be paid \$25/hr and will be able to work 5-30 hrs per week depending on your availability. The position is through November 6th 2024. How to Apply: To apply, send an email to Dan@minnesotavoice.org introducing yourself, where you live, and your availability to canvass.

Building Maintenance Tech-FT-Astrup Drug

Apply at: <https://shorturl.at/hNX6H>

Looking for a Full-time (~30-40 hours/week) candidate. This is a Monday - Friday position. Qualifications required: Has a strong problem solving and mechanical aptitude in the range of skills needed to be an effective Building Maintenance Technician. This position is responsible for assisting with general building preventative maintenance, building mechanical repairs, and basic construction duties, for a large independent pharmacy consisting of over 20 pharmacy and office locations.

SPAMBassador-PT-SPAM Museum

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

The SPAMBassador is responsible to interact with visitors to the SPAM Museum. Helping the visitors with interactive displays and providing information about SPAM and Hormel Foods as well as answer questions. Additionally, the SPAMBassador is responsible to care for the SPAM Museum, maintaining the appearance during hours in which it is open to the public. This position also may be required to work evenings and weekends.

Production Associate-FT-Apple Valley Foods

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

The Production Associate is responsible for assisting in the production of food products in accordance with company standards and procedures. Job Responsibilities: Adhere to all safety standards and wear all required safety equipment;. Operate and monitor production line equipment, including but not limited to conveyors, fillers, sealers, and packaging machinery, following standard operating procedures;. Conduct regular inspections of machinery to ensure proper functioning, identifying and addressing any issues or malfunctions promptly. Job Requirements: High school diploma or equivalent.

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.

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.

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

Security Officer – Securitas

Apply at: www.securitasjobs.com

TECHNICAL

Automotive Lead Tech-FT-Firestone

Apply at: <https://shorturl.at/xK3h7>

The Lead Technician position requires your experience and technical expertise to diagnose drivability and electrical systems, while using your leadership and mentoring skills in driving a team toward increased customer care and satisfaction. Pay Range: \$21.60 - \$40.99. Our technicians enjoy a performance-based compensation model known as flat-rate pay. This system rewards our skilled professionals with a predetermined amount for each eligible task, fostering a culture of efficiency and swift task accomplishment, ensuring you're fairly rewarded for your expertise and dedication. These rates reflect average productivity by region. Must have a minimum 5 years of automotive repair experience, completion of Vocational-Technical School program in a related field or demonstrated skills via third party certificates/assessment.

Temp/Casual Lab Assistant-PT-Hormel Institute

Apply at: <https://hr.myu.umn.edu/jobs/ext/362085>

Clean, sanitize and maintain laboratory bench space and equipment such as glassware, aspiration bottles, water baths and CO2 incubators. Biohazard waste utilization by autoclaving. Maintain and replace CO2 tanks. Preparation of bacterial agar plates. Preparation of buffers and solutions following standard lab protocols. Maintain lab supplies inventory by checking stock to determine inventory level while placing and expediting orders for supplies and verifying receipt of supplies. Ensure compliance with all applicable safety regulations in conjunction with the laboratory. Required Qualifications: High School Diploma/GED or equivalent. From \$31,720 a year.

Assistant Supervisor-Security-FT-Mayo Clinic

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

Assists in overseeing the activities and supervision of Security Officers on an assigned shift by providing input, recommending appropriate action, and dissemination of information. They participate in the hiring and training of new Security Officers. They will provide input into staff appraisals and assist with timekeeping duties on occasion. They will perform routine security officer functions as needed in conjunction with Asst. Supervisor duties. Qualifications: Bachelor's degree with one year of security, healthcare, law enforcement or military experience. Associates degree with three years of security, healthcare, law enforcement or military experience. HS/GED with five years of security, healthcare, law enforcement or military experience. \$25.47 - \$34.41 / hour

Temporary Snowplow Operators-FT-MnDOT

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

Maintains roadways for snow and ice control. Prepares and inspects winter equipment. Performs preseason snow route inspection and performs post storm cleanup. Performs winter stockpile setup and transfer of anti-icing chemical. Maintain documentation on snow and ice data for accurate reporting of inventory and resource management. Performs

traffic control set-ups and/or provides notification to dispatch of disabled vehicles. MINIMUM QUALIFICATIONS: Valid Commercial Drivers' License, Class A or B with no air brake restriction. \$24.39 - \$30.60 per hour

RETAIL

Sales Associates-PT-Pet Authority

Send Resume: info@thepetauthority.com

Austin and Albert Lea locations hiring. Need to be available between the hours of: Austin: M-F 8:45am-6pm & Sat 845am-4pm. Albert Lea: M-F 7:45am-6:30pm & Sat 7:45am-3:30pm. Must be able to lift up to 50 pounds, run register, and love pets! Pay based on experience.

Seasonal Garden Center-PT-Dolan's

Apply at: <https://shorturl.at/84gNA>

Dolan's Landscape Center is seeking individuals to accurately perform duties in sales, customer service, receiving and stocking, building and maintaining displays, as well as plant care. We sell a full line of landscape materials, as well as annuals, perennials, trees, and shrubs. This is a temporary position that will be from September-December. This position does require week day and weekend work. Hours are 9am - 5:30pm weekdays and Saturday and Sunday. \$15 - \$16/hr

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

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

Multiple FT & PT positions available.

Multiple Positions-Pet Supplies Plus

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

PT and FT associate and management positions available.

Multiple Positions – AutoZone

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

Multiple PT, FT, and Management positions available

FOOD SERVICE

Barista/Bagel Artist-FT & PT-Boujee Bagels, Blooming Prairie MN

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

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. Hiring starting at 16 years old. \$10.85 - \$18.00 per hour

Dietary Manager-FT-Adams Senior Living, Adams MN

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

This position is responsible for preparing and serving meals, ordering the food and planning menus. Assures meals are presented and served to the tenants' with-in the standards of Housing Director. Assures dining room is always clean and presentable to the public. This a great opportunity for those that wish to serve their community. Kitchen experience is great to have but not a requirement. In house training is provided upon hire. \$20.00 - \$24.00 per hour

Community Meal Coordinator-FT-Salvation Army

Apply at: <https://shorturl.at/LAjm2>

The Community Meal Coordinator manages the community meal program, ensuring a welcoming atmosphere and respectful, dignified treatment of all guests. The program serves evening dinners for 50 to 100 participants Monday through Friday and packages additional take-out meals. The Coordinator oversees meal planning, preparations, compliance, cleanliness, and supervision of the Community Meal staff and volunteers. High School diploma or equivalent required. Must possess an MN Food Protection Certification or be able to obtain it within 60 days of employment. The Salvation Army will support the procurement of the certification. 30 hours/week, \$21.80 - \$30.00/hour

Lunchroom Supervisor-PT-Austin Public Schools

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

Austin Public Schools is seeking candidates to fill the position of Noon Supervisor at our elementary schools. Hours range from 2.5 - 3 hours on student contact days.

Bartender/Server-PT-Lucky's Pub, Hayward MN

Apply at: <https://shorturl.at/W2prU>

We are seeking a skilled Bartender to join our team. The ideal candidate will have experience working in a bar and restaurant setting and possess strong math skills for cash handling. If you have a passion for providing exceptional customer service and creating memorable experiences, we want to hear from you. \$9.00 - \$10.00 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

Student On Site Support Specialist-FT-SEMCAC

Apply at: <https://shorturl.at/7NI5a>

Semcac does require a company application to be completed prior to hire. This application is found on our website at www.semCAC.org/head-start-student-onsite-support-specialist-austin/. Full-time (32 hours/week), 9 months per year. The Student On-site Support Specialist plays an integral role in leading our Head Start program to success. The Student On-site Support Specialist's primary focus is on supporting children around behavior, self-regulation, building relationships and trust with adults and peers, and social-emotional learning. The Student On-site Support Specialist will uphold and implement the policies, practices, and mission of Semcac's Head Start program to ensure program compliance per Federal Head Start Performance Standards and all, local, state, and or agency policies and procedures. Minimum Child Development Associate (CDA) or an Early Childhood Degree or willingness to obtain within two (2) years –or- bachelor's degree. \$21.58 - \$24.13 per hour

Beautician-FT & PT-Sacred Heart Care Center

Apply at: <https://shorturl.at/XGcy2>

As a Beautician at Sacred Heart Care Center, you will provide professional beauty services to our residents, enhancing their well-being and quality of life. You will be responsible for delivering a range of hair and beauty treatments tailored to the needs of elderly residents in a compassionate and respectful manner. \$18.85 - \$21.14 per hour. Cosmetology License (Required)

Activity Director-FT-Cedar Court, Adams MN

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

Fun, self motivated, organized and professional individual to develop, plan, arrange and lead social, cultural and recreational activities for residents in our assisted living and memory care facility. This role is expected to develop and maintain a monthly calendar with planned and prepared activities. In addition to creating and maintaining a robust and exciting activity program, this role is also expected to build community relationships and plan creative and fun opportunities for the residents to come together and engage in activities as one community. \$18.00 - \$21.00 per hour

Dental Assistant-FT-Nelson Dental

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

Tired of working the evening shifts? Want to change lives one smile at a time? Want to be able to work with the newest and best technology available? Have you heard of cad cam imaging? Crown in a day? Physiologic Neuromuscular Dentistry? Nucalm? If this is the first time you are hearing some of these words and are eager to learn more...I believe Nelson Dental would be a great career opportunity for you! Dr. Sean is an LVI trained Dentist who is continually bettering himself and his team for the overall health of his patients. Experience: Dental Assisting: 1 year (Required)

Eligibility Worker-FT-Mower County

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

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. Knowledge, Skills and Abilities Required: Knowledge of general fundamentals of human/social services and human behavior. Excellent time management skills. \$26.58~\$30.72 per hour.

Paraprofessional-FT-Austin Public Schools

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

Qualifications: Candidate must have an AA Degree, AS Degree or 60 semester credits of post secondary education (equivalent of 2 years) or a passing score on the paraprofessional assessment test. Passing pre-employment physical. Ability & interest to students. Serves as the Supervisor in our Academic Recovery Room assisting students with self-regulation and academic tasks. Salary/Benefits: Hourly starting rate of pay is \$18.35 per hour.

Designated Coordinator-FT-Cedar Valley Services

Send Resume: mshippy@cedarvalleyservices.org

Responsible for the development of individual service plans based on a thorough assessment of persons served interests and abilities; coordinating this plan with other staff and outside team members. Caseload is potentially comprised of Waiver and EE participants and may also include seniors. Will assure quality programming which meets DHS, DEED, and CARF requirements and other applicable regulations. Provides direction and support for direct care staff both in the facility and in the community. Qualifications include: Bachelor's degree (preferred) 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; **OR** Minimum of 50 hours of education and training related to human services and disabilities; **AND** Four years of full-time work experience providing direct care services to persons with disabilities under the supervision of a staff person who meets one of the first three qualifications. Requires valid MN driver's license along with acceptable driving record. Background check required.

Designated Employment Specialist-FT-Cedar Valley Services

Send Resume: mshippy@cedarvalleyservices.org

M-F, days. The Designated Employment Specialist is responsible for development of community job sites for persons 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. Requires valid MN driver's license along with acceptable driving record. Background check required.

Direct Care Professional-FT or PT-Cedar Valley Services

Send Resume: mshippy@cedarvalleyservices.org

M-F, days. Assist/train adults with developmental disabilities, our persons served, with personal care, work skills, transportation, and independent living skills. HS diploma/GED and experience preferred. Requires valid MN driver's license along with acceptable driving record. Background check required.

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

*Psychiatric Nurse Practitioner FT: The ideal candidate will have a strong background in psychiatric nursing and a passion for optimizing mental health care for individuals from diverse backgrounds. You will play a crucial role in providing expert evaluation, prescription, and monitoring of psychotropic medications to our diverse patient population. Your focus on precise medication management will significantly contribute to the overall well-being of our patients. As a Psychiatric Nurse Practitioner at Independent Management Services of Minnesota, Inc. you will be an important part of a dynamic outpatient mental health provider making important contributions to the mental health of our local communities. We do not require after hours or weekend call and are able to offer a high degree of schedule flexibility to help with work/life balance. We offer a competitive salary and benefits package. Required: Master's or Doctorate degree in Psychiatric Nursing from an accredited college or university; active and unrestricted State of Minnesota License to practice medicine.

*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

***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

OFFICE & ADMINISTRATIVE

Office Tech-Auditor/Treasurer-FT-Mower County

Apply at: <https://shorturl.at/3OAYs>

Minimum Qualifications of Education and Experience: High school diploma or G.E.D.; 3 years administrative support or related experience; or an equivalent combination of education and experience. Prefer Associate degree in Business, Administration or Accounting with at least 1 year of related work experience. 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. Starting pay \$24.76~\$28.61

Administrative Office Coordinator-FT-Sevita

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

In this role, your tasks will be diversified, and you will be supporting our mission. Support management with administrative duties, including scheduling, travel planning, and routine correspondence. High school diploma or equivalent; college degree strongly preferred. 2-3 years of experience in administrative support or an equivalent combination of education and experience. \$19.58 an hour.

Medical Receptionist-FT-Premise Health

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

Mon & Wed 7:00 am - 4:00 pm; Tue & Thu 7:00 am - 6:00 pm; Fri 7:00 am - 12:00 pm. Essential Functions: Organizes and maintains a filing system for patient charts, including generating chart numbers, filing, and pulling charts. Answers telephone and either responds to inquiry, directs caller to appropriate personnel, or initiates a triage slip for response by medical personnel. Schedules appointments and enters appointment date and time into computerized scheduler. High school diploma/GED required.

Office Coordinator-FT-MacPhail Center for Music

Apply at: <https://shorturl.at/3tP6u>

The Office Coordinator supports the operation of MacPhail Center for Music in Austin, and provides service to the public, students, and faculty. This position develops close working relationships with members of an assigned faculty group for the purpose of supporting the faculty and MacPhail administration. Education: High-school diploma or equivalency. B.A. preferred. M-TH, 12:00 PM – 8:00 PM and F 9:00 AM – 5:00 PM. \$20.60 per hour, benefit eligible

Site Manager-FT-Llyod Management

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

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. Main Job Tasks & Responsibilities: Lease & show available units. Interview residents to help predetermine qualification. Assist with rent collection and delinquencies. Generate relevant documents for resident move ins. Process affordable housing applications/certifications.

Teller-FT-Wells Fargo

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

Support customer engagement by processing teller transactions, sharing digital solutions, and making appropriate introductions to bankers. Complete operational activities while minimizing risks under established policies. Perform routine transactional, operational, and customer support tasks efficiently through knowledge of bank procedures and products, as well as partners across the organization. Required Qualifications: 6+ months of interacting with customers experience, or equivalent demonstrated through one or a combination of the following: work experience, training, military experience, education.

Marketing & Communications Manager-FT-The Hormel Institute

Apply at: <https://hr.myu.umn.edu/jobs/ext/361641>

The Hormel Institute's (HI) Marketing and Communications Manager, reporting to the Chief of Staff, is responsible for supporting the Executive Director and HI Leadership Team, as well as HI members in their efforts to build the reputation and position of the Institute by communicating to the broader public the breadth, depth, and impact of the research of The Hormel Institute. The Marketing and Communications Manager oversees marketing, communications (including public and internal relations), and branding efforts to enhance visibility and reputation of the Institute by highlighting the exceptional research efforts. Required Qualifications: BA/BS degree plus at least six years of professional experience. We recognize that professional experience can serve as a valuable substitute to a formal degree and therefore we welcome individuals to apply who have demonstrated exceptional skill and knowledge through their work experience, with or without a degree. \$90,000.00 - \$105,000.00 per year.

Multiple Positions-Hormel

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

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

SALES

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