

Workforce

DEVELOPMENT, INC.

*The Workforce Development Board
of Southeast Minnesota*

Mower List 10/28/24

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

**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.

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:

- The first session on Tuesday and Thursdays will leverage Northstar Digital Literacy to foster development of computer skills, proficiency in commonly used office software, and various employability skills.
- The second session on Tuesday and Thursdays 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.

STAY CONNECTED

-  SEMNWorkforce
-  @Workforce_Dev
-  Workforce Development, Inc.
-  semnworkforce
-  Workforce Development, Inc.
-  hello@wdimn.org

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

INTERESTED?



Contact
Jackie Avery
javery@wdimn.org
507.512.6205

Class Information

▶ **December 3, 2024 - February 25, 2025**

Tuesdays & Thursdays
Northstar Digital Literacy
& Career Pathways
12:30 - 3:00 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 **NOT** be class from December 23rd thru January 6th



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:

-NO GED OR DIPLOMA REQUIRED!

-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!

AUSTIN CNA CLASS

- JAN. 29 – MAR. 24 M/W 8:30AM – 2:30 PM

ALBERT LEA CNA CLASS

- APR. 7 – MAY 2 M/W/F 9AM – 3:30PM

FARIBAULT CNA CLASS

- JAN. 14 - FEB. 13 T/TH 4PM - 8:50PM PLUS FEB. 15-16 SAT / SUN 7AM - 7PM
- FEB. 24 - APR. 23 M/W 10AM - 3:50PM PLUS APR. 28-30 M/T/W 6:30AM-2:30PM
- FEB. 25 - APR. 24 T/TH 4PM - 8:50PM PLUS APR. 19-20 SAT / SUN 7AM - 7PM

Contact: Heidi Hillson at 50.460.5021 or hhillson@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

Cargo Van Driver FT-Straight River Wax Worms

Apply At: <https://tinyurl.com/3wwv36yf>

Looking for a van driver to help deliver live worms to our customers. We are a small family owned business that raises wax worms for the bait and pet industries. This position delivers on Tuesday, Wednesday and Fridays locally. Will be required 1 trip every few weeks to Indiana. We deliver with 2023 Ford Transit Vans. Employee must be able to lift 30 lbs, have a Class D drivers license, clean driving record, able to follow instructions and reliable. Starting rate is \$0.37 per mile and will average atleast 2000 miles per week. Fuel cards are supplied by employer. Any questions please feel free to email us. Applicants must live with-in 40 minutes of Ellendale, MN. \$18.00 - \$23.00 per hour

Multiple Positions FT-Smyth Printing

Apply At: [Current Openings - Smyth Companies](#)

Smyth-Austin is seeking candidates for Press Operator Assistant who take pride in what they do, love being part of something great, enjoy learning, and creating new opportunities for our customers. From big moments to everyday moments, you get the opportunity to make a difference. Come take the next step in growing your career with us! Day or night shifts available. Monday-Friday or rotating 12 hour shifts.

Evening Custodian PT-Pacelli Catholic School

Apply At: <https://tinyurl.com/ykb7ahw9>

The ideal candidate will be responsible for maintaining cleanliness and orderliness in various facilities, ensuring a safe and welcoming environment for all occupants. This role requires a proactive approach to custodial duties, including both routine cleaning and specialized tasks. Monday - Friday 4:00 p.m. - 8:00 p.m. On sporting event evenings 4:00 p.m. - 10:00 p.m. From \$15.00 per hour

House Cleaner PT-Emily Paulson Home Cleaning

Apply At: <https://tinyurl.com/7886638e>

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

Environmental Services-FT-Mayo Clinic

Apply At: <https://tinyurl.com/ywtctrwr>

Cleans and maintains assigned items and areas to facilitate smooth daily operations. Must be flexible to respond to changing priorities and handle changing workflow. Other duties as assigned. Must be 18 years old. Must be able to read, write, communicate and understand English. \$18.11 - \$24.48 / hour. Monday - Friday: 3:30pm - 12:00am. Holiday and weekend rotation.

Housekeeper-FT & PT-Double Tree by Hilton

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

Our housekeepers primarily do the cleaning for the hotel rooms. Hotel, Housekeeping, or Professional Cleaning Experience is preferred, but not required for the right applicant! Flexible Hours! Start time is 9am for Monday-Friday. Start time is 10am on Saturdays and Sundays. From \$14 an hour

Farm Labor FT-Steven Schwartz Farms

Call: 612-987-1296

Seasonal farm labor, with the potential to become permanent employment. Pay based on experience. Drivers license required. Heavy duty equipment experience preferred, but not required. Full time with the potential for overtime. Call or email for more information. Lkesup77@yahoo.com.

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.

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

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.

Production Associate-FT-Apple Valley Foods

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

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.

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. **New starting wage is \$15.00/hr.** Raises given based on merit and seniority. Please apply at <http://www.kingmaintenanceinc.com/application.pdf>. Download application, fill it out, and fax to 507-437-2008. Include job code "CleanTech23-RCC" when applying. Applications also available at the Workforce Development office.

Production/Forklift-Hormel

Apply at: hormeljob.com

Security Officer – Securitas

Apply at: www.securitasjobs.com

TECHNICAL

Facilities Director-FT-YMCA

Apply at: <https://tinyurl.com/4nawn5nf>

The Facilities Director will supervise all custodial staff. They will provide direction, coaching, and assistance to the custodial staff and Y team members with the goal of ensuring the building are and property are clean, safe and operational. Other supervisory tasks will be required such as managing schedules, approving timecards, completing performance reviews and collaborating with YMCA partners. Required Education and Experience: Bachelor's degree in related field or equivalent experience. Certified Pool Operator. Class A Boiler License. Minimum of 3 years of experience in maintenance, housekeeping, or related field. \$55,000 - \$75,000 a year

Graphics Tech-FT-Precision Signs

Apply at: <https://tinyurl.com/fvpky2nh>

The Router File Specialist will be responsible for preparing and setting up router files for our router machines used in the production of custom signs. The ideal candidate will have expertise in graphic design software such as Enroute and Corel Draw, with a keen eye for detail and a passion for precision. Qualifications: Proficiency in Enroute and Corel Draw or similar. Experience with router machines and file setup is highly preferred. \$19.94 - \$20.99 per hour

Cabinet Finisher-FT-Jones Cabinets

Apply at: <https://shorturl.at/0xBOn>

Jones Cabinets in Austin MN would like to hire a full-time cabinet finisher with experience. Jones Cabinets has been making and installing cabinets since 1981. We are a cabinet shop that wants people who care about the final product that our customers receive. Requirements for Cabinet Finisher: 3 years painting experience. Able to lift 75 lbs. \$17.00 - \$23.00 per hour

Equipment Repair Tech-FT-McDonald's

Apply at: www.mccourtesy.com

Courtesy Corporation McDonald's is currently seeking qualified candidates with basic electrical skills, refrigeration, HVAC skills, and a strong work ethic with the ability to work independently. This candidate will be responsible for trouble shooting and equipment repair of multiple McDonald's restaurants. Tasks vary on a daily basis per restaurant needs. This is a 40+ hour/week, year round position. Benefit package offers competitive wages, health insurance, paid vacation, paid drive time, uniforms, tools, meal allowance, paid training classes, and company vehicle.

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

Food Product Demonstrator-PT-Kwik Trip

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

Kwik Trip 689 1201 W Oakland Ave Austin, MN 55912. Kwik Trip is seeking energetic, outgoing and positive people to make a difference in the communities we serve. Our Food Product Demonstrators provide our guests information about our quality food products and product promotions. \$15 an hour

Sales Associates-PT-Pet Authority

Send Resume: info@thepetauthority.com

The Pet Authority Austin and Albert Lea is looking for a PT Sales Associate. Must have a passion for animals, a positive attitude, be motivated, dependable with reliable transportation, and able to work up to approx. 16-20 hours per week between 8:45 and 6:30 M-F and 8:45-4:30 Sat...no Sundays. Good customer service skills are a must as is the ability to lift 50# regularly and be on your feet for your shift. Duties include helping customers, cashiering, stocking, cleaning, etc. Apply in person during business hours at 803 18th Ave NW.

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

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

Nutrition Services Helper-PT-Austin High School

Apply at: <https://tinyurl.com/yc7ft99w>

Immediate Food & Nutrition Service helper position available at Austin High School for 3.75 hours per day on school days. The Food Service helper is responsible for performing routine food service activities such as serving, cleaning, setting up for meals, cooking, cashiering, prep work, and other duties as assigned. \$18.95 per hour

Barista-PT-Scooters Coffee

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

As a Barista you will prepare and serve a variety of hot and cold beverages while providing fast, quality customer service. You will ensure the store is clean and sanitary, products are stocked, and fun is being had on every shift. From \$11/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

Multiple Positions-Applebee's
FT and PT available.

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

Crew Member– Culvers
Multiple FT and PT food service positions available.

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

HEALTHCARE, HUMAN SERVICES, & EDUCATION

Residence Director/Nurse FT-Our House Senior Living

Apply at: <https://tinyurl.com/3mbju5t9>

Ensure federal and state Assisted Living regulations and policies governing resident care are adhered to and carried out. Assist with completion of resident assessments and individual service plans. Participate with community events to ensure positive relationships are developed and maintained. Perform human resource functions such as hiring, mentoring, and directly supervising employees; employee engagement. Manage budgets, including processing accounts payable and accounts receivable. Follow up with any concerns by residents and/or families as the main point of contact. An associate degree from an accredited college in a health care related field; or a bachelor's degree from an accredited college and one year experience working in a health care related field having direct contact with older adults or related client group; or completed an assisted living administrator's training course approved by the department; or has a nursing home administrator's license.

In Home Caregiver FT or PT-Dawn's Home Care, Blooming Prairie

Apply at: <https://tinyurl.com/286akpvi>

Responsibilities: Assist me with daily living, including, bed bathes, catheter care, tracheostomy care, dressing, bowel program, using a hooyer lift and grooming. Assist me with medications. Preparing meals and feeding me as I'm unable to do myself. Perform housekeeping tasks, such as cleaning and laundry etc. Accompany clients to appointments and social outings. Experience: Previous experience in caregiving or a related field's. Driver's license and reliable transportation. \$19.00 - \$22.00 per hour

Sterilization Tech PT-Legacy Dental

Apply at: <https://shorturl.at/bMvv6>

To keep the sterilization area running in an orderly fashion, help with patient care where needed (according to state regulations), make sure patients are treated with a "wow" experience every time, maintaining sterilization zone to optimal levels of OSHA. \$15 - \$18 an hour

Dietitian-FT-Mayo Clinic

Apply at: <https://shorturl.at/NLFi2>

Provides medical nutrition therapy following the nutrition care process and as part of a multidisciplinary team. Also provides nutrition education for staff, students, and the community in a variety of settings and formats. Actively participates in inter- and intradepartmental activities, meets relevant regulatory requirements, provides quality outcomes and maintains professional competencies. Serves as a resource for medical staff and allied health professionals. May also be involved in food service systems depending on individual job requirements. Minimum of one year experience with Clinical Dietetics preferred. Bachelor's degree in Dietetics or related field. \$59,000 - \$88,600 a year

Medical Department Manager-FT-QPP

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

Promoting and Administering Health-Safety programs including but not limited to pre-employment examinations, disease detection prevention and treatment for injury and illness including follow up care. Handle Health-related inquiries and injuries from applicants, employees, and supervisors. Benefit administration which includes medical, dental, vision, life, STD, LTD insurance programs. Maintain employee records including Medical files, Attendance and HRIS information.

Chiropractic Tech-FT-Bollingberg Chirporactic

Call: 507-433-4013

Perform rehabilitative therapies. Organize patient workflow. Chiropractic experience/health background preferred, but not required. Call Rolf at 507-433-4013. 15-20 hours/week. \$15-\$16/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)

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.

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

Multiple Positions-Parenting Resource Center

Send Resume To: director@prc-austinmn.org

***Youth Prevention Specialist PT-** The Specialist carries significant responsibility for planning, facilitating, and evaluating youth-focused activities and initiatives, ensuring they align with community needs and prevention strategies. The Specialist will serve as a positive role model for students and foster an environment of respect, learning, and collaboration. Minimum Qualifications: Associate's degree with 1 year of experience working with youth or in prevention programming, or: Two years of experience in youth leadership, community organizing, or prevention programming. \$16.00 per hour.

*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

Teller-FT-Alerus Financial

Apply at: <https://tinyurl.com/mwud9n9f>

This position is responsible for client service and support by handling financial transactions for lobby and/or drive-up clients in a professional manner. Provide clients with a clear understanding of the technical aspects and benefits of products and services offered to support our client’s financial wellness goals. Responsibilities include teller transactions, safe deposit box, client service, branch security, and basic knowledge of Alerus products and services.

Service Advisor-FT-Asa Auto Plaza

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

We need a Service Advisor who is an expert in the art and science of customer service. Must be able to greet guests, schedule appointments and act as a liaison between customers and service techs. If you can make customers feel welcome and confident that their needs are being met, then our dealership may be your next career home. Put your people skills to work for us and find out more now. \$50,000 - \$120,000 a year

Events & Facilities Administrator-FT-Hormel Institute

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

The administration department at The Hormel Institute serves as the backbone of the organization, consisting of administrative assistants who offer crucial support across all areas. Their primary role is to ensure the seamless functioning of operations by managing administrative tasks, facilitating communication, and providing essential aid to all departments and faculty. The administration department plays a pivotal role in advancing The Hormel Institute's mission by providing indispensable support services, allowing faculty to concentrate on their scientific endeavors, and managers to prioritize other initiatives while ensuring the seamless operations of The Hormel Institute. The Events & Facilities Administrator provides administrative support to the building facilities team, event planning and logistics, as well as financial management of events. This position reports directly to the Operations Manager. The Events & Facilities Administrator handles a varied portfolio of assignments and exercises independent judgment in prioritizing work, problem solving, and building constructive relationships with staff and others. This position will be responsible for event planning, execution, and tracking as well as departmental organization and ordering. Required Qualifications: BA/BS degree or a combination of related education and professional work experience to equal at least four years. Experience handling sensitive and/or confidential information with tact and diplomacy. \$52,415.50 - \$69,502.50 per year

Office Support-FT-Independent Management Services

Send resume to: apply@imsofmn.com

The Office Support/Client Financial Specialist is responsible for managing the day-to-day activities of the office to include reception duties, ensuring that customers are tended to, data entry, sorting and distributing mail, maintaining client finances, opening/balancing checkbooks, handling bank deposits and cashing checks, filing Social Security benefits, paying clients bills, providing personal needs money to clients, filling out necessary reports for clients, counties, the State, and other duties as assigned. From \$15.00 per hour

Customer Service Rep-FT-CSN Collision

Apply at: <https://shorturl.at/C8hVd>

Assisting in the scheduling of estimates. Intake of new vehicle arrivals and updating job file data. Updating Customers & Insurance handlers of repair process. Manage walk in traffic & phone calls. Assisting with pick up & delivery of customers & vehicles. Work with technicians to keep an accurate customer expiation on repairs. Requirements: Comfortable communicating with people. Valid drivers license. Pay: up to \$22.00

Teller-FT-Home Federal Savings Bank

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

This position will work Monday - Friday, with a Saturday rotation and scheduled approximately 40 hours per week. Our Tellers are the first line of contact for our clients, so customer service experience is required. Our talented team of Teller staff is an integral part of the Home Federal team environment. Required qualifications include: Minimum of 1+ year customer service and cash handling experience required

Teller-FT-First Farmers & Merchants Bank

Apply at: <https://shorturl.at/BB9Ew>

Our Tellers are the face of our business - promoting our mission and providing outstanding service by performing banking transactions, opening new accounts, and building strong customer relationships. Qualifications: Customer Service experience. Experience with Microsoft Office programs.

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.

Multiple Positions-Hormel

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

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

SALES

Store Manager FT-AT&T Rocky Mountain Wireless

Email resume to: genobolger@rockymountain-wireless.com

Plans and directs the day-to-day operations of the store. Develop strategies to drive store sales and goals with maintaining a high level of customer service. Train employees and evaluate sales tactics for effectiveness and overall customer engagement. Outside and Inside Sales to commercial, government and consumer cell phone and Direct TV products and services. Required: Strong verbal and written communication skills. Attention to detail. High level of self-motivation. Reliable transportation, and the ability to travel to our other locations if needed. \$40,000.00 - \$60,000.00 per year.

Parts Specialist FT-Austin Ford Jeep

Apply at: <https://tinyurl.com/z646ykyf>

Manage parts inventory and stock levels. Assist customers with parts inquiries and orders. Utilize cash register for transactions. Coordinate order fulfillment and delivery. Requirements: Proficiency in sales, preferably in an automotive or dealership environment. Strong organizational skills to manage parts inventory efficiently. \$18.80 - \$19.16 per hour.

Sales Associate/Estimator FT-Huffman Flooring Desing Center

Apply at: <https://shorturl.at/Tvn0e>

Your primary responsibility will be to assist customers in selecting the perfect flooring options that not only enhance the aesthetics of their rooms but also align with their unique personality and lifestyle. By understanding our client's preferences, you will guide them through the selection process, offering expert advice on the different types of flooring materials, colors, textures, and styles available. Possibility for earned bonus commissions for the ability to learn how to properly and effectively measure up jobs, land the sale and ordering of product. \$18.00 - \$28.00 per hour

PROFESSIONAL

Assistant City Engineer-FT-City of Austin

Apply at: [Assistant City Engineer](#)

The City of Austin is seeking a talented and driven Assistant City Engineer who is eager to take on the challenge of leading public works projects that will directly benefit our community. This role offers an exciting opportunity to lead, manage, and contribute to a variety of public works projects that directly benefit our residents. This position performs complex engineering work in the planning, designing, and overseeing of public works projects, including roads, stormwater management, and much more. You'll manage engineering teams, contractors, and consultants to ensure projects are completed on time, within budget, and to high-quality standards. Qualifications include a Bachelor's degree in Civil Engineering, 3 years of municipal engineering experience; certification as an Engineer In Training, and a valid driver's license. Registration as a Professional Engineer is preferred, but not required. If you're ready to bring your expertise to a role that makes a real difference, we encourage you to apply. Wage range of \$91,957 – \$131,373 annually. For consideration, submit a City of Austin application packet, which includes a supplemental questionnaire, to 500 4th Avenue NE, Austin, MN 55912 or by email to twiechma@ci.austin.mn.us by Friday, November 1, 2024.

MN Farm Bill Wildlife Biologist-FT-Pheasants Forever

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

Pheasants Forever is hiring for *two* positions, one based in Preston and one based in Austin, Minnesota. An individual in this position will work in a joint capacity with Pheasants Forever, Inc. (PF), USDA Natural Resources Conservation Service (NRCS), Soil and Water Conservation Districts (SWCDs), the Board of Water and Soil Resources (BWSR) and the Minnesota Department of Natural Resources (DNR) to promote, accelerate enrollment, coordinate, and implement the voluntary conservation provisions of the Federal Farm Bill and other related state, local and other voluntary conservation programs. Preferred Education and Experience: Any combination of training and/or experience that will

enable the applicant to possess the required knowledge, skills, and abilities. Either a Bachelor of Science Degree or technical degree in Wildlife Management, Natural Resources Management, Agriculture, Forestry or closely related natural resources field. Experience in agriculture or grassland management practices is preferred. To be eligible for Farm Bill Wildlife Biologist II, individual must have several years' experience working with CRP and farm bill programs. Salary Range: \$43,000 – \$49,000 commensurate with experience + benefits (see benefits summary at www.pheasantsforever.org/jobs).

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