

# Workforce

DEVELOPMENT, INC.

*The Workforce Development Board  
of Southeast Minnesota*

## **Mower List 12/16/24**

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

**We will be closed on Tuesday the 24<sup>th</sup> and  
Wednesday the 25<sup>th</sup> for the holiday.**

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

**Job Seekers, find this list on our website at:**

**<https://workforcedevelopmentinc.org/jobs-trainings/>**

**and use the “clickable” links to easily apply for jobs on the web.**

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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.

# Bridges to Healthcare

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

**- ADVANCED NURSING ASSISTANT (LPN/RN)**-CONTINUOUS ENROLLMENT. CLASSES AT RIVERLAND COMMUNITY COLLEGE CAMPUS.

## **REQUIREMENTS:**

-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 BARRIERS TO EMPLOYMENT, AND WHO NEED ENHANCED EDUCATIONAL AND SUPPORTIVE SERVICES TO BE SUCCESSFUL.

-MUST PASS A CRIMINAL BACKGROUND STUDY.

## **SERVICES OFFERED:**

-ASSESSMENT

-CAREER PLANNING

-SKILLS TRAINING

-JOB SEARCH GUIDANCE AND RESOURCES

-PREPARATION FOR FURTHER TRAINING AND EDUCATION

-ACADEMIC AND FINANCIAL SUPPORT

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

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

## **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 507.460.5021 or [hhillson@wdimn.org](mailto: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**

**Entry Level Building Maintenance Tech FT: Sterling Pharmacy**

Apply At: <https://shorturl.at/S13VA>

The Building Maintenance Tech is responsible for assisting with general building preventative maintenance, building mechanical repairs, construction duties, regular delivery of merchandise and supplies to all retail stores, and occasionally receiving freight at our warehouse.

**Onsite Coordinator FT: Vestis**

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

The Onsite Coordinator position: 3rd shift: 930 pm - 530 am. Sunday - Thursday. Employed by Vestis but will work primarily at the customer location in Austin, MN. Establish and maintain relationships with customers providing consistent, effective communication in a variety of settings and styles with customer service and retention in mind. Responsible for the accuracy and integrity of all account and delivery information. Receive and sign documents for laundry site deliveries by Service Provider divisions. Daily management of garments including stocking and managing garment racking.

**Entry Level Maintenance Tech FT: QPP**

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

Get ready to bring home the bacon! You'll receive a competitive hourly rate of \$22.85 for 32 hours and 8 hours of overtime pay. How does a long weekend sound? In this role, you will work 4 nights/week from 9:30 pm - 7:30 am. As an entry-level Night Maintenance Technician, you'll be the hero of our factory, ensuring that our production equipment is in top shape. You'll have the opportunity to tear down and set up equipment, working on everything from welding to hydraulics, pneumatics, electrical, electronics, and specialized machinery. Safety is a top priority for us, and we value individuals who are committed to maintaining a safe work environment. Plus, with the opportunity for overtime pay, you'll love keeping busy and being rewarded for your hard work!

**Environmental Services Tech FT: Mayo Clinic**

Apply At: <https://shorturl.at/9yRod>

By disinfecting and cleaning patient, exam, procedure, operating rooms, and public spaces, Environmental Service Technicians ensure that patients, staff, and visitors have access to clean, safe environments and promote positive

patient outcomes. The use of proper chemicals, floor scrubbing machines, and replenishing supplies is critical to maintaining the cleanliness of healthcare facilities. Environmental Service Technicians must be trained to use these tools safely and properly to prevent damage to surfaces and ensure that no harm comes to patients, staff, or visitors.

Qualifications: Must be 18 years old. Must be able to read, write, communicate, and understand English. \$18.11 - \$24.48 / hour. On top of base pay there is also an evening shift differential of \$1.30 / hour for weekday evenings and \$3.05 / hour for weekend evenings.

Snow Removal PT: Dolans Landscape

Apply At: <https://shorturl.at/6OTYY>

We are looking for snow removal help - shovelers. Must be a flexible worker, weather is unpredictable during winter. and requires all hours days of the week for availability. Please complete online job application!

[www.dolanslandscapecenter.com](http://www.dolanslandscapecenter.com). Pay: \$15.00 - \$17.00 per hour. Drivers license required.

Lead Office Maintenance Tech FT: Hormel Corporate Office

Apply At: <https://shorturl.at/huay5>

The hours for this position are Monday thru Thursday, 6:00pm to 2:30am, Friday, 1:00pm to 9:30pm. RESPONSIBILITIES: The person in this position: Performs interior and exterior janitorial and/or building maintenance duties at all corporate campus properties including CON, COS, R&D Innovation Center, R&D LAB, SPAM Museum, Sales Cabin, and Hormel Health Clinic. Will perform other related duties as required by management. Will perform janitorial duties for selected executive offices. Must be able to understand drawings prepared by Hormel's furniture supplier in order to install new modular furniture and reconfigure existing workstations. Duties include designing, planning, dismantling and construction of workstations, implementing move, adds, and changes (MAC) throughout the corporate campus. Climb a ladder and change lights anywhere from 12 to 20 feet. Wash windows using ladder up to 12 feet. Able to stand for long periods of time. Must have a valid Minnesota driver's license. Unless they have over 13 years of experience, the starting pay will be \$19.90.

Property Manager FT: College Park Housing at Riverland

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

Attracting new tenants through advertising, property viewings, and encouraging referrals. Negotiating and enforcing lease agreements. Addressing tenant complaints and inspecting vacated units. Contracting and supervising repairs and maintenance work. Collecting rent, dealing with late payments, and handling operating expenses. Maintaining records of income, expenses, signed leases, complaints, maintenance, etc. Preparing reports on the financial performance of properties. Terminating leases and initiating eviction proceedings. From \$37,500.00 per year

Process Operator FT-Cargill Blooming Prairie

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

Monitoring and controlling the various unit operations via the process control system, checking product quality and progress. Acquiring general knowledge of the plant boiler and acquiring required boiler license(s) as soon as possible within four-year wage progression period. Conducting boiler water analysis and boiler spot-checks as required. What You Will Need: Must be eligible to work in the United States without visa sponsorship. Must be 18 years or older. From \$23.50 an hour.

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

### 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](mailto:dougmcgaffey@homesplusrealty.com)

### 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.

### 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](http://hormeljob.com)

### Security Officer – Securitas

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

## **TECHNICAL**

### Maintenance Tech-FT-International Paper

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

Perform preventative maintenance activities such as lubricating, measuring run out, calibrating dials, aligning components, and observing operations, vibrations, and noise level. Perform emergency/break down maintenance as necessary to support plant operations. Accurately use measurement and test equipment. Perform electrical, mechanical, pneumatic, hydraulic, steam system, and other repairs and installations as needed. The Skills You Will Bring: Strong

mechanical skills and aptitude. Strong troubleshooting skills. Written and verbal communication skills. Preferred skills in pneumatics, electrical, PLC and hydraulics. Candidates selected for further consideration will be required to complete a tests on job-related skills, a panel interview, background check, drug screen, and pre-employment health assessment. Shift C or D (6pm-6am). \$32.50/hr. up to \$38.00/hr.

Vet Tech-FT-Willow Pet Hospital

Apply at: <https://tinyurl.com/5bpzb3ze>

Veterinary Technician working with dogs and cats in a fast paced environment. Our mission is to provide the best care with compassion to our patients and clients. Their responsibility is to help our doctors, other technicians, and receptionists in all duties of the hospital. Experience: Proficient in animal handling and restraint techniques. Knowledge of veterinary medical terminology and procedures. \$17.00 - \$24.00 per hour

Maintenance Tech-FT-College Park Housing

Apply at: <https://shorturl.at/NYu21>

Engages in painting and performing basic repairs to masonry, woodwork and furnishing of buildings. Engages in the maintenance and repair of stairs, railings, gates, fences, patios, roofing, gutters, tile, carpet, flooring, fireplaces, ceiling fans, appliances, doors, cabinets, windows and other equipment as needed. Assists others as requested, including moving furniture and unloading and storing supplies. Performs maintenance work and conducts preventative maintenance on a regular basis. High School diploma or equivalent required. Demonstrated basic knowledge of carpentry, plumbing, and electrical. From \$21 an hour

Custom Applicator-FT-Central Farm Service

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

In this job, the team member will provide accurate application of agronomy products according to customer specifications. Requirements: Maintain a valid Commercial Driver's License (CDL) with hazmat and tanker endorsements. Maintain air brake endorsement with class B CDL. Maintain required Department of Transportation (DOT) medical certification. \$50,000 - \$70,000 a year

Plant Supervisor-FT-Ferrellgas

Apply at: <https://shorturl.at/o3CTo>

This Plant Supervisor is responsible for supervising the daily operations of the service center in order to meet high safety standards and provide technical knowledge and skills to ensure compliance with codes, regulations, and company policies. Qualifications: High school diploma or equivalent. 5+ years of work-related experience. 3+ years of progressive operations and customer service experience preferred. Commercial driver's license and Class B CDL license with hazmat & tank endorsement required; Class A CDL license with hazmat endorsement preferred.

## **RETAIL**

Store Manager in Training FT-Running Supply

Apply At: <https://tinyurl.com/52hx3phe>

The MIT is responsible for assuring the highest level of customer service while learning to manage store operations. Successful candidates must be willing to relocate for available opportunities and be willing to work days, evenings, and rotating weekend/holiday coverage. Hourly Pay Range: \$18.00-25.00 (Depending on Experience) Plus, the position is eligible for an annual discretionary bonus depending upon Company, Store and employee performance.

Sales Associates-PT-Pet Authority

Send Resume: [info@thepetauthority.com](mailto: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 18<sup>th</sup> Ave NW.

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**

Bartender PT-Lucky's Pub Hayward

Apply At: <https://shorturl.at/m3V2A>

We are seeking a skilled Bartender to join our team. The ideal candidate will have experience in the food industry and possess knowledge of various drink recipes. From \$9.00 per hour

Community Site Supervisor-FT-Cedar Valley Services

Send Resume: [mshippy@cedarvalleyservices.org](mailto:mshippy@cedarvalleyservices.org)

Cedar Valley Services has a full-time opening for a Community Site Supervisor working in a food service setting at Riverland College. Monday - Friday day shift. Responsibilities include assessing and supervising our persons served. Requires excellent communication and people skills, ability to work independently as well as in a team environment and meet the physical demands of the job. Qualifications include a high school diploma or equivalent, previous supervisory and food handling experience preferred. Background check required. Excellent benefits package. From \$17.00 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

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**

Home Care Aide PT-Care Planning Institute, Lyle MN

Apply at: <https://shorturl.at/77kxx>

We are in need of a Personal Care Aide to assist one of our clients who is an elderly male Veteran and needs help with showering, dressing, and walking in the city of Lyle, MN. This is a long term position. 12 hours per week. Paid at \$35/hour. Pay is \$31/hour base with a \$4/hour bonus to total \$35/hour. You get the bonus if you work all the shifts you agreed to work during that pay period. The schedule is flexible but must stick to the schedule once it is agreed upon. The position is hired as a W-2 employee. The job starts soon. No experience is required. We can train. Must pass a background check. Must get a TB (Tuberculosis) skin test if not had one in last 3 years. You can do this at CVS Minute Clinics. Schedule appt. online at your local CVS. Cost is \$75. We reimburse the \$75 on the first paycheck - if you keep the receipt: [www.minuteclinic.com](http://www.minuteclinic.com).

Public Health Planner-FT-Mower County

Apply at: <https://shorturl.at/Z8ICC>

Bachelor's degree in Nursing, Public Health, Health Education, Health Policy, or related field and 1-year experience working with policy, systems, and environmental change; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Regular and reliable attendance is a necessary component of job/position. PSE Change Experience preferred. Under general direction, is responsible for leading public health emergency planning in a collaborative environment incorporating emergency management principles. Leads training and exercises in order to build and sustain departmental capacity to respond to emergencies. This role includes coordinating with local government agencies, healthcare organizations, and community partners to effectively plan and execute emergency response activities, training, and exercises, developing and updating emergency preparedness and response plans, monitoring and assessing health threats, collecting, analyzing, and reporting data related to emergency preparedness and response activities. Starting pay for this position is \$33.90/hr~\$39.17/hr depending on education and experience.

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

Designated Coordinator-FT-Cedar Valley Services

Send Resume: [mshippy@cedarvalleyservices.org](mailto: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](mailto: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](mailto: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](mailto:ltuttle@imsofmn.com)

\*ARMHS Practitioner: 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.

\*Adult Mental Health Case Manager: We are seeking an individual that has at least a bachelor's degree in one of the behavioral sciences or related fields including, but not limited to, social work, psychology, or nursing from an accredited college. Applicants should be skilled in the process of identifying and assessing a wide range of client needs; be knowledgeable about local community resources and how to use those resources for the benefit of the client. Individuals should have at least 2,000 hours of supervised experience in the delivery of services to adults with mental illness. Must be able to pass background check.

\*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

\*Housing Stabilization Services Worker PT: This position entails working with disabled persons who are at risk of homelessness or homeless. The position includes providing housing transition service and tenancy sustaining services. Examples of duties include but not limited to: assistance with housing applications, housing searches, identifying resources to cover expenses, assisting in arranging for and supporting details of a move, prevention and early identification of behaviors that could jeopardize stable housing, coaching to develop and maintain key relationships with landlords/neighbors, assistance with housing recertification, training on being a good tenant, lease compliance, and household management, etc.

Multiple Positions-Parenting Resource Center

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

\*Regional ATOD Prevention Coordinator FT- The regional prevention coordinator must reside within the specified geographical region 6 (Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona) and is responsible for working with regional stakeholders in creating, promoting, and sustaining an effective and efficient ATOD prevention infrastructure throughout the region. This includes organizing and sustaining collaborations/coalitions, as well as providing training and technical assistance to DHS prevention grantees and other prevention professionals. This position requires extensive traveling. \$54,080 – \$64,480

\*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.

## **OFFICE & ADMINISTRATIVE**

Administrative Assistant FT-Palaton

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

As an Administrative Assistant, you will be essential in supporting daily operations and enhancing organizational efficiency. Reporting to the Office Manager, you will utilize your core skills in computer literacy, customer service, and clerical tasks to manage schedules, handle communications, and maintain records. Your proficiency in QuickBooks and Microsoft Office will be vital in performing data entry and financial tracking. Additionally, your strong organizational skills will ensure that the office runs smoothly, allowing the team to focus on achieving its goals. Join us to contribute to a productive and collaborative work environment. This role is perfect for someone who is detail-oriented, tech-savvy, and capable of managing multiple responsibilities. \$18.00 per hour

Chiropractic Assistant PT-Draayer Chiropractic

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

We are seeking a dedicated and organized Chiropractic Assistant to join our dynamic team. The ideal candidate will play a crucial role in supporting the chiropractic office's daily operations, ensuring a smooth and efficient experience for both patients and staff. This position requires strong communication skills, attention to detail, and a passion for helping others. Pay: \$16.00 - \$18.00 per hour

Veterinary Receptionist FT-Austin Veterinary Clinic

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

Greet and welcome clients and their pets in a friendly and professional manner. Schedule appointments and manage the veterinary clinic's calendar. Answer phone calls, emails, and other inquiries from clients. Collect and update patient information, including medical history and insurance details. Assist veterinarians and veterinary technicians with various procedures and treatments. Perform basic laboratory tests, such as bloodwork and urinalysis. Requirements: Previous experience working in a veterinary clinic or animal-related field is preferred. Pay: \$12.00 - \$14.00 per hour.

## Multiple Positions-Hormel

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

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

## **SALES**

### Inside Sales/Data Entry/Verifier PT or FT-IBI Data

Apply at: <https://tinyurl.com/ydpbjw43>

Professional phone skills for outbound calls to customers, type a minimum of 35 wpm, follow detailed instructions, dependable, flexible, trustworthy. Preferred Skills: Special consideration will be given to those with any of the following skills: project coordination experience, foodservice industry experience, customer service, sales, bilingual abilities. Work hours could vary and we are willing to work around applicant's other commitments, but would be somewhere between the hours of 8am - 6pm during weekdays. Work would be done on-premises initially but could include hybrid work options after 6 months. Pay: \$16.00 - \$20.00 per hour

## **PROFESSIONAL**

### 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