



JOB VACANCY ANNOUNCEMENT

Position Title: Administrative Case Aide

Status: Full-Time, 40 hrs/week

Salary Range: Grade 7: \$20.26 - \$33.02/hr (wage dependent on qualifications)

Location: Little Falls CareerForce

Benefits Offered Include: Health, Dental, Life, retirement, holidays, PTO, and others, along with mileage reimbursement at the IRS rate.

Position Number: 25-03

Recruitment: Internal/External

Closing Date: August 24, 2025

Primary Position Objectives:

This position exists to provide administrative and reception support to the CareerForce and coordinate the details of multiple programs.

Required Qualifications:

Two-year degree with demonstrated coursework in human services or related field or commensurate related experience or combination of experience and education. Proficient in Microsoft Office products including Word, Excel, and Outlook. Understanding of confidentiality and data privacy. Must be able to pass a criminal background check.

Preferred Qualifications:

Strong written, verbal, interpersonal, and customer service skills. Must work effectively in a team-structured delivery system. Those individuals who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

Essential Functions:

Assist with the intake process as it relates to client programs. Maintain contact with vendors and obtain required paperwork and documents. Develop and provide a monthly report of clients served through multiple programs and documentation of completion of CareerForce services. Track information for intakes, support services paid, and requests declined using spreadsheet software. Type and compose various correspondence and forms. Answer the telephone, route calls and direct walk-in visitors. Manage appointment calendar and make travel arrangements. Develop and maintain office files and records. Respond to requests for information accurately and timely. Complete and transmit office documents. Process daily mail and maintain postage meter. Operate office equipment to ensure high quality correspondence. Order or purchase consumable supplies and distribute them accordingly. Process and record Team financial transactions and take staff meeting minutes. Assist visitors/customers in completing paperwork and referring to staff as appropriate.

Application Instructions: Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager
Rural Minnesota CEP, Inc.
803 Roosevelt Avenue
Detroit Lakes, MN 56501
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at www.rmcep.com. To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

RMCEP is an Equal Opportunity Employer/Program Provider
Upon request, this information will be made available in an alternate form.

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