



## JOB VACANCY ANNOUNCEMENT

**Position Title:** Case Aide  
**Status:** Full-Time, 40 hrs/week  
**Starting Salary Range:** Grade 7: \$17.07 - \$19.64/hr  
**Location:** Bemidji CareerForce

**Position Number:** 22-06  
**Recruitment:** Internal/External  
**Closing Date:** May 15, 2022

### Primary Position Objectives:

This position exists to provide administrative support to job counselors 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. Position requires a valid driver's license, vehicle insurance, and a reliable vehicle.

### Preferred Qualifications:

Experience working in groups and meeting facilitation. 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. Assist with recruitment activities, conduct presentations at area schools, and facilitate training sessions. 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 on spreadsheets for intakes, support services paid, and requests declined. Type and compose various correspondence and forms, filing as appropriate per procedures. Respond to requests for information accurately and timely. Process and record Team financial transactions and reports.

**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](http://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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