

## NORTHERN DIVISION - JOB POSTING

CLOSING DATE	ADDITION / REPLACEMENT	JOB TITLE & LOCATION	SUPERVISOR	EXEMPT STATUS	EDUCATION, EXPERIENCE, REQUIREMENTS
2-19-10	Replacement	Food Services Specialist Rochester	Corps Officer	NE-FT	Must have formal training and certification in food services field and experience in all steps of food service, including meal planning, ordering, food storage, meal preparation, and proper clean-up. Must be physically capable of safely operating various food preparation equipment and be able to lift up to 40 lbs on a regular basis. Must be able to take and give instruction and work independently. Must be able to adapt to change and be flexible in daily work needs. Must qualify as a driver under The Salvation Army Driver Qualification Program; pass a Working With Children back ground check. Must complete the Safe from harm course within 90 days of the date of hire. Must be willing to support the mission of The Salvation Army.
1-29-10	Replacement	Ops Tech Harbor Light	Coordinator	NE - FT	High School diploma or equivalent work experience required, preferably in Social Services or related field, CD Treatment certified or trained/knowledge helpful and a minimum of two (2) years experience, which should be in an administrative position. Must have good written and oral communication skills; be trustworthy, especially in confidential matters, well organized and efficient and computer literate and proficient in the use of Windows and Microsoft products. Must have had no criminal conviction within the last seven years and must be able to document two years freedom from chemical use problems, if chemically dependent. Must be willing to support The Salvation Army mission, able to pass the background checks, possess a valid driver qualifications, meet the MVR drivers qualifications, be CPR/First Aid certifiable and complete the Safe from Harm course within 90 days of hire.
1-29-10	Replacement	Housing CW II Harbor Light	Coordinator	NE - FT	AA/AS (BA/BS preferred) in Human Services or 2 years relevant college coursework, with experience as a case worker/case manager, advocate or resident assistant preferred. Must have a good understanding of the delivery of Social Services and community services, the ability to accept supervision and work with a team of co-workers, work well with clients of a diverse cultural and socioeconomic groups; respect of confidentiality; and able to work within ethical and legal parameters of social services. Must be willing to support the mission of The Salvation Army, able to be certified in Adult CPR and First Aid, pass the background checks and a pre-employment drug test, possess a valid MN drivers license without restrictions, meet the MVR drivers qualifications and complete the Safe from Harm and ServicePoint training courses within 90 days of hire.
1-28-10	Replacement	PT Resident Assistant Booth Brown House	Program Supervisor	NE - PT	Must be 21 years of age or older. High School Diploma required. Two years of college preferred. Must be able to interact well with other staff and older youth/young adults. Must have valid driver's license and possess or obtain First Aid & CPR certifications within 30 days of employment. Must complete the Safe from Harm course within 90 days of the date of hire. Must pass the background checks. Willing to support the mission of The Salvation Army.
1-28-10	Replacement	FT Resident Assistant Overnight Booth Brown House	Program Supervisor	NE - FT	Must be 21 years of age or older. High School Diploma required. Two years of college preferred. Must be able to interact well with other staff and older youth/young adults. Must have valid driver's license and possess or obtain First Aid & CPR certifications within 30 days of employment. Must complete the Safe from Harm course within 90 days of the date of hire. Must pass the background checks. Willing to support the mission of The Salvation Army.

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1-27-10	Addition	EDS Administrative Coordinator  DHQ	EDS Secretary	E – FT	<p>BA/BS in Human Services - required. Have State or Federal Certification in Emergency Management - required. Have a wide scope of Disaster Services Operations experience. Relevant field experience in an operational position during a major disaster preferred. Experience in managing programs that interact with the general public. Ability to supervise/manage multiple programs concurrently.</p> <p>Familiar with, Salvation Army protocol for requesting trained disaster workers from Divisional, Territorial, and National Headquarters; personnel and risk management policies; and finance and accounting practices, to include the processing of invoices and vouchers, is helpful. Have experience in recruiting and managing volunteers.</p> <p>Have experience in compiling reports and familiarity with national statistical system.</p> <p>Have excellent organizational and record-keeping skills. Have the capacity to prioritize and carry a project or concurrent projects through to completion within deadline with little to no direction, and the ability to. Have the ability to present information orally, clearly and concisely, and to demonstrate the necessary presentation, speaking, organization, and writing skills required to represent The Salvation Army. Must be deployable with short notice during a time of disaster and able to work flexible hours and shifts as needed. Proficient in MS Office applications, including Word, Excel, PowerPoint and Lotus Notes. Must have a valid drivers license, a good driving record, and able to meet the MVR drivers qualifications. Must pass the background checks. Must complete the Safe from Harm course within 90 days of hire.</p>
1-13-10	Addition	Caseworker II  St. Cloud	Program Director	NE – FT	<p>AA/AS in Human Services or two years of college coursework with prior experience working in a social service emergency shelter setting is preferred. Must have a good understanding of the delivery of Social Services, maintain confidentiality, uphold the Social Work Code of Ethics, the ability to work well with clients of diverse cultural and socioeconomic groups, accept supervision, able to work independently or with a team of co-workers, computer literate, proficient in Microsoft products, Lotus Notes and database programs, preferably with ServicePoint/HMIS. Must be willing to support the philosophy, goals, mission, and objectives of The Salvation Army, possess a valid MN Drivers License, have a good driving record and meet the drivers MVR qualifications, pass the background checks and complete the Safe from Harm and HMIS training courses within 90 days of the date of hire.</p>
1-12-10	Replacement	Custodian  Noble	Corps Officer	NE – FT	<p>High School Diploma with at least one year custodial experience. Must be able to follow instructions, and able to work cooperatively, independently and effectively with people of diverse cultural and socioeconomic groups and respect confidentiality. Must pass the background checks, possess a valid MN Drivers License, have a good driving record, meet the MVR drivers qualification and complete the Safe from Harm course within 90 days of the employment hire date.</p>

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12-5-09	Replacement	Caseworker III  Duluth	Program Director	NE – FT	BA/BS in Human Services, experience and knowledge in the fields of Chemical Addiction and Homelessness required. Must have a good understanding of the delivery of Social Services, maintain confidentiality, uphold the Social Work Code of Ethics, the ability to work well with clients of diverse cultural and socioeconomic groups, accept supervision, able to work independently or with a team of co-workers, computer literate, proficient in Microsoft products, Lotus Notes and database programs, preferably with ServicePoint/HMIS. Must have strong assessment skills in order to develop Service Plans. Must be willing to support the philosophy, goals, mission, and objectives of The Salvation Army, possess a valid MN Drivers License, have a good driving record and meet the drivers MVR qualifications, pass the background checks and complete the Safe from Harm and HMIS training courses within 90 days of the date of hire.
12-2-09	Replacement	Caseworker II  TC SS	Team Lead	NE – FT	Bilingual – fluently read, write and speak Spanish and English. Two-year degree in Human Services or two years of college coursework. Experience working in a social service setting preferred. Understanding of the delivery of Social Services. Good secretarial skills (organization, typing, filing and computer word processing). Ability to accept supervision and work with a team of co-workers. Ability to work well with clients of diverse cultural and socioeconomic groups. Willingness to support the philosophy, goals, and mission of The Salvation Army. Must pass the background checks. Must complete the Safe from Harm course within 90 days of the date of hire.
11-25-09	Replacement	Thrift Store Worker  Duluth	TS Manager	NE – PT	High School Diploma or GED with prior customer service and cash register experience is preferred. Must be personable, trustworthy and able to work with a wide range of customers and staff, sometimes under demanding conditions, multitask, be a team player, able to work independently and able to accurately record sales transactions, receive and accurately record and process payments. Must be willing to support The Salvation Army Mission, pass the background checks and complete the Safe from Harm course within 90 days of the date of hire.
11-18-09	Replacement	PT Janitor  Fairmont	Admin Asst	NE – PT	This is a part time position, 8 hours per week and is without benefits. High School Diploma/GED, with prior custodial experience. Must be willing to support the mission of The Salvation Army, pass the background checks and complete the Safe from Harm training within 90 days of hire.
3-31-09	Replacement	Planned Giving Rep  Dev – ND	PG Director	E – FT	BA/BS degree in a relevant field, with planned giving or major gifts experience and a provable record in gift solicitation, have excellent interpersonal and written communication and public speaking skills, be trustworthy, especially in confidential matters and be well organized and efficient. Must have working knowledge of traditional planned gift vehicles including related estate and tax aspects, able to manage donor caseload and events independently and creatively, have a strong sense of professionalism, and a team approach to development work. Must be computer literate including proficiency in the use of Windows and Corel WordPerfect, well organized and detail orientated, able to maintain strict confidentiality, be mature and professional when dealing with others. Must be willing to support the mission of The Salvation Army, possess a valid driver's license, meet the MVR driver's qualifications and be able to pass the background checks.