

DHS & MNSURE JOB POSTING AND BIDDING GUIDELINES

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Human Resources has enhanced the way employees can access and respond to internal job postings.

Enhancements include:

- Increased Accessibility:
 - Employees can view postings from anywhere with web access including mobile devices
 - Employees can access the DHS & MNSure Internal Job Posting site 24/7
- Easier to Use:
 - All DHS & MNSure internal postings will be listed in one location
 - Employees can easily sort postings or search for specific postings
 - Employees can bid directly from the posting
- More Responsive:
 - Employees will receive a confirmation email at their work email address promptly after submitting or rescinding a bid
 - Employees in Direct Care & Treatment Services will receive an email notice each time a vacancy is posted or cancelled

To access the DHS & MNSure Internal Job Postings site, go to the following web address:

<http://dhsjobposting.dhs.state.mn.us/>

Review Postings:

- Current vacancies within DHS & MNSure are listed in order of posting closing date but may be sorted by classification, organizational unit, work site, bargaining unit, employment condition, date posted, or posting number by clicking on the heading.
- You can narrow your search by selecting the specific classification or organizational unit (Central Office, Direct Care & Treatment Services or MNSure) you wish to search for, or by entering a specific posting number.
- To view a specific posting, click on the Posting Number.

Bidding:

- If you are interested in bidding on the vacancy, and believe you are an eligible bidder (as outlined in the Collective Bargaining Unit Agreement), enter your employee ID (at the bottom of the posting) and click "Submit".
- The Job Bidding Page will display your current job(s) and indicate whether or not you may be eligible to bid.
- If eligible, click the "Submit Bid" button to "bid". You will receive an email confirmation that your bid has been submitted to Human Resources.
- If not eligible, the system will indicate why you are not considered an eligible bidder and provide instructions on how to apply for the vacancy through the State Careers website.

Special Instructions:

- If bidding on a vacancy in BU 206, you'll be required to provide an explanation how your skills and experience demonstrate you meet the position qualifications.
- When bidding on multiple AFSCME vacancies, you must indicate the priority order of the vacancies in which you are interested (1st choice, 2nd choice, etc.).

DHS & MNSure Internal Job Postings



DHS & MNSure Internal Job Postings

Vacancies for which current DHS & MNSure employees may "bid" on are listed below. "Bid" is a generic term for the process provided by Bargaining Agreements whereby employees are able to move to a vacancy within the same organization, classification and option (where applicable), bargaining unit and seniority unit as their current position. For information about your eligibility to "bid" on a position, [view your labor agreement](#).

Current vacancies within DHS & MNSure are listed below in order of posting closing date but may be sorted by classification, organizational unit, work site, bargaining unit, employment condition, date posted, or posting number by clicking on the heading.

To view a specific posting, click on the Posting Number.

To limit your search, select the specific classification or organizational unit (Central Office, Direct Care & Treatment Services or MNSure) you wish to search for, or enter a specific posting number below.

Vacancies you see here may also be posted on the [State Careers website](#). If you are not an eligible "bidder", you may apply through the posting on the State Careers website.

If you need help on how to use this web site, view [User Instructions](#).

For questions, contact Human Resources at 651-431-2990.

Search by:

Classification: Organizational Unit:

Posting Number:

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Security Counselor Lead/None	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr/MSH 200	AFSCME	Full Time/Rotating	2014-07-23 ~ 2014-12-29	39983	
Mn Health Insurance Prog Rep 1/None	MNSure/MNSure	MNSure/MNSure	AFSCME	Full Time/Day	2014-05-16 ~ 2014-12-22	10002	
Human Svcs Technician/None	Direct Care & Treatment Services/Community Based Services	MSOCS FC Maplewood, Randall/Maplewood	AFSCME	Part Time/Rotating	2014-06-10 ~ 2014-12-16	8000	
MN Health Insurance Prog Rep 2/None	MNSure/MNSure	MNSure/MNSure	AFSCME	Full Time/Day	2014-04-10 ~ 2014-12-16	10000	
Mn Health Insurance Prog Rep 1/None	MNSure/MNSure	MNSure/MNSure	AFSCME	Full Time/Day	2014-04-10 ~ 2014-12-16	10001	
Licensed Practical Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CBHH Alexandria/CBHH Fergus Falls	AFSCME	Part Time/Rotating	2014-08-06 ~ 2014-12-13	40087	
Behavior Modification Asst/None	Direct Care & Treatment Services/Community Based Services	MSOCS FC Parkview, Austin/Parkview	AFSCME	Part Time/Rotating	2014-06-06 ~ 2014-12-12	7000	
Security Counselor/None	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr/MSH Bartlett 2 North	AFSCME	Full Time/Rotating	2014-08-06 ~ 2014-12-12	40142	
Human Svcs Technician/None	Direct Care & Treatment Services/Community Based Services	MSOCS Crisis Reg X/Kasson/Crisis Region X	AFSCME	Part Time/Rotating	2014-08-06 ~ 2014-12-12	40246	
State Prog Admin Intermediate/Recruiting	Central Office/Operations	CO-Andersen	MAPE	Full Time/Day	2013-05-01 ~ 2014-12-10	5917	
Account Clerk Senior/None	Central Office/Chemical & Mental Health Services	CO-LaFayette/K	AFSCME	Full Time/Day	2013-06-27 ~ 2014-12-10	5990	
Income Mntc Prog Consultant/None	MNSure/MNSure	MNSure	MAPE	Full Time/Day	2014-06-27 ~ 2014-12-07	10003	
Office & Admin Specialist Int/None	Central Office/Continuing Care	CO-Andersen/J	AFSCME	Full Time/Day	2014-07-31 ~ 2014-12-06	10004	

The DHS & MNsure Internal Job Postings site is an internet site displaying all DHS & MNsure vacancies open for bid. Current vacancies within DHS & MNsure are listed in order of posting closing date. Following is an example of a list of vacancies listed in order of posting closing date.

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Accounting Officer Inter/None	Central Office/Health Care	CO-Andersen	MAPE	Full Time/Day	08/13/2013 ~ 08/22/2013	30599	
Human Svcs Licensor/None	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31141	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31159	
Special Teacher:Ba/Bs+Lic+20/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP St Peter	SRSEA	Full Time/Day	08/12/2013 ~ 08/21/2013	31551	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Carlton	MNA	Part Time/Rotating	08/12/2013 ~ 08/21/2013	31636	
Lic Alcohol/Drug Counselor/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Brainerd	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	32211	
Human Svcs Quality Cont Rev/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/08/2013 ~ 08/19/2013	29928	
Clinical Program Therapist 4/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	30315	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31137	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31143	
State Prog Admin Sr/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31146	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31162	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31169	
State Prog Admin Supv Prin/None	Central Office/Health Care	CO-Andersen	MMA	Full Time/Day	08/09/2013 ~ 08/19/2013	31385	
Agency Policy Specialist/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31390	
Psychologist 3/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP St Peter	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31510	
Chemical Depend Couns Sr/Indian CD Program	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Brainerd/CARE Brainerd	AFSCME	Full Time/Day	08/12/2013 ~ 08/19/2013	31615	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CBHH Bemidji	MNA	Full Time/Rotating	08/09/2013 ~ 08/19/2013	31827	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	Anoka Regional Treatment Ctr	MNA	Full Time/Night	08/08/2013 ~ 08/19/2013	31892	
Security Counselor/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake/Utility Pool	AFSCME	Full Time/1st Watch	08/12/2013 ~ 08/19/2013	31981	

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By clicking on "Classification/Option" in the heading, the vacancies appear in order of Classification. Following is the list of vacancies sorted by Classification.

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Account Clerk Senior/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/08/2013 ~ 08/14/2013	29536	
Accounting Officer Inter/None	Central Office/Health Care	CO-Andersen	MAPE	Full Time/Day	08/13/2013 ~ 08/22/2013	30599	
Accounting Officer Senior/None	Central Office/Continuing Care	CO-Andersen	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31289	
Agency Policy Specialist/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31390	
Chemical Depend Couns Sr/Indian CD Program	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Brainerd/CARE Brainerd	AFSCME	Full Time/Day	08/12/2013 ~ 08/19/2013	31615	
Clinical Program Therapist 4/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	30315	
Human Svcs Licensor/None	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31141	
Human Svcs Quality Cont Rev/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/08/2013 ~ 08/19/2013	29928	
Human Svcs Support Specialist/Certified Nursing Assistant	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr/Forensic Nursing Home A	AFSCME	Part Time/Rotating	08/07/2013 ~ 08/13/2013	31856	
Human Svcs Technician/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE St Peter/CARE St Peter	AFSCME	Part Time/Rotating	08/09/2013 ~ 08/15/2013	31957	
Human Svcs Technician/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CABHS Willmar/CABHS Willmar	AFSCME	Part Time/Night	08/08/2013 ~ 08/14/2013	32091	
Investigation Specialist/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake	MAPE	Full Time/Evening	08/06/2013 ~ 08/15/2013	31622	
Lic Alcohol/Drug Counselor/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Willmar	MAPE	Full Time/Day	08/06/2013 ~ 08/15/2013	31824	
Lic Alcohol/Drug Counselor/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Anoka	MAPE	Full Time/Evening	08/09/2013 ~ 08/19/2013	32117	
Lic Alcohol/Drug Counselor/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Brainerd	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	32211	
Licensed Practical Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Willmar/CARE Willmar	AFSCME	Full Time/Night	08/07/2013 ~ 08/13/2013	31576	
Licensed Practical Nurse/Mental Health Rehab Worker	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	MSHS Wadena/MSHS Wadena	AFSCME	Part Time/Night	08/09/2013 ~ 08/15/2013	31862	
Licensed Practical Nurse/Mental Health Rehab Worker	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	MSHS Willmar/MSHS Willmar	AFSCME	Part Time/Rotating	08/08/2013 ~ 08/14/2013	31888	
Licensed Practical Nurse/Mental Health Rehab Worker	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	MSHS Wadena/MSHS Wadena	AFSCME	Part Time/Night	08/08/2013 ~ 08/14/2013	32081	
Office & Admin Specialist Sr/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/07/2013 ~ 08/13/2013	31324	

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By clicking on "Organizational Unit/Administration" in the heading, the vacancies appear in order of Organizational Unit. Following is the list of vacancies sorted by Organizational Unit.

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Human Svcs Quality Cont Rev/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/08/2013 ~ 08/19/2013	29928	
Social Svcs Prog Consultant/Early Childhood & Fam Support	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/05/2013 ~ 08/14/2013	31278	
Agency Policy Specialist/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31390	
Accounting Officer Senior/None	Central Office/Continuing Care	CO-Andersen	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31289	
State Prog Admin Prin/Deaf/Hard of Hearing	Central Office/Continuing Care	CO-Golden Rule	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31481	
Account Clerk Senior/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/08/2013 ~ 08/14/2013	29536	
Accounting Officer Inter/None	Central Office/Health Care	CO-Andersen	MAPE	Full Time/Day	08/13/2013 ~ 08/22/2013	30599	
Office & Admin Specialist Sr/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/07/2013 ~ 08/13/2013	31324	
State Prog Admin Intermediate/None	Central Office/Health Care	CO-State Ave Brainerd	MAPE	Full Time/Day	08/05/2013 ~ 08/14/2013	31331	
State Prog Admin Supv Prin/None	Central Office/Health Care	CO-Andersen	MMA	Full Time/Day	08/09/2013 ~ 08/19/2013	31385	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31137	
Human Svcs Licensor/None	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31141	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31143	
State Prog Admin Sr/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31146	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31159	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31162	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31169	
Registered Nurse Supervisor/None	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr	MMA	Full Time/Day	08/06/2013 ~ 08/15/2013	31822	
Human Svcs Support Specialist/Certified Nursing Assistant	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr/Forensic Nursing Home A	AFSCME	Part Time/Rotating	08/07/2013 ~ 08/13/2013	31856	
Registered Nurse/None	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr	MNA	Part Time/Rotating	08/06/2013 ~ 08/15/2013	31996	

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By clicking on "Work Site/Location" in the heading, the vacancies appear in order of Work Site. Following is the list of vacancies sorted by Work Site.

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	Anoka Regional Treatment Ctr	MNA	Full Time/Night	08/06/2013 ~ 08/15/2013	31592	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	Anoka Regional Treatment Ctr	MNA	Full Time/Night	08/08/2013 ~ 08/19/2013	31892	
Human Svcs Technician/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CABHS Willmar/CABHS Willmar	AFSCME	Part Time/Night	08/08/2013 ~ 08/14/2013	32091	
Lic Alcohol/Drug Counselor/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Anoka	MAPE	Full Time/Evening	08/09/2013 ~ 08/19/2013	32117	
Chemical Depend Couns Sr/Indian CD Program	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Brainerd/CARE Brainerd	AFSCME	Full Time/Day	08/12/2013 ~ 08/19/2013	31615	
Lic Alcohol/Drug Counselor/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Brainerd	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	32211	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Carlton	MNA	Part Time/Rotating	08/12/2013 ~ 08/21/2013	31636	
Human Svcs Technician/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE St Peter/CARE St Peter	AFSCME	Part Time/Rotating	08/09/2013 ~ 08/15/2013	31957	
Licensed Practical Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Willmar/CARE Willmar	AFSCME	Full Time/Night	08/07/2013 ~ 08/13/2013	31576	
Lic Alcohol/Drug Counselor/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Willmar	MAPE	Full Time/Day	08/06/2013 ~ 08/15/2013	31824	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CBHH Bemidji	MNA	Full Time/Rotating	08/09/2013 ~ 08/19/2013	31827	
Account Clerk Senior/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/08/2013 ~ 08/14/2013	29536	
Accounting Officer Inter/None	Central Office/Health Care	CO-Andersen	MAPE	Full Time/Day	08/13/2013 ~ 08/22/2013	30599	
Accounting Officer Senior/None	Central Office/Continuing Care	CO-Andersen	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31289	
Office & Admin Specialist Sr/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/07/2013 ~ 08/13/2013	31324	
State Prog Admin Supv Prin/None	Central Office/Health Care	CO-Andersen	MMA	Full Time/Day	08/09/2013 ~ 08/19/2013	31385	
State Prog Admin Prin/Deaf/Hard of Hearing	Central Office/Continuing Care	CO-Golden Rule	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31481	
Human Svcs Quality Cont Rev/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/08/2013 ~ 08/19/2013	29928	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31137	
Human Svcs Licensor/None	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31141	

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By clicking on “Bargaining Unit” in the heading, the vacancies appear in order of Bargaining Unit Name. Following is the list of vacancies sorted by Bargaining Unit.

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Licensed Practical Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Willmar/CARE Willmar	AFSCME	Full Time/Night	08/07/2013 ~ 08/13/2013	31576	
Chemical Depend Couns Sr/Indian CD Program	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Brainerd/CARE Brainerd	AFSCME	Full Time/Day	08/12/2013 ~ 08/19/2013	31615	
Human Svcs Support Specialist/Certified Nursing Assistant	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr/Forensic Nursing Home A	AFSCME	Part Time/Rotating	08/07/2013 ~ 08/13/2013	31856	
Licensed Practical Nurse/Mental Health Rehab Worker	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	MSHS Wadena/MSHS Wadena	AFSCME	Part Time/Night	08/09/2013 ~ 08/15/2013	31862	
Licensed Practical Nurse/Mental Health Rehab Worker	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	MSHS Willmar/MSHS Willmar	AFSCME	Part Time/Rotating	08/08/2013 ~ 08/14/2013	31888	
Human Svcs Technician/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE St Peter/CARE St Peter	AFSCME	Part Time/Rotating	08/09/2013 ~ 08/15/2013	31957	
Security Counselor/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake/Utility Pool	AFSCME	Full Time/1st Watch	08/12/2013 ~ 08/19/2013	31981	
Licensed Practical Nurse/Mental Health Rehab Worker	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	MSHS Wadena/MSHS Wadena	AFSCME	Part Time/Night	08/08/2013 ~ 08/14/2013	32081	
Human Svcs Technician/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CABHS Willmar/CABHS Willmar	AFSCME	Part Time/Night	08/08/2013 ~ 08/14/2013	32091	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	Anoka Regional Treatment Ctr	MNA	Full Time/Night	08/06/2013 ~ 08/15/2013	31597	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Carlton	MNA	Part Time/Rotating	08/12/2013 ~ 08/21/2013	31636	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CBHH Bemidji	MNA	Full Time/Rotating	08/09/2013 ~ 08/19/2013	31827	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	Anoka Regional Treatment Ctr	MNA	Full Time/Night	08/08/2013 ~ 08/19/2013	31892	
Registered Nurse/None	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr	MNA	Part Time/Rotating	08/06/2013 ~ 08/15/2013	31996	

By clicking on “Employment Condition/Shift” in the heading, the vacancies appear in order of Employment Condition. Following is the list of vacancies sorted by Employment Condition.

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Account Clerk Senior/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/08/2013 ~ 08/14/2013	29536	
Human Svcs Quality Cont Rev/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/08/2013 ~ 08/19/2013	29928	
Clinical Program Therapist 4/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	30315	
Accounting Officer Inter/None	Central Office/Health Care	CO-Andersen	MAPE	Full Time/Day	08/13/2013 ~ 08/22/2013	30599	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31137	
Human Svcs Licensor/None	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31141	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31143	
State Prog Admin Sr/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31146	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31159	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31162	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31169	
Social Svcs Prog Consultant/Early Childhood & Fam Support	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/05/2013 ~ 08/14/2013	31278	
Accounting Officer Senior/None	Central Office/Continuing Care	CO-Andersen	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31289	
Office & Admin Specialist Sr/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/07/2013 ~ 08/13/2013	31324	
State Prog Admin Intermediate/None	Central Office/Health Care	CO-State Ave Brainerd	MAPE	Full Time/Day	08/05/2013 ~ 08/14/2013	31331	
State Prog Admin Supv Prin/None	Central Office/Health Care	CO-Andersen	MMA	Full Time/Day	08/09/2013 ~ 08/19/2013	31385	
Agency Policy Specialist/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31390	
State Prog Admin Prin/Deaf/Hard of Hearing	Central Office/Continuing Care	CO-Golden Rule	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31481	
Psychologist 3/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP St Peter	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31510	
Special Teacher:Ba/Bs+Lic+20/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP St Peter	SRSEA	Full Time/Day	08/12/2013 ~ 08/21/2013	31551	

Next >

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By clicking on “Date Posted - Closing” in the heading, the vacancies appear in order of Date Posted. Following is the list of vacancies sorted by Date Posted.

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Social Svcs Prog Consultant/Early Childhood & Fam Support	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/05/2013 ~ 08/14/2013	31278	
State Prog Admin Intermediate/None	Central Office/Health Care	CO-State Ave Brainerd	MAPE	Full Time/Day	08/05/2013 ~ 08/14/2013	31331	
Accounting Officer Senior/None	Central Office/Continuing Care	CO-Andersen	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31289	
State Prog Admin Prin/Deaf/Hard of Hearing	Central Office/Continuing Care	CO-Golden Rule	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31481	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	Anoka Regional Treatment Ctr	MNA	Full Time/Night	08/06/2013 ~ 08/15/2013	31597	
Investigation Specialist/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake	MAPE	Full Time/Evening	08/06/2013 ~ 08/15/2013	31622	
Registered Nurse Supervisor/None	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr	MMA	Full Time/Day	08/06/2013 ~ 08/15/2013	31822	
Lic Alcohol/Drug Counselor/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Willmar	MAPE	Full Time/Day	08/06/2013 ~ 08/15/2013	31824	
Skills Development Specialist/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP St Peter	MAPE	Full Time/Day	08/06/2013 ~ 08/15/2013	31839	
Registered Nurse/None	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr	MNA	Part Time/Rotating	08/06/2013 ~ 08/15/2013	31996	
Office & Admin Specialist Sr/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/07/2013 ~ 08/13/2013	31324	
Licensed Practical Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Willmar/CARE Willmar	AFSCME	Full Time/Night	08/07/2013 ~ 08/13/2013	31576	
Human Svcs Support Specialist/Certified Nursing Assistant	Direct Care & Treatment Services/Forensic Treatment Services	St Peter Regional Treat Ctr/Forensic Nursing Home A	AFSCME	Part Time/Rotating	08/07/2013 ~ 08/13/2013	31856	
Account Clerk Senior/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/08/2013 ~ 08/14/2013	29536	
Human Svcs Quality Cont	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/08/2013 ~ 08/19/2013	29928	

By clicking on "Posting Number" in the heading, the vacancies appear in order of Posting Number. Following is the list of vacancies sorted by Posting Number.

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Account Clerk Senior/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/08/2013 ~ 08/14/2013	29536	
Human Svcs Quality Cont Rev/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/08/2013 ~ 08/19/2013	29928	
Clinical Program Therapist 4/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	30315	
Accounting Officer Inter/None	Central Office/Health Care	CO-Andersen	MAPE	Full Time/Day	08/13/2013 ~ 08/22/2013	30599	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31137	
Human Svcs Licensor/None	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31141	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31143	
State Prog Admin Sr/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31146	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31159	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31162	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31169	
Social Svcs Prog Consultant/Early Childhood & Fam Support	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/05/2013 ~ 08/14/2013	31278	
Accounting Officer Senior/None	Central Office/Continuing Care	CO-Andersen	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31289	
Office & Admin Specialist Sr/None	Central Office/Health Care	CO-Andersen/E	AFSCME	Full Time/Day	08/07/2013 ~ 08/13/2013	31324	
State Prog Admin Intermediate/None	Central Office/Health Care	CO-State Ave Brainerd	MAPE	Full Time/Day	08/05/2013 ~ 08/14/2013	31331	
State Prog Admin Supv Prin/None	Central Office/Health Care	CO-Andersen	MMA	Full Time/Day	08/09/2013 ~ 08/19/2013	31385	
Agency Policy Specialist/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31390	
State Prog Admin Prin/Deaf/Hard of Hearing	Central Office/Continuing Care	CO-Golden Rule	MAPE	Full Time/Day	08/06/2013 ~ 08/16/2013	31481	
Psychologist 3/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP St Peter	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31510	
Special Teacher.Ba/Bs+Lic+20/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP St Peter	SRSEA	Full Time/Day	08/12/2013 ~ 08/21/2013	31551	

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You can narrow your search by selecting a specific classification (Human Svcs Technician), then clicking search

Search by:

Classification: All Organizational Unit: All

Posting Number:

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Accounting Officer Inter/None	Central Office/Health Care	CO-Andersen	MAPE	Full Time/Day	08/13/2013 ~ 08/22/2013	30599	
Human Svcs Licensor/None	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31141	
State Prog Admin Prin/Lic	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31159	
Special Teacher.Ba/Bs+Lic	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP St Peter	SRSEA	Full Time/Day	08/12/2013 ~ 08/21/2013	31551	
Registered Nurse/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE Carlton	MNA	Part Time/Rotating	08/12/2013 ~ 08/21/2013	31636	
Lic Alcohol/Drug Counselor	Central Office/Health Care	CARE Brainerd	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	32211	
Human Svcs Quality Cont	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/08/2013 ~ 08/19/2013	29928	
Clinical Program Therapist	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	30315	
State Prog Admin Prin/Lic	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31137	
State Prog Admin Prin/Lic	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31143	
State Prog Admin Sr/Lic	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31146	
State Prog Admin Prin/Lic	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31162	
State Prog Admin Prin/Lic	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31169	
State Prog Admin Supv Prin/None	Central Office/Health Care	CO-Andersen	MMA	Full Time/Day	08/09/2013 ~ 08/19/2013	31385	
Agency Policy Specialist/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31390	
Psychologist 3/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP St Peter	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31510	

By selecting the classification "Human Svcs Technician" from the drop down box and clicking search you will be able to view just Human Svcs Technician vacancies currently posted for bid. The below screen shot shows the results of narrowing your search to "Human Svcs Technician".

Search by:

Classification: Human Svcs Technician Organizational Unit: All

Posting Number:

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Human Svcs Technician/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CARE St Peter/CARE St Peter	AFSCME	Part Time/Rotating	08/09/2013 ~ 08/15/2013	31957	
Human Svcs Technician/None	Direct Care & Treatment Services/Mental Health & Substance Abuse Treatment Services	CABHS Willmar/CABHS Willmar	AFSCME	Part Time/Night	08/08/2013 ~ 08/14/2013	32091	

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The same process can be followed to view all vacancies by Organization Unit. By selection the Organizational Unit Central Office and clicking Search you will be able to view only Central Office vacancies currently posted for bid. The below screen shot shows the results of narrowing your search to "Central Office".

Search by:

Classification: All Organizational Unit: Central Office

Posting Number:

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Accounting Officer Inter/None	Central Office/Health Care	CO-Andersen	MAPE	Full Time/Day	08/13/2013 ~ 08/22/2013	30599	
Human Svcs Licensor/None	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31141	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/12/2013 ~ 08/21/2013	31159	
Human Svcs Quality Cont Rev/None	Central Office/Children and Family Services	CO-Lafayette	MAPE	Full Time/Day	08/08/2013 ~ 08/19/2013	29928	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31137	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31143	
State Prog Admin Sr/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31146	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31162	
State Prog Admin Prin/Licensing	Central Office/Operations	CO-Lafayette	MAPE	Full Time/Day	08/09/2013 ~ 08/19/2013	31169	

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You can also limit your search by entering the Posting Number then clicking Search to view the information related to the selected Posting Number.

Search by:

Classification: All Organizational Unit: All

Posting Number: 5998

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Security Counselor/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake/Residential	AFSCME	Full Time/Night	06/07/2013 ~ 07/09/2013	5998	

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To view a posting, click the posting number. The example selected will be a Human Svcs Technician at MSOCS, posting number 5996. (See list of options below)

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HR Forms 1768 DHS Job Posting MN Self Service Site Suggested Sites Web Slice Gallery

Page Safety Tools

Minnesota Department of Human Services

Minnesota.gov

DHS & MNsure Internal Job Postings

Vacancies for which current DHS & MNsure employees may "bid" on are listed below. "Bid" is a generic term for the process provided by Bargaining Agreements whereby employees are able to move to a vacancy within the same organization, classification and option (where applicable), bargaining unit and seniority unit as their current position. For information about your eligibility to "bid" on a position, view your labor agreement.

Current vacancies within DHS & MNsure are listed below in order of posting closing date but may be sorted by classification, organizational unit, work site, bargaining unit, employment condition, date posted, or posting number by clicking on the heading.

To view a specific posting, click on the Posting Number.

To limit your search, select the specific classification or organizational unit (Central Office, Direct Care & Treatment Services or MNsure) you wish to search for, or enter a specific posting number below.

Vacancies you see here may also be posted on the [State Careers website](#). If you are not an eligible "bidder", you may apply through the posting on the State Careers website.

If you need help on how to use this web site, view [User Instructions](#).

For questions, contact Human Resources at 651-431-2990.

Search by:

Classification: All Organizational Unit: All

Posting Number:

Classification / Option	Organizational Unit / Administration	Work Site / Location	Bargaining Unit	Employment Condition / Shift	Date Posted ~ Closing	Posting Number	Cancelled?
Residential Prog Svcs Dir 1/None	Direct Care & Treatment Services/	MSOCS Admin HQ, Vadnais Heights	220	Full Time/Day	06/19/2013 ~ 07/09/2013	5888	
Community Residential Supv/Qualified Dev Dis Prof (QDDP)	Direct Care & Treatment Services/Minnesota State Operated Community Services	MSOCS FC Richfield/	MMA	Full Time/Rotating	06/05/2013 ~ 07/09/2013	5918	Cancelled
Behavior Analyst 1/None	State Operated Services/Minnesota State Operated Community Services	MSOCS FC 3rd Street, Faribault/3rd Street	MAPE	Full Time/Rotating	06/20/2013 ~ 07/09/2013	5970	
Registered Nurse/None	Direct Care & Treatment Services/Adult Mental Health	Anoka Regional Treatment Ctr	MNA	Full Time/Night	06/05/2013 ~ 07/09/2013	5974	
Office & Admin Specialist Int	Direct Care & Treatment Services/Minnesota State Operated Community Services	MSOCS Admin HQ, Vadnais Heights/MSOCS Admin HQ	AFSCME	Full Time/Day	06/05/2013 ~ 07/09/2013	5997	
Security Counselor/None	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP Moose Lake/Residential	AFSCME	Full Time/Night	06/07/2013 ~ 07/09/2013	5998	
Social Work Spec/None	Direct Care & Treatment Services/Adult Mental Health	CBHH Annandale	MAPE	Full Time/Day	06/07/2013 ~ 07/09/2013	5999	
Community Residential Supv/Qualified Dev Dis Prof (QDDP)	Direct Care & Treatment Services/Community Based Community Services	Summerset Glen/Rochester ICF (Rochester)	MMA	Full Time/Rotating	06/05/2013 ~ 07/09/2013	6000	
Human Svcs Technician/None	State Operated Services/	Bloomington/MSOCS ICF Bloomington	AFSCME	Part Time/Rotating	06/07/2013 ~ 07/09/2013	6001	
Psychologist 3	Direct Care & Treatment Services/Minnesota Sex Offender Program	MSOP St Peter	MAPE	Full Time/Day	06/07/2013 ~ 07/09/2013	6002	
Account Clerk Senior/None	Central Office/Chemical & Mental Health Services	CO-Lafayette/K	AFSCME	Full Time/Day	05/24/2013 ~ 06/30/2013	5990	Cancelled
Human Svcs Technician/None	Direct Care & Treatment Services/Community Based Services	MSOCS FC 19th Ave, Minneapolis/MSOCS FC 19th Ave	AFSCME	Part Time/Rotating	06/07/2013 ~ 06/30/2013	5996	

Displaying Page 1 of 1

After clicking "Posting Number" 5996 the posting will be displayed (see following example). To bid, scroll to the bottom of the Posting, enter your employee ID then click "Submit".

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DHS Job Posting

DEPARTMENT OF HUMAN SERVICES
Direct Care & Treatment Services
Community Based Services

AFSCME Council No. 5 (AFSCME)

Date Posted: 06/07/2013 Date Closing: 06/30/2013

Posting Number: 5996

Job Classification: Human Svcs Technician

Class Option: None

Employment Condition: Part Time

Insurance Eligibility: Anticipated Full Employer Contribution

Shift(s): Rotating Normal Hours of Work: Varies

Bargaining Unit: 204 - Health Care Non Professional

Seniority Unit: 4EM - MSOCS-South/Metro/Walker

Supervisor: Mary Buss

Initial Days Off: Varies

Work Area: MSOCS FC 19th Ave

Work Location: MSOCS FC 19th Ave, Minneapolis

Supervisor Email: mary.e.buss@state.mn.us

General Description of Duties: Essential duties of the job include:

- respond physically and therapeutically to individuals who may be highly anxious and/or combative;
- lift, move, or position non-ambulatory or ambulatory individuals;
- respond to medical emergencies, including first aid and CPR;
- administer medications, read instructions, prescriptions, orders, program plans, and policies and act accordingly as specified in these written materials;
- operate a motor vehicle and possess a current, valid driver's license;
- assist individuals to the extent necessary to complete tasks (i.e. perform task) in the performance of work, recreation, and activities of daily living, e.g., mow grass, sweep floor, mop floor, cook meals, wipe tables, wash dishes, clean bathroom, vacuum carpets and furniture, do laundry, assist with bathing and dressing, and make beds;
- report to work in a regular and predictable manner, work a variety of shifts and work extended hours to cover unusual individual needs or staff shortages;
- pass and maintain a background study; and
- understand and follow procedures related to Vulnerable Adult Law/Matreatment of Minors Act.

Also perform simple key-boarding and data entry with computer and communicate orally and in writing with individuals, co-workers and outside supports.

Eligible bidders must be able to perform the essential functions of the job, with or without accommodations.

To determine your eligibility to "Bid", refer to the [AFSCME Bargaining Unit Agreement](#).

To "Bid" enter your employee ID:

[Back to Home Page](#)

If you may be considered an eligible "bidder" the following "Job Bidding Page" will display. The top section of the "Job Bidding Page" displays a brief summary of the posted vacancy. The middle section of the "Job Bidding Page" provides information related to the bidder's active appointments/jobs within DHS. The bottom section of the "Job Bidding Page" indicates the employee may be an eligible bidder. For AFSCME vacancies only, you will be prompted to rank your bids when bidding on multiple vacancies. To submit your bid, click the "Submit Bid" button.

DHS Job Posting Page Safety Tools

 Minnesota Department of Human Services minnesota northstar

DEPARTMENT OF HUMAN SERVICES
Job Bidding Page

You are bidding on Posting Number: 5996

Job Class: Human Svcs Technician	Class Option: None
Work Location: MSOCS FC 19th Ave, Minneapolis	
Bargaining Unit: 204	Seniority Unit: 4EM - MSOCS-SouthMetroWalker

Employee Record #: 0	Employee Name: ██████████
Employee ID: ██████████	Class Option:
Permanent Job Class(es): Human Svcs Technician	Employment: Permanent
Employment Status: Unlimited	
Employment Condition: Part-Time	
Bargaining Unit: 204 - Health Care Non Professional	Seniority Unit: 4EM - MSOCS-SouthMetroWalker
Class Seniority Date: 01/06/2005 State Seniority Date: 01/06/2005	Lot #: 0

Based on the information above, you may be considered an eligible bidder.

If you are bidding on multiple vacancies, indicate if this is your #1, #2, #3, etc. choice.

Choice: #

Click "Submit Bid" button to submit your bid:

[Back to Home Page](#)

Note: Bidding on AFSCME BU 206 vacancies. Although the top portion of above Job Bidding Page is the same, for AFSCME BU 206 employees only, the bottom portion of the "Job Bidding Page" will require the bidder to provide a summary of their skills and experience to demonstrate how they possess the required position qualifications (as shown in the example below). The bidder will enter this information in the text box found below "Summary of skills and experience:". You will not be able to submit your bid without entering this information.

Based on the information above, you may be considered an eligible bidder. Because this is a position assigned to the 206 bargaining unit, bidders will need to establish they possess the job related knowledge, skills and abilities (position qualification(s)) required for appointment to the position. Please provide a summary explaining how your skills and experience demonstrate you possess the identified position qualification(s) in the box below:

Summary of skills and experience:

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120%

After submitting your bid the following message will appear in red:
"You have submitted successfully! Please print this page for your record."

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DHS Job Posting

Minnesota Department of Human Services

minnesota north star

DEPARTMENT OF HUMAN SERVICES
Job Bidding Page

You have submitted successfully! Please print this page for your record.

You are bidding on Posting Number: 5996

Job Class: Human Svcs Technician Class Option: None

Work Location: MSOCS FC 19th Ave, Minneapolis

Bargaining Unit: 204 Seniority Unit: 4EM - MSOCS-SouthMetro/Walker

Employee Record #: 0

Employee ID: [REDACTED]

Employee Name: [REDACTED]

Permanent Job Class(es): Human Svcs Technician Class Option:

Employment Status: Unlimited Employment: Permanent

Employment Conditions: Part-Time

Bargaining Unit: 204 - Health Care Non Professional Seniority Unit: 4EM - MSOCS-SouthMetro/Walker

Class Seniority Date: 01/06/2005 State Seniority Date: 01/06/2005 Lot #: 0

Based on the information above, you may be considered an eligible bidder.

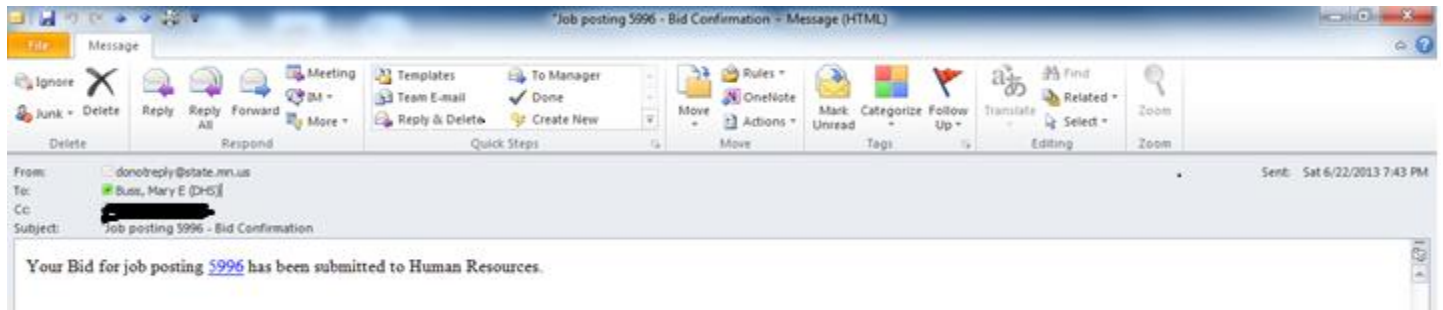
If you are bidding on multiple vacancies, indicate if this is your #1, #2, #3, etc. choice.

Choice: #

Click "Submit Bid" button to submit your bid:

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In addition, the bidder will receive an email confirming the bid.



To rescind a bid, follow the above process until reaching the bid page. If the bidder has previously bid on the vacancy, the following message will appear: "You already submitted a bid to this posting. If you wish to rescind your bid click the Rescind Bid button."

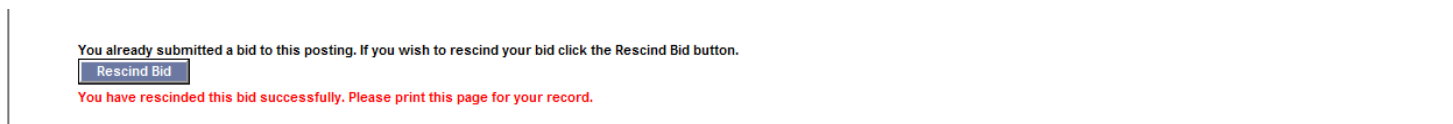
If the bidder doesn't want to rescind the bid, simply click the [Back to Home Page](#) link to return to the posting page.

OR

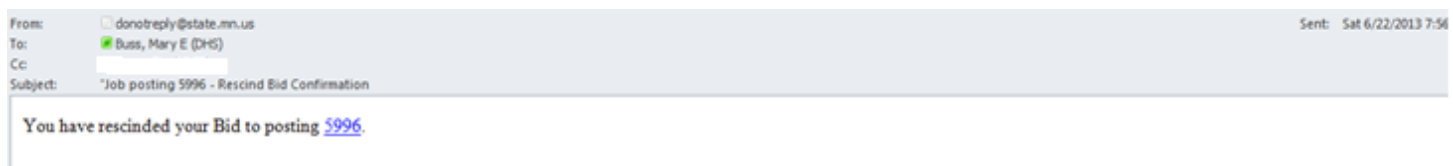
To rescind the bid, click the Rescind Bid button.



After clicking the "Rescind Bid" button the following message will appear: "You have rescinded this bid successfully. Please print this page for your record."



In addition, the bidder will receive an email – Rescind Bid Confirmation



If the employee is not considered an eligible "bidder" the following "Job Bidding Page" will display. The top section of the "Job Bidding Page" displays a brief summary of the posted vacancy. The middle section of the "Job Bidding Page" provides information related to the bidder's active appointments/jobs within DHS. The bottom section of the "Job Bidding Page" indicates why the employee is not considered and eligible bidder. This section also provides information on how the bidder may apply for the vacancy through the [State Careers website](#).

DEPARTMENT OF HUMAN SERVICES
Job Bidding Page

You are bidding on Posting Number: 5996

Job Class: Human Svcs Technician	Class Option: None
Work Location: MSOCS FC 19th Ave, Minneapolis	
Bargaining Unit: 204	Seniority Unit: 4EM - MSOCS-SouthMetroWalker

Employee Record #: 0	Employee Name: [REDACTED]
Employee ID: [REDACTED]	Class Option:
Permanent Job Class(es): Human Svcs Technician	Employment: Permanent
Employment Status: Unlimited	
Employment Condition: Part-Time	Seniority Unit: 4BR - Brainerd
Bargaining Unit: 204 - Health Care Non Professional	Lot #: 1
Class Seniority Date: 10/03/2011	State Seniority Date: 10/03/2011

You are not considered an eligible bidder because:
For Employee Record #: 0

- Job Seniority Unit must be 4EM - MSOCS-SouthMetroWalker, yours is 4BR - Brainerd.

If you believe the above information is in error, please contact .

Since you are not considered an eligible "Bidder" as outlined in the [AFSCME Bargaining Unit Agreement](#), and would like to be considered for the above vacancy, you **MUST** apply online through the [State Careers website](#). Follow the instructions on the State Careers website on how to create a "My State Job Search Account", create or update your resume, conduct a job search and apply for jobs. If the vacancy is not filled by an eligible "Bidder" and you meet the minimum qualifications of the position, your name will be referred to the hiring supervisor.

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For Department of Human Services Direct Care & Treatment Services employees only, when a vacancy is posted, an email will be sent to all employees in the same bargaining unit and seniority unit as the posted vacancy.

