

DRCC OPEN POSITIONS LISTING

(Updated continuously)

Hourly pay is \$12.25 (unless specified in Job Description); sleep overnight has a stipend of \$50 per night.

(PT) Part-time = Less than 30 hours per week = not Health Insurance Eligible. (PT+IE) Part-time = 30+ hours per week = Health Insurance Eligible.

(FT) Full-time = 40 hours per week with full benefits.

DSP = Direct Support Professional; PC = Program Coordinator

Some Program House's do require a valid Driver's License.

PROGRAM HOUSE	LOCATION	FT/PT	Driver's License Required	AWAKE OVER-NIGHT	SLEEP OVER-NIGHT	WEEK-ENDS	JOB DESCRIPTION/SCHEDULED HOURS	NUMBER OF CLIENTS	HOURS
Crystal	Duluth Heights	PT	✓				<p>LPN or RN FILL-IN</p> <p>Looking for a nurse (LPN or RN) for fill-in and vacation replacement to work with 4 young adults with high medical needs who are active in the community. Duties/skills include assessment, medications, catherization, feeding tubes, CPT vest, use of a ventilator, trach care and suctioning. We provide training. Hourly wage is \$18.98 (LPN) or \$26.40 (RN) and increases with experience.</p>	4	Varies
Bishop Woods	Hermantown	PT	✓			✓	<p>LPN or RN</p> <p>Looking for LPN or RN to work with young adults with high medical needs.</p> <p>Position 1: LPN or RN to work every Thursday, Friday, and Saturday 9pm-7am. Insurance Eligible. LPN position is \$18.98 hourly wage, and increases with experience. Job may be split into 2 positions, which will not be insurance eligible, and average 30 hours every other week. RN position is \$26.40 hourly wage, and increases with experience. Job may be split into 2 positions, which will not be insurance eligible and average 30 hours every other week.</p>	4	30/wk.
Birch	Proctor	FT	✓			✓	<p>FULL-TIME PROGRAM COORDINATOR</p> <p>40 hrs./week, \$14.00/hr., plus benefits.</p> <p>Hours are Tuesday-Saturday with varying am and pm shifts. We are seeking an individual who is reliable, self-driven, flexible, friendly, and embraces person-centered thinking. Application deadline is Tuesday, March 5th.</p>	4	40/wk.

PROGRAM HOUSE	LOCATION	FT/PT	Driver's License Required	AWAKE OVER-NIGHT	SLEEP OVER-NIGHT	WEEK-ENDS	JOB DESCRIPTION/SCHEDULED HOURS	NUMBER OF CLIENTS	HOURS
Tamarack	Esko	FT	✓			✓	FULL-TIME PROGRAM ASSISTANT 40 hrs./wk., \$12.25/hr., plus benefits. Hours are: 2pm-10pm weeknights and varying shifts every other weekend. Looking for someone who is creative, able to learn varying forms of communication, and enjoys being active in the community. Application deadline is Thursday, March 5th.	4	40/wk.
Cedar	Two Harbors	FT	✓			✓	FULL-TIME PROGRAM ASSISTANT 40 hrs./week, \$12.25/hr., plus benefits. Hours are: Sunday – Thursday 3-11pm, Monday 2-10pm. We are seeking an individual who is reliable, self-driven, flexible, with a positive attitude and works as a team member . Application deadline is Monday, February 25th.	4	40/wk.
Aurora	Aurora	FT		✓		✓	FULL-TIME AWAKE OVERNIGHT 40 hrs./week, \$12.25/hr., plus benefits. Hours are: AWAKE overnights Sunday night through Wednesday night from 10:30pm-8:30am. Looking for individual who is self-motivated, reliable, demonstrates a positive attitude, is able to work independently, and also as a team member. Application deadline is Tuesday, March 5th.	5	40/wk.
Bishop Woods	Hermantown	PT	✓			✓	INSURANCE ELIGIBLE Every Thursday, Friday, and Saturday 10pm-8am, to equal 30 hours/week. Position may be split between 2 individuals, which would not be insurance eligible, and would average 30 hours every 2 weeks.	4	30/wk.

PROGRAM HOUSE	LOCATION	FT/PT	Driver's License Required	AWAKE OVER-NIGHT	SLEEP OVER-NIGHT	WEEK-ENDS	JOB DESCRIPTION/SCHEDULED HOURS	NUMBER OF CLIENTS	HOURS
Birch	Proctor	PT	✓			✓	Hours vary and are flexible. Shifts include morning and evening hours on weekdays (1-9pm, 3-9pm, 3-10pm.) Weekend hours include (7a-3p, 8a-3p, 3-9p, 3-10pm.) Position requires personal cares. Come join a great team!	4	21-24/wk.
Cedar	Two Harbors	PT	✓			✓	Position 1: Hours are: Wednesday, Thursday, and alternating Friday 6am-9am. Friday of Week 2 would be 6am-10am. Position 2: Hours are: 9am-7pm on the 2 nd Saturday of the pay period.	4	Position 1 10/wk. Position 2 5/wk.
Daniels	Pike Lake	PT	✓	✓		✓	POSITION 1& 2: LOOKING FOR 2 STAFF – SAME HOURS BUT WORK OPPOSITE WEEKENDS: Hours are every other Friday 2p-9p, Saturday 8a-3p, Sunday 8a-4p. POSITION 3: Week 1: Sunday 9a-2p, Saturday 3p-9p. Week 2: Sunday 3p-9p, Saturday 3p-8p.	3	22/pay period (x2) & 23/pay period
Galere	Duluth Heights	PT	✓			✓	Hours are every other Friday, Saturday, Sunday and Monday, 11a- 7p, and every Thursday 3p-8p.	4	21/wk.
Juniper	West Duluth	PT	✓			✓	Week 1: Hours are: Tuesday 3-9pm, Saturday 9am-11pm, Sleep Overnight. Week 2: Hours are: Sunday 7am-7pm (\$50 stipend for sleeping the overnight), Tuesday 2-9pm, Wednesday 2-9pm. Employee will be expected to be available for fill-in and occasional sleep overnights. Staff are expected to arrive for shift on with a good attitude, and have the ability to follow a plan. Staff will be trained to administer personal medical needs for a client.	4	Wk. 1 20/wk. Wk.2 26/wk.

PROGRAM HOUSE	LOCATION	FT/PT	Driver's License Required	AWAKE OVER-NIGHT	SLEEP OVER-NIGHT	WEEK-ENDS	JOB DESCRIPTION/SCHEDULED HOURS	NUMBER OF CLIENTS	HOURS
Merritt	West Duluth	PT	✓		✓	✓	Hours are every Tuesday, 4p-8p; every other Saturday 12p-11p, (sleep overnight 11p-7a), Sunday 7a-7p. \$50 stipend for each sleep time. Due to the unique needs of the ladies sharing the house, we prefer female staff.	3	22.5/wk.
Midway	Virginia	PT				✓	Looking to fill two PT positions. Hours are flexible during the weekday with shifts every other weekend. Shifts will typically begin starting at 2:00pm, 3:00pm, and 4:00pm, ending at 10:00pm.	4	20/wk.
Oak	East Duluth	PT				✓	Position 1 – every Thursday and Saturday 8am-2pm. Position 2 – every Tuesday, Thursday, and Friday 2pm-10pm.	2	12/wk. & 24/wk.
South Grove	Mt. Iron	PT	✓			✓	Hiring 2 part-time employees. Hours include a combination of days, evenings, and every other weekend shifts with fill-in available. (Up to 29 hours each week) This is a perfect opportunity for someone who loves adventure and fun; someone who isn't afraid to try new things and share their creative side. You must be positive, dedicated, flexible, and reliable.	4	29/wk. x2
Tamarack	Esko	PT	✓			✓	Hours are flexible, week day evenings, and varying hours on weekends. Looking for someone who is creative, enjoys the outdoors, and is able to learn varying forms of communication.	4	20/wk.

PROGRAM HOUSE	LOCATION	FT/PT	Driver's License Required	AWAKE OVER-NIGHT	SLEEP OVER-NIGHT	WEEK-ENDS	JOB DESCRIPTION/SCHEDULED HOURS	NUMBER OF CLIENTS	HOURS
Winona	Woodland Area	PT	✓			✓	<p>Position 1: Week 1 – Monday 9am-2pm, Thursday 3pm-8pm, Friday 9am-3pm, Saturday 10am-9pm. Week 2: Monday 9am-2pm, Thursday 3pm-8pm, Friday 9am-3pm, Saturday 10am-9pm.</p> <p>Position 2: Week 1 – Sunday 2pm-8pm, Thursday 3pm-8pm. Week 2 – Sunday 2pm-8pm, Friday 3pm-8pm.</p> <p>Position 3: Week 1- Friday 3pm-8pm, Saturday 2pm-11pm (sleep overnight 11pm-7am). Week 2 – Sunday 7am-2pm, Thursday 3pm-8pm.</p>	4	<p>Position 1: 27 hrs./wk. x2</p> <p>Position 2: 22/pay period</p> <p>Position 3: 26/pay period</p>

**TO APPLY FOR ANY OF THESE POSITIONS, PLEASE FILL OUT THE ONLINE APPLICATION ON THIS WEBSITE.
FOR QUESTIONS REGARDING OUR HIRING PROCESS, PLEASE CONTACT MICHELLE HOOEY AT 218-722-8180, EXT. 101.**

DRCC is a non-profit agency supporting individuals with disabilities throughout Northeastern MN. DRCC has an open, honest culture that values each individual including our employees! Here is what you can expect...

- ...on-going training and support;
- ...paid vacation and sick as a part-time employee after one year of employment;
- ...employees working 20 hours/week for 2 consecutive years receive tuition/book reimbursement for all eligible course work up to \$500 annually;
- ...Student Loan Forgiveness as DRCC is a non-profit agency. You must meet all requirements stated within the Loan Forgiveness guidelines;
- ...hourly wage \$12.25 for all entry level positions as stated.

Besides Duluth, we have locations in Proctor, Pike Lake, Two Harbors, Cloquet, Esko, Hermantown and the Range cities of Virginia, Mt. Iron and Aurora.