LOCAL AREA JOB POSTINGS

COMPANY	**Glen Meadows Baptist Church – 6002 Knickerbocker Rd.**
POSITION	Nursery Workers
DUTIES	For Sundays, Wednesdays, 2 Friday nights a month, and possibly some weekdays. Duties include providing a healthy, safe, positive, and nurturing Christian environment for children in the care of the GMBC Children's Ministry. $7.25/hour
CONTACT	Call Lloy Dele Englert at 942-6601 or 234-2375 if you are interested. You will be blessed.
POSTED	5-25-16

COMPANY	**Regency House**
POSITION	Certified Nurse Aides (up to $1000 sign-on bonus) Charge Nurse – RN/LVN (up to $2000 sign-on bonus) PRN – Various Shifts Available $200 monthly retention bonus for full-time employees
DUTIES	
CONTACT	Apply online at www.seniorcarecentersltc.com Click on careers>Career Opportunities> Type in city of interest.
POSTED	5-25-16

COMPANY	**West Texas Power**
POSITION	Office Help
DUTIES	Looking for someone who is proficient with Quick Books. Hours 1:00-5:00.
CONTACT	Call Sherry or Wayne at 325-653-7711.
POSTED	5-16-16

COMPANY	**First Financial Bank**
POSITION	Teller at HEB Location
DUTIES	
CONTACT	Interested applicants can view the job description, minimum qualifications and apply online at www.ffin.com/careers
POSTED	5-12-16

COMPANY	**ServiceMaster by Texas Best**
POSITION	Part-Time and Full-Time Technicians
DUTIES	We are looking for part-time and full-time carpet cleaning & restoration technicians. This is a labor-intensive position that will suit those who are motivated, eager to learn, and have good communication skills. A positive and flexible attitude is a must. Hours vary & pay is variable upon experience. Benefits available. Job Responsibilities: • Provide Carpet Cleaning, Tile Cleaning, Water Damage, Fire Damage, & other restoration services. • Prepare documentation pertaining to the job (contracts, pictures, sketches, daily reports, etc). • Drive and operate company truck to job sites, office duties, and job site monitoring. • Maintain equipment, vehicles, tools, & facilities.

	• Work well with others and perform all other duties as assigned. • We have flexible scheduling but on-call, evening, and weekend hours are sometimes necessary as we are a 24/7 disaster response company. Job Qualifications: • Experience in the field of carpet cleaning, water/fire mitigation, construction/demolition is a plus but not required. We will train the right individual. • Must be able to lift 80 pounds. • Must be able to perform all tasks, which include walking, bending, stooping, twisting, reaching, pulling, pushing, kneeling, lifting, and crouching. • Must have good customer service skills including great written and verbal communication skills and problem solving skills. • Must be able to perform basic mathematic calculations & have basic computer skills. • Must have a valid driver's license and a clean driving record. • We are a drug free workplace & background checks are required for employment. • Must have a reliable phone & transportation & display a professional appearance. • Must display honesty, integrity, good work ethics, and responsibility.
CONTACT	Please call 325-944-0010 for more information.
POSTED	4-26-16

COMPANY	**Palmer Feed & Supply**
POSITION	Warehouse Position
DUTIES	Will work with school schedule but would prefer someone who could work morning hours.
CONTACT	Apply in person at 1318 North Chadbourne between 9 AM and 11AM or 2 PM and 4 PM and ask for Christi or call 325-653-6765
POSTED	4-26-16

COMPANY	**ASU Small Business Development Center**
POSITION	Office Coordinator II Position
DUTIES	
CONTACT	If interested, review and apply using this link: https://employment.angelo.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1461102638638 Click on Staff positions.
POSTED	4-20-16

COMPANY	**Performant**
POSITION	Account Resolution Specialist – Full and Part-Time
DUTIES	***Essential Job Duties*** • Learns, understands and appropriately applies various client and account type programs, as well as regulatory requirements and rules. • Uses references, other leads and a variety of company approved computer-based tools to locate good account holder contact information. • Updates company systems with clear and accurate information such as contact and updated demographic information, notes from contact dialog and attempts, arrangements make with account holders, as well as account status updates as applicable. • Effectively follows scripts and other tools provided to share programs with account holders and gain agreement to a course of action and arrangement. • Initiates activity based upon arrangement with account holder; follows-up and follows through accordingly to ensure documentation and activity is on-time and accurate to achieve required results. • Escalates situations outside guidelines to supervisor. • Arrives to work on-time, works assigned shift(s), and maintains regular attendance. Follows and complies with company and departmental policies, processes and procedures. • Consistently achieve or exceed established productivity metrics and goals assigned. ***Minimum Qualifications***

	• Comfortable in a fast-paced office environment performing multiple tasks cohesively, with keen attention to detail. • Strong communication and interpersonal skills; ability to listen, be succinct and demonstrate positive customer service attitude. • Effective at influencing a conversation to successful outcome; handling objections or conflict successfully with unwavering professionalism. • Ability to apply knowledge learned in training and to follow process, procedures and regulations. Ability to effectively perform work independently, and work cooperatively with others to promote a positive team environment. • Self-motivated and thrives in a competitive environment. • Ability to consistently perform job responsibilities. • Possess a personality type that is ethical, friendly, hard-working and proactive. ***Physical Requirements*** Job is in a busy standard office environment with moderate noise level, sits at a desk during scheduled shift, making outbound calls and answering inbound return calls using an office phone system; views a computer monitor, types on a keyboard and uses a mouse. Reads and comprehends information in electronic (computer) or paper form (written/printed). ***Compensation*** $10.50/hour
CONTACT	**YOU MUST COMPLETE an *ONLINE APPLICATION at:* http://performantcorp.com** **FMI contact the local recruiting office at 224-6053 or email JDusek@performantcorp.com**
POSTED	4-20-16

COMPANY	**TxDOT**
POSITION	#105277 – Construction Record-keeper II, San Angelo Office
DUTIES	
CONTACT	Open until filled. External candidates must apply online at: https://www.txdot.gov/inside-txdot/careers.html
POSTED	4-15-16

COMPANY	**Eden Detention Center**
POSITION	Administrative Clerk $11.75 Correctional Officer $16.49 Mailroom Clerk $11.75 Maintenance Worker $15.84 Manager, Computer Services – BOE Clinical Supervisor – BOE Registered Nurse - $32-$35.00
DUTIES	
CONTACT	Applicants should apply online at www.jobs.cca.com
POSTED	4-15-16

COMPANY	**Angelo Back & Rehab**
POSITION	Part-Time position for Practice Representative
DUTIES	Must have great communication and customer service skills. Will train you on a proven system. Must love helping people and natural health care.
CONTACT	Interested candidates please email resume to DrAnderson@AngeloBackAndRehab.com
POSTED	4-15-16

COMPANY	**Southwest Children's Academy**

POSITION	Full-Time and Part-Time Staff
DUTIES	Full-Time must be available Mon-Fri 7:30am-2pm. Part-Time must be available Mon-Fri 2pm-5:45pm. Experience is not necessary. We train on-site.
CONTACT	Apply in person at 3434 Green Meadow Dr.
POSTED	4-15-16

COMPANY	**Baptist Retirement Community**
POSITION	***SOCIAL SERVICES*** **SOCIAL WORKER**: Responsible for assisting residents and families adjust to retirement nursing environment and addressing problems or concerns of the residents or families; Bachelor's Degree in Social Work required; Master's Degree in Social Work preferred; minimum 1 year prior related experience in a health care setting required; license in social worker required. **Shift: Full Time Days** ***MAIN STREET CAFÉ*** **WAITSTAFF:** Take food orders, serve, clear tables and run cash register. Excellent customer service skills required. **Shift: FT - hours vary 6:30 am to 6:30 pm, must be available weekends** ***DIETARY*** **DINING SERVER:** Responsible for assisting dietary and kitchen staff with supporting functions such as setting tables, preparing trays, preparing serving lines, washing dishes, cleaning, and assisting residents during meal times. **Shift: FT 11:30 am to 8:00 pm with rotating days off** ***ENVIRONMENTAL*** **CUSTODIAN:** Responsible for cleanliness and servicing of assigned area, care of cleaning equipment and providing excellent customer service. **Shift: FT 7:30 am to 4:00 pm with rotating days off** ***MAINTENANCE*** **SAFETY**: Responsible for monitoring all areas of the retirement facility: requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy. High School Diploma or GED preferred. Minimum of one year prior related experience in safety or security preferred. **Shift: PRN (as needed**) ***NURSING*** **CHARGE NURSE:** Work with residents providing direct nursing care. Applicant must possess a current, unencumbered active license to practice nursing in Texas. **Shift: Days 12 Hour Shifts, PRN as needed** **CREST/CNA:** Provide care to the elders living in The Crest home and care for their environment by doing laundry, cooking, and housekeeping. Protect, sustain and nurture the elders by providing assistance with activities of daily living (A.D.L.s) and meeting other needs as required. Provide assistance in such a manner as to promote a high quality of life. Coordinate all aspects of the self-managed work team. **Shift**: **FT 12hr Days & Nights Shifts, Rotating Days Off** **CERTIFIED NURSING ASSISTANT (CNA)**: Work with residents providing basic nursing care. Must be listed on the Texas Nurse Aide Registry. **Shift: FT 12 hour Days & Nights Shifts & PRN as needed** **CERTIFIED MEDICATION ASSISTANT (CMA)**: Responsible for gathering and dispensing prescribed medications and PRN medication to residents, as instructed by supervisor. Must possess a current, unencumbered, active license to practice as a CMA in Texas. **Shift: FT 12 hour Days** **PAS COMPANION:** Responsible for providing routine personal care services in clients' homes and assisting with the activities of daily living in the home setting. Responsible for providing services in compliance with all applicable federal, state, and local health and safety codes. **Shift: Part Time & PRN 7am-7pm** **PAS C.N.A.:** Must be listed on the Texas Nurse Aide Registry. Responsible for providing routine personal care services in clients' homes and assisting with the activities of daily living in the home setting. Responsible for providing services in compliance with all applicable federal, state, and local health and safety codes. **Shift: Full Time 7am-7pm**

DUTIES	
CONTACT	Applications available at www.baptistretirement.org/talk-to-us/careers
POSTED	3-22-16

Shannon Medical Center Employment Opportunities visit www.shannonhealth.com
City of San Angelo Employment Opportunities visit www.sanangelotexas.org

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To post a job, send an email with the job details to ctruitt@howardcollege.edu. Postings normally run for 30 days unless indicated otherwise. There is no charge to place a job posting.