



851 Old Alice Rd,
Brownsville, TX 78520
(956) 546-3141

5636 Southmost Rd Ste D,
Brownsville, TX 78520
(956) 621-3480

601 East Harrison Ave ,
Harlingen, TX 78550
(956) 423-9266

If interested in any of the positions listed below, please contact your nearest Workforce Center and consult with an Employment Service Counselor for additional information on how to apply.



<u>Job Posting Number</u>	<u>City</u>	<u>Position</u>	<u>Hourly/Salary</u>	<u>Experience/Education</u>	<u>Job Description</u>
5359146	Brownsville	Roofer Trainee	Starts at \$10.00 / HR	6 months of experience required	Must have experience with metal roofing; follow all safety procedures & guidelines & comfortable working on sloped surfaces at higher elevations. Proficient with roofing equipment, power & hand tools. Capable of lifting 50 pounds.
8689914	Brownsville	CNC Operator	Discussed upon interview	6 months of experience and a High School Diploma/GED required	Prepare & operate CNC machines for drilling, grinding & milling. Read blueprints, & mechanical drawings. Prepare & load raw materials & parts; run tests & set machines. run to check if machines. Supervise machines; inspect & measure finished products & check & maintain machinery daily to ensure functionality.
7347311	Brownsville	Choices Career Coach	Discussed upon interview	3 years of experience and 2 years of college, technical, or vocational school	Will provide services to recipients of Temporary Assistance to Needy Families (TANF) & other customers. Will eligibility verify case mgmt, interview & assess, & progress monitoring & track. Coordinates supportive services & conduct follow-up. Goal is employment at or above the self-sufficiency wage with job retention tracked for at least 1 year after exiting the program.
8689249	Brownsville	Medical Receptionist	Discussed upon interview	1 year of experience and a High School Diploma/GED required	Greets guests, determines purpose of visit, & follows procedures with guests. Answers phone calls & directs callers to personnel/departments. Schedules patient for medical, case mgmt, linkage to continuum of care or testing appointments.
5362248	Brownsville	CAREGIVER	\$ 7.25 Per hour	3 Months Experience / High School Diploma / GED	Must have 3 months experience. Cares for children's basic needs, such as bathing & feeding. May help children prepare for kindergarten or help older children with homework. Assist with preparing lunch, snacks and dinner.



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<u>8683845</u>	Brownsville	<u>MAINTENANCE /JANITORIAL</u>	\$ 7.25 Per hour	1 Year Experience / No Education Requirement	Will offer prevenative maintenance & repairs to all areas of the motel, including its exterior, heating & cooling systems, plumbing, electrical systems, floors, walls & furniture. Picking up trash around the grounds.
<u>7341119</u>	Brownsville	<u>Insurance Sales Professional</u>	Pay will be discussed at time of interview.	0 Years Experience / High School Diploma / GED	Sell, market, & service insurance products to existing & new customers. Develop insurance quotes, makes sales presentations, & closes sales. Proficient multi-tasker, follow-thru & followup. Excellent communication/interpersonal skills.
<u>8683514</u>	Brownsville	<u>Customer Service, Delivery & Production</u>	Pay will be discussed at time of interview.	0 Years Experience / No Education Requirement	May require to make deliveries. We need detail oriented, highly driven people to become the delivery force. Must be 18 or over for insurance Must have a Driver's License. Able to follow directions. Flexible Schedule (Must be able to work all scheduled shifts, NO EXCEPTIONS). Will drive company car. Help in production making the arrangements.
<u>7341109</u>	Brownsville	<u>TEACHER AID</u>	\$ 7.25 Per hour	6 Months Experience / High School Diploma / GED	Will work with young children (feeding, cleaning, playing, etc.). Maintains visual supervision of children at all time, pays attention to playground & facility safety. Assures classroom is left in a clean, orderly condition for the following day.
<u>7329583</u>	Harlingen	<u>Certified Nurse Aide</u>	\$15/hr per visit (each visit is 1 hour) Mileage reimbursement.	License or Certification Type: TX Nurse Aide	Primary function is to provide personal care and simple procedures as an extension of therapy or nursing to the patient in their place of residence; to assist in providing a safe and clean environment, work cooperatively with patient and family and report observations, changes, and problems to the supervisor.



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<u>3627982</u>	Harlingen	<u>Medical Assistant</u>	Discussed at time of Interview	6 Mths of Experience High School Diploma/GED	Will perform administrative & certain clinical duties. Administrative duties include scheduling appointments, maintaining medical records, billing, & coding information. Takes & records vital signs & medical histories, prepares patients for examination, drawing blood, & administers medications. Must be computer literate.
<u>7340183</u>	Harlingen	<u>Child Care Workers</u>	\$7.25/Hr - \$7.50/Hr	2 Yrs of Experience No Education Required	Works with children of various age groups: new born to 5 yrs of age. Must be able to participate & oversee toddler children. Will play games, read, & create crafts with the children. Will provide snacks and drinks. May work special events that require child care. Must have a clear background.
<u>8662427</u>	Harlingen	<u>Community Health Care Worker</u>	Based on experience	1 yr of Experience High School/GED	Assists within Ryan White funded clinic to navigate, manage & support patients with hepatitis C infection throughout the HCV care continuum. Assist in maintaining & increasing trust between patients & clinical team by understanding patients' needs & capacities. Responsible to promote patients' overall functioning & management of HCV & HIV infections.
<u>7318263</u>	Harlingen	<u>Customer Service/Shipping and receiving</u>	Based on experience	1 yrs 0 mos and High School Diploma/GED	Responsible for providing a diversity of complex secretarial & clerical duties to include functions. Provides administrative support for the repack, warehouse departments. Composing routine & non-routine correspondence to personnel & clients. Process repack dept paperwork for production runs. Provides customers with weekly inventories of their accounts.



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<u>3077419</u>	Harlingen	<u>Maintenance /Greeter</u>	\$8.00 an hour	0 yrs 0 mos and High School Diploma/GED	Must have customer service & maintenance skills. Must be able to cut grass, edge, & perform light maintenance. When not doing maintenance skills, will be greeting park residents.
<u>8663745</u>	Harlingen	<u>Sales Associates/Pawn Broker</u>	Discussed at time of Interview	1 Yr of Experience High School Diploma/GED Required	Greet & interact with customers to determine need & recommend financial solutions. Perform non-management open/close procedures. Keep sales floor clean & stocked; maintain displays. Perform sales & loan transactions. Handle cash. Answer calls. Communicate with customers & with employees & managers, display respect, & use effective communication tools.
<u>8671970</u>	Harlingen	<u>Medicaid Biller</u>	Discussed at time of Interview	1 Yr of Experience High School Diploma/GED	Maintains, processes & submits client claims. Processes & updates billing information. Process all invoices to accounts receivable & follow through for payment received, trouble shoots billings claims not paid or rejected; must have knowledge of company policies, billing codes, reimbursements, timeframes, & limitations; responsible to download & install updates for the billing software.
<u>8651550</u>	Harlingen	<u>Concrete Mixer Drivers</u>	Discussed at time of Interview	6 Mths of Experience 10th Grade Education Required	Drives truck equipped with auxiliary concrete mixer to deliver concrete mix to job sites. Drives truck to location for unloading. Moves levers on truck to release concrete down truck chute into wheelbarrow or other conveying container or directly into area to be poured with concrete. Cleans truck after delivery. May spray surfaces of truck with protective compound to prevent adhering of concrete. May assemble cement chute. Will clean up work area when not driving.



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<u>6684081</u>	La Feria	<u>Driver</u>	Will be discussed at interview.	0 yrs 6 mos and 11th Grade	Driver will be responsible to taking and picking up clients to. Will need to assist clients on and off the vehicle. Must have a valid drivers license and must have a clean driving record(no accidents in the past 3 years). Employer will be conducting background checks.
<u>3610000</u>	Los Fresnos	<u>CDL Driver</u>	Discussed upon interview	No experience or education requirement	Responsible for making daily local pickups of used cooking oil. No experience is required, must have a Class B CDL License with a Tanker endorsement for consideration.

November 19, 2018

Workforce Solutions Cameron
Equal Employment Opportunity Employer/Program
Auxiliary Aids available upon request to individuals with disabilities
Relay Texas 1-800-735-2989 TDD or 1-800-735-2988 voice

PAGE 5