Minnesota Veterans Home – Minneapolis

Questions & Answers

1) What positions are you currently hiring for?
   a. We have several CNA and LPN positions needed right now. We are also needed a few Maintenance/Housekeeping persons. We are also currently looking for a Master Plumber, Stationary Engineer, Registered Nurse Administration, and Buildings Utilities Mechanic.

2) What is the pay for the Maintenance positions?
   a. The pay for the Maintenance workers starts at $15.00

3) What are the requirements for the CNA positions?
   a. You must be certified with the MN Nursing Assistant Registry in order to work for our agency. Other agency may not need this certification.

4) How has the interviewing process changed since COVID-19?
   a. We are currently doing phone interviews because of COVID, we do require a Department of Human Services background check as well.
   b. We are looking into different ways of speeding up this process because of our current situation and waiting on additional guidance from the State of MN.

5) How long is the training process?
   a. Training is 4 weeks, and we are doing classroom training with social distancing.

6) Does public transportation run to the Veterans Home?
   a. Yes, we are on the blue line and a bus come straight into the campus hourly. Currently, they are running on the Saturday bus schedules.

7) What is the best way to apply?
   a. All interested parties must apply on line thru the State of MN careers website. https://mn.gov/mmb/careers/

8) There are concerns per applying online in safeguarding confidential information. Is the site secure?
   a. Yes, everything on the State of MN careers website is secure. The application details only go to the HR person listed on the posting.

9) What are next steps after applying online?
   a. After the application has been completed online, I review the applications to make sure the candidate meets the minimum qualifications. If the candidates do meet the minimum qualifications, their names are given to that supervisor to review and contact to schedule an interview.
   b. Once the interview is completed and passed, we review your employment references, wages are determined per union labor contract and government statutes.
   c. Once a wage has been agreed upon, pre-employment qualifications must be met - this includes the DHS background check and a tuberculosis screening test. Since we have a vulnerable adult population - this is very important.
10) Are the maintenance positions only full time?
   a. There are both part time and full time positions.

   a. Staff are having their temperatures taken daily at the front door at start of each shift. If an employee has a temperature, they are sent home. Masks and gloves are required for all staff. Social distancing is practiced as much as possible within the realms of working with the residents.

12) Are there other locations that are currently hiring?
   a. We have another location in Hastings MN that is also hiring at this time. This is about 20-25 minutes from Minneapolis.

13) What skills/experience are you looking for with Maintenance Workers?
   a. Maintenance workers have to be able to demonstrate knowledge of cleaning materials, knowledge on how to clean different types of flooring, use of flooring and cleaning equipment, laundry experience a plus, and proper handling/storage of chemicals.

14) Are first round interviews being done by phone?
   a. Currently we are doing only phone interviews. Skype is possible if persons are setup.

15) Do you require a high school diploma for Maintenance Workers?
   a. No, a high school diploma is not required for Maintenance Workers.

16) How are Housekeeper and Maintenance Worker positions different?
   a. They are the same at the Minneapolis VA.

17) Are there any Information Technology positions available?
   a. There are always positions open in information Technology, however they are with a different State Agency that supports all the agencies of the State of MN. That is the Minnesota Information Technology agency or MNIT. Apply at the State of Minnesota Careers page - https://www.mn.gov/careers.

18) Are background checks required?
   a. Yes, all employees must have a Department of Human Services background check performed because the Minnesota Veterans Home has a vulnerable adult population.

19) Does the Department of Veteran Affairs have their own website to apply?
   a. We have our own agency website: www.mn.gov/MDVA that will give you information about our agency, however all applications go thru the State of MN Careers website.

20) Any other information you would like to share with interested candidates?
   a. All State HR are currently working remotely so things are a little more interesting for us to get through the application processes. Please be patient with us, but if you have any questions concerning positions with the MN Dept. of Veterans Affairs, please feel free to contact me at Robin Gilmer - robin.gilmer@state.mn.us or call 612-210-5736.
   b. All applicants must be able to demonstrate through their application or resume that they meet all the minimum qualification on that particular job. If a job requires specific knowledge, your resume or application must state that specific knowledge. If you must have so many years of experience, we must see the actual dates of that experience, not "I worked 2 years as...."