



Jobseeker News

A MONTHLY NEWSLETTER FOR MONO COUNTY JOBSEEKERS AND EMPLOYERS

CONTACT US

Mammoth Lakes
1290 Tavern Road
PO BOX 2969
Mammoth Lakes, CA
760-924-1770

Bridgeport
37 Emigrant St.
Bridgeport, CA
760-932-5600

Walker
107384 HWY 395
Walker, CA
530-495-1263

www.monocounty.ca.gov

Employment Service Workers

Angela Olson
760-924-1770
aolson@mono.ca.gov

Cynthia Garibay
760-924-1770
cgaribay@mono.ca.gov

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RECENT NEWS

MCOE Adult Education Offers *Free* High School/GED and Spanish/ESL Classes

Completing your high school diploma or obtaining your GED is a wonderful way to invest in your future. Once finished, you can look forward to increased pay, better job prospects, and the opportunity to further your education.

It also signals to employers that you are motivated and organized, plus the boost to your self-confidence is pretty nice, too.

The Mono County Office of Education (MCOE) offers **free** online classes, tutoring, and laptop loans to help you achieve your goal. Register here: forms.gle/2jKXjz1wn4XV4RLF7

Another fantastic way to earn more money and find better employment is to become bilingual. Companies in healthcare, government, retail, hospitality, tourism and more are placing a premium on employees who can speak both English and Spanish.

MCOE offers **free** Spanish and ESL (English as a Second Language) classes. The classes are open enrollment (join any time) and are currently all on Zoom.

Spanish Language class is starting February 3, continuing every Thursday



Photos: Liza Summer

at 5:30pm. Lunchtime Spanish Bookclub begins February 9 and continues the second and fourth Wednesday of each month from 12-1pm. Register here: forms.gle/XTLQQchirf3fZCiB7.

Clases de ESL en Zoom comenzaron el 31 de enero. Las clases para principiantes se llevan a cabo los martes y jueves a las 5:30pm. Las clases intermedias se llevan a cabo los lunes y miércoles a las 5:30pm. Registrarse aquí: forms.gle/xZ8MsxTe1CB5Jrch6.

For more information about any of the programs, contact Shana Stapp:

- 760-914-4131
- stapp@monocoe.org
- www.monocoe.org/adult-education
- www.facebook.com/MCOEAEAC

JOB OF THE MONTH



Mammoth Hospital: Patient Access Manager

Location: Mammoth Lakes

The Hospital Patient Access Manager is responsible for the day to day operations of The Hospital Patient Access/ Admitting department. This includes the following department functions admitting, scheduling, insurance verification, benefits and authorizations, financial counseling, reception, cashier and operator. The Hospital Patient Access Manager is also responsible for the continual education of Patient access representative and associates in other Hospital areas such as the ED, Lab and Radiology staff, etc. The Hospital Patient Access Manager works as a team with the other Revenue Cycle teams under the direction of the Revenue Cycle Manager.

What you'll do:

- Manages all staff assigned to this position.
- Optimize, streamline, and enhance systems, people, and processes.
- Manages the staff's continual education process; to include training, competency testing, and staying current and complying with patient access policies and procedures (MCN).
- Manage various personnel functions including, but not limited to hiring, training, performance appraisals, promotions, transfers, and schedules.
- Effectively delegates projects, work assignments, and tasks to staff with clear expectations of the desired results, explanation of available resources, and clarification of accountability as work progresses with, and clear guidelines to follow.
- Monitors effective and productive use of time and optimal utilization of skills and resources.

Who you are:

- Excellent leader and team player
- Detail oriented
- Strong multi-tasker
- Great customer service skills
- Ability to identify and evaluate problems and implement short-term and long-term solutions



Photos: Mammoth Hospital

Qualifications:

- Bachelor's degree or equivalent years of applicable experience required.
- Five years experience in Healthcare required.
- Hospital or Clinic Patient Access experience and/or business office experience required.
- Proficient in Microsoft Excel.
- COVID Vaccination requirement.

For more information and to apply:

mammoth-hospital.breezy.hr/p/bf23f6856ef0-hospital-patient-access-manager

JOB BOARD POSTINGS

Double Eagle Resort & Spa: Reservations Desk Clerk June Lake

Info: Must have excellent customer service and computer skills. Full or part time, health benefits, fitness membership and PTO. Great place to work!

To Apply: jobs@doubleeagle.com

Town of Mammoth Lakes: Temporary Snow Removal Operator, FT Mammoth Lakes

Salary: \$24.54-\$28.41/hour

Info: Start immediately. Perform a variety of semi-skilled and skilled tasks in all facets of snow removal operations, including the operation of heavy construction and maintenance equipment. Guaranteed full-time hours. CDL required, meal allowance provided for 12-hr shifts, \$200 boot/sunglasses reimbursement.

To Apply: www.townofmammothlakes.ca.gov/767/Employment-Opportunities

Obsidian Private Residence: Maintenance Full Time Mammoth Lakes

Salary: Based on experience.

Info: Work independently or part of a team to maintain property and homes. Must have experience in all aspects of building maintenance.

To Apply: 760-934-5490 or email joe@obsidianprc.com

More Jobs: www.monocounty.ca.gov/workforce-services/page/job-boards-links

Rite Aid: Service Associate, FT Mammoth Lakes

Info: Responsible for the day-to-day operations, care, and service provided to our customers.

To Apply: riteaid.loop.jobs/job/Rite-Aid-MAMMOTH-LAKES-CA/166398730

VACASA: Housekeepers Mammoth Lakes

Salary: \$23/hour, year-round

Info: Looking for a hard-working individual who will maintain the supreme cleanliness of our homes. Hours will vary weekly and seasonally based on needs. Sign-on and winter bonuses.

To Apply: www.vacasa.com/careers/positions/?gh_jid=3873919

Mammoth Creek Inn: Front Desk & Housekeeping Mammoth Lakes

Salary: Competitive wages based on experience.

Info: Full-time & part time year-round (and seasonal) front desk & housekeeping positions. Must be available to work evenings (front desk), weekends and holidays.

To Apply: Apply in person at 663 Old Mammoth Road.

Shilo Inn: Front Desk Associate Mammoth Lakes

Salary: \$15-\$17/hour

Info: Represents the hotel to the guest throughout all stages of the guest's stay.

To Apply: www.hospitalityonline.com/jobs/1917347

Sierra Employment Services:

Retail Store Manager

Mammoth Lakes, \$60k/year

Snow Shovelers

Mammoth Lakes, \$25-\$30/hour

Housekeepers

Bishop and Mammoth Lakes, \$18-\$27/hour

Medical Assistant

Bishop and Mammoth Lakes, \$17-\$23/hour

Temperature Screeners

Bishop, \$17.23/hour

Janitorial Services

Bishop, \$16.50/hour

Retail Clerk

Mammoth Lakes, \$15+/hour

Info: 760-924-0523 (Mammoth Lakes) or 760-873-8599 (Bishop)

To Apply: SierraEmployment.com

Distant Brewing: Experienced Cooks Mammoth Lakes

Salary: \$16-\$20/hour

Info: 401k, sick-pay, PTO, free food, discounted beer/merchandise and an awesome crew. FT/PT shifts available.

To Apply: Send resumes to info@distantbeer.com or come into the brewery and ask for Chris or Kirk.

Convict Lake Resort: Quality Control Specialist Mammoth Lakes

Salary: \$24/hour + Signing Bonus

Info: Inspect, maintain, and ensure company standards are met for resort facilities. Coordinate with maintenance personnel and property managers to facilitate the completion of work orders. Experience required. OT + Medical + 401(k).

To Apply: Contact Carol at carol@convictlake.com or 951-757-0463.

Claim Your 2021 State and Federal Credits



IT'S YOUR MONEY

YOU EARNED IT!

THE STATE AND FEDERAL EARNED INCOME TAX CREDITS (EITCs) are special tax breaks for people who work full- or part-time. This means extra cash in your pocket. If you have income from work, you can file your returns and claim your EITC refunds, even if you don't owe any income tax. You can also file amended federal returns for the previous three years and amended state returns for the previous four years, if you did not claim your EITC or Child Tax Credit (CTC) in prior years. There is no late filing penalty if you do not owe any taxes in the prior years.

CALIFORNIA EITC (CalEITC) requires filing your state tax return (form 540 2EZ or 540) and form FTB 3514. CalEITC is available for working individuals at least 18 years of age or older; there is no age requirement for qualifying children of working individuals. Tax filers must be living in California for at least six months of the current tax year.

FEDERAL EITC requires filing your federal tax return (form 1040EZ, 1040, or 1040A) and the Schedule Earned Income Credit Form 1040. For the 2021 tax year only, filers must be at least 19 years old, but under 65 years old at the end of the tax year to qualify. The age limit does not apply if you have a qualifying child.

2021 CalEITC Income Limits

Number of Qualifying Children	State EITC Income Limits	State EITC Maximum Credits
None	\$30,000	\$255
1	\$30,000	\$1,698
2	\$30,000	\$2,809
3 or more	\$30,000	\$3,160

2021 Federal EITC Income Limits

Number of Qualifying Children	Single, Head of Household or Widowed	Married Filing Jointly	Federal EITC Maximum Credits
None	\$21,430	\$27,380	\$1,502
1	\$42,158	\$48,108	\$3,618
2	\$47,915	\$53,865	\$5,980
3 or more	\$51,464	\$57,414	\$6,728

GET FREE TAX HELP

- CalFile for filing state taxes online at Franchise Tax Board: (800) 852-5711
www.ftb.ca.gov/file/ways-to-file/online/calfile/index.asp
- EITC calculator and free tax return preparation locations: www.ftb.ca.gov/caleitc
- EITC Assistant through the Internal Revenue Service: www.irs.gov/
- Volunteer Income Tax Assistance (VITA) locations: www.irs.gov/vita
- American Association of Retired Persons (AARP) Tax Aide Program: <https://taxaideqa.aarp.org/hc/en-us>
- File your federal and state tax returns for free online: www.MyFreeTaxes.org

Child Tax Credit and Young Child Tax Credit

The American Rescue Plan Act of 2021, advanced half of the federal Child Tax Credit for the 2021 tax year. The federal Child Tax Credit is \$3,600 per qualifying child under the age of 6 and \$3,000 for each child age 6 to 17. Families must have at least one child under the age of 17 at the end of the tax year and must file a federal tax return. Eligible families received \$300 per month for each child under the age of 6 and \$250 per month for each child age 6 to 17, starting July 2021 thru December 2021. For more information visit GetCTC: <https://www.getctc.org/en>

The California Young Child Tax Credit is up to \$1,000 per family. Families must have at least one child under 6 years old at the end of the tax year, qualify for CalEITC, and must file a California state tax return.

Starting with the 2020 tax year, CalEITC eligibility can be claimed by taxpayers who have either a Social Security Number or Individual Taxpayer Identification Number. The EITC refunds are not counted as income when your CalWORKs, CalFresh or Medi-Cal benefits are calculated. Ask your eligibility worker for more details.

VER ESTE DOCUMENTO EN ESPAÑOL

www.cdss.ca.gov/Portals/9/TranslatedForms/Spanish/PUB_429_Spanish.pdf?ver=2022-01-16-211407-070



WORKFORCE SERVICES

Let's Talk!

Please contact Workforce Services to discover more about the programs we provide. **We are here to help you succeed!**

Call us at 760-924-1770 or visit: www.monocounty.ca.gov/workforce-services



Photo: Brooke Cagle



Photo: Christin Hume



Photo: Jud Mackrill



Photo: Jakob Owens

CAREER RELATED SERVICES

Our Employment Service Workers are eager to assist and offer a variety of career related services.

- Résumé Building
- Interview Coaching
- Cover Letter Writing
- Career Counseling
- Job Search Assistance
- Community College Registration
- GED Training Referrals

RESOURCE ROOM

Do you need the use of a computer, internet, printer, copier, telephone or fax machine? We can help!

The Resource Room assistance is available to the public from 3pm to 5pm, Monday through Friday.

However, due to COVID-19 pandemic we are conducting all services by phone. To receive assistance please call 760-924-1770 and request employment services.

CALJOBS

Have you registered for CalJOBS?

CalJOBS is California's online resource to help job seekers and employers navigate the state's workforce services. You can search for jobs, create résumés, find qualified candidates, and more. Visit CalJOBS to register or log in.

www.caljobs.ca.gov

VETERANS SERVICES OFFICER

Gordon Greene
Office: 760-873-7850
Cell: 760-937-0431
ggreene@inyocounty.us

Please note that services offered through the Office of Veterans Affairs are for Veterans AND their families.



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Photo: Yan Krukov

UNEMPLOYMENT INSURANCE

Need Unemployment Insurance Assistance?

Public Statewide Online and Phone Unemployment Insurance (UI) Assistance:

edd.ca.gov/Unemployment/UI_Online.htm

- 1-800-300-5616 – UI Claims Support
- 1-833-978-2511 – General or Technical UI Support
- 1-866-333-4606 – Automated Self-Service UI Line

Public Local Kern, Inyo, and Mono (KIM) assistance with general UI guidance (from the Bakersfield AJCC/EDD Workforce Services (WS) staff in Bakersfield):

- 661-336-6912 – Bakersfield AJCC/EDD line
- WSBAJCCreferralKERN@edd.ca.gov – Bakersfield AJCC/EDD email



Photo: Los Muertos Crew

WORK INNOVATION AND OPPORTUNITY ACT

Updated Reimbursement of 90% of Wages to Employers

Are you an employer looking for help? The specific technical skills you need may be hard to find. The Workforce Innovation and Opportunity Act (WIOA) On-the-Job Training Program helps you train the right workers to meet your requirements.

This program assists employers with the costs of hiring and training new and advancing employees by offering financial reimbursement of up to 50% of the employee's wages during the training period – **now updated to 90% of the employee's wages for companies with 50 or less employees.**

This program is administered through Mono County Workforce Services. Contact: 760-924-1770 or workforceservices@mono.ca.gov before the employee is hired, or for any questions about the program.



COVID-19 VACCINATIONS

Get vaccinated – it's safe, effective, and free. Vaccination is the most important tool to end the COVID-19 pandemic.

Every Californian age 5 and up is now eligible for vaccination.

For more information:

English: coronavirus.monocounty.ca.gov

Español: coronavirus.espanol.monocounty.ca.gov

Talk to your provider or visit myturn.ca.gov to make an appointment.



COVID-19 BOOSTER SHOTS

Boosters are now available for fully vaccinated people age 18 and older!

If it has been six months or more since your second dose of Pfizer or Moderna, or two months or more since your first dose of Johnson & Johnson, make plans to get your boosters.



FREE AT-HOME COVID TESTS

Every home in the U.S. is eligible to order 4 free at-home COVID-19 tests.

The tests are completely free. Orders will usually ship in 7-12 days. Order your tests now so you have them when you need them.

For more information and to order:

English: www.covidtests.gov

Español: www.covidtests.gov/es