

47-UBA - ESE  
St. Paul - F. A. M. C.

Minnesota School and Colony  
Faribault, Minnesota

DIVISION OF PUBLIC INSTITUTIONS  
Carl H. Swanson, Director  
St. Paul, Minn.

E. J. ENGBERG, M. D.  
Superintendent

April 11, 1947

Mrs. Emma Young  
Plainview, Minnesota

Dear Mrs. Young:

Miss Laura I. Foley, Executive Secretary, Wabasha County Welfare Board, has informed us that you are interested in securing employment at this institution.

The duties vary depending upon the class of patients that the attendant is caring for at the time. They are all patients who are child-like in their mentality and vary in age from the very young to the old, and from the very helpless to patients who are well enough to do a great deal of the work of the institution under supervision.

The attendant who lives at the institution occupy private rooms and are furnished their meals and personal laundry. The beginning rate of pay is \$110.00 per month, from which a \$30.00 deduction is made for their maintenance. The hours of duty are eight per day with a six day week. The hours of duty vary depending upon the shift to which the person is assigned, but most of these are day shifts. Vacation time is allowed after six months of service and consists of one week for each completed six months of service. Vacation time need not be taken at the end of each six months unless the person prefers it and the person can be spared at the time. Attendants who work on holidays are given a day off at some other time for each of the holidays on which they have worked and each person gets credit for one day of sick leave for each completed month of service and this may accumulate up to a total of one-hundred working days, so that if a person is sick there is no interruption of pay providing there is sufficient sick time accumulated to cover the entire period of absence. Attendants are required to furnish regulation white uniforms which are laundered at the expense of the institution.

One of the requirements for employment is that the applicant pass a physical examination in connection with which a chest X-ray is taken for which a charge of \$1.00 is made.

We are enclosing herewith an application form which we shall appreciate if you will complete and return it together with information as to when you might be ready for duty so that we may give your application further consideration.

Very truly yours,  
*E. J. Engberg*  
E. J. Engberg, M. D.  
Superintendent

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Enc.

cc - Miss Laura I. Foley  
Executive Secretary