

AUGUST 30, 2021 – SEPTEMBER 3, 2021

HIGHLIGHTS

Employers, please review the Constant Contact email for the links for submitting job postings. Please submit jobs through the JotForm link. Jobs are included in this listing for two weeks. If you want to list longer, please resubmit or send an email requesting more time. All fields should be completed before submitting. Questions about this? Email katrina.james-pellam@ucc.edu. Job Submissions link is right here also: <https://form.jotform.com/IBlatUCC/job-submissions>

Job seekers, please forward this to a friend in need. To sign up to receive this in your email, submit your [info here](#).

Caseworkers, employers, others, please scroll to last page of this newsletter to link to sign up to receive this newsletter via email.

UNION COUNTY AMERICAN JOB CENTER

Job seekers in Union County can use the new “Union County Works” website at ucajc.org to find job openings, job training and education opportunities, help creating resumes, and more. It is the first county-based “virtual one-stop” employment service in New Jersey. Union County Works is a project of Union County’s American Job Center. The launch of the new online platform makes the American Job Center the first local workforce area in the state of New Jersey to offer a virtual one stop to its residents.” Visit this link to access the portal: <https://www.ucajc.org/vosnet/Default.aspx>

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

Training and Funding are Available... To assist displaced homemakers to transition into the workforce. What is a displaced homemaker? A displaced homemaker is defined as an individual who has worked in the home for a number of years and through the death, disablement, or divorce of a spouse finds themselves as the primary source of household income. In many cases they may be underemployed and, therefore, unable to support themselves and/or their children. Through New Jersey's Displaced Homemaker (DH) programs, a participant may obtain or upgrade their skills for transition into the paid labor market. This Grant offers to Eligible Participants: • Computer Basics Classes • Job Readiness Classes • Workshops • Finance • Career Planning • Couponing • Health Wellness • Dress for Success • Nutrition • Occupational Trainings Funded by a grant from the NJ Department of Children and Families Division on Women. Accredited by the Middle States Commission on Higher Education. Union

County College does not discriminate and prohibits discrimination, as required by state and /or federal law, in all programs and activities, including employment and access to its career and technical programs. Accredited by The Middle States Commission on Higher Education. How do I get started? To set up an appointment to obtain complete program information, including eligibility requirements and available classes, contact CEWD Recruiting at 908-659-5114 or, via email at cewd-recruiting@ucc.edu.

HERE ARE SOME RESOURCES FOR YOUR PERSONAL JOB SEARCH EFFORT.

In addition to job boards **Indeed, LinkedIn and Zip recruiter**, add these to your job search toolbox:

Facebook Job Search Groups:

Northern NJ Jobs: <https://www.facebook.com/groups/432657580269807>

NJ Jobs: <https://www.facebook.com/NJ.comJobs>

Jobs in NJ: <https://www.facebook.com/groups/902605226459921>

North Jersey Jobs: <https://www.facebook.com/groups/NorthJerseyJobs>

New Jersey Department of Labor Resources: <https://careerconnections.nj.gov/>

State of New Jersey COVID-19 Jobs and Hiring Portal:

<https://jobs.covid19.nj.gov/?Facets.filterbox.filter0=%5B%5D&Facets.filterbox.filter1=%5B%5D>

NJ COVID-19 Information Hub: Contact Tracer Interest Registration page:

<https://covid19.nj.gov/forms/tracer>

National Labor Exchange NLx: <https://usnlx.com/>

State of New Jersey Department of Labor and Workforce Development Job Fair Information:

<http://lwd.state.nj.us/WorkForceDirectory/jobfair.jsp>

Top 100 Employers Hiring NOW: 1,120,000+ Open Jobs:

<https://job-hunt.org/coronavirus/covid19-top-employers.shtml>

STAFFING AGENCIES:

ALL STAFFING WAREHOUSING: NEW!!!!!!

Machine Operator - Somerset, NJ: Sunday-Tuesday 7am-7pm & Wed 7am-1pm. Pay is \$14 Handling Materials and making plastic lids. Must be able to lift 50lbs.

Production Workers (Bilingual Spanish Required) – Neptune City, NJ: Monday-Friday 6am-2:30pm & 2:30pm to 10:00pm. Pay is \$12/hr. Fold, iron, and clean clothes.

Warehouse Associate – New Providence, NJ: Monday-Friday 8am-5:00pm. Pay is \$15/hr.

•Forklift Experience is a plus but not required and must be able to lift 50-100lbs consistently.

Truck Unloaders – Edison, Cranbury, Monroe (Potential Other Locations in the near future)! Start time is between 7am and 8am. Paid per load. Potential to earn over \$200 per day or more.

Driver Helper – Edison, NJ: Monday – Friday Start time 4:45am till finish. Pay is \$14/hr. Preferred but not required Bilingual. 10 to 15 hours of overtime guaranteed!

Warehouse Associate – Sayreville, NJ: Monday-Friday 8am-4:30pm Pay \$15/hr. Must be able to lift 50lbs and standing.

Warehouse Associate – Edison, NJ: Monday-Thursday 5am-6pm & Friday 5am to 2pm Pay is \$15/hr. Must know forklift. Sunday to Thursday 6:30pm to 5am. Must be able to use Walkie Rider

Produce Clerk – Edison, NJ Open availability \$15-17 based on experience. Must have experience with Produce. Experience with Forklift.

Sit down Forklift and Electric Pallet Jack – South Plainfield Monday to Friday 8:30am to 6pm. \$15/hr. Must have warehouse experience and know the sit-down forklift and the electric pallet jack. Must be able to work in cold refrigerated environments. Bilingual Spanish preferred!

Sales Consultant – South Plainfield Monday to Friday 9am to 6pm or 8:30am to 5:30pm. Must speak Hindi. 45k – 50k a year

Office Admin – South Plainfield. Monday to Friday 9am to 6pm or 8:30am to 5:30pm. Must speak Hindi. 45k a year

Warehouse Associate / Shipping and Receiving – New York New York. Monday to Friday 10:00am to 5:30pm. \$15/hr. Must make labels with UPS labels, USPS labels, receiving and shipping parcels. Be able to pick up and drop parcels. Must be computer Savvy.

Please check out our website at: <https://www.facebook.com/pages/category/Employment-Agency/All-Staffing-Warehousing-LLCNJ-104858228252306/>. Contact our Recruiter, Sulia Mason. Call or text 215-932-7404. Or Sulia.m@aswlogistics.net. Applications available Monday to Friday 8am to 3:30pm. All Staffing Warehousing 311 Raritan Avenue, 2nd Floor, Highland Park, NJ 08904.

COUNCIL FOR AIRPORT OPPORTUNITY - Various Job Opportunities available:

Cargo Warehouse Agents, Cooks, Electrical Maintenance Technicians, Material Handlers, Package Handlers, Security Guards, Food Production Associates, General Maintainer (plumbing, carpentry, electrical skills required). **Description of Skills/Experience Required/Desired (Minimum):** Some of the positions require a valid driver's license and some require a SORA. HS/GED Technical. **Pay Rate:** Minimum \$16.20 per hour. **Apply to:** www.caonynj.com or email resume to career@caony.com.

LINDEN FIRST EMPLOYMENT & TRAINING CENTER

Seeking employment opportunities? Let us assist you at the Linden First Employment & Training Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at cic-nj.org/cicevents to receive call in information. Questions? Please email LindenFirstNJ@gmail.com. This is a free service for Linden residents and other Union County municipalities. No sessions on City Holidays.

ROSELLE FIRST WORKFORCE CENTER: Seeking employment opportunities? Let us assist you at The Roselle First Workforce Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at cic-nj.org/cicevents to receive call in information. Questions? Please email RoselleFirstJobs@gmail.com. This is a free service for Roselle residents. No sessions on City Holidays.

Industry Credentials Are Your Pathway to Career Advancement, Employment Opportunities, Higher Pay, and Job Security

The Center for Economic and Workforce Development at Union County College offers Valuable Industry Credentials in several programs including:

MICROSOFT OFFICE SPECIALIST: • Microsoft Office Specialist Word Certification, Certiport • Microsoft Office Specialist Excel Certification, Certiport • Microsoft Office Specialist Outlook Certification, Certiport

ACCOUNTING TECHNICIAN: • Microsoft Office Specialist Excel Certification, Certiport • Intuit QuickBooks Certification, Certiport

DIGITAL LITERACY: • IC3 Digital Literacy Global Standard 6 Certification, Certiport

FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT: SCPRO FUNDAMENTALS (CSCMP)
CERTIFICATES IN: • Supply Chain Management Principles • Inventory Management •
Transportation Operations • Customer Service Operations

CERTIFIED NURSE AIDE WITH FIRST AID AND CPR • NJ Certified Nursing Assistant license

PHARMACY TECHNICIAN: • Certified Pharmacy Technician, PTCB • License, Pharmacy
Technician State of New Jersey

PATIENT CARE TECHNICIAN: • National Certified EKG Technician (CET), NHA • National Certified
Phlebotomy Technician (CPCT), NHA • National Certified Patient Care Technician (CPCT), NHA

Attend a Virtual Information Session hosted by Union County College

Tuesdays and Thursdays, at 11:00 am during August

You must pre-register to attend these online/virtual events at:

<https://form.jotform.com/IBlatUCC/fall-2021-information-sessions-regi>

To get started or for more information contact us at 908-965-2992 or
cewd-recruiting@ucc.edu



EMPLOYMENT OPPORTUNITIES

FedEx Ground, Edison, NJ: Full and Part-Time Package Handlers

FedEx Ground is hiring part-time and full-time individuals to load and unload packages in our fast-paced warehouse environment. Part-time employees typically work a 2-4-hour shift per day. Full-time employees work approximately two shifts per day of varying lengths. Package Handlers are responsible for warehouse duties including: the physical loading, unloading and/or sorting of packages of varying sizes and weights by hand, including lifting, pushing, pulling, carrying, scanning, placing packages, as well as physical bending, twisting, kneeling, and etc. in a safe and efficient manner. Shifts may vary depending on warehouse package volume and business needs. **Qualifications:** Must be at least 18 years of age. Must be able to load, unload and sort packages, as well as perform other related duties. **Salary:** Up to \$18.50/hour + \$100 weekly bonus (if eligible). **Benefits:** Tuition Assistance \$5,250.00 per year at the start of the school term. Discounts on phone, groceries and other purchase, plus much more! **Apply to:** Groundwarehousejobs.fedex.com

UPS, Monroe Township, NJ: Package Handlers

In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. You'll typically work 3 ½ - 4 hour shifts, approximately 17 ½ - 20 hours per week in this part-time or seasonal role. As part of the UPS team, you'll receive a competitive hourly rate and an attractive benefits package. Take the next step on your career journey as a Package Handler/Warehouse Worker at UPS. If you're a student at an approved college, university, trade or technical school, UPS offers an educational assistance program that could provide you with up to \$25,000 for tuition, books and fees. If you qualify, you'll be eligible for the program on your first day of work at UPS. **Salary:** \$18-\$20 P/HR. **Apply to:** UPSJOBS.COM.

Playa Bowls, Cranford, NJ: Playa Babe / Playa Bro FIVE OPENINGS

We are looking for a hard-working and dedicated employee searching for a position with room for potential growth and previous retail or food experience. This individual must be able to assist customers, educate them on the product (fully trained) and have an upbeat and friendly attitude. The applicant must be fluent in English. Knowledge or interest in health foods and nutrition is not required but preferred. **Duties and Responsibilities:** A Playa Babe or Bro is the most important part of making Playa Bowls who we are! You are responsible for preparing fruit, making orders, assisting customers at the cash register, cleaning, organizing, refilling, and most importantly, having a great attitude and ready to have fun. We are primarily looking for part time morning weekday employees but are hiring for all positions. **Salary:** \$12-\$16 P/HR. **Send resumes to:** PlayaBowlsCranford@gmail.com

OSG, Carlstadt, NJ: Multiple Warehouse Openings

Apply and sign up for our special hiring event on 8/31 and 9/1 for roles such as Warehouse Driver, Maintenance Mechanic, Inserter Operator, Digital Print Operator and Janitorial Services.

We are primarily looking for part time morning weekday employees but are hiring for all positions!

Read each description on our Indeed Link to see what is the best fit for you. **Salary:** \$17 -\$20 P/HR.

Benefits: Health, Life, 401K, Paid Time Off, \$500 sign-on bonus. **Apply to:** <https://bit.ly/775Carlstadt>

Prato Men's Wear, Elizabeth, NJ: TWO POSITIONS

Sales Associate: Responsibilities: General Men's retail sales, filling stock, and cashier.

Alterations of Men's Suits: Full and Part time tailor position available. **Submit resumes to Kelly Ashmawy** at kashmawy@pratooutlets.com.

JC Penney, Woodbridge, NJ: Asset Protection Associate Openings

Responsibilities: Supports Shrinkage and Safety Awareness programs: Aids Store Management to communicate current shrinkage and safety topics. Conducting surveillance: Observes customer's and contractor's (CCTV/floor) activities to detect theft, fraud or suspicious activity, collects investigative intelligence related to ORC activity and fraud, takes direction from AP management to monitor team member activity as needed, reports infractions of company policy to AP and/or store management. Detaining and Interviewing suspects: Conducts interviews in accordance with local laws and Company policy on customers and contractors suspected of theft, reports suspected fraud to AP management or Market Investigations as needed. Maintaining records: Creates and manages records using approved Company methods, proper retention of evidence and disposition of recovered merchandise. Participating in Court Hearings: Attends hearings, updates appropriated files and maintains relationships with local law enforcement. Supports Safety programs: Identifies and address potential hazards to customers and associates, takes initiative to correct minor hazards, conducts incident investigations and completes associated reports. Supports Internal investigations: Takes direction from AP management to collect evidence regarding internal investigations, acts as an interview witness as needed. Perform responsibilities in accordance with company policies and procedures in order to drive sales and profit. **Qualifications:** Applicants must be 18 years of age or older and have a high school diploma or GED. **Apply to:** <https://jobs.jcp.com/jobs/6362263-asset-protection-associate-woodbridge-ctr>.

Precision Escalator Products, Kenilworth, NJ: Machine Operator 2 Openings

Duties and Responsibilities: Produce machined parts by operating a computer numerical control (CNC) machine (Milling and/or Lathe); maintaining quality. **Salary:** \$15-\$18 P/HR. **Apply to:** Cynthia Gonzalez at cynthia@precisionescalator.com

Elizabeth Pharmacy, Elizabeth, NJ: Full and/or Part-time Cashier

Duties and Responsibilities: Greet and assist customers to maintain the highest level of customer service., suggest tie-in products that fit customers' needs, stock shelves and keep store clean and orderly, effectively operate a cash register including processing payments and counting change back accurately, communicate effectively with customers, fellow employees, and store management, know the basic store layout to assist customers in their selection of products and be able to answer customer questions about the entire store, and perform other duties as assigned. **Qualifications:** Friendly, attention to detail, helpful, customer-oriented personality, demonstrate excellent customer service and communication skills, must be able to lift 25 lbs. Flexible scheduling including weekends, evenings, and holidays is required. High School Diploma or GED. Apply within at 1164 E. Jersey Street Elizabeth, NJ or send resume to shuchitd@gmail.com.

MPA Painters, Elizabeth, NJ: Project Coordinator

Project Coordinator will participate in the painting process and will assist the Project Manager in overseeing projects assigned. They will inspect work to ensure MPA standard is met, supervise multiple crews, and ensure the scope of work is being completed in a timely and effective manner. They will interact with clients and maintain excellent Customer Service. Coordinators will be responsible to train, manage, and lead a crew on large commercial or residential painting projects. Must have strong grasp of professional paint systems, applications, and materials. This position is one of growth potential for the right individual. **Duties:** Read and understand blueprints, specifications, and scope of work (SOW) to communicate with the client, and MPA painting team to set goals and measure production. Provide daily and weekly feedback to Project Manager and prepare weekly plans reports for all assigned projects. Regularly inspect assigned projects to ensure MPA quality and timely progression. Attend all construction meetings. Coordinate in the ordering and receiving materials for assigned projects. Ensure that all painters and sub-contractors are following the MPA process and standards, in addition to holding them accountable and addressing any on-site issues. Report Labor hours/Manpower to Management. Collect contact information of the company and Foreman for all associated trades (Sheet Rock, Spackle, Trimmer, Cleaning, Tile, Floors, and Cabinets). Supervise multiple crews of 2-10 employees, and multiple Subcontractors. Provide extensive and professional Customer Service to clients. Ensure that crew is working to potential and meeting existing deadlines. Assign daily tasks to painters and double check their work. Train, manage and develop other painters on crew to ensure they are following the MPA processes and standards. Positive attitude in any situation. Resolve any type of situation of your responsibility. Positive communication with co-workers and supervisors Open to participate and adapt to company changes. Responsible for your personal tools. Be able to drive company vehicle as requested. Be able to work overtime and outside New Jersey as needed. Participate in all MPA meetings as requested. Participate in all training programs as requested. **Salary:** \$45,000 - \$55,000 Annually. **Benefits:** Holidays Off, Health Insurance. **Submit resumes to** Brian Gonzalez at briang@mpapainters.com:

Trinity Episcopal Day School, Cranford, NJ: Teacher Two Openings

Duties: Supervision of students. Lesson plans **REQUIREMENTS:** CDA or Associates degree in Early Childhood Education. At least one year experience. **Salary Range:** \$14 - \$15/HR. **Benefits:** 40 hours sick leave. **Submit resumes to** Nancy Ditzel at teds205@gmail.com

Lands' End, Bound Brook NJ: 5 Openings Part-Time Sales Associate

The Sales Associate is a member of a talented team that represents Lands' End to the customer by providing exceptional service in a professional, courteous, and helpful manner. This position enhances the experience of our customers and drives profitable sales by providing product expertise and advanced selling skills. Sales Associates also assist in ensuring that both store and visual brand standards are being met. **Benefits:** 50% off Regular Price Merchandise & an Additional 20% off Clearance. **Apply to:** landsend.com

United States Army, Elizabeth NJ: Over 150 Job Choices

Must be in decent physical shape, able to pass a pre-qualification aptitude test, ages 17-34. Must be able to perform in leadership roles, dependable, flexible, adaptive to new surroundings, maintain a

physically fit appearance. **REQUIREMENTS:** High School Diploma/ GED. **Salary Range:** \$1,650 - \$6,114.90. **Benefits:** Health, Dental, Bonuses, Travel, Technical Job Skill Training. **Apply to:** Ms. Shatera Garrett at (908) 531-9987.

YMCA of the Oranges, Livingston, NJ: Multiple Positions

REQUIREMENTS: High school diploma or equivalent. Prior experience working with children is preferred. Moderate knowledge of the ages and stages of children. Excellent interpersonal skills. Ability to understand positive guidance and reinforcement techniques. Ability to react to emergency situations within the policies and guidelines of the YMCA and in a calm and professional manner. Ability to work under minimal supervision and making sound decisions within the guidelines of the YMCA. Ability to communicate with a wide variety of members and guests in a professional manner, displaying tact and diplomacy when needed. Sufficient strength, ability, agility, and mobility to perform essential functions and to perform activities in a wide variety of indoor and outdoor locations. **Apply to:** <https://www.metroymcas.org/main/be-a-part-of-our-mission/>.

Patwin Plastics, Inc. Linden, NJ: Shipping and Customer Service

The ideal candidate will possess good basic math and organizational skills. They will need to interface with production, customers and freight carriers so written and verbal communication is critical. The ideal candidate will possess good basic math and organizational skills. They will need to interface with production, customers and freight carriers so written and verbal communication is critical. **Duties:** Communicating with production. Calculating pieces, bundles, and coils on pallets for shipping. Coordinating shipments with freight carriers. Completing necessary BOL's and packing slips. Creating shipment and product labels and putting them on skids, crates, and boxes. Invoicing, customer service, order entry, and general office duties. **Benefits:** Health Insurance, Life Insurance, 401K. **Apply to:** humanresources.linden@gmail.com

Seniors In Place, Springfield, NJ: Certified Home Health Aide Multiple Openings

Seniors In Place, a CACH accredited with distinction Home Care agency is seeking caring and compassionate Certified Home Health Aides to care for our clients. In-home and Facility Live-in, Hourly and Overnight positions available. Flexible schedules to meet your lifestyle. We service Union, Essex, Morris, Bergen, Passaic, and surrounding counties. **Responsibilities:** Duties may include but are not limited to bathing, assistance with ambulation, dressing, food preparations and feeding, incontinence care, light housekeeping and in some cases transportation. **Benefits:** Medical, Dental, Vision, Life insurance, disability, 401K. We also have a referral bonus. On holidays we pay time and a half. **Apply to:** seniorsinplace.clearcareonline.com/apply/

Parker Interior Plantscape, Plainfield, NJ: Two Full Time Openings Delivery & Installation Tech

We are looking for a candidate to help with the Installations of our designs in NYC, Philadelphia, New Jersey, and the surrounding areas. All candidates would be working out of our Plainfield facility. No experience necessary, willing to train the right candidate. **REQUIREMENTS:** Must have valid driver's license, must pass DOT physical and pre-employment drug screen, must be able to drive all vehicles up to and including a 26 ft straight box truck in and around NYC, Philadelphia, and New Jersey. No CDL required, MVR must be within policy guidelines and must pass road driving test, full-time positions must have flexible hours. Night and Weekend work may be mandatory during peak season.

Physical/environmental elements for this position: Must be able to walk and/or stand for 85% of the shift, must be able to ride in vehicle for extended periods of time, climb stairs, ladders, etc., bend, kneel, reach, squat, stretch as needed, lift up to 50 Lbs. repeatedly. The work environment will vary for each job, IE subject to weather conditions (cold or hot temperatures), loud noises, etc. **Salary:** \$14.00 - \$15.00/HR. **Send resumes to:** gregs@parkerplants.com

Community Access Limited, Elizabeth, NJ FOUR POSITIONS: Submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org

Quality Assurance Coordinator

Description: Expanding social service agency is seeking an individual to coordinate programing and ensures the integrity of the agency's services. Responsible for ensuring the quality and delivery of health and allied services to members. The ideal candidate has a high school diploma or GED, a valid driver's license, and reliable transportation. Position requires computer software experience in Microsoft Office. Responsibilities: Conduct sample quality review audits for multiple programs within CAU, which may also include trend tracking and follow up tracking/emails. Complete fidelity checks bi-weekly and follows up accordingly. Assists with preparing the sites for licensing annually and the main office/sites with CARF as assigned. Attends & participates in various committee meetings, trainings and in supervisions. Handle all aspects of internal committee meetings-agenda prep, meeting minutes, follow up as needed. Updates the HRST database system program staffing, runs queries in system. Monthly report summarizing the month's progress and running queries for programs assigned. Monitors and formats various policies, procedures, systems, and forms as needed by CAU including various forms & surveys in Carelogic. Coordinates investigations and participates in the process for statements, gathering of documentation needed, writing report at the end with all evidence found to support conclusion in the appropriate timeframe. Qualifications: Knowledge of DDD regulations. Excellent computer and Microsoft Office skills. Excellent communication skills, verbal and written. Highly organized and self-motivated. Valid driver's license. Access to a car to use for work purposes. Willing and able to attend required trainings outside of normal work hours.

Electronic Health Record (EHR) Specialist

Description: The main role for this position is to oversee the transfer of data from Division of Developmental Disabilities secure email to Carelogic application. You will also be responsible for reviewing the ticketing system, responding to questions, troubleshooting issues/support and offer exemplary customer service to users by proactively responding to requests in a clear and timely manner. EOE.

Employment Support Counselor

Description: To teach job skills to individuals with disabilities. Responsibilities include job coaching, completing building rounds, developing employment plans, performing hands on janitorial duties, and working with individuals with developmental disabilities. Position requires experience with individuals with DD, commercial cleaning experience, the flexibility to work weekend and evening hours, and availability for snow removal detail. High school diploma/GED, a driver's license, and a car are required. EOE. **Responsibilities:** Provides hands on training in commercial cleaning to individuals with Developmental Disabilities. Completes building rounds. Helps ensure a safe, clean, organized,

environment. Ensures that required documentation is complete and is in compliance with Agency and DDD regulations and standards. Provides training as a job coach for individuals with developmental disabilities. Engages in active job seeking to obtain employment and/or volunteer opportunities for individuals with developmental disabilities. Assists other personnel with facility set ups for meetings or other events. Coordinates the exchange and flow of all necessary paperwork. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required.

Director of Residential Disability Programs

Description: Provide administrative oversight for our supervised apartment programs for individuals with disabilities and to supervise the quality of support services provided. The ideal candidate has at least three years of experience working with people with disabilities; two years of supervisory experience; and a BA/BS degree in special education, psychology, social work, or a related field. Candidates must have a genuine desire to work with individuals with developmental disabilities, a valid driver's license, a car for work purposes, knowledge of DDD regulations, and strong leadership skills. EOE. This position requires on-call responsibilities, which includes evenings, weekends, and holidays. Full Time positions include a comprehensive and competitive benefits package! We provide you with Personal Protective Equipment (PPE). **Responsibilities:** Supervises the day-to-day activities of front-line supervisors. Helps establish and maintain standards and procedures that ensure the health and safety of everyone. Recruits, hires, and oversees the appropriate levels of staff to meet member and program needs. Ensures the facility, grounds, and equipment are maintained in a clean, sanitary, and safe condition. Helps prepare, oversee, and monitor the annual budget. Helps resolve member and family concerns. Facilitates interdisciplinary meetings. Oversees contractual obligations, including contract outcomes, reports, fiscal analysis, licensing inspections/program audits, etc. Ensures that required documentation is complete and is in compliance with Agency and DDD regulations and standards. Performs other duties as required.

END OF LISTINGS

Please: Print only what you need. ♻️ Recycle what you print.

Jobseekers join the Job Connections Mailing List: <http://bit.ly/JobConnectionSignUp>

Employers join our Mailing List: <http://bit.ly/JobConnectionEmployers>

Agencies and case workers join our mailing list: <http://bit.ly/AgencyContacts>

Employers or recruiters may submit opportunities to the Job Connections Newsletter by following this link. Submissions must be received by 12 noon on the Wednesday before publication date.

<https://form.jotform.com/IBlatUCC/job-submissions>

The Job Connection is updated on the first business day of each week on the UCC website at <http://bit.ly/UCCJobConnectionWebPage>

and on the County of Union website home page at www.ucnj.org.

UNION COUNTY COLLEGE *Transforming Our Community... One Student at a Time*



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A Service of the Union County
Board of County Commissioners

