

## OCTOBER 18, 2021 – OCTOBER 22, 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](mailto: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](http://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](mailto: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:**

**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, Bound Brook, & Sayreville

Start time is between 7am and 8am. Paid per load. Potential to earn over \$200 per day or more.

**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.

**Reach Lift Operator, Order Picker, Production Lead, Putaway Lead, Pacer/Sweeper, Outbound Lead, Load Planner, Repacker** – Cranbury, New Jersey. Various Times: Monday to Friday / Saturday 5:00am

to 1:30pm, 7:00am to 3:30pm / 5:30pm, 4:00pm to 12:30am, \$15/hour - \$22/hour (Depending on Position)

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](mailto:Sulia.m@aswlogistics.net). Applications available Monday to Friday 8am to 3:30pm. All Staffing Warehousing 311 Raritan Avenue, 2<sup>nd</sup> 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](http://www.caonynj.com) or email resume to [career@caony.com](mailto: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](http://cic-nj.org/cicevents) to receive call in information. Questions? Please email [LindenFirstNJ@gmail.com](mailto: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](http://cic-nj.org/cicevents) to receive call in information. Questions? Please email [RoselleFirstJobs@gmail.com](mailto:RoselleFirstJobs@gmail.com). This is a free service for Roselle residents. No sessions on City Holidays.



#### **Patricia & Paul Artisans of Fine Oils and Balsamics**

**We're Hiring!**

**Sales Associate**

We are looking for someone who is eager to learn about Extra Virgin Olive Oils & Balsamic Vinegars and has great customer service experience! Has a flexible schedule and is willing to work weekends.

**Looking to fill Seasonal & Full-Time positions**

Tasks will include:

Opening and Closing, Assisting Customers & checking them out, Answering phone calls, Taking orders over the phone, and Preparing Products to be purchased

Apply to Erin Mecca at [erin@patriciaandpaul.com](mailto:erin@patriciaandpaul.com)



## **OPEN HOUSE HIRING EVENTS**

**Wednesday's & Thursday's  
Interviews 9:00am – 5:30pm**

**Newark Liberty Airport, Terminal C, Lower Level, Door 6**

**\*You may be eligible for up to \$750 sign on bonuses**

**COOKS| BARTENDERS|SERVERS|DISHWASHER|CASHIERS|  
UTILITY AND MORE!**

### **REQUIREMENTS**

- Mask Required
- Business Casual attire
- Two forms of valid state-issued IDs
- 18+ Years of age
- Must pass background check with TSA
- Ability to read, speak and write English
- Great customer service

**[OTGexp.com/careers](https://OTGexp.com/careers)**

**For more information contact OTG Talent Acquisition Team  
[MVARGAS@OTGexp.com](mailto:MVARGAS@OTGexp.com)**

## EMPLOYMENT OPPORTUNITIES

### Union County College , Elizabeth, NJ: Three Openings

#### Part-time Program Coordinator – Grant Funded

Assume the responsibility for the realization of the goals of educational/training program awarded to CEWD. In conjunction with appropriate Center staff, recruit staff, schedule, organize, coordinate and evaluate the overall activities of the assigned programs. Assist with the development of educational/training programs, orient instructors and staff, schedule ongoing professional development activities. Monitor student participation and progress. Provide funders with appropriate information and reports. **Preferred Experience:** Minimum requirement of 3 years' management experience with local, state or federal programs. Proposal writing experience is required. Familiarity with occupational education needs and goals helpful. Competencies and Skills Required Interpersonal, organization and communication skills required. Proficiency with MS office products including Excel and Access and web page development and maintenance. Analytical and problem-solving skills. Excellent customer service, oral and written communication skills, including ability to communicate effectively with a diverse external community and a diverse campus community. Valid driver's license and access to an automobile. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a "quick study" in order to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. Analytical and problem-solving skills. Ability to take required initiative to solve problems. Ability to collaborate with others. Commitment to student service and a diverse population. Ability to multi-task in a busy environment. Ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel to other campuses, CEWD satellites and/or other satellites assigned as needed. **Education Requirements:** Bachelor's degree required. To get more information and to apply go to <https://ucc.peopleadmin.com/postings/7484>

#### Part-time Student Service Generalists – Grant Funded

Responsible for recruiting, advising and guiding participants to sustain successful participation in the Union County College/Center for Economic & Workforce Development Programs. The Generalist will be responsible but not limited to facilitate applications, recruiting, assessment, advising, registration, and placement through personal contact and follow through with the prospective student as she/he proceeds through the intake process. **Competencies and Skills Required:** At all times exercise professionalism and confidentiality with staff and students. Outstanding customer service and communication skills. Proficiency in MS Office suite of applications and social media. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a "quick study" in order to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. Analytical and problem-solving skills. Ability to take required initiative to solve problems. Ability to collaborate with others. Commitment to service and a diverse student population. Ability to multi-task in a busy environment and ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel locally. Valid driver's license and reliable vehicle. **Preferred Experience:** Experience working in Workforce

Development programs. **Education Requirements:** Bachelor's degree required. To get more information and to apply go to <https://ucc.peopleadmin.com/postings/7490>

### **Part-Time Student Services Associate – Grant Funded**

The Student Service Associate is the initial contact with students seeking entry into the college and with existing students seeking services. Is responsible for advising and guiding participants to sustain successful participation in the UCC-CEWD Programs. This is a grant funded position. **Characteristics, Duties, and Responsibilities:** Guide and counsel participants in UCC-CEWD programs. Orient students into assigned program. Design employability plans with participant. Aide participants in implementation of employability plan. Develop and implement motivational workshops designed for employment support and retention. Identify client supportive service needs and to perform liaison duties with cooperative agencies and programs to eliminate needs (i.e., childcare, housing, etc.). Participate in the intake process. Prepare and maintain necessary records and files on enrollment, counseling, and placement. Initiate and conduct placement follow-up and placement confirmation. Respond to all program requests. Accept all other assignments which help CEWD realize contractual goals. Travel to all campuses and satellite locations as needed. Travel to worksites driving a College vehicle. Some evenings and Saturdays may be required. · Other duties as assigned by unit supervisor and CEWD administration. **Preferred Experience:** Minimum of one (1) year of office or related experience is required. Competencies and Skills Required · Competency in Word, Excel, Outlook & Windows required. Must be able to read, write and speak English, ability to read, write and speak Spanish is a plus. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a “quick study” to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. **Education Requirements:** Associates degree required To get more information and to apply go to <https://ucc.peopleadmin.com/postings/7453>.

### **Chambon Electric, Inc., Chatham, NJ: Front Desk/Secretary**

**Responsibilities:** We are looking for an Enthusiastic Reception Associate to join our team. Responsible for handling front office reception and administration duties, including greeting guests and offering them a beverage, answering phones, handling company inquiries, and sorting and distributing mail. **Be Required Qualifications:** High school diploma and Class A driver's license. **Benefits:** Provided after three months. **Apply to:** [ceaccount2@celectonline.com](mailto:ceaccount2@celectonline.com)

### **Starbucks Coffee Company, New Providence, NJ: Ten Openings Barista/ Shift Supervisor**

Good news! No previous experience is required. **Basic Qualifications:** Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation. Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays. Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation. Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication. Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients. Available to perform many different tasks within the store during each shift. Ability to learn quickly. Ability to understand and carry out oral and written instructions and request

clarification when needed. Strong interpersonal skills. Ability to work as part of a team. Ability to build relationships. **Apply to:** [www.starbucks.com/careers](http://www.starbucks.com/careers)

**Elizabeth Destination Marketing Organization, Elizabeth NJ: VP Operations & Sales**

**Responsibilities:** The VP will help develop strategies to achieve organizational goals. Help increase hotel occupancy for Elizabeth, NJ. Create Draft proposals for event producers, with focus on promoting Elizabeth, NJ as a prominent tourist destination. Maintain and operate CRM database. Follow up on Sales leads from EDMO on general inquiries, tourism tradeshow, etc. Responsible for scheduling events, webinars and meetings to go over potential strategies to promote and increase overall awareness. Create and Draft proposals to pitch to clients in the area about tourism opportunities in Elizabeth. Engage current stakeholders including hotels, restaurants, retail and attractions to strengthen relationships and grow investment in the DMO. Research and apply for all relative grant opportunities for additional funding. Assess current Event programming for profitability and make modifications as needed. Represent EDMO at meetings, networking functions, trade shows and events including, but not limited to: ABA, IPW, TIA, TEAMS, etc. Generate opportunities for stakeholders through trade show participation and assist with securing programs for Elizabeth.

**MARKETING:** Manage the CMS (website hosting) -Designing and Updating partner listings. Manage and operate the EDMO Mobile App- must ensure all events, new communications and links are updated with relative information. Must increase app usage to be promoted through email campaigns and other sales channels. Complete and execute marketing plan and update all numbers to track growth. Extensive regular reporting required. Public relations- draft and distribute all press releases for any events. Work with Marketing Manager to ensure EDMO websites and mobile app engagement so they reflect and grow EDMO online interactions. Visit Elizabeth relative establishments and manage marketing collateral at select locations to grow the brand. Work with the affiliate Member Companies, EDMO: Hotel Concierge, Front Desk staff, and Sales associates to ensure they are in the know of what events are taking place in the city. Conduct an annual Marketing Plan session with the stakeholders prior to DMO grant application then prepare DMO grant application and ensure compliance to all details. Conduct research on local, statewide, and national travel and tourism trends so targeted EDMO marketing campaign can be developed and assessed. Oversee all Marketing creative activity and work with vendors. Meet regularly with stakeholders for needs assessment and feedback. Assess and report on marketing and web activity in all digital components. Oversee and monitor EDMO social media footprint. **OPERATIONS:** Monitor and manage inter-office productivity to ensure maximum efficiency of resources. Overseeing the work of all office employees to ensure they work productively and meet deadlines and company standards. Counseling any employees struggling in their roles. Answering telephone calls and emails from customers and clients and directing them to relevant staff. Creating an office budget and ensuring all employees follow it. Monitoring office supplies and ordering new stationery, furniture, appliances and electronics as required. Interviewing and training new office employees and organizing their employment paperwork. Organizing maintenance companies to keep the office clean and safe and ensure its appliances are in good working order. Reporting office progress to senior management and working with them to improve office operations and procedures. **Desired Skills:** 10-15 years of tourism industry sales and marketing experience. 10+ years of managerial experience 8+ years of tourism event planning experience. DMO, Tourism Industry Certification. Proficient in Word, Excel, Power Point and Outlook. B.A Required.

**Apply to:** Jennifer Costa at [jcosta@goelizabethnj.com](mailto:jcosta@goelizabethnj.com)

**Hillrom, Mountainside, NJ: Delivery Driver (2<sup>ND</sup> Shift)**

Hillrom is a \$2.8B leading worldwide manufacturer and provider of medical technologies and related services for the health care industry, including patient support systems, safe mobility and handling solutions, non-invasive therapeutic products for a variety of acute and chronic medical conditions, medical equipment rentals, surgical products and information technology solutions. Hillrom's comprehensive product and service offerings are used by health care providers across the health care continuum and around the world in hospitals, extended care facilities and home care settings to enhance the safety and quality of patient care. **Responsibilities:** The primary duties of a Medical Equipment Service Representative involve client facing customer service and minor medical equipment repairs. Responsible for the pick-up and delivery of medical equipment, using a company provided vehicle to customer facilities. Periodically work on an on-call rotation that involves a 24/7/365 operation. Responsible for direct customer contact. Frequent patient handling. Responsible for minor repairs and routine part upgrades. **Required Qualifications:** Must be at least 21 years of age. High school diploma or GED. Valid driver's license and driving record. Basic mathematical skills – addition, subtraction, multiplication and division. **Preferred Qualifications:** Technical or Trade School training. DOT physical card (assistance is provided). Experience with FDA regulated products. Experience in customer service. **Safety Requirements:** Responsible for adhering to Hillrom Safety Procedures. Must wear personal protective equipment including but not limited to safety shoes, eye protection, gloves, and protective clothing. All equipment is provided. Frequently works in environments where biohazards could be present. i.e., Hospitals, Service Centers, and Depots. **Schedule:** 8-hour shift, Day shift, Holidays, Night shift, and on call. **Benefits:** 401(k), 401(k) matching, Dental insurance, Disability insurance, Employee assistance program, Employee discount, Flexible spending account, Health insurance, Health savings account, Life insurance, Paid time off, Parental leave, Professional development assistance, Referral program, Retirement plan, Tuition reimbursement, and Vision insurance. **Apply to:** James Fiamingo at [james.fiamingo@hillrom.com](mailto:james.fiamingo@hillrom.com)

**David Carrubba State Farm Insurance Agency, Elizabeth, NJ: Customer Service Part-Time & Full Time**

**Responsibilities:** Answering phones, taking payments, entering information into computer. Some customer service experience desired but will train hires on office practices. Successful candidates will have the opportunity to become NJ Property & Casualty Insurance Licensed. Must have reliable transportation to office location. **Salary:** \$13 - \$15 per hour. **Apply to:** David Carrubba at [Dave@Davidcarrubba.com](mailto:Dave@Davidcarrubba.com).

**Coulmed, Springfield, NJ: Lead Generation Four Positions**

**Responsibilities:** The Lead Generator is expected to have the following specialist skills and knowledge. Excellent communication skills and an excellent telephone manner. Ability to work independently and under pressure. Good verbal and written skills. A positive approach to objection handling is essential. Good organizational skills and attention to detail. You must be financially motivated, energetic, and reliable with a hunger to succeed. We are looking for someone upbeat and organized. The burning desire to win. A good knowledge and understanding of the technical aspects of the following: Microsoft Office and associated systems, including CRM. Social Networking (LinkedIn). Demonstration of the energy, ability, and commitment demanded by this role. Working as part of the Sales team, the Lead Generator will be responsible for making outbound calls to Hospital Sterile Processing Departments and Operating Rooms within the USA. They will be researching these potential leads



and updating the records in our ERP system, to find out who is in the market for our products. The Lead Generator will take ownership of generating new leads for the business and aim to maximize the potential from each call with an excellent telephone manner and upbeat outlook. In addition, the Lead Generator will convert outbound dialing leads into qualified zoom or phone call appointments, and pass these leads on to the relevant person to make sure that the client will have the best possible experience. **Salary:** \$15 - \$25 per hour. **Benefits:** Healthcare, Dental, 401k, Vision, Vacation Time  
**Apply to:** Lee MacDougall at leem@coulmed.com

**Starbucks Coffee Company, New Providence, NJ: Barista/ Shift Supervisor 10 Openings**

No previous experience is required. **Basic Qualifications:** Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation. Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays. Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation. Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication. Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients. Available to perform many different tasks within the store during each shift. Ability to learn quickly Ability to understand and carry out oral and written instructions and request clarification when needed. Strong interpersonal skills. Ability to work as part of a team. Ability to build relationships. **Benefits:** From free coffee to competitive pay, Starbucks is proud to offer a comprehensive compensation and benefits package to our eligible part-time and full-time partners. Benefits include 100% tuition coverage through our Starbucks College Achievement Plan, health coverage with a variety of plans to choose from, and stock & savings programs like our equity reward program, Bean Stock. What's more, Starbucks offers flexible scheduling and opportunities for paid time off.

**Apply to:** [www.starbucks.com/careers](http://www.starbucks.com/careers)

**Coach USA, Elizabeth, NJ: Bus Driver Multiple Openings**

Experience in driving motor coach is preferred but not required. Must have a CDL with passenger and air brakes. **Apply to:** jobs.coachusa.com

**Elizabeth Ann Kennels, Stirling, NJ: Kennel Assistant**

Seeking a highly motivated, reliable, animal loving individual for a part time shift. While we are looking for our applicant to have prior background in the kennel environment, we are more than happy and willing to train a candidate who has no experience. Duties will include: Cleaning kennel runs and cat cages, Socializing and exercising the dogs during play times, Walking, feeding, watering, and picking up after the animals, taking reservations, checking animals in and out, doing laundry, washing dishes, and other general cleaning and disinfection around the kennel. Must be comfortable working with various breeds and sizes! Must be able to work weekends! **Schedule:** Holidays, Monday to Friday, and Weekend availability. **Pay:** \$12.00 - \$13.00 per hour. Supplemental Pay: Tips. Please call 908-604-4200 and ask for Danielle!

**PROCEED, Inc., Elizabeth, NJ: Employment Specialist**

**Responsibilities:** This list is not exhaustive and may be supplemented as necessary. Assess clients' employment and education needs by completing Employability Plans during intake process. Assist clients in job search and job applications, facilitating their employment efforts. Work intensively with clients to improve employability through small-group orientation, mock interview, and interview preparation sessions, and other topics as indicated by participants; provide job readiness and resume building workshops on a regular basis, along with attending area Job Fairs and hosting Job Fairs on behalf of PROCEED, Inc. as appropriate with area companies. Develop and maintain a job data bank. Identify and provide clients with information on recertification, no- to low-cost training programs, volunteer opportunities, and other resources if appropriate. Conduct outreach to area businesses on a regular basis, while maintaining regular communication with employers and referring program clients if appropriate; follow-up with employers after applications are submitted by the clients. Conduct employment follow-up with employers and clients, up until and after 90 days, documenting clients' employment retention. Submit progress reports, including monthly and quarterly reports indicating any updates in the employment statuses of the active caseload. Maintain regular case notes in case files for all services provided and file required documents in case files in accordance with program requirements. Attend all relevant internal and external meetings that will develop partnership with area employers. Other duties as requested by supervisor. **Minimum Knowledge, Skills, and Abilities:** **Minimum Education Requirements:** A Bachelor' Degree in Human Services preferred or a minimum of a two years' degree in human related services and one to two years related experience. High school diploma will be considered with the appropriate level of employment services experience. Fluency in the English and Spanish language is required. Prior job development or employment services experience a plus. Strong organizational skills and ability to multitask, and work in a fast-paced environment effectively and ability to manage workload and maintain required deadlines. Experience working with diverse populations, and ability to relate professionally and collaborate with diverse individuals in a multicultural environment. Excellent communication skills, particularly listening, mediation, and writing skills along with possessing strong organizational skills with ability to meet a demanding workload. Detail oriented to complete requirements of files and contract compliance. Demonstrated knowledge of community resources, social service agencies in the community. Experience with computer and knowledge of Microsoft Office. Valid driver's license and a car. **Salary:** \$39,000-\$40,000. **Benefits:** Health, dental, 401K. **Apply to:** Srabanti Sarkar at [ssarkar@proceedinc.com](mailto:ssarkar@proceedinc.com)

**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, 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](http://Groundwarehousejobs.fedex.com)

**UPS, Monroe, Edison NJ & Staten Island: 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](http://UPSJOBS.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 the best fit for you is. **Salary:** \$17 -\$20 P/HR.

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

**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](mailto:cynthia@precisionescalator.com)

**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/>.

**Community Access Limited, Elizabeth, NJ FOUR POSITIONS:** Submit resumes to [Lbaigorrea@caunj.org](mailto:Lbaigorrea@caunj.org) or [jdouglas@caunj.org](mailto:jdouglas@caunj.org)

**Social Service Quality Support Plan Specialist**

**Description:** Expanding social service agency is seeking an individual to assist in the creation and implementation of agency Support Plan protocol and review processes; attend Support Plan meetings; and monitor, track, and review IHP and ISP for individuals with developmental disabilities and/or Transitional Plans for youth success. He/she will use analytical skills to assist with the review of confidential member information. 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 and experience with Individualized Support Plans, NJ State Licensing requirements, and/or DCD&P Transitional Plans for youth success. EOE.

### **Quality Assurance Coordinator**

**Description:** Expanding social service agency is seeking an individual to coordinate programming 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.

### **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.



# #JOBTOBERFEST

**NEWARK LIBERTY  
INTERNATIONAL  
AIRPORT  
REDEVELOPMENT  
PROGRAMS**

Join our recruitment event to learn of the various employment opportunities available at Newark Liberty International Airport Terminal C.

JOB READINESS  
WORKSHOP

**Recruitment for Terminal C Tenants**  
**Wednesday, October 27, 2021 10:00AM**

**PRESENTED BY**

Please RSVP [HERE](#)

**Community  
Outreach  
Offices in Elizabeth  
and Newark, NJ**

Participating tenants included United Airlines, OTG and United Ground Express. For additional information send an email to the EWR Outreach Team at [ewrt1redevelopment@panynj.gov](mailto:ewrt1redevelopment@panynj.gov).

 **NEWARK**  
Mayor Ras J. Baraka

 **UNITED AIRLINES**

 **United Ground Express**  
A subsidiary of United Airlines, Inc.

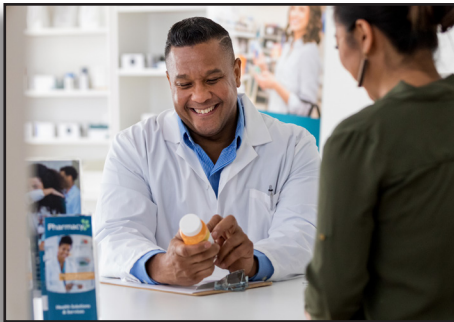
 **OTG**

**In Partnership with**





# Train as a Pharmacy Technician and Get Involved in a Growing Industry



The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in retail and private pharmacies. Employment opportunities exist in retail and mail-order pharmacies, hospitals and assisted living facilities.



This course will prepare you to enter the field and take the Pharmacy Technician Certification Board exam. Course content includes medications (classification, storage, side effects of, and more); federal and state requirements; patient safety and quality assurance; order entry and processing.

Upon completion of the program, the student will be awarded the Pharmacy Technician Certificate of Completion and have the opportunity to hold the following certifications/license:

**Pharmacy Technician Certification Board** – Union County College is approved as a PTCB-Recognized Education/Training Program. Students who complete the program (or are within 60 days of completing) are eligible to apply to take the Pharmacy Technician Certification Exam (PTCE) to earn their PTCB CPhT credential.



Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at [www.ptcb.org](http://www.ptcb.org) for more information.

**NJ Licensing** – To register as a Pharmacy Technician in the State of New Jersey, go to the following web-site: <https://www.njconsumeraffairs.gov/phar/Pages/applications.aspx>

**Course details:** 144 hours      \$2,200  
Tuesdays/Thursdays 5:30 – 9:30 pm  
November 30, 2021 – April 7, 2022

**Eligibility requirements:** High school diploma or equivalent  
CASAS 8th grade math  
Criminal background test required for employment



**Transforming  
Our Community...  
One Student  
at a Time**

## Attend a Virtual Information Session to Learn More

Tuesday, 10/19, 10:00 a.m. • Thursday, 10/28, 2:00 p.m. • Wednesday, 11/3, 10:00 a.m.  
Friday, 11/12, 2:00 p.m. • Wednesday, 11/17, 10:00 a.m. • Tuesday, 11/23, 2:00 p.m.

Please pre-register to attend this online/virtual event at:

<https://www.jotform.com/build/212845309542153>

**You may be eligible for tuition reimbursement as an apprentice under the New Jersey HealthWorks Scaling Apprenticeship program.**

New Jersey Healthworks Scaling Apprenticeship is sponsored by a \$12 million grant from the U.S. Department of Labor, Employment and Training Administration (Federal Award ID No. (FAIN): HG-33026-19-60-A-34). The USDOL grant included additional matching funds amounting to over \$500,000 to support OJT and other employer assistance from the New Jersey Department of Labor and Workforce Development GAINS Project.

# JOB CONNECTION | UNION COUNTY COLLEGE

A JOINT VENTURE OF UNION COUNTY COLLEGE AND THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS  
A SOURCE FOR JOBS AND EMPLOYMENT RELATED EVENTS IN THE GREATER UNION COUNTY AREA

## END OF LISTINGS

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

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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](http://www.ucnj.org).

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

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**UNION COUNTY**  
*We're Connected to You!*



A Service of the Union County  
Board of County Commissioners

