

A source for jobs and employment-related events in the greater Union County area

Job Connection

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

June 11 – June 17, 2018

A joint venture of Union County College and the Union County Board of Chosen Freeholders

UNION COUNTY COLLEGE SUMMER HOURS

Starting Friday, June 8, 2018, Union County College will be closed every Friday during the summer. Therefore, we will be emailing the Job connections on Thursdays before the end of the day. Employers, please send your requests no later than Tuesday 1 PM in order for jobs to be included in the next week's edition.

CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT TRAINING PROGRAMS

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 someone who has worked inside the home and now finds themselves as the primary source of household income due to death or displacement of a spouse or divorce. **What training is available?** For Eligible Participants: Basic Computer, Job Search & Maintenance, English as a Second Language (ESL), Medical Billing and Coding, Office Skills, ESL and Office Skills, Accounting Technician, Essentials of Supply Chain Management, Welding. **How do I get started?** For complete information, including eligibility requirements and available classes, call or email Christopher Gore at the CEWD at **908-659-5166** or gore@ucc.edu.

UNION COUNTY COLLEGE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

INFO SESSION: Essentials of Supply Chain Management Training Program for Unemployed Individuals. This program prepares you for positions in customer service, warehouse and transportation operations, and logistics. Includes Four classes: Supply Chain Management Principles, Warehouse Operations, Transportation Operations and Customer Service Operations. Classes are held at Union County College, Elizabeth Campus. Each course is 40 hours long, M-Th., 8:30 am to 2:00 pm and leads to certification by The Council of Supply Chain Management

Professionals (CSCMP) upon successful passing of the certification exam for each course. For the next class, please follow the link to registration below. Job Placement Support is provided throughout the program. **Must attend information session to qualify for program. Eligibility requirements:** Actively collecting unemployment insurance. Recently Exhausted benefits (in the last 52 weeks). Meet definition of WIOA dislocated worker or have been unemployed or underemployed for six months or longer. Have official proof of unemployment or underemployment status. Registered with Ready to Work NJ (www.rtwj.org). **Requirements for participation:** A New Jersey resident. 18 years or older. Be able to work immediately upon completion of training. Have reliable transportation. Submit required documentation. Earned a High school diploma or GED. TABE test may be required. (TABE 6th grade equivalent score minimum). Satisfactory background/drug screening for employment. See Schedule and register for next Information Session here: <https://form.jotform.com/IBIatUCC/supplychain-info-session>
Information Session held at Union County College, Kellogg Building 40 West Jersey Street, Elizabeth, NJ 07202. Bring to Information Session: 2 Copies of your Resume. Documentation of your unemployment status. Social Security Card. Proof of residency in New Jersey. Drivers' License.

**ELIZABETH ONE STOP CAREER CENTER, 921 ELIZABETH AVE. ELIZABETH
NJ 07201**

JERSEY JOB CLUB - To find a good job in challenging times, successful jobseekers look for opportunities to get an edge. Jersey Job Clubs give you the tools and support you need to find the right job, fast. We'll help you develop new skills and build up skills you already have. Attend workshops on resume writing, job search, interviewing, networking and LinkedIn. Receive job leads in your email! Receive individual attention by making one-on-one appointments with the Jersey Job Club leader! To participate, just attend any of the workshops at the Union County One-Stop Career Center 921 Elizabeth Ave Elizabeth, NJ 07201. See our calendar at:

<http://careerconnections.nj.gov/careerconnections/plan/support/jobclub/calendar.shtml>

For more information, email: Kathleen.Eaton@dol.nj.gov

FEDEX - Now Hiring! Permanent Part Time Package Handlers. (NJ1405181). Job location: Talmadge Rd, Edison NJ. Pay rate is \$13.10 to \$14.10 per hour. Some benefits are available. **Recruitment: Monday, June 12th, 2018. 1:00 – 3:00pm. Elizabeth One Stop Career Center. 921 Elizabeth Avenue, Elizabeth, New Jersey 07201.**

TRAFFIC PLAN - Traffic Control Services: Now Hiring! Flaggers. (NJ11400416). Controls movement of vehicular traffic. Distributes traffic control signs and markers. Informs drivers of detour routes. Warns construction workers of approaching vehicles. Pay rate is \$12.50 per hour Medical, Dental and 401K are available. **Recruitment: Friday June 22, 2018. 10:00am - 2:00pm**
Elizabeth One Stop Career Center, 921 Elizabeth Avenue Elizabeth, New Jersey 07201.

PLAINFIELD ONE STOP - 200 W 2ND STREET PLAINFIELD, NJ 07060

FEDEX - Now Hiring! Permanent Part Time Package Handlers. (NJ1405181). Job location: Talmadge Rd, Edison NJ. Pay rate is \$13.10 to \$14.10 per hour. Some benefits are available. **Recruitment: Monday, June, 19th, 2018. 1:00 – 3:00pm. Plainfield One Stop Career Center, 200 West 2nd Street Plainfield, NJ 07060**

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

ALL STAFFING WAREHOUSING: UNLOADERS/PALLETIZERS - located at 311 Raritan Avenue, 2nd Floor in Highland Park, New Jersey 08904. Sites located in Middlesex County. Great incentive based pay. Apply in person. Monday to Thursday 10am to 2pm. **311 Raritan Avenue, 2nd Floor, Highland Park, NJ 08904.** Required for position: 2 forms of valid ID (State Issued Photo ID and Social Security Card or Birth Certificate) Or US Passport or Permanent Resident Card. Email resumes to Steve.D@aswlogistics.net.

ATRIUM STAFFING is seeking a **Part Time Telephone Interviewer**. **Description of Company:** In business for 28 years, our client provides Customer Service feedback to some of the country's largest and most well renowned companies through market research surveys. **Position Overview:** This is a Part-Time Telephone Interviewer role-up to 35 hours a week- based on performance. The main responsibilities of this role are to make outbound calls to customers using a script to inquire about their recent customer service experience. The ideal candidate will be able to type out responses in real time and edit for spelling and grammar before submitting the survey. This is an indefinite temporary role. **Responsibilities of a Part-Time Telephone Interviewer include:** Outbound warm-calling consumers to inquire about their recent customer service experience. Accuracy and attention to detail are imperative. Data Entry- efficient and accurate skills needed Ability to meet weekly goals. Providing a pleasant and timely service for clients and consumers alike. **Qualifications of a Part-Time Telephone Interviewer:** Ability to type at least 40 WPM. Excellent spelling and grammar. Ability to follow a script. Warm personality with a positive attitude. Dependable, reliable, responsible and punctual. Enjoys working in a fast-paced environment. Experience making outbound calls is a PLUS, but not a requirement. **Excellent** communication skills! **Number of positions:** 2. **Education requirements:** High School Diploma. **Salary:** Hourly Rate: \$16/hr. for candidates with a bachelor's degree, \$14/hr. without degree. **Location:** Berkeley Heights, NJ. **Hours:** Monday – Thursday, 10 AM to 3 PM. **Apply at:** Jkoltlen@atriumstaff.com. **Tel.:** (732) - 902-5901. **Agency location:** 186 Wood Avenue South, Suite 200, Iselin, NJ, 08830.

COUNCIL FOR AIRPORT OPPORTUNITY - The Council for Airport Opportunity will be hosting FedEx, 10 a.m. Monday, June 11. The representative will be on-site to register applicants for package handlers. Bring original social security card, valid

photo ID resume and dress in business casual attire. Come to 17 Academy Street 4th Floor Newark, NJ 07102. **Call:** 973 622-4537.

GREATER ELIZABETH CHAMBER OF COMMERCE is hiring a P/T **Membership Assistant**. **Description of responsibilities:** The Greater Elizabeth Chamber of Commerce is looking for a friendly, people oriented and competent individual to provide assistance in areas of member acquisition, development, retention and member related events/activity. Outreach to prospective members by telephone, personal visits and events to promote chamber membership, benefits and programs to achieve membership goals. **Position reports to:** Yasmin Fisher. **To apply:** Email resume to **Gordon Haas** at ghaas.gecc@gmail.com or fax to 908-436- 2054. Greater Elizabeth Chamber of Commerce, 456 North Broad Street, Elizabeth, NJ 07208. **Job Location:** 456 North Broad Street, Elizabeth NJ, 07208. **Tel.:** (908) 355-7600.

LINDEN FIRST EMPLOYMENT & TRAINING CENTER - Seeking employment opportunities? Let us assist you, Intake and Mandatory Orientation & Training Sessions are held **on Mondays at Linden City Hall - 301 N. Wood Avenue, 3rd Floor Planning Board Room**. Arrive at 9:45 am to sign in and obtain instructions. Sessions begin promptly at 10 am. Free parking City Hall Parking Garage (top level) with building access from the parking deck entrance. **For information: (908) 290 3107 For Linden residents. No sessions on City Holidays.**

PROJECT READY - Tuesday, July 10, 2018: Start of a new session of Project Ready at St. Joseph Social Service Center: Project Ready is a free 5 week job readiness and computer skills training class designed for adults who are **actively** looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing, and search for jobs. Basic computer skills, including Microsoft Word and Excel, are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins **Tuesday, July 10, 2018 and Thursday ends on August 09, 2018**. For more information, please call us at (908) 353-1045, Ext 8, or email Projectready@sjeliz.org. If you are interested in attending our program please join us for our Open House which is on **June 27, 2018 at 10am**. We are located at the Saint Joseph Social Service Center. **Church Building 118 Division Street Elizabeth New Jersey 07201. Seats are limited.**

ROSELLE FIRST WORKFORCE CENTER - Seeking employment opportunities? Let us assist you at **The Roselle First Workforce Center. We are now located inside Borough Hall-Lower Level, 210 Chestnut Street, Roselle, NJ (908) 245-1735**. Walk-ins welcome on Thursdays at 10 am for intake with a mandatory orientation job readiness session to follow from 10:30 am to 12 noon. This is a free service for Roselle residents and other Union County municipalities.

GENERAL LISTINGS:

ACV ENVIRO is looking for a **Plant Technician**. **Description of skills and responsibilities:** Pass a Pre-Employment Physical. Pass the HAZWOPER 40 hour training (provided if necessary). Be willing to work overtime. Must be 18 Years old. High School Diploma or GED. Valid driver's License preferred and clean MVR record for three years. Load and unload drums, totes and containers of hazardous and non-hazardous waste materials from trucks. Sample contents of drums, totes and containers. Consolidate drum contents into larger containers for processing. Operate Forklift under company safety standards, forklift license not required. Company provided training. **Position reports to:** Operation Manager. Job location: Elizabeth, NJ. Email resumes to: llangley@acvenviro.com.

AMERICAN ALUMINUM COMPANY is looking for a **CNC Operator**. **Description of skills and responsibilities:** CNC operator with active tooling preferred. **Position reports to:** Production Manager. 1st shift Monday to Friday 40 hours, with overtime and Saturdays as needed. **Education Requirements:** HS Diploma. **To apply:** Send resumes to **Maria Reilly:** mreilly@amalco.com. **Tel.:** 908-233-3500. **Job Location:** 230 Sheffield Street, Mountainside, NJ 07092. **Benefits:** Medical, dental, life insurance, 401K, 11 Holidays, 2 week vacation and 3 personal days to start.

BRIDGEWAY REHABILITATION SERVICES - Part-time Wellness Nurse. **Schedule:** Wednesday, Thursday, and Friday from 9:00 am to 4:30 pm at Supportive Housing in Elizabeth, New Jersey. **Salary:** Negotiable. **Position Overview:** As part of the service team, provides comprehensive rehabilitation needs assessment and nursing assessment, direct-support services, care management and primary health care to persons served. Assures that the medical needs addressed in the hospital are continued in the community. Provides support and education to other team members in nursing/medical treatment and health care. **Requirements:** Bachelor's degree in nursing preferred. Registered Nurse required. Valid driver's license required. No more than one moving violation in the past twelve months. Vehicle required. **Melica Hampton, MSA, CPRP.** **HR Recruiter. 615 N. Broad Street, Elizabeth, NJ 07208. 908-355-7886 ext. 1021.** Please send resumes to: Human@Bridgewayinc.com or Melica.Hampton@Bridgewayinc.com

BRIDGEWAY REHABILITATION SERVICES - 2 Full-time Psychiatric Nurse. **Schedule:** Monday through Friday from 7:30 am to 3:30 pm in (Elizabeth, New Jersey) on our PACT Team 1 and Sunday through Thursday from 8 am to 4 pm on our PACT Team 2 (Plainfield, New Jersey). **Salary:** Negotiable. **Position Overview:** As part of a multi-disciplinary, core services team, provides nursing assessment, direct-support services and primary health care to seriously and persistently mentally ill individuals who are enrolled in the PACT Program. Provides support and education to other team members in nursing/medical treatment and health care. **Requirements:** Bachelor's degree in nursing preferred. Registered Nurse required with valid license in NJ. Two years paid post degree/certification/license work experience required. One year of psychiatric nursing required. Valid driver's license required. No more than one moving violation within the past 12 months. Vehicle required. **Melica Hampton, MSA, CPRP.** **HR Recruiter. 615 N. Broad Street, Elizabeth, NJ 07208. 908-355-7886 ext. 1021.** Please send resumes to: Human@Bridgewayinc.com or Melica.Hampton@Bridgewayinc.com

BRIDGEWAY REHABILITATION SERVICES - 3 Full-time Licensed Clinicians. **Schedule:** TBA in Elizabeth; Tuesday and Friday (12 pm to 8 pm), Wednesday and Thursday (9 am to 5 pm), and Saturday (10 am to 6 pm) - Bloomfield; and Monday through Friday from 9 am to 4:30 pm in (Fords, New Jersey). **Salary:** Negotiable. **Position Overview:** Licensed masters level clinician for a multidisciplinary outpatient early intervention-brief treatment team. The Licensed Clinician conducts an intake assessment, DSM-V diagnosis, goal planning, brief treatment, crisis stabilization, linkage, and discharge services for individuals with mental health and co-occurring disorders, inclusive of substance abuse and medical disorders. As part of this, a Risk Assessment is conducted on each individual which assesses for suicidal and/or homicidal ideation with clinically indicated follow up if needed. In collaboration with the CIS Director, the licensed clinician ensures that clinical interventions are effective, trauma informed, stage-based and tied directly to the goal and discharge plans of the individual receiving services. As part of a multi disciplinary, core services team, the licensed clinician provides assessment and direct clinical services to people who are experiencing a mental health crisis or a worsening of a pre-existing mental health disorder or a co-occurring disorder who are enrolled in the CIS Program. **Requirements:** Master's degree in Social Work, Counseling, or a related field. LCSW or LPC. CADC preferred. Position in Jersey City requires Bi-lingual (Spanish speaking). 3 years paid progressive work experience with people who have mental health issues, preferably in an Outpatient or Community Mental Health Setting. Valid driver's license required. No more than one moving violation in the past twelve months. Vehicle required. **Melica Hampton, MSA, CPRP.** **HR Recruiter. 615 N. Broad Street, Elizabeth, NJ 07208. 908-355-7886 ext. 1021.** Please send resumes to: Human@Bridgewayinc.com or Melica.Hampton@Bridgewayinc.com

BROOK HEALTH CARE, LLC-Do you love helping people? We are looking to hire compassionate, professional, **Certified Home Health Aides** to care for our clients in Middlesex County! Our caregivers provide any type of care necessary to our clients and help them stay safe and comfortable wherever they live. Daily tasks that may include any of the following duties, but not be limited to: companionship, bathing, dressing, med reminders, assist with ambulation, meal prep, shopping, errands, transportation, light housekeeping. **Qualifications:** CHHA License; One (1) year direct patients care experience, PPD2-Step, Physical or MDs Note, Immunizations (MMR/Varicella), CPR Certification, Be able to lift, bend, reach, etc., Clean criminal background check and driving record, Ability to travel per job requirement, Valid driver's license and reliable transportation at all times. Available for: Days, Evenings, Weekends, and Live-in shifts. For more information:

deborah@brookhc.com. Please apply to: <http://brookhc.com/employees-applicants/>. **Instructions:** Scroll down and click RED "NJ Job Application" button to complete an online application for our NJ office. Log in: njapplicant. Password: brookhc

CMC FOOD, Inc. - Looking for an Entry Level Financial Analyst (paid internship). **Location of internship:** 282 South Ave, Fanwood, NJ 07023. Send resume to: jberrios@cmcfood.com. **Position reports to:** manager. **Description of responsibilities:** Performs multiple variance analysis with charts between actual and standard costs to assist sales team and management. Monitors, analyzes, and reports on sales valuation, and various other costs. Provides productivity analysis. Works on project/ matters of limited complexity in a support role. Expected learning experience: Financial experience, proficiency in Microsoft Excel, including pivots, date dimensioning, graphs, conditional formatting and working knowledge of other Microsoft Office applications (PowerPoint, Word and Outlook) preferred. **Preference:** Undergraduate student recent or pending graduate (post degree). Occupational Training Program. Student Certification Program.

COMMUNITY ACCESS UNLIMITED: Weekly Open House: Mondays 4:00PM-6:00PM, 80 West Grand St. Elizabeth, NJ 07202 or fax your resume at (908) 354-0283 or email your resume and cover letter to recruit@caunj.org. Whether you are looking for a full-time position with advancement opportunities or a part-time position that offers flexibility and the chance to enrich the lives of CAU members, Community Access Unlimited could be the next step on your career path. Most of our positions in residential services are direct care in nature. Valid driver's license, a car for work and high school diploma or GED is required for all positions.

COMMUNITY ACCESS UNLIMITED: Home Health Nursing Supervisor - Registered Nurse (RN) - We are currently searching for a compassionate Registered Nurse, who has a focus on quality care and the ability to lead a team. A successful candidate will be able to supervise assigned nursing personnel at various locations throughout Union County, serving as a resource person and consultant. EOE. **Responsibilities:** Supervises nursing and HHCA personnel. Handles on-call and coverage as needed. Provides nursing care following established nursing service objectives and standards. Helps train staff including CNAs and Home Health Assistants. Ensures that all safety and infection control practices are followed. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Recruits, hires, and oversees the appropriate levels of staff to meet member and program needs. Communicates with clients and families regarding nursing services and care. Possesses knowledge of current regulations, guidelines and revisions for HHCA program. Communicates changes in HHCA program policies and procedures. **Qualifications:** Current New Jersey license as a Registered Nurse. Two years of nursing experience required. At least one year of community nursing experience. Excellent communication skills, verbal and written. Excellent computer and Microsoft Office skills, especially Excel. Valid driver's license. Car to use for work purposes. At least 6 months of experience supervising CNAs and/or Homemaker/Home Health Assistants. BSN. **Benefits:** Medical Insurance. Dental Insurance, 401(K), Life Insurance. Paid Time Off (PTO). Tuition Assistance. Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Youth Coordinator. We are currently seeking a qualified individual to provide administrative oversight for our community-based residential programs for youth at-risk. The ideal candidate for this position has a Bachelor's degree (BA/BS), at least two years of experience working with youth at-risk, knowledge of DCP&P regulations, genuine desire to work with adolescents, previous supervisory or management experience and strong leadership skills. EOE. **Responsibilities:** 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. Ensures that required documentation is complete and is in compliance with Agency and DCP&P regulations and standards. Performs other duties as required.

Qualifications: Bachelor's degree (BA/BS) required. At least two years of experience working with people with at-risk adolescents. Experience in supervising and managing staff. Valid driver's license. Knowledge of DCP&P regulations. Strong leadership skills. Excellent communication skills, verbal and written. Willing and able to be on-call, which may include evenings, weekends, and holidays. Excellent computer and Microsoft Office skills, especially Excel. **Benefits:** Medical Insurance. Dental Insurance, 401(K), Life Insurance. Paid Time Off (PTO). Tuition Assistance. Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Certified Home Health Aide. We are seeking caring CHHA's for services within a 50 mile radius of Union County to work with the elderly, and or individuals with physical, or developmental disabilities. Responsibilities include but are not limited to: housekeeping, cooking, shopping assistance, laundry, and medication administration under the new NJ Board of Nursing guidelines, medication reminders, personal care, transfers and other daily household tasks. A qualified candidate must possess a HS Diploma/GED, CHHA certificate, driver's license and a vehicle to use for work purposes. EOE. **Responsibilities:** Ensures that all safety and infection control practices are followed. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provide housekeeping, cooking, shopping assistance, laundry and medication administration. Provide services within a 50 mile radius of Union County. **Qualifications:** Current Home Health Aide Certificate. At least one year experience preferred. Excellent communication skills, verbal and written. Excellent computer and Microsoft Office skills, especially Excel. Valid driver's license. Car to use for work purposes. High school diploma or GED required. **Benefits:** Medical Insurance. Dental Insurance, 401(K), Life Insurance. Paid Time Off (PTO). Tuition Assistance. Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Direct Support Professionals. We are currently seeking Direct Support professionals to provide supervision in a residential setting for individuals with developmental disabilities. Hours are typically 3:00 PM-11:00 PM includes weekends and days will vary depending on the program. Positions are located in Union County. Full-time position. **Responsibilities:** Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provides hands on assistance with activities of daily living including bathing and hygiene, and helps with fire drills and/or other health and safety issues as needed. Food shopping menu planning and meal preparation. Helping to arrange and attend social activities. Transporting members to and from work or day program, a medical appointment, etc. Apply at www.caunj.org. **Qualifications:** High school diploma or GED required. Valid driver's license. Car to use for work purposes. Excellent communication skills, verbal and written. Previous experience working with individuals with developmental disabilities a plus. Willing and able to attend required trainings outside of normal work hours. **Benefits:** Medical Insurance. Dental Insurance, 401(K), Life Insurance. Paid Time Off (PTO). Tuition Assistance. Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Awake Overnight Direct Support Professional. We are currently seeking a qualified individual to provide direct supervision in a residential setting on the overnight shift for individuals with developmental disabilities. Positions are located in Union County. Hours are typically 11:00 PM-9:00 AM, and days will vary depending on

the program. Apply at www.caunj.org. **Responsibilities include:** Provides overnight supervision in a residential setting for individuals with developmental disabilities. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provides hands on assistance with activities of daily living including bathing and hygiene, and helps with fire drills and/or other health and safety issues as needed. **Skills required:** High school diploma or GED required. Valid driver's license. Car to use for work purposes. Excellent communication skills, verbal and written. Previous experience working with individuals with developmental disabilities a plus. Willing and able to attend required trainings outside of normal hours. **Benefits:** Medical Insurance. Dental Insurance. 401(K). Life Insurance. Tuition Assistance. Paid Time Off (PTO). Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Youth Assistant Support Counselor. Expanding social service agency is seeking an individual to work with at-risk adolescents in a residential setting. Responsible for providing direct supervision to adolescents including assistance with daily living skills and supportive counseling. The hours for the position vary but include evening and weekend hours. Full time. Apply at www.caunj.org. **Responsibilities include:** Ensures that required documentation is complete and is in compliance with regulations and standards. Helps ensure a safe, clean, organized, environment. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Ensures that the site, and equipment are maintained in a clean, sanitary, and safe condition. Provides training for daily living skills, supportive counseling and community integration for youth at-risk. Transport members to medical appointments, recreation activities, etc. **Qualifications:** Willing and able to attend required training's outside of normal work hours (between the hours of 9am-5pm). 1 year experience working with at-risk adolescents. High school diploma or GED required. Ensures that required documentation is complete and is in compliance with regulations and standards. Helps ensure a safe, clean, organized, environment. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Ensures that the site, and equipment are maintained in a clean, sanitary, and safe condition. Provides training for daily living skills, supportive counseling and community integration for youth at-risk. Transport members to medical appointments, recreation activities, etc. **Benefits:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Licensed Practical Nurse. Do you have a passion for nursing, but don't want to work in a hospital setting? We are seeking a qualified LPN for a full-time nursing opportunity with steady hours in a community-based setting working with individuals with developmental disabilities. The LPN provides nursing services to meet the needs of individuals with developmental disabilities and helps train staff. Full-Time and Part-Time positions available. **Responsibilities:** Provides nursing care following established nursing service objectives and standards. Ensures that all safety and infection control practices are followed. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. **Qualifications:** Current New Jersey license as a Licensed Practical Nurse Two years of nursing experience required. Excellent communication skills, verbal and written. Excellent computer and Microsoft Office skills, especially Excel. Valid driver's license. Car to use for work purposes. **Benefits:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Accounting Clerk. We are currently seeking a qualified Accounting Clerk to help within a busy Accounting office. The Accounting Clerk performs a variety of accounting support tasks in A/P. The ideal candidate for this position is a highly organized self-starter and previous A/P or related business experience. He or she must be detail-oriented and good with numbers and must have strong computer skills, especially Microsoft Excel. EOE. **Responsibilities:** Helps maintain an orderly accounting system. Complies with local, state, and federal reporting requirements and tax filings Ensures that required documentation is complete and is in compliance with regulations and standards. Helps with other accounting and/or administrative duties as required. **Qualifications:** High school diploma or GED required. Previous payroll or related business experience required. Highly organized and self-motivated. Excellent computer and Microsoft Office skills, especially Excel. Experience with business applications a plus, such as payroll and accounting software Excellent communication skills, verbal and written. Excellent interpersonal skills to interact professionally with customers, vendors, and staff. Car to use for work purposes. Valid driver's license. Benefits: Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Legal Secretary. We are currently seeking a qualified Legal Secretary to help with a busy law firm office. The legal secretary performs a variety of administrative support and assists with Real Estate transactions and collections. The ideal candidate for this position is a highly organized self-starter and has prior law firm experience supporting attorneys on Residential and Commercial Real Estate and collection matters. Previous legal secretary experience and strong computer skills is a must. EOE. **Responsibilities:** Ensures that required documentation is complete and is in compliance with regulations and standards Performs other duties as required. Assist with real estate transactions and collections. Greets clients in person or on the telephone; answering or directing inquiries. Research, reviews, verifies and routes correspondence, reports and legal documents. Communicating and obtaining information; following-up on delegated assignments. Maintains client confidence by keeping client/attorney information confidential Prepare court papers, type and file documents, edit various real estate documents like purchase/sale contracts and leases **Qualifications:** Excellent communication skills, verbal and written. Excellent interpersonal skills to interact professionally with customers, vendors, and staff. High school diploma or GED required; some post high school education or training preferred. Two years relevant experience required. Highly organized and self-motivated. Excellent computer and Microsoft Office skills, especially Excel. **Benefits:** Employee of the Month/Outstanding Part Timer Recognition. Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Marketing Coordinator. Expanding Union County social service agency is seeking a dynamic Marketing Coordinator. Responsibilities include marketing new and existing programs to the community and developing marketing materials. A qualified candidate will have excellent written & communication skills. Position requires experience in marketing, non-profit organizations, & Microsoft office programs. BA in marketing, business administration or related field preferred. EOE. **Responsibilities:** Build relationships with targeted audiences throughout the community. Attends required conferences, exhibits, workshops, training, staff meetings, and other meetings/events as requested. Build and manage the agency's social media profiles and presence. Develop and manage web content. Develop and update agency marketing materials. Develop relationships with national and state legislators. Manage agency's press releases and television and radio interviews. **Qualifications:** Excellent communication skills, verbal and written .Bachelor's degree (BA/BS) preferred. One year of relevant marketing experience. Flexible hours including evenings and weekends. Strong leadership skills. Highly organized and self-motivated. Excellent computer skills including Microsoft office and social media. Car to use for work purposes. **Benefits:** Employee of the Month/Outstanding Part Timer Recognition. Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COSCO SHIPPING LINES (North America) Inc. – Accounting Technician. **Description of responsibilities:** COSCO SHIPPING Lines (North America) Inc. is seeking a Bilingual A/R Credit Supervisor for their Secaucus, NJ headquarter office. Specific responsibilities and duties include, but are not limited to: Supervising all aspects of the accounting including inbound cargo release, cash applications, deposits, collections, etc. VIP billing and collections provides D&B reports to trade division when vetting new business, credit applications new and extended client. Cash applications and deposits including wire transfers. Prepares & monitors collectors top ten outstanding list daily. Prepares weekly reports for management. Monitors staff workload to ensure all functions and deadlines are met. Backup to manager including processing credit applications, staff issues, FAD SHA inquiries, etc. Assist in company financial statement preparation, budget preparation and variance analysis. Special projects as assigned by manager. **Experience required:** 3-5 years of accounting experience in a corporate environment or finance related field. **Education:** Bachelor's Degree: Accounting or Finance. Candidate must be fluent and bilingual in Mandarin and English. Work sponsorship is not available for this position. **Apply at:**

<https://www.indeed.com/viewjob?t=bilingual+r+supervisor+mandarinenglish&jk=5431765be7eba26e&ga=2.244037831.397361110.1527780500-1822817423.1524247434>. **Job Location:** 100 Lighting Way, Secaucus, NJ 07094.

Representative: Karen Hernandez. **Email:** khernand@cosco-usa.com.

DELTA T GROUP DIRECT CARE is hiring a **Residential Aide/Direct Care**. **Basic Job Functions:** TB/PPD/Chest x-ray/and Physical within in the last 12 months. Valid CPR & First Aid certification (please note: online certifications are not accepted). Copy of highest Level of Education DDD/CDS Trainings (Danielle's Law, Shifting Expectations, Medication, Abuse & Neglect). Valid Driver's License. Criminal Background Check and DMV Abstract conducted. Contracted Residential Aide/Direct Care to work with our DD population. **Number of openings:** 25. **Job location:** Monmouth County. **Apply at:** knarvaez@deltatg.com. **Tel.:** (732) 791-2983 **Salary range:** \$10.00 per hour. Full and Part Time opportunities in Ocean and Monmouth County Areas. Please come to our registration Open Houses at: Howell Public Library, 318 Old Tavern Road Howell, NJ 07731-8812. **Wednesday, April 25th 10:30am-3:00pm. Tuesday, May 8th 9:30am-2:00pm. Monday, May 21st 12:00pm-4:00pm. Tuesday, June 12th 9:30am-2pm Jackson Public Library, 2 Jackson Drive, Jackson, NJ 08527. Thursday, April 26th 1pm-3pm** (Quiet Study Room 2nd floor). Our **office location:** 1460 US Highway 9 North, Suite 300, Woodbridge, NJ, 07095.

DELTA T GROUP DIRECT CARE is hiring a **Residential Aide/Direct Care**. **Basic Job Functions:** TB/PPD/Chest x-ray/and Physical within in the last 12 months. Valid CPR & First Aid certification (please note: online certifications are not accepted). Copy of highest Level of Education DDD/CDS Trainings (Danielle's Law, Shifting Expectations, Medication, Abuse & Neglect). Valid Driver's License. Criminal Background Check and DMV Abstract conducted. Contracted Residential Aide/Direct Care to work with our DD population. **Number of openings:** 25. **Job location:** Monmouth County. **Apply at:** knarvaez@deltatg.com. **Tel.:** (732) 791-2983 **Salary range:** \$10.00 per hour. Full and Part Time opportunities in Ocean and Monmouth County Areas. Please come to our registration Open Houses at: **Asbury Park Public Library, 500 1st Ave, Asbury Park, NJ 07712. Tuesday, May 1st 12pm-4pm. Thursday, May 17th 9:30am-2pm. Thursday, May 31st 9:30am-2pm.**

EDGEWOOD PROPERTIES - Great P/T job for driver! Edgewood Properties offers its residents many fine amenities on its residential properties. Among them is a shuttle bus that runs to and from the Edison Train Station on Plainfield Ave - Stelton Road and out Fairways apartment community. We seek a PT shuttle bus driver part time mornings 5:30am - 9:00am (additional hours possible). The hourly range starts at \$ 15.00 per hour. You will be driving the shuttle mainly throughout the Piscataway area. You must have a Class B with passengers' endorsement on Driver's License. You must also have an up to date medical card-DOT. Please apply today. Send resumes to mlevine@edgewoodproperties.com

EXOTHERMIC MOLDING - Production Scheduler. **Job Description:** Exothermic Molding, one of the pioneers in Reaction Injection Molding (RIM), was founded in 1972 to provide parts to the medical, electronic, and lab instrument market. Since then the company has expanded into many other applications and markets, but remains committed to the RIM Molding

process. Exothermic is also expanding capacity within the facility to increase efficiency and handle growth. In addition, the company is introducing a revolutionary new product expected to significantly increase revenues and profitability. The Opportunity: The Production Scheduler manages the Enterprise Resource Planning (ERP) system, reporting to the Manager of Administration and working closely with the Production Manager. This is an outstanding position for someone who enjoys working with systems and analyzing information to solve problems. We offer a competitive salary and a great benefit package, including medical and a 401k retirement savings plan. **Responsibilities:** Maintain, update, and manage the ERP system to provide timely and accurate information for production scheduling, customer service, and performance reporting. Coordinate production scheduling efforts with production team to streamline processes and information across the entire organization. Provide excellent customer service communicating with clients about the status of their orders and helping to resolve any issues that they may have. **Duties:** Enter purchase orders, order materials, schedule production, and track shipments to ensure on-time delivery. Participate in production meetings to gather the information necessary to prepare production schedules. Communicate with customers and proper departments of any delays or problems, and ensure timely responses and/or corrective actions based on the situation. Analyze actual cost of orders compared with estimates developed during the quoting process to inform future pricing efforts. Develop and create reports to provide key information to management on a timely basis. Provide support for other administrative activities such as marketing, human resources, and accounting as needed. **Qualifications and Skills:** Experience or coursework with ERP or production planning software required, familiarity with E2 a plus. High School diploma, but a college degree is preferred. Experience in production environment is a plus. Ability to work both independently and as part of a team Proficiency in Microsoft office. Capacity to learn new information quickly. Good communication skills (written & verbal) Strong technical/systems ability. Must have an exceptional attention to detail. Ability to explore and analyze information to provide recommendations. Candidates please email your resume to Paul Steck at: paul@exothermic.com

GEO GROUP - Unit Supervisor - Talbot Hall, Kearny, NJ. This position maintains and ensures full and accurate resident accountability. It oversees the security and safety of the facility, staff and residents. The Unit Supervisor trains Counselors in their duties which follow Company and client contractual requirements. **Primary Duties and Responsibilities:** Supervises all Counselor activities. Provides disciplinary or coaching sessions to Counselors. Oversees security check points and resident movement. Maintains precise resident headcount. Monitors resident reception and discharge activity including resident file maintenance. Ensures audio and video equipment is in working condition. Maintains a substance abuse tracking system for resident drug screenings. Collects, organizes and completes shift operations reports thoroughly and in a timely manner. Oversees or conducts body searches and searches of resident quarters. Responds to crisis and executes appropriate intervention protocol. Executes company on-the-job training program for new Counselors. Conducts operation Counselor 90-days progress reports and annual performance reviews. Provides leadership and guidance to Counselors. Keeps staff informed of upcoming events and Company initiatives. Participates in mandatory company training programs. Performs other duties as assigned. **Minimum Requirements:** High School Diploma or equivalent. Three (3) years of experience in management, supervision and service delivery in a corrections or long term residential environment. Knowledge of the field of addictions or mental health counseling preferred. Ability to effectively manage time and organize skills. Ability to adhere to strict deadlines. Good written and oral communication skills. Please apply online - jobs.geogroup.com

GEO GROUP - Security Monitor - Talbot Hall, Kearny, NJ. This position maintains an orderly environment within the assigned unit or area of the facility and performs standard operating procedures in accordance with facility policies and procedures as required by Company and client contractual requirements. The operations counselor follows daily schedules and conducts him/herself in an exemplary manner at all times. **Primary Duties and Responsibilities:** Supervises all resident movement within the assigned unit/area. Reports resident accidents or injuries to supervisor. Provides orientation to new residents and discharges residents. Performs scheduled resident headcounts and completes written count reports. Conducts daily inspections and searches of resident sleeping quarters and body searches. Monitors eye drug testing. Reports all resident behavioral problem incidents in writing to supervisor and conducts appropriate crisis intervention. Collects urine samples for random and routine substance abuse screenings of residents as required. Transports residents by company vehicle to out-of-facility appointments. Remains at assigned security check point and monitors security

cameras to maintain safe and secure orderly environment for residents during the daily scheduled activities. Enforces the facility rules of conduct with the residents. Supervises resident visitation. Performs other duties as assigned. **Minimum Requirements:** High school diploma or GED equivalent and one year general work experience. Please apply online at: jobs.geogroup.com

GEO GROUP - PT Family Services Coordinator - Kearny, NJ. This position assists Classification Coordinator in the preparation of reports and new residents' files. It assists residents with regularly scheduled legal appointments and in the maintenance of required reports and files. It also monitors "walk-around" resident behavior. **Primary Duties and Responsibilities:** Schedules all resident court appearances. Investigates court detainers. Schedules parole hearings and distributes parole package(s) client. Reviews all classification and assessment files and parole dates for demographic data and various alerts regarding such as medical conditions and history of escapes. Coordinates children, attorneys, Intensive Supervision Program "ISP" and ombudsman visits. Assists in preparing resident classification files. Maintains inactive files. Liaison for residents with Paroles. Maintains records for Electronic Monitoring departures and all other departing residents. Prepares discharge summary for Parole Officers for all residents. Establishes violent offender lists. Performs other duties as assigned. **Minimum Requirements:** Bachelor's degree in Human Services preferred and one year experience working with inmate population in residential or correctional environment. Four years' experience may substitute for degree. Valid drivers' license. Please apply online - jobs.geogroup.com

GEO GROUP- FT Security Monitors – Kearny, NJ. Open position. We offer personal and professional growth along with extensive training and flexible schedules. So if you are passionate, customer focused, have a high level of integrity....come join our TEAM... We Want To Be Your Employer Of Choice!!!! Please apply online at jobs.geogroup.com

GLISEL JIMENEZ AGENCY - is seeking an **Insurance Account Specialist.** **Description of responsibilities:** Assist Agent and team members in the sales and servicing of entire line of State Farm Insurance and Financial Services products. Auto, Home, Life Insurance, Bank products. Will be involved in marketing, servicing, payments, documentation management. Growth opportunity. **Experience required:** Minimum 2 yrs. experience in some kind of customer service environment. Proficient in Microsoft, Word, Excel, PowerPoint and Outlook. Good communication skills. Bi-lingual in Spanish a plus. **Education:** Minimum Associates Degree. To apply send resume to: www.gliseljimenez.com. Glisel Jimenez, Agent. **Job Location:** 26 Morris Ave. Summit, NJ 07901. **Full benefits package for Full time positions.** Salary: **Min \$10 Plus Bonus Hr.**

JJJ DISTRIBUTORS is hiring an **Assistant Buyer- Skills required:** An assistant buyer works closely with vendors, maintaining positive relationships while negotiating specs, pricing, and deadlines. They must be able to work independently and prioritize job duties, as well as prepare cost analyses and competitive retail strategies. They must be able to develop sales and profit margin plans, as well as maintain margin and determine turnover objectives. Assist buyers and managers with writing purchase orders, buying merchandise, and managing inventory. Research suppliers to determine which ones fit company pricing and quality objectives. Advise retail outlets how to price products based on purchase price and market Trends. Number of openings: 1. Address **job location:** 400 Trumbull St, Elizabeth, NJ 07206. **Qualifications and Skills:** 4 year degree or equal experience. **Salary:** \$30,000 to \$40,000 annually. **Benefits:** 401K, vacation and holidays. Please send resume to Carlos Rodriguez at: carlosr@jjjdistributors.com. Tel.: (908) 355 – 8854.

HANDLER MFG. CO., Inc. is hiring for **Assemblers - Reports to:** Plant Manager. **Skills required:** Candidates must be mechanically inclined and able to use screwdrivers, wrenches and mallets. Candidates should also be capable of lifting 35 lbs. **Description of responsibilities:** Learning to build sheet metal products and motors recognizing quality in their workmanship. **Education requirements:** High School or GED. **Benefits Include:** Healthcare, 401k, profit Sharing. **Apply to:** billehman@handlermfg.com. **Job Location:** 612 North Avenue East, Westfield, NJ 07090. Tel.: (908) 233-7796

HI-TECH TRUCKING COMPANY - Full-Time Office Assistant: 1st shift. 40 hours. Must speak English/Spanish. Must have computer knowledge. Great customer service. Company Entry level job. Located in Linden, NJ. Email resume: safety@hi-techtrucking.com

LITTLE BEARS DAY CARE CENTER - Director's Assistant: Part time position leading to full time, must have strong work ethics and experience in leadership. Must have a reliable means of transportation, pass a background and fingerprint check. Please email or regular postal mail, your resume with a cover letter to the following: Josefina Marques, (Email) : Littlebears.center@aol.com Address 422 New York Place Hillside, New Jersey 07205

MEEKER SHARKEY & HURLEY – Paid Internship Opportunity from June to September. Job Title: CL Technical Assistant. Reports to: Department Manager **Department:** Lg. Commercial Lines. **Position Type:** Full Time/Exempt (37.5 hrs.) **Description of responsibilities:** A ground level opportunity for new career in Commercial insurance. College degreed (or grad date TBD) or equivalent work experience. Build business and insurance acumen for further education and eventual. Property & Casualty license. Microsoft Office Suite experience necessary. With training, the successful candidate will be able to: Work in an Agency computer systems environment. Process and organize proposals, letters, and other industry driven documents. Invoice clients as directed. Scan & Upload documents, updates files. Maintain accurate records. Provide genuine customer service. Answers phones and other duties. **Send resumes to:** Donna Dodd. **Email:** ddodd@meekersharkey.com. **Tel.:** (908) 272-3330. **Job location:** 21 Commerce Drive, Ste. 302, Cranford, New Jersey, 07016.

NEW JERSEY INSTITUTE FOR DISABILITIES – is hiring for several positions throughout the state of NJ. **To apply, please go to** <http://www.cpamc.org/currentemployment.htm>

OFFICE SOLUTIONS INC. - Seeking an **Accounting Technician**. **Description of responsibilities:** Demonstrate working knowledge of QuickBooks, MS Excel and MS Word. General understanding of finance and accounting principles and practices. Some work experience helpful along with educational exposure in accounting. Able to communicate well both verbally and written to represent our company well with Customers, Vendors and Subcontractors. Accounts Payable process from inception through mailing out checks and producing reports. Invoicing of all Sales and Service Orders through CRM Package and upload into QuickBooks. Maintain all paperwork for subcontractors like W-9s and Insurance Certificates and produce 1099s at year end. Some general accounting work like processing journal entries and producing excel reports for bank. Aid the Controller in Commissions calculations and analysis of in-house Sales Force. Miscellaneous admin functions like accounting paperwork filing, answering phones and mail distribution. **Education requirements:** Some post training after HS. **Position reports to:** Dee Mehringer. **To apply send resumes to:** Joanne Pagoulatos at: jpagoulatos@osi-technology.com. **Tel.:** (732) 3560200. **Salary:** \$30,000-\$40,000 annually. **Job location:** 217 Mt. Horeb Road, Warren, NJ 07059. **Benefits:** Medical, sick pay, vacation, 401K.

ON THE SIDE – Seeking a **Front Desk Receptionist** for their location in Westfield, NJ. **Skills required:** Personable, team player who is outgoing, has basic customer service skills, comfortable working on a PC, comfortable handling money and working with a credit card machine. Have professional phone etiquette and be able to take direction and follow direction in regards to business protocols and policies. Experience with salon spa booking software a plus but are willing to train the right candidate. **Description of responsibilities:** Front Desk Staff is responsible but not limited to booking appointments, checking clients in for services, escorting clients to relaxation areas on the first and second floor(must be able to traverse the stairs several times a day), give tours of facility, ring-out clients for services, close retail sales for staff, stock shelves when needed, open and or close the business depending on the shift worked. **Number of positions:** 2. **Job Location:** 740 South Ave W, Westfield, NJ 07090. **Email to:** Taryn Larsen taryn@otsnj.com. **Tel.:** (908) 232-6595. **Benefits:** Paid sick and vacation days, 60% off spa services.

RENEIGHBOR is seeking a Community Outreach. **Unpaid Internship.** **Description of Skills:** 20hrs/week in Summer 10-15hrs/week Fall and Spring. **Reports to:** CEO and founder. **Key Duties:** Represent ReNeighbor in a variety of public settings to increase awareness. Work with the executive team to develop and outreach strategy. Attend various events and execute outreach strategy designed to promote the organization and its services to the community. Develop ideas for useful and impactful collateral and giveaways. Coordinate and execute logistics for ReNeighbor presence at events. **Key Skills Required:** Excellent verbal communications skills to eloquently communicate the organizations mission to event participants and various community members. Outgoing and energetic. Exceptional organizational and planning skills. Above average photography skills is a plus. An ability to consistently demonstrate our values of insight, hard work, and effectiveness in your personal approach to work. An entrepreneurial attitude. Excellent attention to detail and a high motivation to learn. A proactive, service-focused attitude towards clients and the community. A strong desire to affect community change. The ability to remain calm under pressure and a robust/resilient attitude towards challenges. The ability to prioritize work and complete tasks with quick turnaround times and minimal fuss. The ability to work collaboratively with a team. Fluent in Spanish is a plus. **Intern's Expected Learning Experience:** ReNeighbor is looking for an Community Outreach Intern to join our growing team. The ideal applicant will possess strong knowledge of existing local community organizations and how their work is impacting the community. Using that knowledge, the ideal candidate will work with the founding board members and CEO to develop differentiating actions to promote ReNeighbor's mission, build awareness of the various program offerings, and execute those strategies at community events and to the broader community. You must be comfortable initiating conversation and engaging strangers to be successful in this role. Those looking to gain valuable experience with building a community organization and developing community outreach initiatives are encouraged to apply. **Undergraduate student. Recent or Pending Graduate (post degree) preferred.** Apply to: www.reneighbor.org. **Number of hours per week:** 18 hours for a duration of 8 weeks. **Job Location:** 462 Sandford Ave, Newark, NJ 07106. **Tel.:** (646) 418 0161. **Rep.:** Ashley Morgan. Email: Amorgan@ReNeighbor.org

RIDER INSURANCE COMPANY is hiring for a **Product Analyst.** **Reports to:** Production Manager. **Description of Skills:** Must have strong written and verbal communication skills. Proficiency with Excel, and strong math skills are required. Must be detail-oriented and able to work in a fast-paced environment. Must possess strong analytical and problem solving skills. **Description of Responsibilities:** Full-time, entry level opportunity for a Product Analyst. This position will work with business and systems partners to analyze and resolve problems with business processing discovered in production or in test environments. Monitor and manage rate adequacy to assure all products are delivering target underwriting margins. Develop and maintain a competitor knowledge base. Continual analysis of business and user needs. **Benefits Included:** Health insurance, paid vacation & sick days, 401k plan, flexible schedule. **Education requirements:** Bachelor's. **To Apply:** Send resume to: mwilkes@rider.com. Monica Wilkes, 120 Mountain Avenue, Springfield, NJ 07081. Tel.: (973) 564-5468.

RUTGERS UNIVERSITY – is hiring for faculty, staff, and counseling positions. Please search for positions at <http://uhr.rutgers.edu/>

SECURITY GROUP LLC – is hiring Front Desk Security Guard in Rahway, NJ. \$10 - \$16 an hour - Full-time, Part-time Commercial, Residential and Retail Sites in North/Central/South Jersey. Full-Time and Part-Time officers needed. Experience is a plus but we can assist candidates with getting NJ SORA license. Competitive pay rates based on experience and site, can range from \$10-\$16 per hour to start. Many sites have benefits. Advancement opportunities. **Requirements:** 18+ age legal to work/reside in the USA. Clean criminal background. Speak/understand/read/write English (bi-lingual is a plus). Some sites may require drug testing. FT/PT/Floater schedules are available. Morning, Afternoon, Evening and Overnight shifts. Front desk, mobile & foot patrol, loss prevention, guard house, warehouse posts. Basic computer skills is a plus. Driver license is a plus. Own car is a plus, but necessary. Flexible availability is a plus. Join an industry that is growing yearly. Reliable security officers are needed for all industries. Interested candidates should call **201-931-3434** or **201-936-6768**.

SQUARELINK VIRTUAL SOLUTIONS, LLC – NOW HIRING: Customer Service Agents! We are currently recruiting Work from Home customer services agents to provide customer service support for our clients. Take advantage of working from home and creating your own schedule. Pay rate varies between \$11-\$16+ per hour. **Training begins soon!** Must be 18 years or older. Customer Service experience preferred, but not required. Please send your resume to squarelinkvs@gmail.com.

THE GATEWAY FAMILY YMCA is hiring for a Community Physical Activity Coordinator. **Job Description:** Shaping Elizabeth Traveling Physical Activity Program Coordinator. 8-10 hours per week. New Position – Bilingual Preferred
Create a “Traveling Physical Activity” network in Elizabeth by collaborating with Community Organizations to encourage increased physical activity. Great organization and communication skills a must as well as the ability to provide activities and programs for all ages in various settings. Candidates must have experience in teaching various physical activity programs from children to older adults. Experience and Trainings preferred, ACE, Zumba, Older Adult, YMCA Group Exercise, AFAA, NETA, etc. **Send resumes to** Alane McCahey amccahey@tgfymca.org and Michael Johnson mjohnson@tgfymca.org

THE LEAGUERS INC. is seeking a **Child Care Provider** for their office in Newark. **Required Skills:** Educational requirements include a High School Diploma and/or two years of experience in pre-school setting. **Description of responsibilities:** The Child Care Provider is responsible for supporting and assisting the Teacher in planning and implementing an age appropriate educational environment that fosters the cognitive, emotional and the physical growth of the young children 3-5 years of age. **Educational requirements:** Educational requirements include a High School Diploma and/or two years of experience in pre-school setting. To apply go to: www.leaguers.org. **Send resumes to:** Shamirah_butler@theleaguers.org. Shamirah Brown-Butler. Tel.: (973) 643-0300. **Job Location:** 405 University Avenue Newark, New Jersey, 07108.

THE LEAGUERS INC. is seeking an **Early Head Start Teacher** for their office in Newark. **Educational requirements:** Must have a High School Diploma or equivalent and a Child Development Associate Credential (CDA) Certification in Infant and Toddler. Early Childhood Education and higher. Early learning (ages 0-3) classroom teaching experience is required, two years is preferred. Experience should include the ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted and culturally diverse populations. Strong written and verbal communication skills needed. Bilingual. English/Spanish skills are highly desirable. Must have a valid New Jersey Driver’s License and proof of insurance and must provide own vehicle for home visits. Health Physical is required at hire and updated annually. Federal and State background check required prior to hiring. **Description of responsibilities:** The role of the Early Head Start Teacher is to provide and maintain an appropriate welcoming, safe and supervised educational setting for infants & toddlers ages 0-3 years old at all times. Teachers plan and implement a weekly and ongoing age appropriate creative curriculum lesson plans and assessments, promoting the 5 domains and school readiness approaches to learning. The domains are Social motional, Language/Literacy, approaches to Learning, Physical and Cognitive Development of EHS children. Encourage parent involvement in all aspects of the program. Develop individual goals for children, provide on-going assessment on progress and facilitate transition into Prekindergarten. Must, meet requirements of the Federal Head Start Performance Standards inclusive of Early Learning and School Readiness and any local, state and/or agency policies and procedures. Provide and maintain respectful and culture sensitivity to all children and families. Provide daily routine of child development activities, personal hygiene needs: classroom cleanliness, diapering/toileting, feeding and attentive to children, positive discipline, positive redirection, problem solving, observing and monitoring children. Maintain required documentation and meet deadlines of children files. Encourage and maintain a rapport with all parents and caregivers. To apply go to: www.leaguers.org. **Send resumes to:** Shamirah_butler@theleaguers.org. Shamirah Brown-Butler. Tel.: (973) 643-0300. **Job Location:** 405 University Avenue, Newark, New Jersey, 07108.

THE LEAGUERS INC. is seeking an **Early Head Start Teacher** for their office in Newark. **Educational requirements:** Educational requirements: Associate Degree in Early Childhood Education (Pre-K) or a Bachelor’s Degree that includes coursework equivalent to a major in Early Childhood Education. Transcripts are required to validate educational

requirements. Associate's degree in Early Childhood Education (Pre-K) or a CDA with Pre-school (ages 3-5) classroom teaching experience is required, two years is preferred. Strong written and verbal communication skills needed. Bilingual English/Spanish skills are highly desirable. Health physical is required at hire and updated annually. Federal and State background check required prior to hiring. **Description of responsibilities:** The role of the Head Start Teacher is to provide high quality early childhood services in a successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area and field trips). Promote the social, emotional, physical and cognitive development of Head Start children. Encourage parent involvement in all aspects of the program. Develop individual goals for children, provide on-going assessment on progress and facilitate transition into kindergarten. Must meet requirements of the Federal Head Start Performance Standards inclusive of Early Learning and School Readiness and any local, state and/or agency policies and procedures. **Send resumes to:** Sara_rojas@theleaguers.org. Sara Rojas Tel.: (973) 643-0300. **Job Location:** 405 University Avenue, Newark, New Jersey, 07108.

THE LEAGUERS INC. is seeking a **Family Advocate** for their office in Newark. **Educational requirements:** Staff must meet the educational requirements at minimum, a credential or certification in social work, human service, family counseling or related field must be obtained. Bachelors/Associates degree in Human Services field: Sociology, Social Work, Psychology, Family Counseling or related field that includes coursework in the principles of social work, child development, counseling and/or psychology. A minimum of two years' experience in family social service setting preferred. Ability to work under minimal supervision. Excellent organizational skills to meet demanding timelines. Excellent communication skills, both written and oral. Ability to work with a diverse population. Ability to work with staff, service agencies and the public. Bilingual English/Spanish candidates are highly desirable. **Description of responsibilities:** The position of Family Advocate is responsible for working with families and children. The position carries a family caseload of 45-60 families, and is responsible for case management services, inclusive of: Recruitment and ensuring full enrollment at all times. Work with numerous supports and resources available within and outside Head Start to secure appropriate services for families. Provide support and technical assistance to Teachers, Site Supervisors and other staff in the content areas of family partnerships and engagement, community resources and collaborations. Works collaboratively with staff and community agencies to support the needs of families and children enrolled in Head Start and Early Head Start. To apply go to: www.leaguers.org. **Send resumes to:** Shamirah_butler@theleaguers.org. Shamirah Brown-Butler. Tel.: (973) 643-0300. **Job Location:** 405 University Avenue, Newark, New Jersey, 07108.

THE LEAGUERS INC. is seeking a **Custodian** for their office in Newark. **Educational requirements:** High School Diploma or equivalent. **Description of responsibilities:** 1-2 year's custodial experience. Knowledge of minor repairs. Must have scheduling flexibility to include availability to perform occasional emergency services outside of assigned work hours. Employment contingent upon the results of the following: Enrollment in Child Care Division. Central Background Registry Physical Capacity Examination. Custodian responsible for providing custodial and minor maintenance for the agency inclusive of classrooms, offices, common areas, utilities, equipment, fixtures, and materials for the facility and grounds. Responsible for ensuring that the center meets licensing standards at all times and are safe and hazard-free environment for children. To apply go to: www.leaguers.org. **Send resumes to:** Sara_rojas@theleaguers.org. Sara Rojas. Tel.: (973) 643-0300. **Job Location:** 405 University Avenue, Newark, New Jersey, 07108.

THE LEAGUERS INC. is seeking a **Food Service Worker** for their office in Newark. **Educational requirements:** Education requirements include High School Diploma or equivalent and/or Food Handler Certificate. **Description of responsibilities:** One Year food preparation experience for large groups of people. Knowledge of meal planning. Food Service Worker will be responsible for meal preparation, inventory, kitchen management, sanitation, and maintenance of food service records. To apply go to: www.leaguers.org. **Send resumes to:** Sara_rojas@theleaguers.org. Sara Rojas. Tel.: (973) 643-0300. **Job Location:** 405 University Avenue, Newark, New Jersey, 07108.

THE MIDLAND SCHOOL is seeking a Support Counselor (FT). **Description of responsibilities:** Midland Adult Services, Inc., located in Branchburg, NJ is a non-profit social service agency serving adults with developmental disabilities in Somerset County. Our mission is to provide the highest quality services and supports in order to empower the individuals living in Midland's community homes to reach their highest level of independence and become contributing members of their

communities. We are seeking Support Counselors to assist developmentally disabled adults with daily living skills such as cooking, cleaning, shopping, and attending activities. HS diploma/GED and computer skills are required. Prior DDD & DSP experience preferred. Flexible shifts, including weekends, overnights, and overtime available. **Salary:** \$ 10.50 per hour. **Send resumes to: Stacey Gravina at aceti@midlandschool.org. Tel.:** (908) 722-8222 x 128. **Job Location:** 94 Readington Road, Branchburg, NJ 08876. **Benefits:** Medical& Dental benefits, PTO, free training

TREC – is seeking a Real Estate Transactions Coordinator. Required Skills: Apply for this posting if you currently have: Quality experience learning the ins and outs of NJ Real Estate Transactions. Attention to detail. Ability to cross check and triple check spreadsheets. Proactive coordination across all files at all times. Able to follow exact directions. Work within a cloud to track and organize emails and documents. Able to field all situations that are presented from an influx of emails that could be 100 per day. **Bilingual:** Spanish is a plus. Real Estate, transactions coordinator, asset manager, assistant, paralegal, REO. **Description of responsibilities:** Apply to this posting if you currently have: Quality experience learning the ins and outs of NJ Real Estate Transactions. Attention to detail, ability to cross check and triple check spreadsheets. Proactive coordination across all files at all times. Able to follow exact directions. Work within a cloud to track and organize emails and documents. Able to field all situations that are presented from an influx of emails that could be 100 per day. Job location: Union, NJ, 07083. **To apply:** Email your resume to: lincastro3@yahoo.com. Tel.: (908) 6751387.

TURNING POINT – is hiring for several positions in different parts of New Jersey. For more information and to apply, please go to <http://turningpointcareers.com/>

UNION COUNTY COLLEGE – Campuses in Cranford, Elizabeth, Plainfield, and Rahway. For job descriptions and to apply, please visit <https://ucc.peopleadmin.com/>. EOE/Affirmative Action Employer committed to diversity.

UNION COUNTY VOCATIONAL - Technical Schools (UCVTS) located on Raritan Road in Scotch Plains, is now accepting applications for its Adult Full-Time and Post-Secondary Continuing Education Programs. UCVTS offers a wide range of vocational programs for persons interested in retraining, career advancement, continuing education, or personal improvement. Our philosophy is to provide high quality, low cost training to individuals interested in a vocational career. Our purpose is to develop responsible graduates who are academically, technically, and vocationally competent and prepared for the workplace and future success. Our Adult Full-Time classes run from September to June and accept students four times a year. The vocational courses offered include: Automotive Technology, HVAC/ Plumbing, Cosmetology, and Electrical Technology. UCVTS also offers continuing education and apprenticeship coursework in the evening three times a year. **Please call the UCVTS Admissions Office at (908) 889-8288x301 or visit www.ucvts.tec.nj.us for more information. We nurture your aspiration to find a career that's right for you!**

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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.
