

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

# Job Connection

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## August 14 – August 20, 2017

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

### WORKFORCE INNOVATION BUSINESS CENTER CAREER DAY 651 KAPKOWSKI RD. ELIZABETH, NJ 07201

**THINKKITCHEN** - is opening a new store in the Mills at Jersey Gardens Mall. Starts on Wednesday, August 16, 2016 10:00 AM. They are hiring for: 1 Store Manager, 2 Team Leaders, 2 Asst. Store Managers/Key Holders, and 15 Customer Associates. All interested candidates must have either Supervisory and/or Customer Service & Sales experience. **Please email your resume to Isaias Rivera stating your desired position at [isaias.rivera@ucc.edu](mailto:isaias.rivera@ucc.edu). Then, please call Susan Gomez to reserve a spot at 908-355-4444.**

### CAREER DAY COMING UP AT THE UNION COUNTY ONE-STOP IN ELIZABETH, 921 ELIZABETH AVE. ELIZABETH, NJ 07201

**HIRING for: UNIQUE CAREER OPPORTUNITY IN THE HEALTH FIELD** Guaranteed employment in less than 16 wks. EARN Licenses as CNA (Certified Nurse's Aide)/CHHA (Home Maker) and CPR Monday, August 14, 2017 9:00 AM - 1:00 PM or 1:00PM – 4:00PM Event/Job Details:

**ELIGIBILITY REQUIREMENTS:** Unemployed NJ Resident collecting unemployment or exhausted your unemployment claim in the last 52 weeks. Pass reading test at a minimum of 5th grade reading level Proof of legal status (Citizenship, like passport, Green Card or Employment Authorization) **Social Security Card. Proof of address; driver license, utility bill. 45 Open Job Positions Locally Available Walk-ins welcome!**

**DURHAM SCHOOL SERVICES Tuesday August 15th, 2017 from 10:00am – 12noon.** School Bus Drivers with or without CDL. Part time work - Monday thru Friday. Paid CDL Training Weekly Pay/Benefits Available/Weekly Pay. Must have clean criminal background. Good driving record and be able to pass pre-employment drug screen & physical. Salary range: \$15.00 - \$17.00 per hr.

**NEMF Friday, August 18, 2017 10am-12pm Positions Available: CDL A Drivers & Dock Workers** CDL A Driver – Job ID: NJ1260766 **Requirements:** 1 yr. of CDL A Driving Experience & NO DUIs within 5 years Pay Rate: \$20/hr. – Overtime after 8 hours- Pay Frequency: Weekly Benefits: Medical , Dental & Vision after 90 days-Pension Plan! – Unionized environment Incentive:

\$2,000 Sign-On Bonus!\*DRIVERS- PLEASE BRING ABSTRACT, DRIVER'S LICENSE & SOCIAL\* Dock Worker– Job ID: NJ1276900 **Requirements:** 2 years of Forklift experience Pay Rate: \$13/hr. 29 hrs./wk.-Pay Frequency: Weekly Day Shift Available: MON – FRI 12P-6P & 3<sup>rd</sup> SHIFT Available: SUN: 6P-12A & TUES-FRI 3A-9A **\*PLEASE BRING LICENSE/ID & SOCIAL\***

**HEATH CONSULTANTS INC. RECRUITMENT, GAS LEAK SURVEY TECHNICIAN** - NJ1278650, **Friday, August 25, 2017 10:00 AM - 1:00 PM** PAY RATE: \$13.00/hr. REPORTS TO: Project Manager, Team Leader, or Crew Leader WORK AREA: Elizabeth, NJ and surrounding area. Heath Consultants Incorporated is looking for candidates to fill our Gas Leak Survey Positions in Elizabeth, NJ and surrounding area. This is an exciting opportunity for the right individual who likes to work outdoors, work with minimal supervision, and who is looking for a career. **RESPONSIBILITIES AND JOB DUTIES:** Adhere to all safety and quality policies. Operate equipment in a safe and conscientious manner. Serve the customer, and exceed their expectations, as they are our first priority. Ensure that all jobs are completed in an efficient manner, according to agreements and client specifications. Accurately detect, classify, and document leakage. Work is performed in residential, commercial and/or industrial settings. Perform other duties as deemed necessary by the Team or Crew Leader. **REQUIREMENTS:** Valid Driver's License. Performs all work in a safe manner. Observes and follows all Company/Client Procedures/Policies. Excellent customer service and communication skills Work in outdoor environment. Continually walking on all types of terrain (3-7 miles/day) **BENEFITS:** Paid Training. 401K Plan Medical, Dental, and Vision Plans Paid Time Off 10 Paid Holidays. Company Vehicle & Cell Phone. **For more information:** Log in to our Job bank: <https://webos.dol.state.nj.us/Career/Login.aspx> and enter the job order # next to the [title](#).

**DUTCH EXPRESS. RECRUITMENT, DELIVERY DRIVERS** (Cargo Van) Hiring Immediately, \$140/route/day (Increases to \$150/route/day after two months) 8-10 hours a day, **Recruitment on Mondays 08-14 & 08-21-17 10:00am – 1:00pm. Hiring for immediate vacancies with varying shifts\***. Our cargo van drivers provide professional customer service to all clients when delivering various goods. They consistently report in a timely manner to supervisors and dispatchers. Early morning shifts begin before public transportation may be available. To be considered for the position/shift, applicants must have their own transportation to work for early morning shifts.). **Minimum Qualifications:** 21 years of age or older. Ability to clearly communicate and read in English. Must have a strong commitment to customer service. Familiar with driving directions of NJ. Ability to work weekends (Saturdays & Sundays) and Holidays. Ability to work a flexible shift (mornings and/or evenings). Ability to complete all basic and recurring training. Must be physically able to perform efficiently the duties of the position (deliver orders up to 50lbs in weight to the appropriate destination

within a scheduled time which may include walking up or down several flights of stairs). **Motor Vehicle Requirements:** Valid NY, NJ, CT or PA driver's license. No more than 3 points on a motor vehicle report. No suspensions (regardless of cause)

**OPPORTUNITY FOR TRAINING AND EMPLOYMENT. CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL TRAINING PROGRAM. INFORMATION SESSION. Monday August 28th 10:00am**

Refer clients to become a professional Early Childhood Educator through the Child Development Associate Credential Training sponsored by the New Jersey Department of Labor and Workforce Development and offered by **Program for Parents**. 720 training hours.

Coaching to CDA Certification. Job Placement. JOIN US TO LEARN MORE! **ELIGIBILITY**

**REQUIREMENTS:** Currently registered with the One-Stop Career Center. Currently unemployed and receiving UI or unemployed and UI ended within the past 52 weeks. 18 years or older / High School Diploma or GED. Able to pass an Adult Basic Education test. Able to pass a drug test. No Prior Criminal History. Jobs available with our employer partners

**For more information**, please call Tyneisha Gibbs at 973-744-4050 ext. 1204 or [tgibbs@programsforparents.org](mailto:tgibbs@programsforparents.org)

**WEDNESDAY, AUGUST 23, 2017 BRIDGEWAY REHABILITATION SERVICES CAREER DAY EVENT**

Bridgeway Rehabilitation Services, Inc. is a leading psychiatric rehabilitation service agency providing assistance for residents of Northern and Central New Jersey who have experienced psychiatric disabilities. Bridgeway provides skill development and support services to assist people in their journey towards mental health recovery, wellness, self-sufficiency and quality of life. Bridgeway provides innovative high quality services and incorporates best practices to improve outcomes for persons served. **Starts from 11AM – 3PM and located at 611 Route 46 West Suite 210, 2nd Floor Hasbrouck Heights, NJ 07604.** NO APPOINTMENT NECESSARY. Fill out an application – Drop off your résumé. Speak to one of our HR staff about current job openings. SPREAD THE WORD!!! **If you have any questions, please contact the Human Resources Dept. at (908) 355-7886. If you are unable to attend the Open House, please fax your resume & cover letter to: (908) 355-6668 or send via email to:**

[Human.Resources@bridgewayrehab.org](mailto:Human.Resources@bridgewayrehab.org)

**CAREER DAY EVENT FOR NJ TRANSIT**

**Wednesday, August 16, 2017 at 9:30 am (please be prompt).** Will be hiring Servicepersons. Approximately 2 hours to complete paperwork and take pre-employment test. Located at 990 Broad Street Newark, NJ 07102. Metered street parking is available. There are parking garages in the area. Seating is limited and candidates will be processed on a first come, first served basis. **CANDIDATES MUST:** Possess a High School diploma or GED. Some light mechanical

experience required. Be 21 years of age or older. Have a valid NJ Driver's License with three (3) years driving experience or have a valid NY CDL with passenger endorsement. Have a good driving record with less than five (5) points. Be able to work any shift: 7:00 am-3:30 pm; 8:00 am-4:00 pm; 6:00 pm-2:30 am. Be able to pass the pre-employment process (written exam, interview and physical exam).

**Friday, August 25, 2017 starts at 10:00 am (please be prompt).** Will be hiring Servicepersons. Approximately 2 hours to complete paperwork and take pre-employment test. Located at Plainfield One Stop in 200 West Second Street Plainfield, NJ 07060. Metered street parking is available. **CANDIDATES MUST:** Possess a High School diploma or GED. Some light mechanical experience required. Be 21 years of age or older. Have a valid NJ Driver's License with three (3) years driving experience or have a valid NY CDL with passenger endorsement. Have a good driving record with less than five (5) points. Be able to work any shift: 7:00 am-3:30 pm; 8:00 am-4:00 pm; 6:00 pm-2:30 am. Be able to pass the pre-employment process (written exam, interview and physical exam). **PLEASE BRING TO ALL EVENTS:** Two forms of identification (one with a picture). A completed employment application (can be downloaded from [www.njtransit.com](http://www.njtransit.com), click on careers). NJ TRANSIT will help you to obtain your CDL (Valid for NJ Drivers ONLY). New Jersey Transit is an Equal Opportunity Employer. The State of New Jersey has a residency law.

### OPEN HOUSE WEDNESDAYS: EXPRESS EMPLOYMENT PROFESSIONALS

Every Wednesdays from 9am to 2pm. Location is 140 Littleton Road, Suite 110, Parsippany, NJ  
Come and Apply! Bring a Friend! 70+ openings available in Morris  
County. All shifts available. 7 delivery drivers, 10 machine operators, 50  
pick/pack, 3 electronic solderer and warehouse workers. Please call 973-  
316-4885 with questions. **Apply online at [Expresspros.com](http://Expresspros.com) prior to coming in and select  
the Parsippany location.**



### CONNECTIONS PERSONNEL\_OPEN HOUSE

**Tuesday and Thursday from 10am-2pm – Industrial:** Pickers/ Packers, Warehouse Workers, Forklift Drivers, Shipping & Receiving clerks, Machine Operators, Assemblers, General Laborers. **Manual Machinist** – Middlesex Company seeking a manual machinist. Candidate must be familiar with operating and programming CNC machines. Tool making experience, a plus. **Electronic Assembler** – South Plainfield Company seeking an electronic technician / assembler. **Candidate** will diagnose and troubleshoot defective parts as well as assemble small electronic components. **Wire bonding and soldering** experience a plus. Knowledge of electronic circuits and components required. **Laborer- North Plainfield Company** seeking laborers to assist in their lumber department. **Candidate must be able to read a ruler / tape**

**measure. Basic math skills required.** Experience operating table and radial saws needed. **Steel Production Operator-** Company in Whippany is in need of a heavy steel production operator. **Candidate will assemble products per engineering drawings, load and unload materials from trucks to the stock area then to the production floor as needed. Candidate will feed materials into the machines and inspect products as they finish.** Machinist- Somerset Company- 3rd shift. Candidate will operate a variety of production equipment. Must have the ability to verify dimensions of finished product visually or by using basic measuring devices, micrometers, caliper and gauges etc. Candidate should have the ability to read prints and verify that the product conforms to customers specifications. Candidate will keep inspection and documentation data.

**Wednesday from 10am to 2pm - Office personnel:** Clerical, Customer Service, Administrative, Assistants, Accounting Clerks, and Data Entry. **Please stop by one of our offices at: Connections Personnel 764 Easton Ave. Somerset, NJ 08873 Call to register and for directions 732-745-9955 Connections Personnel 1911 Westfield Ave. Connections Personnel 1911 Westfield Ave. Scotch Plains, NJ 07076. For more information, go to [www.connectionspersonnel.com](http://www.connectionspersonnel.com). Call to register and for directions. 908-322-5200**

**NEW BRUNSWICK, NJ COMPANY is looking for a Die Bonder / Wire Bonder Operator.** Set up, program and maintain both manual and automated wire bonding machines for assembly and packaging of semiconductor devices, specifically diode lasers. Set up, program and maintain automated die bonding machines for assembly and packaging of semiconductor devices, specifically diode lasers. Perform production wire bonding and die bonding for several diode laser products, including laser chips, laser arrays, photo diodes, ASICs, and similar micro components. Experience operating and working with Palomar, ASM bonders and Unitemp reflow equipment is a big plus. Experience handling and assembling small parts underneath a microscope with tweezers and or vacuum wands. **Please apply: Connections Personnel, 764 Easton Ave. Somerset, NJ or call for more information: 732-745-9955**

**EVERY MONDAY: OPEN HOUSE AT COMMUNITY ACCESS UNLIMITED IN ELIZABETH**

**Community Access Unlimited** is an expanding social service agency that wants you to apply to become part of a dynamic team leading the way to assisting people with disabilities or at-risk youth reach their goals! We have direct care positions available assisting individuals with developmental disabilities that live independently in the community. All positions require: valid driver's license; vehicle to use while working; original HS Diploma/GED. Prior experience working with individuals with developmental disabilities preferred. To apply for a position please attend an **Open House** held on **Mondays, 4 pm – 6 pm at 80 West Grand St, Elizabeth.** **To make an appointment for an Open House, call an HR rep at 908-354-3040 ext. 203. If you**

can't attend an open house, fax your resume to 908-354-0283 or email to [rwright@caunj.org](mailto:rwright@caunj.org). To learn more about the agency visit our website at [www.caunj.org](http://www.caunj.org). Be prepared to fill out an application. Make sure you bring a resume! EOE.

# EMPLOYMENT OPPORTUNITIES

**AAA NORTHEAST** – is hiring several positions: **Roadside Technician** Flat Bed 3<sup>rd</sup> Shift (Monday, Tuesday, Wednesday and Friday from 6:00 pm until 4:30 am. Days off are Thursday, Saturday and Sunday.) Regular Days including Weekends (Sunday 1pm - 9:30pm, Monday 12pm - 8:30pm, Tuesday and Wednesday, 11am - 7:30pm, Friday 10am - 6:30pm Days off are, Thursday and Saturday). **Roadside Technician** – Tow 2<sup>nd</sup> Shift (Thursday through Sunday from 2:00 pm until 12:30 am. Days off are Monday, Tuesday and Wednesday.). **ESSENTIAL DUTIES:** Receives service calls from dispatch department and drives to the location. Attempts to resolve service issues by performing jump starts, providing gas replenishment, changing flat tires. Performs mobile battery service; tests and installs batteries and prepares invoices, prepares and positions vehicle for service or towing. Tows vehicles to a repair facility. Practices safety/security requirements and procedures. Communicates with dispatch department throughout the call in order to monitor progress. Interacts with dispatch department for instruction when SOP's can't be followed. Informs member of additional towing charges that will be incurred. Follows standard operating procedures to meet service delivery and quality standards. Maintains vehicle and equipment. Prepares daily reports on services rendered. Completes a vehicle and equipment check list daily. Basic electrical trouble shooting. **QUALIFICATIONS:** Automotive technical school or 1 year of automotive experience or experience driving a tow truck, flatbed or commercial vehicle. Prior customer service experience and effective communication skills are essential. Candidates must be 21 years of age, have a valid New Jersey driver's license in good standing that meets our insurance standards, the ability to pass a DOT physical, drug test, physical endurance assessment and criminal background check. **All interested candidates, please submit your resume to [sflores@ucc.edu](mailto:sflores@ucc.edu) and call 908-355-4444 for a pre-screening interview.**

**ACCREDITED HEALTH SERVICES** - Immediate Placement Full Time Position - Home Care Agency seeking a full-time Clerk for our Perth Amboy office. Home Health Care Experience helpful but not required \*\*\*Individual must be energetic, reliable, hardworking, self-motivated with great work ethic\*\*\*Must be computer literate\*\*\*Must be bilingual English/Spanish\*\*\*Work Schedule is M-F 9:00am-5:30PM. Resume without salary requirements will not be considered. We offer benefits which include Medical, Dental, Vision, Life Ins., Fully Vested 401k, (employer match). **Located at 313 State Street, Ste. 414 Perth Amboy, NJ 07601. EOE/M/F/V/D Pre-employment Drug Screen Required**

**AHOLD ECOMMERCE SALES COMPANY, LLC.** We are in search of **FULL-TIME & PART-TIME** Non-CDL Home Delivery Drivers to be based out of Jersey City, NJ, \$17.00\*/hr. \*Rate reflects \$13 base hourly rate + Average tip earnings\* We need drivers we can trust. Drivers who will deliver groceries and a friendly smile. People who like people and look forward to bringing groceries that extra step - to the kitchen People who will take on all kinds of weather to get the customers' doors. **Responsibilities:** Serve the customer in an efficient, polite, professional and upbeat manner while making deliveries to their homes and businesses. Ability to safely navigate a delivery truck within New Jersey and New York City (including all five boroughs). Manage a planned delivery schedule with minimal exceptions without interruption to customers. Exhibit a high standard for performance, attendance and teamwork. Ensure that food safety/sanitation and workplace safety practices are adhered to throughout the scope of the job. Accurately record route information and organize paperwork (invoices, coupons, etc.). Ability to load and unload trucks as needed. Perform other duties as assigned. **Essential Requirements:** Must be at least 21 years old. High School or equivalent required. Valid Driver's License required (CDL is not required). Ability to pass DOT Screening and Post Offer Employment Screening a must. Ability to lift and carry containers up to 60 lbs. Walking, climbing stairs, entering buildings and elevators a must. Safe Driving Record with a thorough understanding of all rules of the road a must. Superior customer

service a must. Strong verbal communication skills a must. **We are seeking Full-Time & Part-Time** personal Grocers to fulfill our customers' precious orders! Our highly automated and dynamic distribution center runs around the clock, so we rely on dependable Shoppers to get groceries out the door and on the way to homes around the NJ/NY Metro area. \$12.00/Hour. We welcome experienced warehouse selectors focused on the customer experience, quality, safety, and productivity within this high growth internet business environment. **Responsibilities:** Accurately select grocery products while focusing on quality. Perform appropriate pick scans on products. Carefully and efficiently pack products in totes for direct delivery to customers. Efficiently replenish quality grocery products onto shelves for next shift's pick. Achieve set standards for productivity, accuracy and safety. Work in various temperature zones throughout the warehouse. Be willing to move to multiple pick zones based on flow. Ensure that work area is always left clean. Loading and unloading of totes to and from delivery trucks and trailers. Adhere to Food Safety standards.. Perform other duties as assigned. **Qualifications:** Must be at least 18 years old. High School or equivalent required. Ability to work in various temperatures zones throughout the warehouse is a must. Ability to push, carry and lift (sometimes overhead) up to 50 lbs. is a must. Superior customer service is a must. Warehouse experience is a plus. To apply: [www.aes4peapod.com](http://www.aes4peapod.com). To email us: [aes.careers.group@ahold.com](mailto:aes.careers.group@ahold.com)

**ALTERNATIVE INC** –New Jersey-based non-profit organization is committed to providing services and support to individuals with special needs. The agency is growing rapidly and is in need of qualified candidates! To provide individuals with comprehensive support services, they strive for candidates to make the right choice in choosing Alternatives, Inc. as their prospective employer. This agency offers generous benefit packages for employees, as well as rewards for performance and years of service. Operating in a competitive industry, Alternatives continues to be a leader with salaries, technology and services. They promote lifelong education and personal development within their company. We are in the process of opening THREE NEW GROUP HOMES! Currently seeking staff for Phillipsburg, Jackson & Brick! **To apply: Visit [www.alternativesinc.org](http://www.alternativesinc.org)**

**AMERICAN ALUMINUM COMPANY** – is hiring Brazer in Mountainside, NJ. **Description of Skills/Experience Required/Desired:** We will train the right person. Must like working with their hands and be able to lift heavy parts. Description of Responsibilities: Braze components together. Assemble fabricated parts. Visually examine seams for defects. Clean work pieces. Use chemical solutions, wire brushes, files and grinders. Various other duties as needed. Education Requirements: High School Diploma/GED. Benefits Included: Paid holidays, sick, vacation. Medical, dental, vision and life insurance. Driver's License Requirements: Class D. Salary Range: \$15/HR. **How to apply for position:** Maria Reilly at [hr@amalco.com](mailto:hr@amalco.com)

**THE ARC OF ESSEX COUNTY** - offers a variety of career opportunities for individuals who are already established in the field of Social Services, and those that are just beginning their careers. Eligible employees are afforded a comprehensive benefits package including: Medical Insurance, Dental Insurance, Tuition Reimbursement, Paid Vacation, Paid time off, Paid Holidays, 401k with match, Notary Service, Direct Deposit, Employee Assistance Program. **For more information, please go to <https://www.arcessex.org/careers/>**

**ARC OF UNION** – is hiring for several positions. **Please apply at <http://www.arcunion.org/careers/opportunities.php>.** Use the Job Code when submitting your resume. **Submit your information to: The Arc of Union County Human Resources. The location is 70 Diamond Road Springfield, NJ 07081 Fax: (973) 315-0008 [careers@arcunion.org](mailto:careers@arcunion.org)**

**BARISTAS FOR CAFE IN FANWOOD**- Baristas wanted casual dining Cafe in Fanwood. Fast paced and fun place to work, flexible shifts. If you are a hardworking, reliable individual who has integrity and dedication, we are looking for you! Some weekend and evening shifts are required. Cafe is open daily 7am-10pm, summer hours open until 11pm Friday & Saturday. Pay is commensurate with experience. Day shifts are available.

**CAVALRY STAFFING** - one of the largest car rental vendors seeks Driver and Detailers to work at our Newark Airport car rental facilities. We offer: Pay rate starting at \$8.44 p/hr, Benefits, weekly pay, paid training and rapid career growth. FT/PT 7 days/wk. - all shifts open! **Walk-ins are welcome Mon. - Fri. from 10am - 2pm, Open House every Wednesday**

**from 9am - 2pm at 24 Commerce St., Suite 1725, Newark, NJ.** Must bring VALID Driver's License and 2nd form of ID such as SS Card/Birth Certificate/Unexpired Passport.

**CHATHAM HILLS SUBACUTE CARE CENTER FOR REHABILITATION AND HEALING** is seeking Qualified C.N.A.'s with experience for our 108-bed Skilled Nursing facility in Chatham, NJ. **Duties Include:** Assist residents with Activities of Daily Living (Bathing, feeding, toileting, dressing, etc...). Assist residents with dental care, nail care, hair care, etc... Assure residents are kept dry to avoid breakdown. Bedbound resident's need turned and positioned every 2 hours. Obtain resident's current weight when instructed. Serve food trays to residents and documenting food/fluid intake and output in resident's medical record. Inventory and mark all residents possessions Make resident's beds and keep room neat and tidy. Maintain confidentiality with resident information. Assure resident privacy at all times.

**Requirements/Qualifications:** Current and valid NJ – C.N.A. certification. Experience with Subacute unit. Excellent communication skills. Experience in LTC preferred but not required. Positive attitude and team mentality. **For more information, please go to <http://careritecenters.applytojob.com/>**

**CHEVYS FRESH MEX** – is hiring Job-Bar Back in Linden, NJ. **Key Responsibilities:** Ensure bar area is clean & presentable. Set up bottles (beer) on bar, "top shelf" liquor on back shelf. Ensure beer taps are working properly. Place appropriate bar snacks on counter; if applicable. Keep supplies; snacks, napkins, etc. stocked throughout shift. "Bus" tables in bar area as necessary. Follow management's closing procedures nightly. Keep bar, bar area and supplies clean. Make change for bartender as needed. Floor care; sweeping and mopping floor. Wash floor mats. Facilitate trash removal for bar area; trash removed and placed in dumpster prior to departing. **Qualifications:** Previous bar and/or restaurant experience preferred. Able to transport glass racks and cases up to 25lbs up to 15 times a shift. High endurance level required. Lift up to fifty (50) pounds, unassisted. Stand for long periods. Bending, stretching, and kneeling throughout shift. 18+ years old. **For more information, please go to <http://www.dohertyinc.com/careers-jobs.html>**

**COUNCIL FOR AIRPORT OPPORTUNITY** - Wanted: **MECHANICS** \$18.00 per hour: Diesel experience required. Must be able to read and work from diagrams. Operate a variety of tools, including power tools, in the process of assembling, disassembling, repairing and installing parts and components. Paint and body experience preferred. May be required to possess CDL depending on assignment. Ability to work rotating shifts. Must be able to pass the background check. **Apply Monday-Friday at the Council for Airport Opportunity 17 Academy Street 5th Fl. Newark, NJ 07102 973 622-4537. Bring original social security card and valid driver's license. SECURITY GUARDS:** The company is interviewing **ON THE SPOT and HIRING immediately. Wednesday, August 16, 2017 10:00 am-1:00 pm.** Bring original social security card, valid photo id, resume and SORA. Dress in business attire. The SORA is not required, however, will have to obtain one within 30 days of employment. Car is required for some locations. **RECRUITMENT FOR RAMP AGENTS:** Must be flexible, valid driver's license is required, must be able to pass the background check. **Come to 17 Academy Street, Newark, NJ 07102 Monday-Friday 9:00am-2:00pm. Call for additional information 973 622-4537.**

**CVS** - is now hiring for several positions in many locations throughout NJ. **Apply at <http://jobs.cvshealth.com/>** **Candidate applications are only visible upon completion of a Virtual Job Tryout.** If you feel you need an accommodation, **DO NOT** take the VJT. Once you submit the VJT, you cannot retake it or receive an accommodation for six months.

**THE GATEWAY FAMILY YMCA- Rahway Branch has the following positions open: Part-time Lifeguard:** We are looking for motivated and hardworking people to join our lifeguarding team! A YMCA lifeguard monitors pool activities and ensures member safety. Lifeguards need to possess knowledge of rescue procedures and emergency medical procedures. To help prevent incidents, lifeguards must enforce all safety guidelines as outlined by the YMCA. We currently have opening (5:30am), mid-day, and weekend shifts open. **Part-time Swim Instructor** The primary responsibility of this position is to instruct others on how to be safe in, and around water. Swim instructors lead group, private and semi-private swim lessons to all ages and ability levels. Instructors create a fun and inviting learning environment to ensure a positive member experience. Builds strong relationships with participants and continually recommends classes based on skill levels. Flexible scheduling; weeknights and Saturday mornings. Required experience: 1 year **Part-time Water Fitness Instructor.** Teach Water Aerobics classes of varying intensities at The Gateway Family



YMCA- Rahway Branch. Provide high quality instruction and excellent communication with participants. Required experience: 1 year. **Please contact our Aquatics Director, Jaimie Hinshelwood at 732 388 0057 or by email ([Jhinshelwood@tgfymca.org](mailto:Jhinshelwood@tgfymca.org)) to apply today! All hourly wages are competitive and based off of experience.**

**GOODWILL** - Full & Part Time Positions Available at our Retail Stores. Apply online: [www.goodwillnynj.org/careers](http://www.goodwillnynj.org/careers)

**HEART TO HEART HOME HEALTH CARE, INC.** – East Orange, NJ - is hiring **LPN In Home Skilled Nursing**. **Job duties:** Provides nursing services to patients under the direction of a registered nurse, identifies and reports to the coordinating nurse, health needs of patients and families through the observation of their physical, social and emotional needs, administers nursing care to patients according to the care plan, contributes to the development, implementation and evaluation of care plans through conferences with the coordinating nurse, records and reports observations and nursing care performed, contributes to the economical and efficient delivery of care to the community, performs other related functions as requested by the supervising nurse within the Scope of practice and related experience, participates in performance Improvement Activities. **Able to take on IHSN** (In Home Skilled Nursing) Cases that involves : wound Care, suctioning, Peg/ G-Tube, J-Tube Care, PICC line Care & Management, Parenteral Nutrition (TPN) IV Administration of Medications as delegated from RN, Administration of Medications via Peg/G-Tube, Trach Care, Ventilator Management **Education or training required:** Graduate of an approved school of practical nursing, licensed and currently registered in New Jersey, one year experience as a Licensed Practical Nurse, high school or equivalent. **Required experience:** Nursing 1 year. **Required licenses or certifications:** LPN, driver's License. **Required experience:** home care: 1 year. **Required license or certification:** LPN

**IDEALIST FOR ANYONE INTERESTED IN NON-PROFIT** – If you are seeking employment or volunteer opportunities in non-profit, please visit [www.idealists.org](http://www.idealists.org) for more information.

**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 wiring, 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 be eligible to participate, attend the General Orientation any Tuesday at 9:30am or 2:00pm. Union County One-Stop Career Center 921 Elizabeth Ave Elizabeth, NJ 07201. For more information, email [Kathleen.Eaton@dol.nj.gov](mailto:Kathleen.Eaton@dol.nj.gov)**

**LITTLE BEARS DAY CARE CENTER** - Hillside NJ. Teacher's Aide position available, full-time or part-time for our 10 months to 4 year old classroom. The right candidate should have friendly personality, self-motivated, enjoy working with children. You will be placed based on your experience and availability. We offer flexible scheduling. All applicants must meet following requirements: Must have reliable form of transportation and pass a background check. Must be very reliable, mature, honest, and have genuine love of children. **Drop off resume at Little Bears Day Care Center, 422 New York Place, Hillside NJ or email to "[Littlebears.center@verizon.net](mailto:Littlebears.center@verizon.net)**

**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.**

**MARRIOTT** – Marriott International is consistently recognized as an employer of choice around the globe by FORTUNE and Working Mother magazines, Diversity Inc, Great Places to Work Institute, and the CRF institute among others. Benefits may include medical, dental, vision, 401(k) profit sharing, paid time off, tuition reimbursement, career advancement, hotel room discounts and more. **To begin your journey, go to [www.marriott.com/careers](http://www.marriott.com/careers).** Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive

culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state, or local laws.

**MILLER'S ALE HOUSE** – is hiring Part-time Server in Woodbridge, NJ. Description A Server is responsible for representing Miller's Ale House Restaurant by providing guest service that exhibits professionalism, attention to detail, and the desire to create a welcoming environment. S/he will work directly with other team members to ensure that the guests' visit exceeds their expectations. **ESSENTIAL REQUIREMENTS & KEY RESPONSIBILITIES:** Arrives to work on time as scheduled in full uniform. Greet guests in a warm and friendly manner while also acknowledging all guests that come within five feet. Follows the steps of service as defined in the training materials. Provides highest level of service by adhering to all Miller's Ale House service standards. Fulfills all job responsibilities in order to contribute to a "one great shift" operation. Serves alcoholic beverages in accordance with company standards and state alcohol service requirements. Work directly with other FOH team members to ensure all of the guest's needs are fulfilled in a timely manner. Ensure menu knowledge to address guests questions; including food allergy issues. Proper food handling and sanitation of work areas; to include ensuring cleanliness of restrooms upon departure. Interact with guests to create "Ale House Raving Fans". Maintain neat and organized server stations and FOH work areas; to include sweeping and mopping as needed. Accomplishes all running and end of shift side work; including ensuring work areas are stocked and ready for the next scheduled server to take over; ensures cleanliness upon departure from restrooms. Notifies management immediately of any potential issue with guests, team members, and/or long ticket times. **Required Skills & Education** Desire to provide exceptional service throughout the entire shift. Strong communication skills and the ability to work alone as well as with a team. Ability to multitask and work in a fast paced environment. Ability to work with numbers and handle cash. Team Members must be 18 years of age at the time of hire. **For more information, please go to <https://millersalehouse.com/careers/>**

**MTK HIRING: MONROE TWP. GENERAL LABOR WORK** Shift Monday - Friday 8:30A - 5:00P with flexibility for mandatory Overtime weekdays and Saturday's during peak seasons. **NJ Salary \$12 hour/ \$18 hourly OT Rate (OT is time worked over 40 hours)** Employees will be manually moving merchandise and materials around the facility using hand jacks and dolly's, general housekeeping duties keeping the facility free from debris. Some pick/pack will be involved but this is not a position where the employee is expected to pack in a work-station throughout the entire shift. Areas: Porter/Housekeeping (No kitchen trash/bathrooms) – removal of packaging materials, separating wooden pallets, Styrofoam, cardboard, etc. and placing in appropriate receptacles Pick/Pack – Order selection, building pallets for shipment, shrink wrapping pallets, packing individual items to be placed on pallet. Parts Inventory – Must have strong attention to detail, familiarity with cycle counts, scan guns and will be matching serial numbers to pull parts required for repairs. General Prep – Will be staging equipment for repair technicians including unpacking items, removal of packaging materials/waste, and moving materials. This is a long term contract position with the potential to become permanent with the client company. Health/Dental/Vision available after 90 days. Requirements must have warehouse experience Must be able to lift 50+ lbs. **FORKLIFT OPERATORS** Shift Monday - Friday 8:30A - 5:00P with flexibility for mandatory Overtime weekdays and Saturday's during peak seasons. **Salary \$14 hour/ \$21 hourly OT Rate (OT is time worked over 40 hours).** Employees will be operating forklifts moving merchandise and materials around the facility in addition to using hand jacks, dolly's, and maintaining general housekeeping duties keeping the facility free from debris. All Equipment Operators are expected to rotate in other areas as needed: Porter/Housekeeping (No kitchen trash/bathrooms) – removal of packaging materials, separating wooden pallets, Styrofoam, cardboard, etc. and placing in appropriate receptacles Pick/Pack – Order selection, building pallets for shipment, shrink wrapping pallets, packing individual items to be placed on pallet. Parts Inventory – General Prep – Will be staging equipment for repair technicians including unpacking items, removal of packaging materials/waste, and moving materials. This is a long term contract position with the potential to become permanent with the client company. Health/Dental/Vision available after 90 days. **All candidates will be subject to background/drug test screening. Requirements must have warehouse experience. Must be able to lift 50+ lbs. Must have excellent attention to detail. Excellent attendance record. Excellent references. If no evidence of prior forklift operation experience available, employee will be considered for positions without equipment operation starting at \$12 hourly. Must pass background/drug screen/Employment/Education verification. Email Resumes: [jen@mtkstaff.net](mailto:jen@mtkstaff.net) Mon – Fri: 8:30AM – 5:00PM. Mandatory Overtime the last week of each month incl. Saturday. NO CALLS PLEASE!**

**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>**

**NEW MILLENNIUM BANK** – is hiring Teller (Part-time). Position Summary: This position is responsible for providing quality customer service. Provide basic cash receipt and payment services in accordance with financial institution policies and procedures. Contribute in a quality nature that will result in growth and profitability for the department. Part-time position up to 22 hours weekly, day shift up to 6 days weekly. **Essential Job Functions:** Maintain a strong knowledge and understanding of appropriate banking laws, regulations, internal policies and procedures and complies fully with those laws, regulations, policies and procedures. Receive checks and cash for deposits to accounts, verify amounts, examine checks for proper endorsement and enter deposits into computer records. Cash checks and process withdrawals; pay out money after verification of signatures and customer balances. Receive loan and tax payments and ensure the payments are applied properly. Count, check and package coin and currency. Balance cash drawer at the end of the shift and compares totaled amounts to computer generated proof sheet. Report any discrepancies to the supervisor as necessary. Ensure that the teller station is properly stocked with forms, supplies, etc. Responsible for counting and processing of night depository bags ATM envelopes and proving of ATM on a daily basis while completing proper information on the appropriate forms. Maintaining prescribed security controls to protect the facility against criminal and fraudulent operations and unnecessary risk or exposure. Provide exceptional Customer Service while continually being aware of Cross-Sell opportunities and obtaining referrals for the Platform Staff. Contribute to maintaining a positive and professional atmosphere by working as part of a team in a professional environment. Open and close the office by following established security procedures. Represent New Millennium Bank in community affairs and civic organizations when needed. Contribute to maintaining a positive and professional atmosphere by working as part of a team in a professional environment. Adhere to the policies and procedures stated in the New Millennium Bank handbook. **To apply, please contact Sarita Bhalla at [sbhalla@nmbonline.com](mailto:sbhalla@nmbonline.com)**

**NJ TRANSIT – PLEASE VISIT OUR WEBSITE (NJTRANSIT.COM) TO OBTAIN INFORMATION REGARDING OPEN TESTING SESSIONS, OPEN POSITIONS, AND JOB FAIRS.** Applications can be obtain by visiting our website, [www.njtransit.com/careers](http://www.njtransit.com/careers) then click on 'NJ Employment Application'. **Please apply to ONLY open positions. Please send your application to [njtsr@njtransit.com](mailto:njtsr@njtransit.com) or fax 973-665-7575.** Please ensure that the application is complete before sending to NJ Transit. Incomplete applications will NOT be reviewed by recruiters. Testing session are updated on a monthly basis.

**OUR HOUSE INC – SEEKING DIRECT SUPPORT PROFESSIONAL/STAFF** - Founded in 1980, Our House, Inc. (OHI) is a private, non-profit 501(c) 3 organization that provides residential, employment and recreational services to individuals with developmental disabilities. We have steadily grown to 37 residences throughout Union, Essex, Somerset and Morris Counties. OHI seeks caring and dedicated staff to care for and to train the individuals served. Rates start at \$11/hour.

POSITION	LOCATION	STATUS	REQUIREMENTS
Direct Support Staff	Essex, Union, and Somerset Counties	Full-Time, Part-Time, O/N	High school diploma, clean driving record and valid license, 1 yr. experience
Floating Counselor	Essex, Union, and Somerset Counties	Any	High school diploma, clean driving record and valid license, 1 yr. experience
Senior Counselor	Essex, Union, and Somerset Counties	Full-Time	High school diploma, clean driving record and valid license, 1 yr. experience
Awake Overnight Counselor	Essex, Union, and Somerset Counties	Full-Time, Part-Time	High school diploma, clean driving record and valid license, 1 yr. experience

**CONTACT US TODAY ~ Fax: (908) 464-8263 ~ E-mail: [recruiter@ourhousenj.org](mailto:recruiter@ourhousenj.org)**

**OVERLOOK MEDICAL CENTER** is seeking a Per-diem Registrar for the Patient Access Unit. Flexible hours, including every other weekend. **Responsibilities:** Greet and register patients. Demonstrate excellent communication and customer service skills. Ability to multi-task with attention to detail. Will register patients in an accurate and timely manner entering demographic and insurance information. Collection of copay, deductibles, coinsurance, etc. Through the model

of Shared Governance, collaborate with all members of the health care team with a focus on promoting evidenced based care within a healing culture for the patient population served and their families. Candidate will demonstrate and embrace the PRIDE core values (Professionalism, Respect, Involvement, Dignity and Excellence) in every aspect of their job. **Qualifications:** Education: High school graduate. **Requirements:** Medical office/insurance experience preferred but not required. **For more information, please go to <http://jobs.atlantichealth.org>**

**PASP SEEKING REFERRALS** -The Union County Personal Assistance Services Program (PASP) is currently seeking consumer referrals. This program assists Union County residents with permanent physical disabilities in living independently by meeting their daily needs for personal care. Eligible persons receive funding to hire a personal assistant who assists with activities of daily living such as bathing, meals, light housekeeping, laundry, bill paying, shopping and transportation. Personal assistants may be family members/relatives or may be hired through a home health aide agency. To qualify for PASP, persons must be between the ages of 18 and 70 and have one of the following activities: employed in a paid occupation or self-employed, enrolled in training/education related to employment, volunteering for a minimum of 20 hours per month, or serving as the primary caretaker for a child under the age of five (5). Persons must be able to self-direct or make decisions related to daily activities and managing a personal assistant. Eligibility is not based on income or assets; however, consumers may be required to contribute to the cost of their services based on their individual annual gross income and family size. For more information or to inquire about eligibility for the PASP program, **please contact Helen Alvarado at 908-527-4845 or via email at [Halvarado@ucnj.org](mailto:Halvarado@ucnj.org)**

**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, September 12, 2017 and Thursday ends on October 12, 2017. **For more information, please call us at (908) 353-1045, Ext 8, or email [Projectready@sjeliz.org](mailto:Projectready@sjeliz.org). If you are interested in attending our program, please join us for our Open House which is on Tuesday, August 29, 2017 at 1pm. We are located at the Saint Joseph Social Service Center – Church Building 118 Division Street Elizabeth New Jersey 07201. Seats are limited.**

**PRUDENTIAL** is hiring for several professional positions in several departments, such as Finance, Actuarial, Human Resources, Business Ethics department. **To find out more information and apply, please go to [https://pru.taleo.net/careersection/external\\_actuary/jobdetail.ftl?job=258637&src=JB-10500](https://pru.taleo.net/careersection/external_actuary/jobdetail.ftl?job=258637&src=JB-10500)**

**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 11 am for intake with a mandatory orientation job readiness session to follow from noon - 2 pm. This is a free service for Roselle residents and other Union County municipalities.

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

**SANTANDER** – is hiring tellers at the Bayway area in Elizabeth, NJ. **Description:** As a member of Santander’s retail banking division you’ll help serve Santander’s retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander’s retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank. **Responsibilities:** Provides consistent world class customer service to internal and external customers which exceeds their expectations. Resolves customer issues with guidance. Promotes, refers and sells bank products and services Performs within the balancing guidelines, compliance and security procedures. Establishes and maintains the bank way as the singular priority in all activities. **Qualifications:** 3 months cash handling experience or degree in accounting or finance. Retail or customer service experience preferred. Basic computer knowledge and Windows skills required. Strong interpersonal and organizational skills. This is a float position for the Metro NJ area, based out of Elizabeth, NJ

Bilingual Spanish/Portuguese Language Skills strongly preferred. **For more information, go to <https://jobs.santanderbank.com>**

**SEARS** - HIRING MANAGERS ARE CURRENTLY INTERVIEWING FOR IN HOME APPLIANCE REPAIR TECHNICIANS THROUGHOUT NJ, NY AND PA! **Enter the keyword for the position you wish to apply to: To be considered for an interview, apply online at <http://jobs.sears.com>.** 819260BR: Refrigeration Technician – Watchung, NJ 819274BR: Refrigeration Technician – Staten Island, NY. 819279BR: Small Engine Repair – Lakewood, NJ. 819290BR: Small Engine Repair, Edison, NJ

**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**

**ST. PETERS HEALTHCARE SYSTEM-** View our active listings to find a position you would like to apply for. If you find a position for which you are qualified, you can click the "Apply Now" link to fill out an application. You will have an opportunity at the end of the application to attach a resume and cover letter. Please attach your resume in Microsoft Word or .pdf format. Don't forget to click the "Submit" button when you have completed your application and included your attachments. In order for your qualifications to be reviewed for the opportunity you are interested in, be sure to include the position title, requisition number(s) and applicable recruiter within the application as requested. **For listing and to apply, please go to <http://www.saintpetershcs.com/jobs>**

**ST PETER'S UNIVERSITY** – is hiring several administrative positions. For more information, go to <http://www.saintpeters.edu/human-resources/job-openings/> Unless otherwise specified, to apply, submit resume, cover letter and the names of three references to the following address: **Saint Peter's University Office of Human Resources 121 Glenwood Avenue Jersey City, NJ 07306 [hrdept@saintpeters.edu](mailto:hrdept@saintpeters.edu).**

**SUMMIT MEDICAL GROUP** – is hiring Medical Assistant/Patient Service Representative in Township of Warren, NJ. **Job Description:** The MA/PSR for Internal Medicine is responsible for assisting Physicians, APN/PAs with: Patient care, Patient flow, Procedures, Clerical duties, and Greeting patients/family. Scheduling patient appointments and tests in an efficient and timely manner. Collecting payments from patients, providing account balance, and issuing receipts. Posting payments to the correct accounts. Opening and closing batches daily as required. Preparing bank deposit bags. All Medical Assistants are required to obtain and maintain MA certification. **Requirements:** High School Diploma Required CMA Certification Required. **For more information, please go to <https://jobs.summitmedicalgroup.com>**

**TOWNSHIP OF LIVINGSTON** – is hiring Planning/Administrative Assistant in Livingston, NJ. Under the direction of the Land Use Administrator, this position will provide a variety of complex secretarial/clerical administrative assistance in the daily operation of the Planning Department. Candidates must be detailed oriented and comfortable providing excellent customer service while disseminating moderately technical or complex information to customers. The position requires strong multi-tasking skills, exceptional attention to detail, and demonstrated computer skills. A minimum of three (3) years of secretarial experience, preferably in land use, construction or zoning is required. Previous knowledge pertaining to the work of the Planning and Zoning Boards preferred. **Required education:** Associate. **Required experience:** land use, construction or zoning: 1 year secretarial: 3 years. Required license or certification: Rutgers' Planning Board/Zoning Board Secretary Designation. **Go to [http://livingstontownship.org/?page\\_id=1105](http://livingstontownship.org/?page_id=1105) and click on the position for the full job description and instructions on how to apply. Interested candidates should submit a cover letter, resume, and salary requirements to the email listed on the Employment Opportunities page.**

**TRINITY EPISCOPAL DAY SCHOOL** - Full day Kindergarten teacher needed. Position available immediately. Must have teaching certificate. **Please contact Nancy Ditzel at 908-276-2881.** Seeking full-time teacher for a four year old class. Must have CDA/Associates degree. Hours 8:30am-3:15pm. **Send resume to: [teds205@gmail.com](mailto:teds205@gmail.com).**

**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 EDUCATIONAL SERVICES COMMISSION** - is a public agency located in Westfield, NJ that was established to provide cost-effective educational programs and services for the twenty-one school districts in Union County. We are currently seeking a part-time TECHNICAL SUPPORT SPECIALIST to join a growing IT Department. The qualified candidate will provide technical support on use of hardware/software; identify and resolve issues and help desk tickets; manage and deploy images and updates; assist IT personnel on special projects; and perform all other duties as assigned by the Network Administrator and Technology Manager. **Description:**\* Available August, 2017 \* Part - Time Position (Max. 29/hours per week) \* Flexible Schedule, Mon-Fri, 8:00-3:00 p.m.\* Competitive Hourly Salary. Please review the full job posting and complete the online application in its entirety to be considered for an interview.

**<https://www.applitrack.com/ucesc/onlineapp/default.aspx?Category=Technology>**

**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](http://www.ucvts.tec.nj.us) for more information. We nurture your aspiration to find a career that's right for you!**

**UNIVERSITY HOSPITAL** – is hiring Principal Receptionist Patient Scheduler in Newark, NJ. **Qualifications:** High School Diploma, GED or equivalent required. Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position. Two (2) years' experience as a receptionist/patient scheduler in a patient care environment is required. Basic computer knowledge is required. Bi-Lingual preferred. **Responsibilities:** The primary purpose of the Principal Receptionist Patient Scheduler position is to act as a lead receptionist and scheduler for Ambulatory Care Services, Central Access Department including scheduling, confirming, maintaining and monitoring patient appointments, receptionist activities and other general duties. Assists Receptionist/Patient

Scheduler team with handling high volume of calls and complex patient issues while keeping management informed. For more information, go to <https://jobs-us.technomedia.com/uhospital/>

**UPS - Part-Time Package Handler Jobs Available!** The Benefits of working for UPS: Medical Benefits Available - Tuition Assistance- Work 3½ - 5 hours per day - Promotion from within - Driving Opportunities - 401(K) plan - Union Pension Plan - Stock Purchase Plan - Employee Discounts \$\$\$ - Paid Vacations and Holidays. Hours and Shifts Available: Twilight – Sunday – Thursday – 5pm – 10pm. **Please go to [UPSjobs.com](http://www.upsjobs.com) to apply. The Cranbury facility is located at: 100 Middlesex Center Blvd, Monroe Township NJ, 08831.** UPS – is hiring for casual driving. **Apply on line at <http://www.upsjobs.com>. Candidates must meet the following requirements:** Must be 21 years or older, Must pass a UPS road test, must pass a D.O.T. Physical, Must be able to lift up to 70 lbs. Must attend a driver training class, must meet UPS appearance guidelines, must be able to drive a standard (manual) transmission, must have a valid driver license in state of residence (neighboring state may be acceptable), no violations, accidents, suspensions, or revocations within past 12 months, no more than a combination of three violations or chargeable accidents in the past 36 months or 3 years (No DUI or DWI). **For more information or to schedule an interview: <http://www.upsjobs.com>. The UPS Meadowlands facility is located at: 493 County Ave, Secaucus NJ 07094. Phone: (201) 330-2315 and (201) 271-8456.**

**VOLUNTEERS OF AMERICA** – is hiring Youth Care Counselor at Plainfield, NJ. **MINIMUM QUALIFICATIONS:** The position requires a high school diploma and one-year experience involving the supervision of children in the human services field or a bachelor’s degree in a social services related field. A valid driver’s license is required, with a clear driving record for 24 months and the availability to work a changeable schedule including nights, weekends and holidays. **PRINCIPAL RESPONSIBILITIES:** Teach targeted skills to residents and counsel residents in skill and goal development. Role model appropriate social behavior, teaching interactions and corrective feedback. Develop and maintain positive relationships with residents, co-workers, family members, neighbors, and community resources. Counsel towards resource development and use of behavioral therapeutic intervention towards goal attainment. Coach and assist residents in the performance of daily household chores. Assist in the planning and supervision of recreational activities. Perform other related duties as required. **For more information, please go to <http://voa-gny.applicantstack.com/x/detail/a265xrlgh4jv/aaac>**

**WALGREENS** – is hiring greeter in Elizabeth, NJ. **Customer Experience:** Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience. Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.). **Operations:** Maintains a position of visibility at the front of the store by the exit doors at all times. Notifies management and Loss Prevention of any of the following: vandalism, robbery, fires, shoplifting, pickpockets, soliciting, loitering, and violent crimes. Observes and reports to management any suspicious persons or behavior. Deters vandalism, robbery, fires, shoplifting, pickpockets, soliciting, loitering and violent crimes. Implements Company asset protection procedures to identify and minimize profit loss. Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products). Responds to EAS Entry and Exit Alarms. Investigates the source of the alarm politely and professionally and with customer’s cooperation. Verify receipt for purchases and if receipt is missing, suggest to customer/employee to pay for item if merchandise was not paid for. Notify management of all such incidents. Perform bag checks on all employees as they depart store at the front door. Recognize and greet all customers and act as an “ambassador” of customer service. Regularly check behind front registers as identified by management. Report any irregularities to management and Loss Prevention. Direct customers arriving at the store seeking a refund to the Cosmetic department. Complies with all company policies and procedures; maintains respectful relationships with coworkers. Completes special assignments and other tasks as assigned. **Training & Personal Development:** Attends training and completes PPLs requested by Manager or assigned by corporate. **Basic Qualifications:** Must be fluent in

reading, writing, and speaking English. (Except in Puerto Rico). Requires willingness to work flexible schedule, including evenings and weekend hours. **For more information, please go to <https://jobs.walgreens.com/>**

**WESTFIELD ARE Y** has P/T openings in Childcare/Education/Event Staff/ Pre-school/ Physical Programs. Please refer to our website for more detailed information. [www.westfieldynj.org/about-us/job-opportunities](http://www.westfieldynj.org/about-us/job-opportunities) or email a resume to [humanresources@westfieldynj.org](mailto:humanresources@westfieldynj.org)

**WORK READINESS ACADEMY** – is hiring Paraprofessionals Part-Time Positions in Westfield, NJ. **Description:**\* Part-Time, Monday - Friday \* Flexible Schedule (8:20 a.m. - 2:40 p.m.)\* Hours: Not to Exceed 29 per week\* Salary: \$18.50/hour. **Requirements:** \* Minimum of 60+ College Credits\* High Degrees of Responsibility, Flexibility and Patience\* Effective organizational, interpersonal, and communication skills\* Prior experience working with students with Autism Spectrum Disorders, Cognitive Impairments and/or Multiple Disabilities preferred. **Please complete the online application in its entirety to be considered for an interview. <https://www.applitrack.com/ucesc/onlineapp/>**

**YMCA ELIZABETH BRANCH IS HIRING PART TIME** – Members Service Desk Representative. Under the direction of the Membership Director, the Member Service Desk Representative serves as a member of The Gateway Family YMCA staff team and is responsible for greeting each member by name, providing information, and security of The Gateway Family YMCA. The Member Service Desk Representative must exemplify that member service is as equal a part of any position in the Y as the technical aspects of each position. The Member Service Desk Representative will promote Y membership retention by interacting with members, providing services, handling problems and emergencies. The Member Service Desk Representative must demonstrate a commitment to the Y's four Core Values of Caring, Honesty, Respect and Responsibility. The Member Service Desk Representative will be a member of the quality team – ensuring that quality is a part of all programs and facility services at The Gateway Family YMCA. Must be Bilingual in English and Spanish Must have ability to Multi – Task. Must have Outgoing and Enthusiastic Attitude. Must be able to make sound decisions based on facts and be able to handle members, staff and visitors with a high degree of tact, respect and courtesy. This position is Part – Time, with a 25-30 hour work week. Shifts will vary between Monday – Friday 5:00am – 9:00pm & Weekends 9:00am – 5:00pm depending on needs and availability. \$9.00/Hr. **All interested candidates please email your resume to Isaias Rivera at [Isaias.rivera@ucc.edu](mailto:Isaias.rivera@ucc.edu) and please call Susan Gomez for a prescreening interview at 908-355-4444.**

**YOUTH CONSULTATION SERVICE (YCS)** is a private, not-for-profit, nonsectarian social services organization. YCS has been caring for children since 1918. As New Jersey's leading private non-profit provider of behavioral health and social services. YCS offers hope to the state's most vulnerable children, and adults in its special education and autism programs, foster care, residential safe havens, programs for developmentally disabled consumers, and community based programs. **\*\*All candidates must be 21 years or older and all new hires are required to attend a week orientation: Monday through Monday 8:45am-4:00pm, upon hire. \*\*** **Personal Assistants:** Requirements: High School Diploma or GED, DDD relevant experience and/or personal knowledge of developmental disabilities, and valid NJ driver's license are required. Preferred: Certificates in Pre-Service training, Danielle's Law and Positive Behavioral Supports, Overview of Developmental Disabilities, Medication Administration, Preventing Abuse and Neglect of Persons with Developmental Disabilities certifications are preferred. **Residential Assistants:** Requirements: H.S. Diploma/G.E.D. College preferred. Must have a valid driver's license and (2) two years psychiatric experience working with children in a group setting. **Teacher Aides:** Requirements: High School Diploma is required; associate's degree or college preferred. Experience working with students w/ special needs and able to follow directives. The primary purpose of this position is to intervene and assist students and staff in emotionally charged situations during the school day. Candidate will supervise, discipline, and advise special needs students. Role includes diffusing crisis and assisting with conflict resolution. **Fee for Service Clinicians:** Requirements: Master's degree in Social Work or Counseling, Doctoral level psychologist, Masters level psychologist en route to completing doctorate, or related mental health discipline. Current NJ State licensure to practice; social work in the State of New Jersey as a Licensed Clinical Social Worker (LCSW); Licensed Social Worker (LSW), Licensed Associate Counselor (LAC) or Licensed Professional Counselor (LPC). Experience required: Two (2) years of full-time clinical work experience. Clinicians will work with children, adolescents, and families by providing services based on individualized treatment plans. **Behavioral Assistants:**

**JOB SEARCH REMINDER - When responding to job leads from this or any source, do not send / accept money or share confidential personal information such as your social security number, credit card number, etc. Visit company's website in advance of placing an application or attending a recruiting event.**



Requirements: High school diploma or GED. A minimum one year experience working with developmentally delayed children/youths and/or personal knowledge of development disabilities. A valid NJ driver's license and reliable vehicle. Must be comfortable working in the family's home. Able to drive up to 45 minutes to a client's home (travel reimbursement available). Part-time positions available up to 30 hours per week. Flexible work schedule - Hours and days will vary depending on the shift needed Weekends included. **Interested candidates should apply online:** <https://re21.ultipro.com/you1000/JobBoard/ListJobs.aspx>; for more information please visit [www.ycs.org](http://www.ycs.org)

**ZIEL LLC A.K.A PRIDE STAFFING** – Our client in Cranbury, NJ is looking for Light Assembly workers for a 4-6-week position. No experience required, but candidate must have own Steel Toed Boots! Great job for recent High School Graduations, kids home from college for the summer or anyone looking for summer work!! **Essential Functions:** Stand for up for eight to ten hours. Majority of work performed is assembling boxes and installation. Wear mandatory steel toe shoes or boots, fluorescent vest, hard hat and any other PPE mandated by management. Pay: \$13.00 - \$13.00 Hourly. **Call our office on 732-810-0900 or come into our office between the hours of 9am and 4pm. We are located at 295 Pierson Ave, Suite 105, Edison, NJ 08837.**

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