

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

Job Connection

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August 21 – August 27, 2017

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

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

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

LYNEER STAFFING SOLUTIONS, Recruitment Event: August 22, 2017, 1pm – 3pm. Hiring order picking associates, pay rates begin at \$9hr 1st shift & \$11hr 2nd shift, transportation Available, great long term opportunity! Lyneer Staffing Solutions, 605 Elizabeth Ave, Elizabeth NJ 07208, (908) 662-7544, open Monday through Friday: 5 A.M. to 5 P.M.

**CAREER DAY EVENT AT PLAINFIELD ONE - STOP 200 W 2ND STREET
PLAINFIELD, NJ 07062**

UPS IS HIRING CASUAL DRIVERS, Thursday, August 24th, 2017, 10-12noon, \$18.75 per hour. Must: be 21 years or older, pass a UPS road test, pass a D.O.T. Physical, be able to lift up to 70 lbs., attend a driver training class, meet UPS appearance guidelines, be able to drive a standard (manual) transmission, have a valid driver license in state of residence neighboring state may be acceptable), no accidents, points or moving violations within the last twelve months. **Apply online at:** <http://www.upsjobs.com>

**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**

CAREER DAY EVENT FOR NJ TRANSIT

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, 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 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. 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. To learn more about the agency visit our website at www.cauj.org. Be prepared to fill out an application. Make sure you bring a resume! EOE.

EMPLOYMENT OPPORTUNITIES

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. Email LBoyko@inroadsto.com

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>**

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) to apply today! All hourly wages are competitive and based off of experience.**

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 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**

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.** 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.

MEDICAL COLLECTION SPECIALIST. COMMUNITY SURGICAL SUPPLY – Several positions are available at their locations in Kenilworth and Toms River. **JOB SUMMARY.** : Coordinate all patient and insurance collections by analyzing assigned aged trial balance. Contact patients regarding outstanding balances. Follow up with insurance carriers in a timely manner. Maintain daily and monthly productivity goals to maximize cash flow. Work daily denial and resubmit insurance claims. Respond to patient billing and statement inquiries. Keep abreast of changes in contracts and insurance carriers through in-services and memos. Communicate with customer service and management on ongoing basis. Make recommendations to management for write-offs. Assist other staff and perform other duties as assigned.

Requirements and Qualifications: Must have 1 - 2 years medical collection experience, HME preferred but, not required. Must possess excellent interpersonal, communication and organizational skills. Self-motivated with the ability to work independently with minimal supervision. Computer literate. Self-starter, able to handle multiple tasks. Medical background and an understanding of HCPCs and ICD10 codes. **Physical Demands:** The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, this sedentary position requires an associate to regularly sit, use hands to finger, handle or feel and talk or hear. The associate is occasionally required to stand; walk and reach with hands and arms. The associate may occasionally exert up to 10 pounds of force, and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. **INSURANCE AUTHORIZATION COORDINATOR: JOB SUMMARY.** Verify patient's medical insurance benefits. Obtain ongoing insurance authorizations/medical necessity documents. Update patient demographics/information in the billing master files. Stay current with knowledge of third-party payer requirements and working closely with the customer service and collection teams are both essential for success. Performs various duties as assigned by management. Ideal candidate should possess

the ability to work in a fast paced environment, with the ability to multitask and consistently handle a high work volume. The proven ability to reach goals and objectives is essential. Strong organizational and analytical skills are a must. Home Medical Equipment (HME) or Home Respiratory experience preferred, but not necessary. A working knowledge of commercial and third-party medical reimbursement is a must. **Physical Demands:** The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, this sedentary position requires an associate to regularly sit, use hands to finger, handle or feel and talk or hear. The associate is occasionally required to stand; walk and reach with hands and arms. The associate may occasionally exert up to 10 pounds of force, and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Community Surgical Supply conducts drug, background and motor vehicle checks in our hiring practices. Community Surgical Supply recruits and retains talented individuals without regard to gender, race, age, marital status, disability, and veteran status or any other status protected by federal, state or local law. Community Surgical Supply is an Equal Employment Opportunity and Affirmative Action Employer. EEO/AE. **Community Surgical Supply. 668 North Michigan Ave. Kenilworth, NJ 07033. www.communitysurgical.com**

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 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**

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 then click on 'NJT Employment Application'. **Please apply to ONLY open positions. Please send your application to 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	Essex, Union, and	Full-Time, Part-	High school diploma, clean driving record

Staff	Somerset Counties	Time, O/N	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

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**

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. 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.**

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**

SECURITY MONITORS FT – Newark NJ. We offer personal and professional growth along. We offer 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 to jobs.geogroup.com**

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.**

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 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.**

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 for more information. We nurture your aspiration to find a career that's right for you!**

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 or email a resume to humanresources@westfieldynj.org

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.

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 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:** 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**

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.**

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

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