

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

# Job Connection

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

**Feb 12 – Feb 18, 2018**

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

## WORKFORCE INNOVATION BUSINESS CENTER HIRING EVENTS

**WORLDWIDE FLIGHT SERVICE – Hiring Event:** 50 Positions F/T. Worldwide Flight Services is an aviation company that provides cargo handling, ground handling and technical services in more than 198 major airport locations. They are looking to hire Ramp Agents & Ticket Agents for their Newark Airport Location. Interested? **Wednesday February 21, 2018 at 10:00 am.** Where? Union County College. Kellogg Building 5th floor Room K-517. 40 W Jersey St. Elizabeth, NJ 07201. To register please go to <http://ucnj.org/jobs>. All candidates must be able to pass drug test and background check. Ramp Agents must have a driver's license. Ticket Agents must speak English and have excellent communication skills. For more information please call the WIBC at 908-965-2992.

**GRISWORLD HOME CARE – Hiring Event:** 30 Positions F/T and P/T. Griswold Home care is the nation's largest, privately own non-medical home care company. They are looking to hire Certified Home Health Aides (CHHA) and a Care Coordinator in Union County. Interested? Griswold Home care is the nation's largest, privately own non-medical home care company. They are looking to hire Certified Home Health Aides (CHHA) and a Care Coordinator in Union County. Interested? **Wednesday February 28, 2018 at 10:00 am.** Where? Union County College Kellogg Building 5th floor Room K-517. 40 W Jersey St. Elizabeth, NJ 07201. Pre-registration is required for this Event. To register please go to <http://ucnj.org/jobs>. All Home Health Aides must have a valid certification. Care Coordinator must have reliable transportation. For more information please call the WIBC at 908-965-2992.

**UNITED AIRLINES:** Come Learn more about the **United Summer Assist Youth Program. Tuesday, March 6, 2018, 10:00am or 2:00pm. WIBC at Union County College Kellogg Building room K-524, 40 W Jersey St. Elizabeth, NJ 07201.** Eligibility Requirements: Be legally authorized to work in the US, high school graduate or college student, read and write in English, bilingual is a plus, must be an Elizabeth resident, be at least 18 years old. Program highlights: a 40-hour a week working opportunity for the summer, starts June 1st ends July 31<sup>st</sup>, great Resume builder, pays \$10.45/hr. To register please email your resume to Henri Baptiste at [baptiste@ucc.edu](mailto:baptiste@ucc.edu). For more information call 908-965-2992 (Se habla Español).

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

**INFORMATION SESSION: CDL-A Training + Bus Training Program** with Forklift Certification. 190 hours Classroom, Yard & Road Training + Job Placement. EARN A Class A CDL & Forklift Certificate. EARN A great living being a CDL driver. Jobs Available: Over 70,000 Driver Shortage. Join Us To Learn More! Information Session. Friday March 2nd @ 10:00am. 921 Elizabeth Ave. Elizabeth NJ 07201. **Eligibility requirements:** Collecting unemployment or Recently Exhausted benefits (in the last 52 weeks) or Meet definition of WIA/WIOA dislocated worker. 21 years or older / High School Diploma or GED. Registered with Department of Labor One-Stop Center A Valid Driver's Licenses. Driver's License Requirements Class D. Ability to pass DOT Physical. Over 200 Jobs Available with our employer partners. Driving Academy, 200 East Edgar Rd, Linden NJ 07036. (908) 525.3609

**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, February 26, 2018, 9:00 AM - 1:00 PM, or 1:00PM – 4:00PM. Union County One-Stop Career Center. 921 Elizabeth Ave. Elizabeth, NJ 07201. Floor 2, Room 2. 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!

**FEDEX Ground – Recruitment Thursday, February 22, 2018, From 1:00pm – 3:00pm. Elizabeth One Stop Career Center. 921 Elizabeth Ave. Elizabeth, NJ 07201.** Now Hiring! Package Handlers, (NJ1341824). Job Location: Edison, NJ. Permanent P/T package handlers needed to work at the Edison facility located on Talmadge Road. Pay rate is \$13.10 per hour. Some benefits are available.

**MERCER COUNTY ONE STOP**

**ASSISTANT ONE STOP MANAGER – Part Time.** Department: Operations. Reports to: VP Operations. FTE: 1 PT Open Position. **Location:** Mercer County. Summary: While delivering innovative solutions, exceptional service and trusted results, the Assistant Manager will work with Workforce Board staff, partner staff, case management staff and others to provide the day-to-day guidance for the Mercer County One Stop Career Center. The Assistant Manager will work closely

with the Center staff in the daily operations while performing professional and technical work monitoring performance to ensure contract compliance, quality of services provided, and positive outcomes. **Essential duties and responsibilities include the following:** Other duties may be assigned. Work with Career Center Staff to ensure that career services, case management and job readiness and placement services are carried out consistent with policies and procedures. In partnership with Career Center Staff develop training materials for systems and programs. Design, develop and implement quality control procedures. Work with Career Center partners to create seamless customer flow and efficiencies. Understand Career Center partner Memorandum of Understanding and deliverables. Track performance and deliverables of the Center and reviews results with senior level staff to ensure program outcomes and benchmarks are obtained. Lead staff development efforts and continuing professional development initiatives. Ensure program compliance aligns with contractual requirements for benchmarks and system integration. Recommends methodologies for continuous improvement. Create methodologies for partner referrals, meetings and customer feedback. Serve as a liaison to partners, prospective employers, training programs and the customers as required. **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Innovative, enthusiastic, problem solving aptitude. Experience in career services, job training and related services. Ability to work with and support a diverse customer base. Ability to motivate, and support staff. Commitment to assisting low income and disadvantaged individuals in overcoming barriers to achievement and success in their personal and work lives. Excellent verbal, presentation and written communication skills. **Education and/or experience:** Bachelor's degree in Human Services, Education or Business Management and/or five years of related experience and/or training; or equivalent combination of education and experience. **Language skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. **Computer skills:** The ability to understand and display proficiency in software such as Microsoft Word, Excel and PowerPoint. Ability to master various data reporting systems as required. **Other skills and abilities: Multilingual preferred:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Interested applicants may email a resume to: Adrienne Parkman: [aparkmond@workplace.org](mailto:aparkmond@workplace.org) and let them know your Dept. of Labor Business Rep in Somerset sent you!

## CONNECTIONS PERSONNEL: OPEN HOUSE

**Tuesday and Thursday from 10am-2pm – Industrial: Pickers/Packers, Warehouse Workers, Forklift Drivers, Shipping & Receiving clerks, Machine Operators, Assemblers, and 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. 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.

# EMPLOYMENT OPPORTUNITIES

**AFTER SCHOOL PROGRAM - Staff Wanted!** The hours are from approximately 7:00am—9:00 am and/or 2:30 pm-6:00 pm, Monday-Friday. Flexible schedules for students are available. Compensation starting at \$10/hour (additional compensation may be available based on education and experience)

**The Work-Family Connection locations in Long Hill, Bound Brook, Roselle Park, Chatham and Florham Park.**

**Responsibilities** for this position include working with children, implementing curriculum and activities, assisting with homework, maintaining the safety and supervision of the program. Further, this person needs to be a motivated, team player with a positive attitude. Please submit your resume and letter of interest detailing why you think you would be a good fit for this position to [employment@workfamily.org](mailto:employment@workfamily.org). Type “Job Opportunity” into the subject line.

**BRIDGEWAY REHABILITATION SERVICES - Full-time Groundskeeper/Maintenance Helper (Elizabeth, New Jersey).** Monday through Friday 37.5 hours per week. Salary Range: Mid to Higher 30's. **Essential Job Functions - Create and Maintain:** A wellness and recovery oriented environment by using person-first language, respectful documentation, and person centered planning. All services provided will promote a wellness and recovery outcome. A culture of compliance with internal and external policies, regulations, laws and high ethical standards. **Specific Job Duties:** Vacuuming, sweeping, and mopping. Rake leaves, keep the outside of buildings free of litter. Collect recycling and garbage and put out just before pick-up day. Clean and resupply all rest rooms. Maintain Cleaning supplies in an orderly fashion. Special cleaning tasks as assigned. E-MAIL: Creates, receives and responds to all e-mail correspondence in a prompt and professional manner. Emails must be read once per work day/shift. **Scope of responsibility:** Familiarizes self with the formal and informal departmental goals, standards, policies and procedures which may include some familiarity of other departments within the agency. **Decision making:** On a regular and continuous basis, exercises sound judgment and assume responsibility for decisions, consequences and results having an impact on people, costs and/or quality of service within the functional area. Requirements: High School diploma or GED preferred, maintenance and cleaning certification a plus, general maintenance experience and cleaning experience preferred, valid driver's license with no more than one moving violations in the past year. (Vehicle not required). Melica Hampton, MSA, CPRP. HR Recruiter. 908-355-7886 ext. 1021. Please send resumes to: [Human@BridgewayRehab.org](mailto:Human@BridgewayRehab.org).

**BRIDGEWAY REHABILITATION SERVICES - 3 Full-time Wellness Specialist (Washington/Bound Brook, NJ; Fords, NJ; and Little Falls, NJ).** Monday through Friday. 37.5 hours per week. Salary: Mid to high 30s. **Essential Job Functions- Create and Maintain:** A wellness and recovery-oriented environment by using person-first language, respectful documentation, person-centered planning, and evidence based practices. All services provided will promote a wellness and recovery outcome. A culture of compliance with internal and external policies, regulations, laws and high ethical standards. **Participates:** As a team member in the frequent monitoring and assessment of the mental health status of persons receiving services as well as related variables, including significant others, the home and the community in which the person served lives. Within the team, in the development of psychosocial and comprehensive assessments and an individualized recovery plan. In clinical and non-clinical team meetings, including individual and team supervision. **DEVELOPS AND IMPLEMENTS:** Illness self-management and recovery action plans with people receiving services. **PROVIDES:** Mental health education, community living skills training, and supportive counseling in the home and other natural environments to person served and significant others. Symptom assessment and management, medication monitoring, medication education and monitoring of side effects. Wellness services including education and cognitive/behavioral interventions on nutrition, diet, exercise, stress reduction strategies and other wellness tools. 24-hour on-call coverage on a rotating schedule. Rapid and flexible response to crisis, including but not limited to: accompanying the person to the local screening center or psychiatric emergency service and remaining with the person during the assessment process. Outreach to new persons served and encourages reluctant individuals to accept mental health services through interventions with person served and/or family members and friends concerned with the welfare of the person served. Technical assistance and education to members of the team in the area of recovery and wellness. Works with the team to develop materials and strategies for teaching wellness strategies including Wellness Recovery Action Plans, instilling hope, promoting choice and empowerment, and spirituality, in conjunction with the team. Assess individuals' daily living skills, and teach individuals needed skills in the areas of budgeting, cooking, laundry, cleaning, shopping, personal hygiene, community transportation, self-advocacy and ways to maintain housing. Support to assist persons served to find and maintain employment and/or education/training. **CONSULTS:** With other service providers and resource people regarding the assessment, treatment and rehabilitation needs of the people receiving services. **COORDINATES AND MONITORS:** Documentation for charts assigned as directed by supervisor(s). Timely documentation and the inclusion of family and/or significant others as permitted by person served. E-MAIL: Creates, receives and responds to all e-mail correspondence in a prompt and professional manner. Emails must be read once per work day/shift. **SCOPE OF RESPONSIBILITY:** Familiarizes self with the formal and informal departmental goals, standards, regulations, policies and procedures which may include some familiarity of other departments within the agency. **DECISION MAKING:** On a regular and continuous basis, exercises sound judgment and assume responsibility for decisions, consequences and results having an impact on people, costs and/or quality of service within the functional area. **REQUIREMENTS:** Master's degree and at least one year experience in the



provision of MH services or, Bachelor's degree in counseling, psychology, social work or related area and at least two years experience in the provision of mental health services, or Associate's degree in Psychiatric Rehabilitation and two year's experience in the provision of mental health services, or The degree requirement may be waived for individuals who have or are receiving mental health services, two years experience, paid or volunteer, in provision of mental health services required. Valid driver's license required. No more than one moving violation in the past twelve months. Vehicle required. If interested, please send resumes to [Human@BridgewayRehab.org](mailto:Human@BridgewayRehab.org). Melica Hampton, MSA, CPRP. HR Recruiter. 908-355-7886 ext. 1021

**BROOK HEALTH CARE, LLC**— Do you love helping people? We are looking to hire compassionate, professional, **CERTIFIED HOME HEALTH AIDES** to care for our clients in Middlesex County! Our caregivers provide any type of care necessary to our clients and help them stay safe and comfortable wherever they live. Daily tasks that may include any of the following duties, but not be limited to: companionship, bathing, dressing, med reminders, assist with ambulation, meal prep, shopping, errands, transportation, light housekeeping. **Qualifications:** CHHA License; One (1) year direct patients care experience; PPD2-Step; Physical or MDs Note; Immunizations (MMR/Varicella); CPR Certification; Be able to lift, bend, reach, etc., Clean criminal background check and driving record; Ability to travel per job requirement; Valid driver's license and reliable transportation at all times. Available for: Days, Evenings, Weekends, and Live-in shifts. For more information: [deborah@brookhc.com](mailto:deborah@brookhc.com). Please apply to: <http://brookhc.com/employees-applicants/>. **Instructions:** Scroll down and click RED "NJ Job Application" button to complete an online application for our NJ office. Log in: njapplicant. Password: brookhc

**CINTAS** – is hiring in Union, NJ for a Maintenance Technician I. **Description:** Responsibilities include but are not limited to assisting with repairing, maintaining, installing and troubleshooting industrial equipment, systems and components including but not limited to washers, dryers, steam tunnels, conveyor systems and boilers; assisting with performing preventive/predictive maintenance; resolving safety concerns; performing indoor and outdoor housekeeping; monitoring inventory supplies; and maintaining maintenance records. **Qualifications:** Minimum two years working experience repairing industrial processing equipment in an industrial environment or in the military required. Ability to read maintenance literature printed in English required. Prior experience with and ability to read a blueprint is required. Basic Microsoft Office computer skills required. Boiler knowledge preferred. HVAC experience preferred. Prior experience and ability to perform welding activities including MIG, TIG, ARC, cutting and brazing preferred. Ability to stand for up to 7 hours in an 8 hour shift required. Competitive Pay, 401(k)/Profit sharing/ESOP. Medical, Dental and Vision Insurance Package. Disability and Life Insurance Package. Paid Vacation and Holidays. Career Advancement Opportunities. Apply at: <http://careers.cintas.com/>

**CMC FOOD, Inc.** Looking for an **Entry Level Financial Analyst** (paid internship). Location of internship: 282 South Ave, Fanwood, NJ 07023. 24 hrs. Long term. Send resume to: [jberrios@cmcfood.com](mailto:jberrios@cmcfood.com). Position reports to manager. Description of responsibilities: Performs multiple variance analysis with charts between actual and standard costs to assist sales team and management. Monitors, analyzes, and reports on sales valuation, and various other costs. Provides productivity analysis. Works on project/ matters of limited complexity in a support role. Expected learning experience: Financial experience, proficiency in Microsoft, Excel, including pivots, date dimensioning, graphs, conditional formatting, etc. preferred. Working knowledge of other Microsoft Office applications (PowerPoint, Word and Outlook). Preferably: Undergraduate student. Recent or Pending Graduate (post degree). Occupational Training Program. Student Certification Program. Financial experience, Proficiency in Microsoft, Excel, including pivots, date dimensioning, Graphs, conditional formatting, etc. preferred. Working knowledge of other Microsoft Office applications (PowerPoint, Word).

**COMMUNITY ACCESS UNLIMITED: Direct Support Professionals.** Salary: 11.50/hr. The ideal candidate for this position has a high school diploma or GED, a valid driver's license, reliable transportation, and a genuine desire to work with people with developmental disabilities. Positions are located in Union County. We are currently seeking Direct Support professionals to provide supervision in a residential setting for individuals with developmental disabilities. **Responsibilities include:** Assisting with ADLs including: showering, bathing etc. Food shopping menu planning and meal preparation. Helping to arrange and attend social activities. Transporting members to and from work or day program, a medical appointment, etc. Hours are

typically 3:00 PM-11:00 PM, and days will vary depending on the program. One week of orientation is required prior to the start of your assignment. Ongoing training outside of normal work hours is also required. Apply at [www.caunj.org](http://www.caunj.org) **Benefits include:** 401K, Tuition Asst., Paid Time Off, Life Ins., Dental and Medical Insurance. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: [Lbaigorrea@caunj.org](mailto:Lbaigorrea@caunj.org)

**COMMUNITY ACCESS UNLIMITED: Awake Overnight Direct Support Professional.** Salary: \$10.25 per hour. We are currently seeking a qualified individual to provide direct supervision in a residential setting on the overnight shift for individuals with developmental disabilities. Positions are located in Union County. Hours are typically 11:00 PM-9:00 AM, and days will vary depending on the program. Apply at [www.caunj.org](http://www.caunj.org). **Skills required:** High school diploma or GED required. Valid driver's license. Car to use for work purposes. Excellent communication skills, verbal and written. Previous experience working with individuals with developmental disabilities a plus. Willing and able to attend required trainings outside of normal hours. **Responsibilities include:** Provides overnight supervision in a residential setting for individuals with developmental disabilities. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provides hands on assistance with activities of daily living including bathing and hygiene, and helps with fire drills and/or other health and safety issues as needed. **Benefits include:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Trainings. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: [Lbaigorrea@caunj.org](mailto:Lbaigorrea@caunj.org)

**COMMUNITY ACCESS UNLIMITED: Youth Assistant Support Counselor.** Salary: \$11.50/Hour. Expanding social service agency is seeking an individual to work with at-risk adolescents in a residential setting. Responsible for providing direct supervision to adolescents including assistance with daily living skills and supportive counseling. The hours for the position vary but include evening and weekend hours. Apply at [www.caunj.org](http://www.caunj.org). **Responsibilities include:** Willing and able to attend required trainings outside of normal work hours. Highly organized and self-motivated. Able to work days, evenings, weekends, and holidays. Excellent computer and Microsoft Office skills. Valid driver's license. Access to a car to use for work purposes. Willing and able to attend required training's outside of normal work hours (between the hours of (9am-5pm). 1 year experience working with at-risk adolescents. High school diploma or GED required. Ensures that required documentation is complete and is in compliance with regulations and standards. Helps ensure a safe, clean, organized, environment. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Ensures that the site, and equipment are maintained in a clean, sanitary, and safe condition. Provides training for daily living skills, supportive counseling and community integration for youth at-risk. Transport members to medical appointments, recreation activities, etc. **Benefits include:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: [Lbaigorrea@caunj.org](mailto:Lbaigorrea@caunj.org)

**COMMUNITY ACCESS UNLIMITED: Accounting Clerk.** Salary: \$13.50 per hour. We are currently seeking a qualified Accounting Clerk to help within a busy Accounting office. Apply to: [www.caunj.org](http://www.caunj.org). **Responsibilities include:** The Accounting Clerk performs a variety of accounting support tasks in A/P. The ideal candidate for this position is a highly organized self-starter and previous A/P or related business experience. He or she must be detail-oriented and good with numbers and must have strong computer skills, especially Microsoft Excel. High school diploma or GED required. Previous payroll or related business experience required. Highly organized and self-motivated. Excellent computer and Microsoft Office skills, especially Excel. Experience with business applications a plus, such as payroll and accounting software. Excellent communication skills, verbal and written. Excellent interpersonal skills to interact professionally with customers, vendors, and staff. Car to use for work purposes. Valid driver's license. Helps maintain an orderly accounting system. Complies with local, state, and federal reporting requirements and tax filings. Ensures that required documentation is complete and is in compliance with regulations and standards. Helps with other accounting and/or administrative duties as

required. **Benefits include:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: [Lbaigorrea@caunj.org](mailto:Lbaigorrea@caunj.org)

**COMMUNITY ACCESS UNLIMITED: Receptionist.** Salary: \$12.00/ Hr. Seeking a detail-oriented individual to answer phones in our busy Elizabeth office and provide administrative support to our team. Apply to: [www.cajnj.org](http://www.cajnj.org). **Responsibilities include:** answering a busy switchboard, data entry, providing excellent customer service and sorting mail. A qualified candidate will have excellent writing & communication skills, advanced proficiency in Microsoft Office. Excellent communication skills, verbal and written. Two years of relevant experience. Willing and able to attend required trainings outside of normal work hours. Strong leadership skills. Highly organized and self-motivated. Excellent computer and Microsoft Office skills, especially Excel. Prior experience working in a non-profit. High school diploma or GED required. Valid driver's license. Car to use for work purposes. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Answers phones a high volume of calls. Provides administrative support including: scanning, data entry and filing. **Benefits include:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: [Lbaigorrea@caunj.org](mailto:Lbaigorrea@caunj.org)

**COMMUNITY ACCESS UNLIMITED: Licensed practical nurse.** Salary: \$23.00/Hr. Do you have a passion for nursing, but don't want to work in a hospital setting? We are seeking a qualified LPN for a full-time nursing opportunity with steady hours in a community-based setting working with individuals with developmental disabilities. Apply to: [www.cajnj.org](http://www.cajnj.org). The LPN provides nursing services to meet the needs of individuals with developmental disabilities and helps train staff. Current New Jersey license as a Licensed Practical Nurse. Two years of nursing experience required. Excellent communication skills, verbal and written. Excellent computer and Microsoft Office skills, especially Excel. Valid driver's license. Car to use for work purposes. Provides nursing care following established nursing service objectives and standards. Ensures that all safety and infection control practices are followed. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. **Benefits include:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: [Lbaigorrea@caunj.org](mailto:Lbaigorrea@caunj.org)

**COMMUNITY FOOD BANK OF NJ:** Are you interested in working in the food service industry, but need job training? The Food Service Training Academy offers TUITION-FREE TRAINING through its 16-week culinary training program! "OPEN HOUSE". When: **Thursday, February 15, 2018 at 10:00 AM**. Where: Community FoodBank of New Jersey 31 Evans Terminal Rd. | Hillside, NJ | 07205. What is the Food Service Training Academy? Receive FREE food prep and culinary arts job training with life skills, job readiness and employment services. Learn Culinary Terminology and Food Safety. Fundamentals of Baking, Menu planning and nutritional skills. Hands on training in a commercial kitchen with professional kitchen equipment. ServSafe Certification upon completion. New class starts March 26, 2018! You MUST obtain a High School Diploma or GED. Paid tuition and public transportation for those who qualify! For additional info call 908.355.FOOD.

**CONSTRUCTION FOREMAN - Berkeley Heights, NJ, 07922. Duties and Responsibilities. Foreman Wanted.** Medium Sized, Site Work & Paving Contractor. Need Hands On Foreman. Prefer Union, but will consider all candidates. Excellent Pay & Benefits. Nature of Work. Duration: Full Time, Regular. Normal Work Days: Monday, Tuesday, Wednesday, Thursday, Friday. Working Hour per Week: 40 hour(s). Normal Work Shifts: First (Day). Overtime work might be required. Please call 908-464-0208.

**CONSTRUCTION SPECIALTIES (CS) – is looking for a Sales Support Assistant. Location:** US-NJ-Cranford. **Overview.** Under general direction, provides support to the sales order process. **Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of



the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, including but not necessarily limited to the following: Maintain details of the sales order entry process as needed. Administer and create sales and bookings related reports as needed. Support and correspond with members of sales department and external customers as needed. File and organize all job files. Assume additional related responsibilities as required. **Qualifications: Capabilities:** Organizational Skills. Detailed Orientated Collaboration. Time management skills. Customer Service focused. Communication skills. **Experience:** 3-5 years Administrative or Sales Support experience. **Education:** Associates Degree, Bachelor's preferred.

<https://careers2-csgroup.icims.com/jobs/1681/sales-support-assistant/job?mode=view>

**CONSTRUCTION SPECIALTIES (CS) is looking for a Maintenance - Location:** US-NJ-Cranford. **# Positions:** 1. Type: Regular Full-Time. **Overview:** Under general direction performs work as instructed by Maintenance Supervisor. Maintains shop tools, equipment, vehicles, building and grounds in a clean and good working order. **Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, including but not necessarily limited to the following: Follows manager's directions in a timely fashion. Perform basic maintenance duties and establish and maintain effective working relationships with co-workers. Skill in maintaining & operation of power and hand tools, supplies, and equipment proactively and as directed. Operates company vehicles or equipment as needed. Reports any safety or facility maintenance issues to the Maintenance Supervisor. Promotes safety as the highest priority by assisting in safety training and promoting awareness. Performs routine inspections (per OSHA guidelines). Report findings to management and take appropriate actions. May need to load and unload trucks weighting 100-150 pounds. Very limited. Other duties as directed and required. **Qualifications:** Efficient. Collaboration. Organized. Detail-oriented. **Experience:** 2-5 years experience. **Education:** Technical School or Associates degree preferred. Please visit:

<https://careers2-csgroup.icims.com/jobs/1691/maintenance-helper/job>

**COUNCIL FOR THE AIRPORT -** The Council for Airport Opportunity is recruiting over 100 **Ramp Agents/Ground Service Agents/ /Leads and Supervisors** for Newark Liberty Airport. The pay rate starts at \$10.20 and higher for ramp agents, baggage handlers and package handlers \$10.20-14.95. Ramp Supervisor \$18.00 and up must have previous airline experience. Must have a valid driver's license for all the ramp agent, lead and supervisor positions. Security Guard positions available \$15.00 hr. Must have SORA and experience. Must be able to lift up to 75 pounds. Must be able to work in all types of weather conditions. Must be flexible and able to work 24/7 overtime when needed. Be able to pass the background check and physical. Bring Original Social Security Card, valid photo id and resume to 17 Academy Street 5th Floor, Newark, NJ 07102 Monday-Friday 9:00 am-2:00 pm. 973 622-4537.

**DELTA-T GROUP - PRECISION HUMAN RESOURCE SOLUTIONS/ DELTA-T GROUP.** Aides/One-on-One Aides/Paraprofessionals needed. PHRS/Delta-T Group is an Education referral service for specialized types of education professionals. PHRS/Delta T Group has been in business for over 20 years and currently has 14 offices nationwide. We are currently looking for substitute Paraprofessionals/One-on-One Aides/Teacher's Aides with experience to start immediately in the Northern New Jersey Area!!! We have 10+ openings for Substitute Paraprofessionals /One-on-One Aides/ Teacher's Aides to start immediately in the Northern New Jersey Area working in a school environment!!! (Middlesex, Somerset, Hunterdon, Union, Hudson, Essex, Morris, Warren, Bergen, Passaic, and Sussex Counties!). Requirements to start working: The appropriate candidate will have at least 1 year of experience working as Teacher's Aide/Paraprofessional/One-on-One Aide. If you have been fingerprinted through the New Jersey Department of Education that is a definite plus!!!! Must be willing to get your New Jersey Department of Education Fingerprints. Must be willing to get or have an updated TB within the year. If you meet all of these Requirements and enjoy working in a school Call Today!!!! For more information please contact: Ahjahnee Ensley. [aensley@deltatg.com](mailto:aensley@deltatg.com). 856-214-0726

**DELTA T GROUP DIRECT CARE: Special Education Teachers Needed:** Delta-T Group is currently seeking Special Education teachers with a year or more experience in the field. We have full-time and part-time needs available!! You must have the following requirements: NJ Teaching Certification in English. College Degree. NJ Department of Education Fingerprints

Experience working in a school setting with children. Fax Resume to: 732-636-8024. Call: Dana at 732-791-4078. Email Resume: [Vpichardo@deltatg.com](mailto:Vpichardo@deltatg.com). As an independent contractor of Delta-T Group, you will: Have the opportunity to help others. Enjoy a flexible schedule by choosing assignments which fit your schedule. Earn supplemental income. Be affiliated with an agency serving the behavioral healthcare field for 20 years.

**DELTA T GROUP DIRECT CARE:** Delta-T Group is currently seeking **Math & English Teachers** with a year or more experience in the field. We have full-time and part-time needs available!! You must have the following requirements: NJ Teaching Certification in Math. College Degree. NJ Department of Education Fingerprints. Experience working in a school setting with children. Fax Resume to: 732-636-8024. Call: Dana at 732-791-4067. Email Resume: [Djoyce@deltatg.com](mailto:Djoyce@deltatg.com)  
As an independent contractor of Delta-T Group, you will: Have the opportunity to help others. Enjoy a flexible schedule by choosing assignments which fit your schedule. Earn supplemental income. Be affiliated with an agency serving the behavioral healthcare field for 20 years.

**DELTA T GROUP DIRECT CARE:** We here at the Delta T Group contract **New Nurses as well as Experienced Nurses** to do sub work in the Schools. We work with 80% of the New Jersey Schools. We like to keep the Nurses within 30 minutes of their home. We have various opportunities including working 1 to 5 days a week. If you're interested in per diem, full time, or just interested in becoming a **School Nurse** contact Mesha Whitsett at The Delta T Group via email or telephone 973-791.4091 [mwhitsett@deltatg.com](mailto:mwhitsett@deltatg.com). When working with The Delta T Group you are considered an independent contractor, we do not provide benefits. You will also need to get fingerprinted by the NJ Board of Education. I will provide that information during the in person interview on how to get that done. Pay rates depend on the district, they are all different. Hours are normal school hours unless your covering a school trip, the hours can vary. We have extensive substitute School Nurse needs reach out to me today for more information. Thank you, **Mesha Whitsett**. Recruiter. **Delta-T Group** One Woodbridge Center. Suite 512. Woodbridge NJ 07095. [mwhitsett@deltatg.com](mailto:mwhitsett@deltatg.com) [www.delta-tgroup.com](http://www.delta-tgroup.com)

**DELTA T GROUP DIRECT CARE** Locations: Closter, Westwood, Northvale, Hillsdale, Teaneck NJ. **Basic Job Functions:** Delta-T Group is a high volume Behavioral Healthcare Referral Service seeking **Direct Care Professionals / Residential Aides** to work with the developmentally disabled population in a group home setting. By working as a contractor with us, you get to pick which assignments are best for you: We offer everything from flexible per-diem work to continuous 40-hour work weeks. You provide us with what your availability is, and we will match you with work. We offer weekly compensation!  
**Responsibilities include:** Implementing exciting recreational activities. Assisting consumers with their medications Nutrition. Transporting consumers safely to and from appointments (depending on the client). And more!  
**Shift availability:** Schedules can vary depending on the client. Morning: 7a-3p (or a variant 8a-4p, 9-5p) Evening: 3p-11p (2p-10p, 4p-12a). Overnight: 11p-7a (10p-6a, 12a-8a). MUST have experience working with the DDD population! **Please Provide:** Contact information. Valid Driver's License. Updated TB/Physical. Updated CPR/FA Copy Highest Level of Education Completed. Three (3) Professional References (must be over 1 year, 2 supervisors & 1 co-worker). Please send resume & cover letter to: Kissy Narvaez, Staffing Coordinator Email: [knarvaez@deltatg.com](mailto:knarvaez@deltatg.com) calls are welcome (732)791-2983 OR Liz Calderon [rcalderon@deltatg.com](mailto:rcalderon@deltatg.com) (732) 791-2988.

**DELTA T GROUP DIRECT CARE: Delta-T Group. Full Time and Part Time Teacher's Aides/One-on-One Aides/Paraprofessionals** needed. Delta-T Group is an Education and Behavioral Healthcare referral service for specialized types of healthcare and education professionals. Delta T Group has been in business for over 20 years and currently has 14 offices nationwide. We are currently looking for Full Time and Part Time Paraprofessionals/One-on-One Aides/Teacher's Aides with experience to start immediately in the Northern New Jersey Area!!! We have 10+ openings for Full time and Part Time Paraprofessionals /One-on-One Aides/ Teacher's Aides to start immediately in the Northern New Jersey Area working in a school environment!!! (Middlesex, Somerset, Hunterdon, Union, Hudson, Essex, Morris, Warren, Bergen, Passaic, and Sussex Counties!). **Requirements to start working:** The appropriate candidate will have at least 1 year of experience working as Teacher's Aide/Paraprofessional/One-on-One Aide. If you have been fingerprinted through the New Jersey Department of Education that is a definite plus!!!! Must be willing to get your New Jersey Department of Education Fingerprints. Must be willing to get or have an updated TB and Physical within the year. If you meet all of these Requirements and enjoy working in a school Call Today!!!! For more information please contact: Andrea Paez

[apaez@deltatg.com](mailto:apaez@deltatg.com) 732-791-2976.

**ELIZABETH DEVELOPMENT COMPANY:** Provides **Job Preparation and Placement**, a free program for unemployed adults in Elizabeth, NJ. Receive comprehensive services: Job training, job placement, and post-employment support services. Building Trades and Construction Pre-Testing and Job Preparation- Monday-Friday 11am-3pm. Careers in Hospitality training, classes starting in fall 2017. Training in the Hospitality Industry, including: Culinary services, Food and beverage services, Hotel and Lodging, Event Coordination and more. **\*No Experience necessary\* \*Learn new skills while on the job\* \*Empowerment workshops\*. \*Pre-employment training life skills training\* \*Job coaching and mentorship\* **For more information call us today at 908-289-0262, or stop in our office- 205 First Street, Elizabeth, NJ 07206****

**FORKLIFT OPERATOR:** A company in Edison, New Jersey is seeking a **Forklift Operator** with sit down and reach truck experience. Candidate must also have experience with inventory. Please contact Steve DeStefano, Business Development Manager/Recruiter for more information at 732-689-1805. Submit all resumes to [Steve.D@aswlogistics.net](mailto:Steve.D@aswlogistics.net).

**GEO GROUP-** is hiring a **FT teacher / Educator** at Talbot Hall assessment facility – Kearny NJ. We offer extensive training and flexible schedules. So if you are passionate about working in correctional type facility, customer focused, have a high level of integrity....come join our TEAM...Bachelor's degree in related field. State certification as a Teacher in the state in which the work is performed. Computer teacher must be proficient in Windows and MS Office package software Ability to use personal computers and associated software applications. **We Want To Be Your Employer Of Choice!!!!** Please apply online to: [jobs.geogroup.com](http://jobs.geogroup.com)

**GEO GROUP -** is hiring a **FT security monitor** \$11.25 per hour – Newark at Delaney Hall. We offer extensive training and flexible schedules. So if you are passionate about working in correctional type facility, 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](http://jobs.geogroup.com)

**GEO GROUP –** is hiring a **Medical Technician – Talbot Hall, Kearny, NJ.** This position provides defined medical care to residents in a sensitive, caring and professional manner including carrying out direct physician orders or working within the guidelines of Health Services Administrator, administering medications and providing day-to-day care within the scope of his/her professional practice. This position contributes to the therapeutic residential setting by serving as a resource to staff and as a role model of therapeutic and ethical staff practices. **Primary Duties and Responsibilities.** Performs routine EKG, blood draws, blood sugar finger sticks and urinalysis. Documents completely all patient encounters in the medical records. Schedules patient appointments during open sick call hours. Performs daily weights, intake and output as directed by the physician or RN. Prepares patients for nurse and doctor sick call by taking vital signs and weights. Plant PPDs and Tetanus injections once trained. Assist in performing initial evaluations for new arrivals. Maintains a good working relationship with other correctional personnel, nursing staff, physician and other outside agencies. Performs office duties such as answering phone calls, pulling medical records, etc. Performs a variety of duties not listed, to be determined, and assigned as needed for the medical department. Assist in emergency situations. Functions under the supervision of the physician or Registered Nurse as per written orders. Performs other duties as assigned. **Requirements:** High school diploma or equivalent. Graduate of an accredited Medical Assistant program. One (1) year of experience in an office setting or clinic. Ability to use personal computers and associated software applications. Hours are 7am-3pm (some overtime flexibility required). Certified for EKG and Blood work. **We Want To Be Your Employer Of Choice!!!! Please apply online to jobs.geogroup.com**

**HI-TECH TRUCKING is hiring CDL class A drivers! Company drivers and Owner Operators.** FULL TIME, Local and Tri-state Area. Weekly pay/Benefits available. Good driving record and MUST have a Twic Card or apply for one. Please contact Nataly 908-583-6913 immediate start.

**JERSEY JOB CLUB -** To find a god 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](mailto: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.**

**LITTLE BEARS DAY CARE CENTER**, Hillside NJ. Teacher and Aide position available, full-time or part-time for Infant and Toddler 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)"

**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.

**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>**

**NJ TRANSIT** – Please visit our website ([njtransit.com](http://njtransit.com)) to obtain information regarding open testing sessions, open positions, and job fairs. Applications can be obtained by visiting our website, [www.njtransit.com/careers](http://www.njtransit.com/careers) then click on 'NJ Transit 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 sessions are updated on a monthly basis.

**NJ TRANSIT is HIRING! Full Time BUS OPERATORS.** Starting Pay Rate: \$16.90/hr. Top Pay Rate: \$28.16/hr. Full Benefit Package: includes Medical, Prescription, Dental, Eye Care, Pension, Paid Sick Days, Paid Vacation and 13 Paid Holidays. **Consideration will be given if you:** Are twenty one (21) years of age or older; able to read, write and speak the English language and possess a High School Diploma or GED. Possess three (3) years non-provisional driving experience with a valid \*\*New Jersey Driver's License. Possess a Commercial Driver's License (CDL) with airbrake and passenger endorsements (NJ TRANSIT will provide training to obtain needed licenses and endorsements). Have a safe driving record that is in good standing with less than five (5) accumulated points. Are available to participate in the structured training program for twenty-one (21) to twenty five (25) business days, Monday through Friday from 8:00 am - 4:30 pm (training for CDL holders is only 12 days)–perfect attendance at training is required. Pass all phases of the written test. Pass our company's interview process and physical examination to qualify for a medical certification (physical exam includes a drug and alcohol screening). If you are interested in this position, you may visit the **STRATEGIC STAFFING** office at the address listed below, and complete an application, or you may visit our website at <http://www.njtransit.com/careers> **NJ Transit, 180 Boyden Avenue, Maplewood, New Jersey 07040. Monday-Friday 9:00 Am- 4:00 PM.**

**NJ TRANSIT INTERNSHIP** - Dear Student: If you are interested in applying for a **Summer 2018 internship** with NJ Transit please follow the below instructions: Send a cover letter, resume, application and copy of unofficial Spring 2018 college

transcripts to [NJTSummerIntern@njtransit.com](mailto:NJTSummerIntern@njtransit.com). The cover letter must explain in detail what you expect to gain/ learn as an intern with NJ Transit and how you became aware of this Program. **Only students under consideration will be contacted starting March 2018. The state of New Jersey has a residency law New Jersey transit is an equal opportunity employer.**

**OHM GLASS CREATIONS - Glass Installer/ Glazier.** Monroe, NJ, 08831. **Duties and Responsibilities.** Handling and installing of heavy glass for residential and commercial jobs, such as frameless shower enclosures, store fronts and building metal framework. Nature of Work. **Duration:** Full Time, Regular. Normal Work Days: Varies. Working Hour per Week: 40 hour(s) Overtime work might be required. Salary Range: 15.00 - 25.00 /Hour. **Education:** Applicants should have a High School Diploma/GED. License: Applicants should have following driver's license: Class D/Regular. **Benefits:** Leave: Paid holidays, Vacation/paid time off, Medical. Retirement: 401K. Insurance: Health.

**OUR HOUSE INC – SEEKING HR ADMINISTRATOR AND DIRECT SUPPORT MANAGEMENT/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 over 35 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 and increase after 1 year of employment.

POSITION	LOCATION	STATUS	REQUIREMENTS
Recruiter (Temporary)	Murray Hill	Full-Time	Associates degree w/previous experience recruiting in a non-profit/human services HR department
Direct Support Staff (Group Homes)	Union, Middlesex, and Somerset Counties	Part-Time Weekend and Overnight positions	High school diploma, clean driving record and valid license, 1 yr. experience
Direct Support Staff (Day Programs)	Union, Middlesex, and Somerset Counties	Full-Time, Mon-Fri	High school diploma, clean driving record and valid license, 1 yr. experience
Direct Support Staff	Union, Middlesex, and Somerset Counties	Part-Time Weekend and Overnight positions	High school diploma, clean driving record and valid license, 1 yr. experience
Site Manager & Assistant Site Manager	Middlesex and Somerset Counties	Full-Time	College degree w/2 yrs. experience preferred
Employment Specialist	Union, Essex, Morris, Middlesex, and Somerset Counties	Full-Time and Part-Time	Bachelor's degree preferred. Valid NJ Driver's License Required – 80% or more travel utilizing a company vehicle

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

**PASP SEEKING REFERRALS** -The Union County Personal Assistance Services Program (PASP) assists Union County residents with permanent physical disabilities in living independently by meeting their daily needs for personal care. This program is currently seeking client referrals. 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 be 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 908-527-4845** or [LGutierrez@ucnj.org](mailto:LGutierrez@ucnj.org).

**PROJECT READY - Tuesday, February 20, 2018:** Start of a new session of Project Ready at St. Joseph Social Service Center: Project Ready is a free 5 week job readiness and computer skills training class designed for adults who are actively looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing, and search for jobs. Basic computer skills, including Microsoft Word and Excel, are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins Tuesday, February 20, 2018 and ends on Thursday, March 22, 2018. 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, February 13, 2018 at 1pm. We are located at the Saint Joseph Social Service Center – Church Building 118 Division Street Elizabeth New Jersey 07201. Seats are limited.

**RECEPTIONIST:** Job Summary: **Order Number:** NJ1345419. **Date Job Order Received:** 01/11/2018. **Number of Openings:** 1. **Company Name:** M. WEISS & ASSOCIATES, P.C. **Minimum Experience Required:** No experience requirement provided. **Job Description:** Personal Injury Law Firm seeking Receptionist for busy office. BILINGUAL, fluent Spanish and English, a must. Duties include answering phones, typing, filing, collating mailings, and clerical work. Must be pleasant on the phone, have good organizational skills and computer skills. Please email resume and salary requirements. No benefits available. Job is full time and available to start immediately. **Job Location:** NEW BRUNSWICK, New Jersey. **Pay:** \$10.00 - \$12.00 Hourly. **Benefits:** No benefits provided. **Hours per Week:** 40. **Duration:** Full Time, Over 150 Days. **Work Days:** Monday thru Friday. **Shift:** First (Day). **Public Transportation:** Public Transportation is not available. **Minimum Education Required:** High School Diploma. **Driver Licenses, Including Endorsements:** No Driver License requirements specified. **How to Apply:** To apply, contact the employer by email: Email: [lavellino@mweisslaw.com](mailto:lavellino@mweisslaw.com)

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

**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>**

**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**

**SOMERSET SAVINGS BANK** - Order Number: NJ1344923. Date Job Order Received: 01/10/2018. Number of Openings: 1  
Company Name: Somerset Savings Bank. Job Title: Teller, Floater. Minimum Experience Required: No experience requirement provided. Job Description: Operates teller's station; receives and pays out money; greets customers, answers questions and directs customers to appropriate party; suggests and sells bank products; handles telephone calls. Locations: Somerville, Raritan, Middlesex, Whitehouse, Flemington, Manville and Bound Brook. Hours: Monday through Wednesday - 8:00 a.m. - 3:45 p.m. Thursday and / or Friday - 8:00 a.m. - 3:45 or 8:00 a.m. - 6:15 p.m. Saturday - 8:00 a.m. to approximately 1:15 p.m. Training provided. Somerset Savings Bank is an Equal Opportunity, Affirmative Action Employer. M / F / D / V  
Job Location: Bound Brook, New Jersey. Pay: Starting pay not specified. Benefits: Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension Plan. Hours per Week: 40. Duration: Full Time, Over 150 Days  
Work Days: Monday thru Saturday. Shift: First (Day). Public Transportation: Public Transportation is not available.  
Minimum Education Required: High School Diploma. Driver Licenses, Including Endorsements: No Driver License requirements specified. How to Apply: To apply, contact the employer on-line: Web-site: <http://www.somersetsavings.com/home/employment> . Somerset Savings Bank, Bound Brook NJ is interested in hiring Veterans/Disabled Veterans for Teller, Floater position.

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

**TIDY-UP SERVICES, LLC-** Looking for **commercial cleaning personnel** in the northern New Jersey area (Union County & Essex County). An ideal candidate will be able to successfully perform the following responsibilities: \* Clean, sweep, dust mop, and wet mop floors, stairways, and corridors to ensure cleanliness. \* Empty trash bins, wipe down mirrors and windows, disinfect doorknobs, light switches, et cetera \* Determine type of chemicals and equipment necessary for specific cleaning tasks. \* Dust furniture and scrub surfaces clean \* Clean and service restrooms with mops and disinfectants \* Performs routine maintenance of housekeeping equipment. \* Identifies cleaning problems and determines appropriate remedies. There are multiple part-time positions open, potentially leading to full-time positions. Hands on training available. Must have a valid driver's license and reliable transportation. Must be 18+ years old. To apply please e-mail your resume and availability to [tidyupservicesllc@gmail.com](mailto:tidyupservicesllc@gmail.com)

**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 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!**

**VEOLIA** is hiring for a **Maintenance Mechanic Helper**. Order Number: NJ1345472. Date Job Order Received: 01/11/2018. Number of Openings: 1. Company Name: **Veolia**. Job Title: Maintenance Mechanic Helper. Minimum Experience Required: No experience requirement provided. Job Description: This is a full-time, benefit eligible, entry-level position, which pays \$16.50/hr. We are will to train someone who has a mechanical aptitude. Responsible for general maintenance on various equipment within our processing plant, including: Maintenance of the Transportation department fleet Over-the Road and local vehicles, Tech. service, and plant motor operated vehicles (forklifts) to include planning and coordinating inspections, scheduling periodic maintenance, repairing vehicles, and insuring adequate automotive supplies in stock to handle emergency situations. Additional duties include closing rail cars, janitorial duties, snow removal, rebuilding of pumps. Job Location: Middlesex, New Jersey. Pay: \$16.50 - \$16.50 Hourly. Benefits: Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays. Hours per Week: 40. Duration: Full Time, Over 150 Days. Work Days: Monday thru Friday. Shift: First (Day). Public Transportation: Public Transportation is not available. Minimum Education Required: High School Diploma. Driver Licenses, Including Endorsements: No Driver License requirements specified. How to Apply: To apply, contact the employer by email: Email: [Jennifer.Qualtieri@Veolia.com](mailto:Jennifer.Qualtieri@Veolia.com)

**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>**

**WAREHOUSE PERSONNEL**- We are a rapidly growing staffing agency in Highland Park, New Jersey. Our success is in our candidates. Please contact Steve DeStefano at 732-689-1805. Email resumes to [Steve.D@aswlogistics.net](mailto:Steve.D@aswlogistics.net). Applications available at 311 Raritan Avenue, 2<sup>nd</sup> Floor, Highland Park, NJ 08904.

**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)

**WINTER JOB FAIR!** Looking for Employment Opportunities? Join La Casa de Don Pedro to meet with potential employers that are ready to hire! **Date: Thursday, February 22, 2018. Time: 10:00 a.m. - 1:00 p.m.** Location: La Casa de Don Pedro. 39 Broadway, Newark, NJ 07104. The job fair is a free event and open to the public! For more information, contact. **Anibal Alvelo, Job Developer at (973) 481-4568 ext. 3305.** Arrive on Time. Resume Required. (Bring Plenty of Copies). Professional Attire Required. (No admittance without proper attire).

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

**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:** The Gateway Family YMCA is seeking a **Women's Housing Coordinator** at our Elizabeth Branch. Under the supervision of the Senior Housing Director, The Housing Coordinator is responsible for women's shelter operations, women's staff supervision and resident case management services. The position is full time and requires 40 hours of work, and may require adjustments in work hours and may include nights, weekends, and holidays. **QUALIFICATIONS:** Bachelor's degree in social work, psychology or related field or the equivalent experience in working in a human services field; 3 years of experience in direct service, supervisory experience. Ability to read, write and converse in English. An ability to work with people of various ethnic, racial and socioeconomic backgrounds. Resumes Accepted Until February 15, 2018. Please apply to Jeri McQueen, Sr. Housing Director at [jmcqueen@tgymca.org](mailto:jmcqueen@tgymca.org)

**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 hired are required to attend a week orientation: Monday through Monday 8:45am-4:00pm. \*\*** **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](http://www.ycs.org)

---

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

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

Employers or recruiters may submit opportunities to the Job Connections Newsletter by following this link.

Submissions must be received by 12 noon on the Wednesday before publication date.

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

The Job Connection is updated on the first business day of each week on the UCC website at <http://bit.ly/UCCJobConnectionWebPage> and on the County of Union website home page at [www.ucnj.org](http://www.ucnj.org).

---

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