

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

Job Connection

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

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March 25 – March 31, 2019

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

UNION COUNTY COLLEGE OCCUPATIONAL TRAINING CLASSES FOR UNEMPLOYED THIS SPRING: Our programs include job search support, such as resume writing, interview skills, online job search tips, creating your online profile, partnerships with area employers who look to Union County College as a recruitment resource. All our programs lead to industry-recognized certifications. Workforce Grant-Funded Career Certification Programs at Union County College. The programs are:

MEDICAL BILLING SPECIALIST

Anticipated Start Date: **April 1, 2019 to July 29, 2019**

Program Schedule: Monday - Thursday, 4:30 to 9:30 PM

COMPUTERIZED OFFICE SKILLS

Anticipated Start Date: **April 1, 2019 to July 29, 2019**

Alternative Start Date: **April 15, 2019 to August 12, 2019**

Program Schedule: Monday - Thursday, 12:00PM - 5:00 PM

ADMINISTRATIVE ASSISTANT

Anticipated Start Date: **April 1, 2019 to July 29, 2019**

Alternative Start Date: **April 15, 2019 to August 12, 2019**

Program Schedule: Monday - Thursday, 12:00 - 5:00 PM

ESSENTIALS OF SUPPLY CHAIN MANAGEMENT

Anticipated Start Date: **April 15, 2019 to June 18, 2019**

Program Schedule: Monday - Thursday, 8:30 AM - 2:00 PM

PHARMACY TECH

Anticipated Start Date: **April 15 to May 30, 2019**

Program Schedule: Monday - Thursday, 4:30PM to 9:30PM

PATIENT CARE TECHNICIAN

Start Date: TBD

Program Schedule: Monday - Thursday, 8:30 AM to 2PM

MEDICAL CODING SPECIALIST

Anticipated Start Date: **May 2019**

Program Schedule: TBD

For additional information, contact your American Job Center or our Center for Economic and Workforce Development at **908-659-5114** or email us at: cewd-recruiting@ucc.edu

UNION COUNTY COLLEGE is hiring a **PT Job Developer** (Job Placement Services) for their Elizabeth Campus. The candidate will be part of the Center for Economic and Workforce Development. The schedule will be from 8:AM to 2:00PM, Monday

thru Friday. This a Grant funded position. **Description of Responsibilities:** Assist CEWD students find employment (FT/PT jobs) that improve their chances for continuing employment, completing a UCC degree and /or to end dependency on public assistance. Work with CEWD Student Services staff and Program Coordinators to develop individual employability/academic plans for students. Help to carry out skills assessment and other related activities that enhance the best student job match. Follow up on student placement success and provide retention documentation as required by grant funders. Contribute to the continuous expansion of the CEWD job database by establishing and maintaining close communication with employers. To apply go to: <https://ucc.peopleadmin.com/postings/4870>

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

GET EMPLOYED NOW! FREE TRAINING AVAILABLE. HUMANE CONCEPTS HEALTHCARE SCHOOL, 1767 Morris Ave, Union, NJ 07083. Obtain 2- in- 1 certifications as follows: Certified Nurse Aide (C.N.A), CPR certificate. Our employer- partners are waiting to hire you! Call: 908-416-0522. Pre-Registration is required. Humane Concepts Healthcare School is a LWD Opportunity Partnership training provider. High School Diploma or GED is a minimum requirement for this training. **Connect with your local one stop center or counselor.** To be eligible to receive training you must: Currently be registered with the One-Stop Career Center. Currently receiving UI or unemployed and UI ended within the past 52 weeks or, eligible unemployed individuals who meet the definition of WIOA dislocated worker.

ENHANCED EMT TRAINING. This training is fully funded by the Talent Development Grant awarded by the New Jersey Department of Labor and Workforce Development. Additional training will include: Mobility Assisted Vehicle Operator Training - Coaching the Emergency Vehicle Operator Training - Cultural Competency Training. Starts April 8 Program includes: - 216 hours of EMT training - Hospital & ambulance observations - Additional training to build your resume. CPR - Defensive Driving. You Must Register to Attend Classes. For more information or to register, please call: (848) 445-4697 or (848) 445-5976. Reference: [EMT Training Program @njhctn](#). Are you unemployed? Are you interested in saving lives as an EMT? You may be eligible to receive training to be an EMT at no cost to you! **Tuesday, March 26 at 1:00 PM, 921 Elizabeth Ave, Elizabeth, NJ. Eligibility Requirements:** High School Diploma or GED. Meet 9th grade reading level (9th grade math preferred). Valid Driver's License with "clean" record for past 5 years (2 years of driving experience required). Ability to pass background check and medical screening exam. Meet WIOA eligibility requirements. Check with your local One-Stop Career Counselor to ensure that you qualify. Employment opportunities with On Time Medical Transportation.

DEEP FOODS – Hiring Event. Warehouse Worker - Perform very simple, repetitive short cycle assembly of a few parts on a bench or conveyor following prescribed methods NJ006022402. **Forklift Operator** - Load and unload materials and deliveries to move them to and from storage areas; machines; loading docks NJ006022402. **Machine Operator** - Perform operations on various production machines NJ006022402. **Loader** - Load and unload trucks and may use electric hand truck NJ006022402. Recruitment at: Union County One Stop Career Center, 921 Elizabeth Ave., Elizabeth, NJ 07201. Friday, March 29 at 1PM - 3PM

PANDA EXPRESS HIRING GENERAL MANAGER FOR UNION LOCATION: General Manager Provides operations expertise and manages performance of unit support staff. Interprets and executes policies and procedures that typically affect managed unit. Is the "CEO" of the store and is in charge of recruiting, marketing, operations, expense, sales and customer service. ADA Statement: While performing duties, counter areas are often hot with steam from steam table and food vapors. Work space is restricted, and employees are expected to remain standing for long periods of time. Employees must prepare hot and cold foods, use Chinese cook knife and other kitchen equipment and work quickly without losing accuracy. Employees may be required to lift up to 50 lbs., stand up to four hours and reach across counter tops measured at 36 inches to serve customers. Kitchens are hot and noise levels are usually high; storage space is limited, and shelving is high. Panda Restaurant Group, Inc. is an Equal Opportunity Employer. Apply Online at www.pandacareers.com Panda Career Path Recruitment at Union County One Stop Career Center in Elizabeth, 921 Elizabeth Ave. Elizabeth, NJ 07201. **Wednesday, April 3, 2019, 1pm - 3pm.**

PANDA EXPRESS COUNTER HELP FOR UNION LOCATION - Service Team: Counter Help & Lead Counter Help Follows specific, detailed instructions and applies understanding of basic principles and concepts. Activities performed typically impact work specific to front of house support function. Performs routine food service activities according to established operational policies and procedures. Recruitment at Union County One Stop Career Center in Elizabeth, 921 Elizabeth Ave. Elizabeth, NJ 07201, Wednesday, **April 3, 2019 1pm – 3pm**

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

ALL STAFFING WAREHOUSING – Unloaders. Earn More with Your Productivity. Edison, NJ/Middlesex County Area. Incentive pay rewards higher productivity with bigger pay. Be motivated to work harder and strive for better results. Your time equals better pay. You have control over the outcome and results. Experience, efficiency and accuracy is preferred. Heavy Lifting is req. (up to 75 lbs.). Fast paced environment. Incentive based pay (Paid by the truck). Ability to stand for long periods of time. Rethrow pallets. Shrink Wrap. Call or text **732-689-1805** for more information. Required for position: 2 forms of valid ID (State Issued Photo ID and Social Security Card or Birth Certificate) Or US Passport or Permanent Resident Card. Apply in person Monday to Thursday between 9am and 3pm: All Staffing Warehousing, 311 Raritan Avenue, 2nd Floor, Highland Park, NJ 08904.

COUNCIL FOR AIRPORT OPPORTUNITY is recruiting for the following open positions at Newark Liberty International Airport: Cooks \$12.45. Cashiers \$12.45. Sales Associates \$12.45. CDL A B \$13.00 +. CDL Hazmat \$20.00. CDL P Endorsement. Ramp Agents – Driver’s license required \$12.45. Security Guards – SORA required \$12.45 +. Apply at 17 Academy St. 5th floor 9:00 am – 1:30 pm Monday – Friday. Bring original social security card, valid photo i.d. and an updated resume. Call **(973) 622-4537** for additional information.

COUNCIL FOR AIRPORT OPPORTUNITY - Airline Customer Service Representative. Skills required: English proficient, other languages may be required. Basic Math Skills: Adding, Subtracting, Dividing, and Multiplying, Computer Literate. Able to stand, bend, squat, reach, grasp and pick up items; occasional lifting up to 70lbs. Reading & comprehension of reference materials, instructions, policies & procedures. Open availability, flexible schedule. HS Diploma or GED required. **Description of responsibilities:** Perform a broad range of duties depending on location and service demands while delivering a high-quality product. Daily functions may include rotating from ticket counter, lobby area, gate functions, customs, arrivals and other areas within the airport. Assist passengers in various areas throughout the airport. Verify flight information and passenger documentation. Constant passenger & crew interaction. Operate jet bridge (if trained). Resolve issues with flight activity to ensure on-time departure. Some cash handling transactions, manifests, and labeling. **Salary:** \$10.45/hr. and up. **Benefits:** Medical, uniform and cleaning allowance, flight benefits. **To apply:** Go to 17 Academy St. 5th Floor. Bring original social security card/valid photo i.d. resume. Dress in professional attire. **For more information:** Contact: Amber Pierce at (973) 622-4537. **Email:** apierce@caonj.com

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

PROJECT READY: St Joseph Social Services - Tuesday, April 02, 2019: 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, April 02, 2019 and ends on Thursday, May 09, 2019. 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 **Wednesday, March 27, 2019** at 10:00am. We are located at the Saint Joseph Social Service Center – Church Building 118 Division Street Elizabeth New Jersey 07201. Seats are limited.

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

THE ARC OF ESSEX COUNTY is the premier service provider for children and adults with intellectual and developmental disabilities, such as Autism and Down Syndrome, in Northern New Jersey. Join us for an employment open house and to learn about career opportunities. Open Positions: Assistant Directors, Program Managers, Shift Supervisors, Direct Support Professionals, Facilities/Maintenance. When: Every Tuesday from 2pm-5pm. Location: 123 Naylor Avenue, Livingston, NJ 07039. Also apply: www.arcessex.org

THE ARC OF ESSEX COUNTY

The Arc of Essex County’s dedicated staff of nearly 500 works with approximately 1,500 people each week. By combining compassion and competence in more than 44 programs, The Arc staff assists individuals from birth through their senior years in their quest to live fuller, more independent lives.

POSITION	LOCATION	STATUS	REQUIREMENTS
Nurse – Agency	Livingston, NJ	Full-Time, Mon – Fri	LPN required, RN preferred; ability to manage various caseloads; travel required.
Nurse – School	Roseland, NJ	Full-Time, Mon – Fri	NJDOE certification required; experience working with children with developmental disabilities preferred.
Assistant Principal	Roseland, NJ	Full-Time, Mon – Fri	NJDOE certification required (Supervisor or Principal); at least 1-year experience preferred.
Director, Residential Services	Livingston, NJ	Full-Time, Mon – Fri	Bachelor’s degree required; experience writing policy and procedures; experience supervising managers and various locations.
Assistant Director, Residential Services	Livingston, NJ	Full-Time, Mon – Fri	Bachelor’s degree preferred; experience overseeing group homes and staff.
Direct Support Staff (Group Homes)	Various Locations in Essex County	Part-Time & Full-Time; Weekend, Evening, and Overnight positions	High school diploma; clean driving record and standard NJ driver license, 1 yr experience working with adults with developmental disabilities
Direct Support Staff (Day Programs)	Various Locations in Essex County	Full-Time & Part-Time; Mon-Fri; 8am-4pm	High school diploma; clean driving record and standard NJ driver license; 1 yr experience
Site Manager & Assistant Site Manager	Various Locations in Essex County	Full-Time	College degree w/2 yrs experience preferred
Related Services: Speech Therapist (SLP); Occupational Therapist (OT);		Part-Time (Casual)	<ul style="list-style-type: none"> • Must maintain a valid NJ Driver license with a clean record • NJ SLP, OT, or PT license

Physical Therapist (PT)			
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OPEN HOUSE – **Tuesday, March 26, 2019** from **11:00AM to 2:00PM**
 123 Naylor Avenue ~ Livingston, NJ 07039 ~ RSVP to: recruiter@arcessex.org

GENERAL LISTINGS:

ACCURATE BUSHING COMPANY - Assembly - Job Qualifications/ Minimum qualifications: High school education. Comfortable working in a light industrial/ manufacturing environment. Effective communication skills, detail-oriented, team player attitude. Ideal qualifications: One to three years of prior assembly experience. **Main Job Functions:** Visually inspect, clean, assemble, mark (etch) and package ABC bearing products prior to customer delivery or placement in stock room. Products must be assembled to Quality Manager’s exact instructions as noted in routing and/or drawings. **Main Responsibilities:** The Assembler’s main job responsibilities may include any of the following tasks: 1. Components - Inspect visually for contaminate (rust, dirt), then wash/clean. Etch components as required by routing. 2. Produce final assemblies- Assemble bearings by hand or machine, put in seals, etc. to meet ABC routing and drawing. Insert grease plug or fitting in bearing if required by routing. Grease bearings by hand or machine per routing and ABC drawing. 3. Assembly inspection- Visually examine bearing for defects (Rust, plate, dirt etc.) Rotate bearings to ensure proper turning, drag and smoothness. Deliver all special bearing assemblies to inspection department. Deliver standards to inspection if required by ABC Quality Manager. 4. Package and Box- Insert bearings in required bag, then seal bag. Insert bearing in box. Use appropriate box as per routing. Insert appropriate plug bag in box. Insert packing in box if required. Close box. 6. Miscellaneous- Run bagging machine for plugs. Put in stock. Disassemble product per Quality department requirements. Rebox returned product to stock. Relubricate bearings. Machines Used: Assembly machines, honers, hot sealers, laser etching machines, carton folder, carton closer, parts cleaners, bar coders. Machine brands include: Sunnen, Letnan, Monode, Clamco, Pacesetter, Denison, Bivans, Safety Kleen, Magnus, Colonial Press. **Benefits:** Vacation, Overtime. **Send resume** to Christina Froelich at: CFroelich@accuratebushing.com. **Tel.:** (908) 789-1121. **Job Location:** 443 North Ave. Garwood, NJ 07027.

CENTER FOR HOPE HOSPICE & PALLIATIVE CARE – Hiring LRN. Description of Skills/Experience Required/Desired: The Center for Hope, a unique Union County based non-profit providing hospice and residential services, seeks only dedicated, caring and energetic RNs who want to have a positive impact on the lives of our patients and their families. We seek nurses who will thrive in a varied and challenging environment and are comfortable working in our facilities and providing high quality home care services. The successful candidate will be a proven team player and an independent thinker with excellent nursing and interpersonal skills. The Center offers an attractive salary; generous paid time off; and, a full benefits package. Some evening and weekend hours are required. Nurses interested in joining our team of skilled professionals should send a resume and cover letter to: hr@cfhh.org. **Submitting Representative's Name:** Dan Di Mond **Job Location:** 1900 Raritan Road, Scotch Plains, New Jersey, 07076. **Tel.:** (908) 288-9152. **Position Reports to:** Director of Residential Services. **Number of Openings:** 10+.

CHILD CARE: Child care provider. Part-time child-care provider for before care and after care services for three children. I need the services to start A.S.A.P. **Name of representative:** Jennifer Green. **Email:** jgMystic@aol.com. **Job location:** 124 Cacciola Place, Apt. # 2nd Fl. Westfield, NJ 07090. **Tel.:** (908) 266-8798. **Experience Required/Desired:** Child care experience a must!

CLARK NURSING & REHABILITATION CENTER - Activity Assistant. Description of Responsibilities: This position requires someone who is outgoing and enthusiastic. This individual needs to be able to transport persons in wheelchairs and work with various disciplines. This position requires planning recreation programs with arts n' crafts, playing games and assisting persons with afflicted dementia. You need to lead and be able to gather a group and lead the activity in this geriatric setting. Experience in long term care or adult medical day care a plus. The recreation Director supervises the activity assistant in coordinating and implementing an activities program that will meet the psychosocial, emotional, mental, spiritual and physical needs of all facility residents. The Assistant assures that delegated documentation is completed, and that all guidelines and regulations reading the Activities program are followed. **Salary Range:** \$11.50/ Hour. Available

Health Insurance. **Educational Requirements:** High School Diploma. **To apply send your resume to: Susan Masterson at: smasterson@clarkrehab.com. Tel.:** (732) 396-7100. **No. of positions:** 1. **Address:** 1213 Westfield Avenue, Clark, New Jersey 07066

COMMUNITY ACCESS UNLIMITED: Weekly Open House: Mondays 4:00PM-6:00PM & Fridays 12:00PM-2:00PM, 80 West Grand St. Elizabeth, NJ 07202 or fax your resume at (908) 354-0283 or email your resume and cover letter to recruit@caunj.org. Whether you are looking for a full-time position with advancement opportunities or a part-time position that offers flexibility and the chance to enrich the lives of CAU members, Community Access Unlimited could be the next step on your career path. Most of our positions in residential services are direct care in nature. Valid driver's license, a car for work and high school diploma or GED is required for all positions.

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

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

COMMUNITY ACCESS UNLIMITED - Direct Support Professional. We are currently seeking Direct Support professionals to provide supervision in a residential setting for individuals with developmental disabilities. Hours are typically 3:00 PM-11:00 PM includes weekends and days will vary depending on the program. Positions are in Union County. Full-time position. EOE. **Responsibilities:** Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provides hands on assistance with activities of daily

living including bathing hygiene and helps with fire drills and/or other health and safety issues as needed. Food shopping menu planning and meal preparation. Helping to arrange and attend social activities. Transporting members to and from work or day program, a medical appointment, etc. **Qualifications:** High school diploma or GED required. Valid driver's license. Car to use for work purposes. Excellent communication skills, verbal and written. Previous experience working with individuals with developmental disabilities a plus. Willing and able to attend required trainings outside of normal work hours. **Benefits:** Medical Insurance. Dental Insurance. 401(K). Life Insurance. Tuition Assistance. Paid Time Off (PTO). Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED - Social Service Assistant Director. We are currently seeking a qualified individual to provide administrative oversight for our supervised apartment programs for individuals with developmental disabilities and to supervise the quality of support services provided. The salary starts at \$37,000 and is increased to \$39,000 after successful completion of the required orientation period and training. There is the potential to increase to \$40,000 one year after completing the orientation period. He or she must have a genuine desire to work with individuals with developmental disabilities. **Responsibilities:** Recruits, hires, and oversees the appropriate levels of staff to meet member and program needs. Ensures the facility, grounds, and equipment are maintained in a clean, sanitary, and safe condition. Helps prepare, oversee, and monitor the annual budget. Helps resolve member and family concerns. Helps establish and maintain standards and procedures that ensure the health and safety of everyone. Ensures that required documentation is complete and is in compliance with Agency and DDD regulations and standards. Performs other duties as required. **Qualifications:** Bachelor's degree (BA/BS) preferred. At least two years of experience working with people with developmental disabilities. Experience in supervising and managing staff. Knowledge of DDD regulations. Valid driver's license. Excellent communication skills, verbal and written. Willing and able to be on-call, which may include evenings, weekends, and holidays. Strong leadership skills. Excellent computer and Microsoft Office skills, especially Excel. **Benefits:** Employee of the Month/Outstanding Part Timer Recognition. Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org

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

COMMUNITY ACCESS UNLIMITED: Youth Coordinator. We are currently seeking a qualified individual to provide administrative oversight for our community-based residential programs for youth at-risk. The ideal candidate for this position has a bachelor's degree (BA/BS), at least two years of experience working with youth at-risk, knowledge of DCP&P regulations, genuine desire to work with adolescents, previous supervisory or management experience and strong leadership skills. EOE. **Responsibilities:** Helps establish and maintain standards and procedures that ensure the health and safety of everyone. Recruits, hires, and oversees the appropriate levels of staff to meet member and program needs. Ensures the facility, grounds, and equipment are maintained in a clean, sanitary, and safe condition. Helps prepare, oversee, and monitor the annual budget. Helps resolve member and family concerns. Ensures that required documentation is complete and is in compliance with Agency and DCP&P regulations and standards. Performs other duties as required. **Qualifications:** Bachelor's degree (BA/BS) required. At least two years of experience working with people with at-risk

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

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

COMMUNITY FOOD BANK OF NEW JERSEY. Join the Community FoodBank of NJ's Food Service Training Academy. **New class starts April 15 - July 31, 2019.** Tuition and public transit are free for those who qualify. Receive hands-on instruction from classically trained chefs in a commercial kitchen. Participants are placed in internships and provided with employment services. You must have a high school diploma or GED. For additional info call (908) 355 - 3663 ext.: 240. Community FoodBank of New Jersey | 31 Evans Terminal Rd | Hillside, NJ | 07205 | 908. 355.FOOD | cfbnj.org

CONNECTIONS PERSONNEL - Supply Chain Manager. Description of Skills: Clear and effective communication written and verbal. Intermediate knowledge of ERP systems (preferably SAP / Materials Management and SCM). Understanding of Supply Chain Management aspects. Strong purchasing skills especially in the area of negotiations with vendors and active supplier management. Intermediate knowledge in use of Microsoft Office (Word, Excel, PowerPoint, Outlook). Attention to detail and capable of handling multiple tasks in parallel. **Description of Responsibilities:** Supplier On time delivery. Inventory turnover (ITO). Inventory provisions (E&O). Purchase price variances. Cost savings (purchase price) Purchasing. Supervises Purchasing personnel and responsible for all 3rd party purchasing tasks. Sourcing of MRO (material required for organization like office supplies, tools etc.). Coordinates with Sales, Manufacturing, and Quality Assurance to assure that material is available as required to meet production schedules and customer delivery requirements. Handling of purchasing requisitions (BOM Materials) provided by SAP. Responsible for the communication of material status throughout the entire procurement cycle. Monitoring of supplier delivery performance in order to avoid supply constraints. **Supply Chain Management.** Constantly monitor key supplier performance (on time delivery). Participate on supplier audits and meetings. Active collaboration with H+S global procurement / category management. Continuous improvement on supplier lead times. VMI / consignment contracts. Negotiate frame contracts. Maintain purchasing performance reports. Analysis & Continuous Improvements. Responsible for purchasing relevant master data in SAP/ERP. Defines and implements purchasing strategy. Runs frequent inventory analysis (low runner vs high runner / ABC-XYZ) and adjusts planning master data accordingly in order to constantly maintain a high performance. Responsible for various projects affecting the job holder's area. All other relevant duties as assigned. **Education/Experience:** Bachelor's degree or 5+ years' experience in a production planning and purchasing role in a technical or production environment. Minimum 3 years of

supervisory experience preferred. **Salary:** \$75,000.00 annually. **Job Location:** Warren, NJ. Apply to: morristown@connectionspersonnel.com. **Submitting representative:** Jessica Cella. **Address:** 69 Maple Ave Morristown, NJ, 07960. **Email:** morristown@connectionspersonnel.com . **Tel.:** (973) 292-9300

CONNECTIONS PERSONNEL – Also hiring for the following positions: Data Analyst, General Laborer, Forklift Operator, CDL Class A driver, Palletizer, Electrical-Mechanical Engineer, RF Microwave Technician, Electrical Tech, Q/C Inspector, Automation Engineer, Calibrator Inspector, Design Engineer, Calibration Laboratory and Machine Operator. Apply to: morristown@connectionspersonnel.com. **Submitting representative:** Jessica Cella. **Address:** 69 Maple Ave Morristown, NJ, 07960. **Email:** morristown@connectionspersonnel.com . **Tel.:** (973) 292-9300

CUSTOMIZED DISTRIBUTION SERVICES, INC. - Inventory Control Systems Clerk: Description of Skills/Experience

Required/Desired: Ability to comply with Company policies, procedures, and expected standards of behavior to include the Company's tardiness and absenteeism policy. 1+ year(s) of recent experience in a similar role; preferably in a fast-paced distribution environment. 1+ year(s) of prior experience operating a forklift. High school diploma or GED required. Experience with an RF-based warehouse management system (WMS) is preferred. Proficient with an RF Scanner. Ability to read, count accurately, do simple math, and write legibly. This includes the ability to correctly interpret and log a large sequence of numbers in the correct order. Must have excellent communication skills; both written and verbal. This includes the ability to speak, read, and write the English language. **Description of Responsibilities:** Assist the Customer Service and Operations Department by maintaining an accurate count of all inventory. Ensure that any inventory loss is immediately reported. Receive, unpack, inspect, and count inbound materials and components. Enter all electronic customer inventory and order information. Communicate appropriately and professionally with all colleagues and client representatives. Perform reconciliations of current inventory as necessary and/or requested and immediately notify supervisory and management staff of any discrepancies. Operate a sit-down or stand-up forklift as necessary to move product. Maintain a competency and certification concerning the safe operation of forklift equipment, (i.e. stand-up, sit down forklifts, and pallet jacks). Comply with established procedures concerning equipment inspections and sign out. Assist with the training of newly hired personnel. Participate daily with general housekeeping of warehouse. Maintain a competency and working knowledge of the RF system and equipment. **Salary:** \$14.00 Hr. **To apply:**

<https://usr54.dayforcehcm.com/CandidatePortal/EN-US/CDS/Posting/View/282>. **Education:** HS Diploma or GED.

Position reports to: Customer Service Manager. **Job Location:** 301 Middlesex Center Boulevard, Monroe Township, NJ 08831. **Benefits:** Cigna- Medical, Dental, etc. **Representative:** Nicole Miller at nmiller@cdslogistics.com. **Address:** 20 Harry Shupe Boulevard, Wharton NJ, 07885. **Tel.:** (973) 366-5090

DMS Express Inc - OTR Driver. Requirements: CDL-A, 2 yrs. local, regional or OTR experience. **Overview:** Drivers will deliver general dry van freight to NJ, PA, OH, upstate NY, Mass, CT, DE, MD and NC (on occasion) OTR Drivers normally from NJ to Florida (mostly East Coast). More than 95% of loads are drop and hook. Base terminal in Kearny, NJ. **Compensation:** \$40,000-\$80,000 Per year. Direct deposit. Paid weekly. Medical Benefits!!! **Apply at:** www.dmsexpressinc.com. **Job Location:** 350 Central Ave, Kearny, NJ 07032. **Tel.:** (201) 206-0465. **Representative:** Agnes James.

GEO GROUP – FT Security Monitors \$11.75 per hour – Kearny, NJ. 3rd shift: 11PM - 7AM. Summary: This position maintains an orderly environment within the assigned unit or area of the facility and performs standard operating procedures in accordance with facility policies and procedures as required by Company and client contractual requirements. The operations counselor follows daily schedules and always conducts him/herself in an exemplary manner. **Primary Duties and Responsibilities:** Supervises all resident movement within the assigned unit/area. Reports resident accidents or injuries to supervisor. Provides orientation to new residents and discharges residents. Performs scheduled resident headcounts and completes written count reports. Conducts daily inspections and searches of resident sleeping quarters and body searches. Monitors eye drug testing. Reports all resident behavioral problem incidents in writing to supervisor and conducts appropriate crisis intervention. Collects urine samples for random and routine substance abuse screenings of residents as required. Transports residents by company vehicle to out-of-facility appointments. Remains at assigned security check point and monitors security cameras to maintain safe and secure orderly environment for residents during the daily scheduled activities. Enforces the facility rules of conduct with the residents. Supervises resident visitation. Performs other duties as assigned. We offer personal and professional growth along with extensive training and flexible schedules. So, if you are passionate, customer focused, have a high level of integrity.... come join our TEAM...

We want to be your employer of choice!!!! Please apply online to jobs.geogroup.com

GLOBAL INSURANCE AGENCY, LLC a fast-paced Insurance Agency located in Elizabeth, NJ is looking to hire a Front Desk/Office Assistant. **Description of responsibilities:** Answer Phones, Data Entry, Receive and review office mail. Communicate with clients via E-mail /phone. \$10-\$12 per hour to start. Paid Vacation. Paid Sick Days. Group Health Insurance. Work Schedule: Monday-Friday 9AM to 5 PM. The ideal candidate will need to possess good customer service skills and basic computer knowledge. Bilingual Spanish/English a must. To apply for this position, please email us at alexa@globalinsurancenj.com or fax resume to 908-469-8460.

GRACELAND ADULT MEDICAL DAY CARE is seeking a **Social Worker**. **Description of Skills:** A minimum of bachelor's degree in social work. Must be certified social worker by the NJ State Board of Examiners. Capability to speak fluent Spanish is preferred but not required. **Description of Responsibilities:** Help older adults adjust and cope with different problems that they experience. Assess clients to determine their unique needs. This could be done through an interview with them, their family members, and other experts such as doctors and nurses. If the older adults still reside in their homes, home visits can become an integral part of your interaction with them. Once their needs are assessed, a plan is made to address their needs. Apart from diagnostic assessment of their needs, periodic evaluation is also done to monitor their well-being and any changes in their needs. You may also help them utilize services that could address their needs. For example, if your client is having financial problems, you could liaise between them and financial services or institutions. **Number of Openings:** 1. **Job Location:** 316 Madison Ave, Perth Amboy, NJ, 08861. **Representative:** Miss Lovina. **To apply:** Email your resume to: gracelandamdc@gmail.com. **Tel.:** (973) 699-4826.

GRACELAND ADULT MEDICAL DAY CARE is seeking a **Certified Nursing Assistant**. **Description of Skills:** High School diploma or GED Completion of a state-approved CNA certification training course. Basic computer skills. Ability to work as part of a team and to handle multiple tasks safely and effectively. Good communication skills, including the ability to communicate sensitive information with empathy ("bedside manner"). **Description of Responsibilities:** Assist with daily living activities. This includes delivering meals to patients, turning and ambulating patients and providing plenty of fresh water, as well as extra nourishment between meals. Help patients with personal hygiene. Provide patients with bedpans, help with baths, shampoos and showers. Provide adjunct care for the patient, including ice packs, non-sterile dressings and therapeutic baths. Check vital signs and record daily information in the patient's chart. Helps patients by supporting personal hygiene and daily living needs, providing comfort, transportation, and vital sign monitoring. Assist the nurses and other staff as needed. Adhere to professional standards, follow policies and procedures and abide by federal, state and local requirements, as well as Joint Commission standards. **Number of Openings:** 1. **Job Location:** 316 Madison Ave, Perth Amboy, NJ, 08861. **Representative:** Miss Lovina. **To apply:** Email your resume to: gracelandamdc@gmail.com. **Tel.:** (973) 699-4826.

GRACELAND ADULT MEDICAL DAY CARE is seeking an **Activity Director**. **Education Requirements:** Completed ME PAPI course. **Description of Skills:** We are looking for someone who is a NJ Certified Activity Director or who has completed ME PAPI course. **Job Type:** Full-time Experience: Activities: 3 years (Preferred). **Description of Responsibilities:** The Activity Director shall plan, implement, supervise, and evaluate member activities, which encompass social, spiritual, psychological and cognitive aspects of the program. **Number of Openings:** 1. **Job Location:** 316 Madison Ave, Perth Amboy, NJ, 08861. **Representative:** Miss Lovina. **To apply:** Email your resume to: gracelandamdc@gmail.com. **Tel.:** (973) 699-4826.

HANDLER MFG., LLC is seeking a **CNC Machinist**. **Responsibilities and Duties:** Experience working with sheet metal, able to use CNC machines to bend and punch sheet steel. Able to use welding and fabrication equipment as well as all types of hand tools and power tools. Able to calculate using blue print drawing files and product templates. Leadership behavior, team player, solid work ethic, pay attention to detail and safety, be teachable. **No. of openings:** 1 – 2. **Benefits:** Medical, 401K, profit sharing, paid holidays and paid vacation. **Salary:** \$15 - \$20.00. **To apply send resume to:** rickladuca@handlermfg.com. **Tel.:** (908) 233-7796. **Job location:** 612 North Avenue, Westfield, NJ 07090.

JJJ DISTRIBUTORS – Picker/Packer. **Responsibilities and Duties:** Entry Level Picker/packer. Will train. Spanish speaking is required to work with Spanish products. Picker packer and warehouse duties. **Position reports to:** Warehouse Manager. **Salary range:** 10-12 per hour. Entry level. **Benefits:** Vacation and 401k after a year. **Job Location:** 400 Trumbull St, Elizabeth, NJ 07206. **Submitting representative's name:** Carlos Rodriguez. **E-mail:** carlosr@jjjdistributors.com **Tel.:** (908) 355- 8854

MACHINERY SERVICES CORP. - Welder. Send resumes to Dawne Beltramini at: apply@rapidservice.com. **Job Location:** PO Box AY. 285 Straight Street, Paterson NJ 07509. **Tel.:** 973-345-5600.

NEED IT NOW LOGISTICS - CDL A & CDL B Drivers. **Description of skills desired:** Applicant must be 21 or older. At least 1 year of verifiable experience as a CDL Class A Driver or CDL B Driver. Valid Class A driver's license and valid medial (DOT) card. Clean driving & criminal record (No major violations or accidents). Reliable transportation to & from Warehouse (Avenel, NJ). A valid email address & working cell phone. Ability to pass a pre-employment drug test/background check. **Description of Responsibilities:** SOS Logistics (Need It Now Delivers) a leading logistics provider has immediate job openings for dependable CDL Class A Truck Drivers to safely operate a company provided tractor trailer and unload/deliver products to an assigned route schedule. Using a positive, friendly attitude, our drivers build relationships with each customer and become familiar with their operations to meet needs and expectations. **No of openings:** 10. **Benefits:** Medical Benefits After 6 months. **Job Location:** 29 Spring Street, West Orange, New Jersey 07050. **To apply:** Send resume to Alaya Bishop at: alaya.bishop@nindelivers.com. **Salary:** \$20.00/ hr.

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>

NV5 WEBSITE - Field Technician/Special Inspections. **Description of responsibilities:** Requirements for Technicians vary depending on the type of work to be performed. Familiar with ASTM, AASHTO and ACI standards for testing and inspections. Must be a motivated individual who can follow direction. Prepare daily reports for submission to QC Manager. A valid driver's license and a reliable vehicle. Excellent written and verbal skills. NV5's Rahway NJ office is seeking Field Technicians and Inspectors with experience in one or more of the following: soil inspection, reinforced concrete, masonry, spray applied fireproofing, structural steel inspection or non-destructive testing. Candidates should be an ACI Level I Field Technician, ICC reinforced concrete, ICC Structural Masonry, ICC Fireproofing, ICC Structural Steel Bolting or Welding, certified welding inspector or NDT (ultrasonic, magnetic-particle or liquid penetrant) and New Jersey DCA certified. We are located in central New Jersey and offer services throughout New Jersey, the five Boroughs of New York, Long Island and the Philadelphia area. **Salary:** TBD. **Benefits Included:** Medical Coverage Dental Coverage Vision Coverage Voluntary Life 401(k) Program Financial Consulting through Morgan Stanley Smith Barney Paid Time Off (PTO) Holiday Pay Employee Assistance Program (EAP). **No. of Openings:** 3. **Job Location:** 903 East Hazelwood Ave Rahway, NJ, 07066. **Representative:** Brian Arone. **Tel.:** (732) 382-3553. **E Mail:** Brian.Arone@NV5.com. **To apply go to:** [NV5 Website](#).

ON TIME TRANSPORT – EMT. **Description of responsibilities:** On Time Transport has provided Caring in Motion since 1990, providing mostly non-emergent medical transport to patients to and from different medical providers. With multiple locations and over 350 employees, we are looking for EMT'S to join our On-Time Team. Full-Time, Part-Time, and Per-Diem positions available. Frequent Overtime Opportunities. Flexible shifts available. Paid Time Off Accrual. Shift Differentials. Free CEU courses also includes EMT Core Refresher. \$1000 Tuition Reimbursement for new Full Time EMTs within 90 days of certification. All ambulances have Stryker Power Cots. Multiple Stryker Power Loads. Multiple Power Stair Chairs. No experience needed as training is provided. Medical, Dental, Vision 401K. **Description of Skills desired:** must have an EMT certification. Driver's License in good standing. Must successfully pass criminal history review and drug screening. An AA/EEO Employer. **Number of openings:** 30. **Apply at:** ontimetransport.com. Email your resume to Malene Relvas at: mrelvas@ontimeambulance.com **Tel.:** (908) 445-2238. **Job Location:** 135 E Highland Parkway, Roselle, New Jersey 07203. **Driver's license requirement:** Type D.

ON TIME TRANSPORT – Medical Biller. **Description of responsibilities:** Medical Biller's role is to bill accurately and to perform collection and follow up activities related to claim payment for the Customer Care Billing Department. Responsibilities include posting payments to outstanding invoices, performing simple arithmetic computations, and checking EMT/driver logs for completeness and accuracy. Work is performed according to established procedures, and is reviewed or monitored frequently until familiarization with billing procedures is achieved. **Essential Functions:** Post and Collect payments received from customers and clients for all charges. Search for patient demographics & insurance • Contact insurance companies & patients for eligibility & information verification. Run collection reports/workflows for all unpaid claims. Follow up with insurance companies on all denials. Reviews, corrects

and classifies invoices for accuracy and completeness. Prepares credits or refunds when required and forward to accounts payable. Submit all bills timely and accurately. Verify all Medicare and Medicaid information. Maintain Medicare and Medicaid records are accurately filed. Maintain required documentation is received before bills are sent Review all driver logs/EMT Patient Care reports for all appropriate signatures before bills are sent. Determine if any additional documentation is required before bills are sent. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. **Required Knowledge, Skills and Abilities:** High School education. College education and/or equivalent work experience preferred. Understand RescueNet (RN), Navinet, Zirmed, EMS Charts and various insurance websites, preferred. Knowledge of Medicare rules and regulations; o Electronic claim submissions and remittance procedures Commercial insurance claim requirements. Health Insurance Portability and Accountability Act (HIPAA) requirements and record retention compliance. Excellent written and verbal communications skills required. Must be highly-organized Excellent (or established) inter-personal skills. Knowledge and expertise with Microsoft Products preferred, specifically Excel and Word. Computer proficiency preferred. Working knowledge of EMS systems/private ambulance and medical transportation systems preferred. An AA/EEO Employer. **Description of Skills desired:** must have a Medical Billing Certification. **Number of openings:** 1. **Apply at:** ontimetransport.com. Email your resume to Malene Relvas at: mrelvas@ontimeambulance.com Tel.: (908) 445-2238. **Job Location:** 135 E Highland Parkway, Roselle, New Jersey 07203.

PEOPLE READY – Hospitality jobs in various locations. People Ready has immediate opportunities for Hospitality Associates in your area to work with our premier customers. Full and Part Time. If you have worked as a Line cook, Prep cook, Grill cook, Banquet server, Dishwasher, Housekeeper, Barista, or Bartender we want to talk to you! **Salary:** Starting at \$10.00 per hour. Please submit your resume Kimberly Hoffert, Hospitality Recruiter at khoffert@peopleready.com Needs based on customer request. **Benefits:** Full time associates are eligible for benefits. **Address:** 220 Harrison Avenue, Suite 6, Kearny NJ 07032.

REAL ESTATE COMPANY – is seeking a **Real Estate Transactions Coordinator**. Offers quality experience learning the ins and outs of NJ Real Estate Transactions. Required skill set: Attention to detail. Ability to cross check spreadsheets. Proactive coordination across all files at all times. Able to follow exact directions. Work within a cloud to track and organize emails and documents. Able to field all situations that are presented from an influx of emails that could be 100 per day. Bilingual: Spanish is necessary. **Description of responsibilities:** Quality experience learning the ins and outs of NJ Real Estate Transactions. Location: Union, NJ. **To apply:** Email your resume to: lincastro3@yahoo.com

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

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

SEATON HACKNEY FARM VENTURES, LLC. - Administrative Assistant. **Description of Skills:** Organizational and filing skills, excellent communication skills. **Description of responsibilities:** Will interact with our staff as well as the children at Camp and their parents, file documents, answer phones/questions, help organize Camp Assembly and Dismissal. **Salary Range:** \$15-\$20. **Educational Requirements:** Freshman at College or similar. **Submitting Representative's Name:** Marc Schumacher. **Email:** seatonh@verizon.net. **Tel.:** (908) 797- 3993. **Job Location:** 440 South Street, Morristown, NJ 07960 **Benefits:** Negotiable. **Number of openings:** 2.

STARLIGHT CLEANERS is seeking a **Cashier**. **Skills:** We will train the right person. **Description of Responsibilities:** Taking in and giving out customers' garments. **Send resume to Michael Novello** at: mnovello@mac.com. **Salary:** \$11 to \$13 per hour. **Address:** 274 North Ave. Westfield, NJ 07090.

STATE FARM is seeking a **Part-Time Insurance Agent**. **Position Summary:** Rodriguez Insurance and Financial Services Inc., is looking to grow its family. We are offering part-time positions with flexible hours. The Ideal candidate should: Be Self-driven. Fluent in Spanish. Have Strong verbal, written and presentation skills. High energy and motivated **Requirement:** Candidate must obtain the NJ Property and Casualty license and Life/Health license within 30 days of employment. You will be put through an in-house, highly interactive training program to learn the necessary insurance and sales skills to succeed. Starting pay is \$12/hr. with opportunity to increase upon receiving license. All interested candidates please email your resume to isaias.rivera@ucc.edu and call Susan Gomez at 908-965-2992 to set up a prescreening interview. **Salary:** \$12-15 hr. DOE. **Job Location:** 815 Elizabeth Ave, Elizabeth, New Jersey 07201. **No. of position:** 1.

SUNRISE ASSISTED LIVING OF WESTFIELD – Caregiver. **Description of skills/responsibilities:** Looking for Certified Home Health Aides and/or Certified Nurses Assistants to assist in providing assistance to seniors with care- bathing, dressing, etc. **Salary:** \$13/hour. **Job Location:** 240 Springfield Avenue, Westfield NJ 07090. **To apply:** sunrise.com- website under careers tab. **Submitting Representative's Name:** Aishani Patel. E-mail: westfield.ed@sunriseseniorliving.com **Phone Number:** (908) 317-3030. **Number of openings:** 2

THE MIDLAND SCHOOL is seeking a **Support Counselor (FT)**. **Description of responsibilities:** Midland Adult Services, Inc., located in Branchburg, NJ is a non-profit social service agency serving adults with developmental disabilities in Somerset County. Our mission is to provide the highest quality services and supports to empower the individuals living in Midland's community homes to reach their highest level of independence and become contributing members of their communities. We are seeking Support Counselors to assist developmentally disabled adults with daily living skills such as cooking, cleaning, shopping, and attending activities. HS diploma/GED and computer skills are required. Prior DDD & DSP experience preferred. Flexible shifts, including weekends, overnights, and overtime available. **Salary:** \$ 10.50 per hour. **Send resumes to: Stacey Gravina** at aceti@midlandschool.org . **Tel.:** (908) 722-8222 x 128. **Job Location:** 94 Readington Road, Branchburg, NJ 08876. **Benefits:** Medical& Dental benefits, PTO, free training.

TRICO POLY SYSTEMS – Electrical Technician. **Description of Skills/Experience Required/Desired:** 1. Electrical understanding of common industrials parts/controls and circuits (heaters, relays, temp controllers, solenoids, motors, VFDs, PLCs). 2. Knowledge of standard electrical test equipment: multimeters and current meters. 3. Understand electrical schematics. 4. Some assembly work using standard tools (wrenches, screwdrivers, etc.) 5. MS Office (Word, Excel). **Preferred experience:** 2-10 yrs. preferred, but not required: AutoCAD, basic PLC programming. **Benefits Included:** yes (after evaluation period) **Description of Responsibilities** 1. After initial training period of 2-3 months, person will be responsible for testing our equipment before shipment. General assembly work will be required. 2. Once trained, person will also be responsible for customer phone support (troubleshooting). 3. Light domestic travel will also be required. One week every two or three months. **Salary Range:** 18 – 25 per hour. **Number of Openings:** 1. **Education Requirements:** 2 yr. electrical associates degree or equivalent. **Job Location:** 60 Brown Ave. Springfield, NJ, 07081. **To apply:** send resume to Joe Matos. **Email:** jmatos@tricopoly.com. **Tel.:** (973) 376-7770

TUMINO'S TOWING - Office Assistance. **Description of Skills:** Phone, filing, general computer skills, Microsoft Word, ability to learn industry specific software. **Description of Responsibilities:** Answer phones, data entry, filing, assistance with collections. **Salary range:** \$10.00-\$13.00. **Benefits:** To be determined. **Position reports to:** Office Manager. **Job Location:** 900 Julia Street Elizabeth, New Jersey, 07201. **To apply go to:** 900 Julia Street Elizabeth, New Jersey, 07201. **Educational Requirements:** High school Diploma. **Submitting Representative's Name:** Amanda Roman. **E-mail:** amanda@tuminostowing.com. **Phone Number:** (908) 351-1450.

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) 889-8288 x 301** or visit www.ucvts.tec.nj.us for more information. We nurture your aspiration to find a career that's right for you!

UPS - Looking for a great part time job? Starting Pay-\$10.35- \$11.00/hr. Tuition Assistance Program- up to \$5,250/year Medical Benefits after 1 Year. 401K Savings Plan. Employee Stock Discount Program. Employee Discount Program Advancement Opportunities. **Hiring:** Package Handler. Tuesday- Saturday - 4am-9am - 5pm-10pm. Apply Online at upsjobs.com. **Rep.:** jesminburgos@ups.com. **Tel.:** (732) 563-2119. **Address:** 16 E Chimney Rock Rd., Bound Brook, NJ 08805.

VIKING PEST CONTROL - Full time/Part time Career Opportunities Available. Desired: Data Entry, Microsoft PowerPoint, Microsoft Office, Customer Service. Viking Pest seeks a Full-Time/Part time Customer Service Representative that will be responsible for representing Viking in a courteous, professional manner. The Customer Service Representative will develop positive relationships with our clients promoting Viking as the premier company within our industry. Skills and Duties Include: Answer high volume of inbound calls and place outbound calls to current and potentially new customers. Schedule appointments for our Clients in a timely and efficient manner. Follow all collection protocols as directed by call center manager including phone calls, emails and letters. Provide stellar customer service from the greeting to the conclusion of the call to support a high level of retention. When you join The Call Center we will: Start you off with a very competitive hourly pay, well above the minimum wage, with opportunities for quick advancement. Instantly make you part of our regional family of diverse associates. Rewarding Career Growth and Opportunity. Give you ways to earn more every single week through bonuses, and incentives. Major Benefits after 90 days, Medical, Dental, Vision 401K, Paid Vacation and Holidays. Ideal candidate will possess: Strong verbal and written communication skills. Strong time management, organizational, and planning skills. Ability to demonstrate flexibility when needed. Viking Pest is an equal opportunity employer. EOE/AA M/F/D/V. Call Center Hours. Monday- Friday 8AM to 7PM and Saturday - 8am to 2pm. Send your resume to Call Center Manager Glenn Williams: Glenn.Williams@vikingpest.com. **Tel.:** (732) 560-1200 ext. 1129. Job Location: 711 E. Main St, Bridgewater NJ 08807. Apply online: <https://vikingpest.applicantpro.com/jobs/>

VIKING PEST CONTROL - Service Technician. Full-Time. Location: TBD. **Reports to:** Service or Branch Manager where applicable. **Job Objective/Summary:** The Service Technician is the person that drives the company in terms of quality, production and customer retention. The Service Technician is responsible for meeting or exceeding our clients' expectations by arriving at inspections and performing pest control services within the scheduled time frame. In addition, Service Technicians should clearly communicate all of the features and benefits Viking has to offer during their inspections and service visits. The Service Technician is the face to face contact, customers will have with our company. Therefore, he or she must act with professionalism and integrity while performing his or her job while complying with all applicable federal and state laws regulating activities within the job function. **Essential Functions:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position. Establish a good working relationship with your branch/office/service manager, service coordinator(s) and fellow service technicians. Assure that all customers within the branch's territory receive the highest quality of service. Resolve all customer problems in a safe, legal and professional manner. Attend weekly branch huddle meetings. Pass pest control exams and become licensed in core and at least two categories of pest control in the state(s) he or she works. Clean and maintain equipment your company vehicle and maintain a safe driving record. Have the ability to read and interpret a map as well as follow instructions on pesticide labels. Follow instructions as given by a Service Coordinator, Branch, Service or Office Manager. Complete all paperwork neatly and in a professional manner according to Viking's policies and procedures in accordance with all State and Federal

Regulations. Knowledge of Copesan Operation and ability to successfully pass all necessary Copesan & Viking University courses and annual re-certifications. Be dressed and groomed appropriately in a manner which promotes professionalism. Operate company vehicle in a safe and responsible manner which includes operating within the speed limit, wearing seat belts, using a hands-free headset if using a cell phone, complying with all state laws and taking any driver safety courses as directed by your Branch Manager. Locking up and securing any materials and equipment while not in use as required by law. Perform thorough and accurate inspections and services at all customer locations. Maintain an adequate attendance and tardiness record. Ability to sell add on services to customers. Collect payment for all services upon completion of work performed. Any other duties that may be assigned by management. **Competency/Position Requirements:** Knowledge, Skills, & Abilities. Strong verbal and legible written communication skills. Strong time management, prioritization, and planning skills. Strong organizational skills and be self-motivated. Ability to demonstrate flexibility when needed. Proficient working knowledge of PestPac and handhelds required. Proficient working knowledge of MS Office Suite (Excel, Word, PowerPoint, Outlook) preferred. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and draw and interpret graphs. Licensed in the necessary pest control categories and/or the ability to be licensed within three to six months of starting at the company. Must have valid Driver's License. Education/Experience: Service Technicians must possess a minimum of a high school diploma or equivalent. Working Environment/Conditions: This role is based in the field. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Service Technicians travel frequently within their assigned branch territory. Travel to other region's branches and customer locations may be necessary on an "as needed" basis. Ability to tolerate a variety of environmental conditions, including but not limited to seasonal weather (extreme heat or cold), damp and/or dusty locations. Must be able to work between the hours of 8:00am and 6:00pm regularly. In addition, the ability to work three Saturdays per month is required. Extended hours may be required based on customer needs, particularly during our busy season which is April through September. While performing the duties of this job, one is regularly required to do the following: Walk, sit, stand, drive, write & carry items (up to 40lbs) for extended period of times and work on ladders and/or in crawl spaces, use small hand/power tools and tolerate heights when necessary. Walking in and around residential and commercial structures. This may include climbing steps and walking up and down various grades around the interior and exterior of the structure/facility. Changing into coveralls to protect clothing and wearing equipment such goggles and respirators as needed. Opening and closing windows and doors. Reaching above shoulder height or over objects while using probing tools to inspect for insect damage and or activity. This list may not be all inclusive.

YMCA – Maintenance. Job Objective/Summary: The Five Points YMCA is currently looking for a skilled Maintenance/Housekeeping worker to perform upkeep tasks such as repairs and cleaning. You will be responsible for performing basic repair work to the facility as necessary, as well as ensuring that the building facilities is tidy and functional. Reliability and having a keen eye for detail is the first step to this job. The ideal candidate should have experience in maintenance and possess the physical stamina to complete all duties. **Requirements:** Must live in close proximity to branches. Effective written and oral communication skills/Bilingual a plus. Physically capable of lifting 50 pounds unassisted. Ability to stand/walk through the full duration of shift. Basic knowledge of HVAC, plumbing, and electrical systems. Experience using hands and electrical tools. Must have own transportation. Experience in maintenance work. Able to work well with minimal supervision. Ability to prioritize tasks and follow specified procedure. **Responsibilities:** Maintain facility clean and tidy. Keep restrooms/locker rooms stocked and clean. Keep outside grounds clean and clear or any garbage/debris. Replace damaged bulbs/Ceiling Tiles. Minor sheetrock/wall repair. Minor plumbing/electrical repairs. Move/transport furniture when necessary. Assist management when needed. **Send your resume to Rene Santiago:** rsantiago@tgfymca.org. Tel.: (908) 688-9622. **Job Location:** 201 Tucker Avenue, Union NJ.

THE GATEWAY FAMILY YMCA - Rahway - After-school Counselor. Job Objective/Summary: Must have 1 year of experience working in a recreational setting preferred and experience working with kids ages 4-13 school program. Assist in assuring the health, safety, and supervision of the children in their care by enforcing policies and procedures that govern school-age programs. Work collaboratively with all site personnel to facilitate and encourage positive peer interactions. Supervise and lead children in some age-appropriate activities. Adhere to YWCA Policies and Procedures as well as Risk Management Policies and Procedures. This includes reporting incidents to Site Supervisor. Meet with Site Supervisor on a regular basis and attend departmental and other staff meetings as requested. Attend recommended

training, educational programs that would enhance YMCA programs. Maintain confidentiality regarding all personal information about children, families, and staff. **Representative: Tony Williams. Email: awilliams@tgfymca.org. Tel.: (732) 388-0057. Job Location: 1564 Irving Street, Rahway, New Jersey 07065. Application at the Front Desk. Benefits: Free Employee Membership. No. of openings: 5.**

THE GATEWAY FAMILY YMCA-Rahway – Summer Camp Counselor. Job Objective/Summary High school graduate or equivalent; one year or more of college preferred. Previous experience working with children preferably in a day camp setting. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc.... Must be at least 18 years of age. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date. Previous experience with diverse populations preferred. Supervises a group of children. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values. Adheres to program standards including safety and cleanliness standards. Supports YMCA healthy eating and physical activities standards through coaching, mentoring, and monitoring menu quality. Attends staff meetings and trainings. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies. Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions. Performs other duties as assigned. **Representative: Tony Williams. Email: awilliams@tgfymca.org. Tel.: (732) 388-0057. Job Location: 1564 Irving Street, Rahway, New Jersey 07065. Application at the Front Desk. Benefits: Free Employee Membership. No. of openings: 20.**

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