

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

# Job Connection

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**Mar 19 – Mar 25, 2018**

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

## CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT TRAINING PROGRAMS

**UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT:** Training and Funding are Available... To assist displaced homemakers to transition into the workforce. What is a displaced homemaker? A displaced homemaker is someone who has worked inside the home and now finds themselves as the primary source of household income due to death or displacement of a spouse or divorce. What training is available? For Eligible Participants: Basic Computer, Job Search & Maintenance, English as a Second Language (ESL), Medical Billing and Coding, Office Skills, ESL and Office Skills, Accounting Technician, Essentials of Supply Chain Management, Welding. How do I get started? For complete information, including eligibility requirements and available classes, call or email Christopher Gore at the CEWD at **908-659-5166** or [gore@ucc.edu](mailto:gore@ucc.edu).

## WORKFORCE INNOVATION BUSINESS CENTER HIRING EVENTS

**BROWN AVIATION LOGISTICS** – 50 positions F/T at Aviation Logistics. Brown Aviation logistics is a warehouse logistics company in an airport environment. Brown Aviation logistics is opening a new warehouse in Newark Airport. They are looking to hire full time warehouse associates for various shifts. Interested? **Thursday March 22, 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>. Must be able to pass drug screen and Background check. For more information please call the WIBC at 908-965-2992.

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

**FEDEX GROUND** Now Hiring! **Package Handlers. (NJ1341824).** Job location: Edison, New Jersey. Permanent Part time package handlers needed to work at the Edison facility located on Talmadge Road. Pay rate is \$13.10 per hour. Some benefits are available. **March 20<sup>th</sup>, 2018, 1:00 to 3:00pm.**

**DEEP FOODS – RECRUITMENT: Friday, March 23, 2018. From 1:00 – 3:00PM. NJ1363908**

**Warehouse Associate** - Perform various warehouse duties Pay rate is \$10- \$12.00 per hour.  
NJ1363909 Operator – Start machines, monitor machine operations and record data. Pay rate is \$9 - \$10.75 per hour. The company offers health and dental benefits. 401K is available. Paid holidays and vacation. **Job location:** Union, New Jersey

**INFORMATION SESSION - 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, March 26, 2018, 9:00 AM - 1:00 PM or 1:00PM to 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!

**JERSEY JOB CLUB** - To find a good job in challenging times, successful jobseekers look for opportunities to get an edge. Jersey Job Clubs give you the tools and support you need to find the right job, fast. We'll help you develop new skills and build up skills you already have. Attend workshops on resume writing, job search, interviewing, networking and LinkedIn. Receive job leads in your email! Receive individual attention by making one-on-one appointments with the Jersey Job Club leader! To be eligible to participate, attend the **General Orientation any Tuesday at 9:30am or 2:00pm.** Union County One-Stop Career Center 921 Elizabeth Ave Elizabeth, NJ 07201. For more information, email: [Kathleen.Eaton@dol.nj.gov](mailto:Kathleen.Eaton@dol.nj.gov)

# EMPLOYMENT OPPORTUNITIES

## AGENCY LISTINGS:

**ALL STAFFING WAREHOUSING - Job Fair 3/21/2018 - 9:00AM to 3:00PM. Location:** 311 Raritan Avenue Second Floor, Highland Park, NJ 08904. **Tel.:** 732-689-1805. **Positions:** Unloading Trucks-hard working reliable people to unload containers by hand and palletize them for sites in Middlesex County. **Warehouse General Labor, Janitorial/Cleaning and Maintenance, Fork Lift/Reach Lift.** Hourly and Incentive Pay, 1st shift. Flexibility in schedule needed for some positions. Please bring 2 forms of valid ID (State Issued Photo ID and Social Security Card or Birth Certificate), Or US Passport or Permanent Resident Card, Resume.

**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.

**COMMUNITY FOOD BANK OF NEW JERSEY** - 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 15-week culinary training program! 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. SafeServ Certification upon completion. New class starts on **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. Community FoodBank of New Jersey | 31 Evans Terminal Rd | Hillside, NJ | 07205 | 908.355.FOOD | cfbnj.org**

**ELIZABETH COALITION FOR THE HOMELESS** - The Elizabeth Coalition to House the Homeless is hosting the **Tenant Training** again this year! The workshop is taking place on **Friday, March 21<sup>st</sup> from 9:30 to 3:30 pm**. Location: St. Joseph's Social Service Center, 118 Division St, Elizabeth, NJ 07201. Lunch will be provided. Topics discussed will be Tenant Rights, Budgeting, Self-Advocacy, How to Find an Apartment, Landlord Interviewing Skills, and programs and services. Participants will receive a certificate they can use to impress their landlords! Interested participants should RSVP by calling our phone number (908) 355-2060, or emailing: [anunez@theelizabethcoalition.org](mailto:anunez@theelizabethcoalition.org). **When: March 21st 9:30 am - 3:00 pm. Where:** St. Joseph's Social Service Center, 118 Division St, Elizabeth, NJ. **Topics of discussion:** Self-Advocacy, budgeting, how to find an apartment, landlord interviewing skills. Your Rights and Responsibilities as a Tenant. Become a certified tenant and impress future landlords. Lunch included.

**FAMILY AND CHILDREN'S SERVICES, INC. - Job Summary:** The records coordinator/Office Assistant is an integral part of the office support team. This team member provides records management, general office support tasks and front desk responsibilities. **Responsibilities and Duties:** Records Management. Perform all records management duties including, data entry, preparation, closing, scanning, shredding and maintenance of all client charts for the Agency using electronic health record system. Maintain an efficient and 'audit ready' environment at all times. **Office Support:** Liaison with the transportation company to schedule all staff requests for client transportation. Prepare client transportation allocation reports for finance. Backup Front Desk / Reception, Telephone Switchboard. Fax / mail all clinical reports in an expeditious manner (i.e., Psychological, Treatment Summaries and other Agency/client documents). Perform Word processing and photocopying duties as required. Replenish stock of clinical and administration forms as needed. Maintain postage meter. Maintain current office stock and inventory. Assist with agency-wide meetings, lunches or special events setup. Participate in agency-wide meetings/events. Participate in the department's improvement of desk procedures and the agency's Continuous Quality Improvement (CQI) initiatives/processes. **Qualifications and Skills:** Hands-on experience with electronic health record system. Working knowledge of Microsoft Office Word, Excel and Outlook. Ability to become familiar with programs, agency staff and telephone procedures to facilitate client call handling and forwarding. Maintain agency's confidentiality of policies and procedures at all times. College degree or equivalent experience. 2+ years relevant experience in a nonprofit setting. Spanish Required. **Benefits:** Healthcare Plan with HSA and FSA options & Dental PPO. Paid Time off (Vacation, Personal, Holiday and Sick Leave). Term Life / AD&D Insurance. 403b Tax Deferred Annuity Savings Plan. Credit Union Membership. New Jersey Business & Industry Association Membership. Employee Assistance Program. Qualified candidates are encourage to apply. Send cover letter and resume to [hr@facsnj.org](mailto:hr@facsnj.org). Short listed candidates will be contacted via telephone for interview. Background check performed and driver's license in good standing required.

**FORKLIFT OPERATOR:** Companies in the Edison, New Jersey area seeking a **Forklift Operator** with sit down and reach truck experience. 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).

**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** 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 03, 2018 and Thursday ends on May 03, 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, March 20, 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**

**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.

**UNLOADERS/PALLETIZERS-** We are a rapidly growing staffing agency located at **311 Raritan Avenue, 2<sup>nd</sup> Floor in Highland Park, New Jersey**. We are in need of hard working reliable people to unload containers by hand and palletize them for sites in Middlesex County. Great incentive based pay. Please contact **Steve DeStefano at 732-689-1805** to make an appointment to complete an application. Email resumes to [Steve.D@aswlogistics.net](mailto:Steve.D@aswlogistics.net).

## **GENERAL LISTINGS:**

**ADECCO** is hiring for Dining Services Workers. Description of skills and responsibilities: Carries food from storeroom and kitchen to serving line; assists on serving line, serves food from service counter or waits on tables and serves food; buses dirty dishes; cleans and wipes down tables; maintains silverware supply, fills sugar bowls, salt and pepper shakers. Washes dishes, pots and pans, and other food service equipment; operates dish and silverware washing machines; cleans garbage cans and disposes of garbage; washes, waxes, buffs, vacuums, and scrubs dining service facilities and equipment; as assigned may furnish silverware, gathers china, glass, and silver for catered events and returns to storage after functions. May operate a cash register in a cash sales operation. Performs related duties as assigned. May be assigned to various duties within the dining hall. Salary: 10.50/hr. Education requirements: High School. Apply at: [https://www.adeccousa.com/jobs/dining-services-utility-worker-new-brunswick-new-jersey/?ID=US\\_EN\\_1\\_027850\\_11820622](https://www.adeccousa.com/jobs/dining-services-utility-worker-new-brunswick-new-jersey/?ID=US_EN_1_027850_11820622)

**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: Licensed Clinician (Elizabeth, New Jersey and Bloomfield, New Jersey).**

**Schedule:** Monday and Tuesday from 10 am to 6 PM in (Bloomfield, New Jersey) at Residential Intensive Support Team (RIST) and Wednesday, Thursday, and Friday from 9 am to 4:30 pm at Supportive Housing in Elizabeth, New Jersey. Salary: \$60,000 - \$65,000 a year. **Position Overview:** Licensed Masters Level Clinician is the lead clinical person for the team, providing Initial Comprehensive Rehabilitation Needs Assessments, skill assessment and clinical supervision for team members. In collaboration with Team Leader and Wellness Clinician, Licensed Clinician ensures that clinical interventions are effective, stage based and tied directly to the recovery goal plans of the people receiving services. **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. **CSS Responsibilities:** Completes initial Comprehensive Rehabilitation Needs Assessments in collaboration with the team. Completes, implements, monitors and updates the individualized rehabilitation plan (IRP) in collaboration with the team. Provides therapeutic rehabilitative skill and resource development. Clinical supervision and/or administrative supervision of staff. Ensure that clinical interventions are evidence based, stage based and lead to recovery goal attainment. Mental health education, community living skill training and supportive counseling in the home. Symptom assessment and management, medication monitoring, medication education and monitoring of side effects. Utilizes Illness Management and Recovery, WRAP and other relevant health and wellness curriculum to ensure overall wellness is a key focus in the individual's recovery plan. Crisis intervention services for persons served with acute psychiatric needs whose circumstances and conditions require rapid intervention. Stages wise treatment is provided utilizing motivational interviewing and cognitive behavioral techniques. 24 hour on-call coverage on a rotating schedule, as designated on some teams. Provides clinical support to team during crisis. Technical assistance and education to members of the team in reference to best clinical practices. Utilizes best practices materials and strategies for individual and group interventions, in conjunction with the team. When licensed clinician is on a team with a non-licensed team leader, the licensed clinician will work in consultation with the team leader to provide the clinical supervision on above Community support services duties. Performs other duties as required. **Requirements:** Master's degree in from an accredited college or university in social work, rehabilitation counseling, or other related behavioral health or counseling program. Practitioner of the healing arts licensed in New Jersey required (LCSW or LPC) A licensed marriage and family therapist, who shall possess a Master's degree from an accredited college or university in social work, rehabilitation counseling, or other related behavioral health or counseling program. In addition to a Master's degree, licensed marriage and family therapists must have one year experience in a community behavioral health setting or be certified as a psychiatric rehabilitation practitioner (in lieu of the one year of experience in community behavioral health setting. Valid driver's license required. No more than one moving violation in the past twelve months. Vehicle required. **Other Skills/Abilities (Communication):** Group facilitation of multi-disciplinary team members. Demonstrates empathy and respect toward people served and their families. Conveys hopefulness toward people served and their families. Non-judgmental manner. Chart recording, report writing. Exchanges non-routine information using tact and persuasion as appropriate, requiring excellent verbal and written communication skills. Appropriate conflict resolution skills. Speak, read and write English (also Spanish speaking preferred). **Emotional Skills:** Responds calmly to people in crisis. Works well as a part of a closely knit team. Relates well to people of all ages, races and socio-economic backgrounds and disability groups. Presents and fosters a trusting professional relationship with all persons encountered on a daily basis. Upbeat, Professional attitude, and a willingness to learn. **Intellectual Skills:** Comprehend hospital/medical records. Manages diverse responsibilities. Excellent multi-tasking skills. Excellent verbal and written communication skills. Strong attention to detail. Good organizational and problem-solving ability. Must demonstrate a high level of initiative and ability to work autonomously. **Computer Proficiency:** MS Office applications, with strong emphasis in MS Word. Must be willing to learn and utilize all current and future computer applications and technology as related to the position. Operate a personal computer/smart phone (including computer accessories) and successfully navigate in order to access e-mail, electronic calendars and other basic office support software as well as web based programs such as On-line Learning modules,

electronic time sheets and Electronic Health Record. **Melica Hampton, MSA, CPRP. HR Recruiter. 908-355-7886 ext. 1021.** Please send resumes to: [Human@Bridgewayinc.com](mailto:Human@Bridgewayinc.com) or [Melica.Hampton@Bridgewayinc.com](mailto:Melica.Hampton@Bridgewayinc.com)

**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@Bridgewayinc.com](mailto:Human@Bridgewayinc.com) or [Melica.Hampton@Bridgewayinc.com](mailto:Melica.Hampton@Bridgewayinc.com)

**BRIDGEWAY REHABILITATION SERVICES: Full-time Licensed Clinician Position (Elizabeth and Bloomfield, New Jersey).** Monday, Wednesday, and Friday (9am – 4:30 pm) for Supportive Housing in Elizabeth, NJ and Tuesday and Thursday (10 am to 6 PM) for RIST Program in Bloomfield, NJ. 38.5 hours per week. Salary: Low to mid 60s. **Position Overview:** Licensed Masters Level Clinician is the lead clinical person for the team, providing Initial Comprehensive Rehabilitation Needs Assessments, skill assessment and clinical supervision for team members. In collaboration with Team Leader and Wellness Clinician, Licensed Clinician ensures that clinical interventions are effective, stage based and tied directly to the recovery goal plans of the people receiving services. **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. **CSS Responsibilities:** Completes initial Comprehensive Rehabilitation Needs Assessments in collaboration with the team. Completes, implements, monitors and updates the individualized rehabilitation plan (IRP) in collaboration with the team. Provides therapeutic rehabilitative skill and resource development. Clinical supervision and/or administrative supervision of staff. Ensure that clinical interventions are evidence based, stage based and lead to recovery goal attainment. Mental health education, community living skill training and supportive counseling in the home. Symptom assessment and management, medication monitoring, medication education and monitoring of side effects. Utilizes Illness Management and Recovery, WRAP and other relevant health and wellness curriculum to ensure overall wellness is a key focus in the individual's recovery plan. Crisis intervention services for persons served with acute psychiatric needs whose circumstances and conditions require rapid intervention. Stages wise treatment is provided utilizing motivational interviewing and cognitive behavioral techniques. 24 hour on-call coverage on a rotating schedule, as designated on some teams. Provides clinical support to team during crisis. Technical assistance and education to members of the team in reference to best clinical practices. Utilizes best practices materials and strategies for individual and group interventions, in conjunction with the team. When licensed clinician is on a team with a non-licensed team leader, the licensed clinician will work in consultation with the team leader to provide the clinical supervision on above Community support services duties. Performs other duties as require. **Requirements:** Master's degree in from an accredited college or university in social work, rehabilitation counseling, or other related behavioral health or counseling program. Practitioner of the healing arts licensed in New Jersey required (LCSW or LPC) a licensed marriage and family therapist, who shall possess a Master's degree from an accredited college or university in social work, rehabilitation counseling, or other related behavioral health or counseling program. In addition to a Master's degree, licensed marriage and family therapists must

have one year experience in a community behavioral health setting or be certified as a psychiatric rehabilitation practitioner (in lieu of the one year of experience in community behavioral health setting. Valid driver's license required. No more than one moving violation in the past twelve months. Vehicle required. **Communication:** Group facilitation of multi-disciplinary team members. Demonstrates empathy and respect toward people served and their families. Conveys hopefulness toward people served and their families. Non-judgmental manner. Chart recording, report writing. Exchanges non-routine information using tact and persuasion as appropriate, requiring excellent verbal and written communication skills. Appropriate conflict resolution skills. Speak, read and write English (also Spanish speaking preferred). **Emotional Skills:** Responds calmly to people in crisis. Works well as a part of a closely knit team. Relates well to people of all ages, races and socio-economic backgrounds and disability groups. Presents and fosters a trusting professional relationship with all persons encountered on a daily basis. Upbeat, Professional attitude, and a willingness to learn. **Intellectual Skills:** Comprehend hospital/medical records. Manages diverse responsibilities. Excellent multi-tasking skills. Excellent verbal and written communication skills. Strong attention to detail. Good organizational and problem-solving ability. Must demonstrate a high level of initiative and ability to work autonomously. **Computer Proficiency:** MS Office applications, with strong emphasis in MS Word. Must be willing to learn and utilize all current and future computer applications and technology as related to the position. Operate a personal computer/smart phone (including computer accessories) and successfully navigate in order to access e-mail, electronic calendars and other basic office support software as well as web based programs such as On-line Learning modules, electronic timesheets and Electronic Health Record. **Melica Hampton, MSA, CPRP. HR Recruiter. 615 N. Broad Street, Elizabeth, NJ 07208. 908-355-7886 ext. 1021.** Please send resumes to: [toHuman@Bridgewayinc.com](mailto:toHuman@Bridgewayinc.com) or [Melica.Hampton@Bridgewayinc.com](mailto:Melica.Hampton@Bridgewayinc.com)

**BRIDGEWAY REHABILITATION SERVICES: Per Diem/Temporary Homeless Outreach Specialist (Elizabeth, New Jersey).**

Three days per week (9am – 4 pm) for Projects for Assistance in Transition from Homelessness (PATH). Salary: \$15 - \$17 an hour. Position Overview: Under the direction of the Director of Homeless and Housing Services, provides supportive services to individuals who are homeless and have a mental health diagnosis in Union County. **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. **Supportive Services:** Provides intensive outreach to individuals in the streets, shelters, and anywhere designated that homeless individuals may congregate. Coordinates the care for approximately twelve to fifteen individuals, providing advocacy, housing search, mental health education, daily living skill training, and supportive counseling. Accompanies individuals to all initial appointments and provides transportation when necessary. Coordinates referrals and linkages to housing, mental health, substance abuse; medical and various social service providers as needed for the individual. Utilize evidenced based practices, including motivational interviewing, CBT skills, IMR, and Career Development, when engaging individuals with their recovery. Provides frequent face-to-face contact in order to engage and maintain individual with services and housing. Provides on-going intensive support for a period of 3-6 months. Coordinates the development of the Individual recovery plan for each individuals. Participates in the rotation of on-call services to homeless individuals. **Coordination of Services:** Maintains contact with service providers to encourage referrals and insure effective coordination of services. Participates in weekly supervision to review cases and issues related to level of service. **Program Evaluation/Reporting:** Submits a daily report of face to face contacts and linkages provided. Submits hospitalization domain forms on a monthly basis. Performs other duties as needed. **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:** Homeless Outreach Counselor. Bachelor's degree in counseling, psychology, social work or related area. CAC, CRC, BSW. Master's degree in counseling, psychology, social work or related area. CAC, CRC, MSW preferred. 2 years paid progressive work experience in human services required with at least one year in mental health. 2 years additional paid work experience in mental health substitutes for a bachelor's degree. Vehicle required. Valid driver's

license required. No more than one moving violation in the past twelve months. **Communication:** Demonstrates empathy and respect towards clients. Counsels individuals. Case recording, report writing. Exchanges non-routine information using tact and persuasion as appropriate, requiring excellent verbal and written communication skills. Speak, read and write English (also Spanish preferred). **Emotional Skills:** Relates well to people of all ages, races and socio-economic backgrounds and disability groups. Presents and fosters a trusting professional relationship with all persons encountered on a daily basis. Upbeat, Professional attitude, and a willingness to learn. **Intellectual Skills:** Comprehend hospital/medical records. Manages diverse responsibilities. Excellent multi-tasking skills. Excellent verbal and written communication skills. Strong attention to detail. Good organizational and problem-solving ability. Must demonstrate a high level of initiative and ability to work autonomously. **Computer Proficiency:** MS Office applications, with strong emphasis in MS Word. Must be willing to learn and utilize all current and future computer applications as related to the position. Operate a personal computer and successfully navigate in order to access e-mail, electronic calendars and other basic office support software as well as web based programs such as Essential Learning, electronic timesheets and electronic health records. **Melica Hampton, MSA, CPRP. HR Recruiter. 615 N. Broad Street, Elizabeth, NJ 07208. 908-355-7886 ext. 1021.** Please send resumes to: to [Human@Bridgewayinc.com](mailto:Human@Bridgewayinc.com) or [Melica.Hampton@Bridgewayinc.com](mailto:Melica.Hampton@Bridgewayinc.com)

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

**COMMUNITY ACCESS UNLIMITED: Weekly Open House: Mondays 4:00PM-6:00PM. 80 West Grand St. Elizabeth, NJ 07202** or fax your resume at (908) 354-0283 or email your resume and cover letter to [recruit@caunj.org](mailto: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: Direct Support Professionals.** We are currently seeking Direct Support professionals to provide supervision in a residential setting for individuals with developmental disabilities. Hours are typically 3:00 PM-11:00 PM includes weekends and days will vary depending on the program. Positions are located in Union County. Full-time position. **Responsibilities:** Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provides hands on assistance with activities of daily living including bathing and hygiene, and helps with fire drills and/or other health and safety issues as needed. Food shopping menu planning and meal preparation. Helping to arrange and attend social activities. Transporting members to and from work or day program, a medical appointment, etc. Apply at [www.caunj.org](http://www.caunj.org). **Qualifications:** High school diploma or GED required. Valid driver's license. Car to use for work purposes. Excellent communication skills, verbal and written. Previous experience working with individuals with developmental disabilities a plus. Willing and able to attend required trainings outside of normal work hours. (908) 354-3040. **Benefits:** Medical Insurance. Dental Insurance, 401(K), Life Insurance. Paid Time Off (PTO). Tuition Assistance. Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: [Lbaigorrea@caunj.org](mailto:Lbaigorrea@caunj.org)

**COMMUNITY ACCESS UNLIMITED: Awake Overnight Direct Support Professional.** We are currently seeking a qualified individual to provide direct supervision in a residential setting on the overnight shift for individuals with developmental disabilities. Positions are located in Union County. Hours are typically 11:00 PM-9:00 AM, and days will vary depending on the program. Apply at [www.caunj.org](http://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 include:** Medical Insurance. Dental Insurance. 401(K). Life Insurance. Tuition Assistance. Paid Time Off (PTO). Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: [Lbaigorrea@caunj.org](mailto: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](http://www.caunj.org). **Responsibilities include:** Ensures that required documentation is complete and is in compliance with regulations and standards. Helps ensure a safe, clean, organized, environment. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Ensures that the site, and equipment are maintained in a clean, sanitary, and safe condition. Provides training for daily living skills, supportive counseling and community integration for youth at-risk. Transport members to medical appointments, recreation activities, etc. **Qualifications:** Willing and able to attend required training's outside of normal work hours (between the hours of (9am-5pm). 1 year experience working with at-risk adolescents. High school diploma or GED required. Ensures that required documentation is complete and is in compliance with regulations and standards. Helps ensure a safe, clean, organized, environment. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Physically remains on the premises

of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Ensures that the site, and equipment are maintained in a clean, sanitary, and safe condition. Provides training for daily living skills, supportive counseling and community integration for youth at-risk. Transport members to medical appointments, recreation activities, etc. **Benefits 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.** Do you have a passion for nursing, but don't want to work in a hospital setting? We are seeking a qualified LPN for a full-time nursing opportunity with steady hours in a community-based setting working with individuals with developmental disabilities. The LPN provides nursing services to meet the needs of individuals with developmental disabilities and helps train staff. Full-Time and Part-Time positions available.

**Responsibilities:** Provides nursing care following established nursing service objectives and standards Ensures that all safety and infection control practices are followed. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. **Qualifications:** Current New Jersey license as a Licensed Practical Nurse Two years of nursing experience required. Excellent communication skills, verbal and written. Excellent computer and Microsoft Office skills, especially Excel. Valid driver's license. Car to use for work purposes. **Benefits:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: [Lbaigorrea@caunj.org](mailto:Lbaigorrea@caunj.org)

**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.

**EDGEWOOD PROPERTIES - GREAT PT JOB for DRIVER!** Edgewood Properties offers its residents many fine amenities on its residential properties. Among them is a shuttle bus that runs to and from the Edison Train Station on Plainfield Ave - Stelton Road and out Fairways apartment community. We seek a PT shuttle bus driver part time mornings 5:30am - 9:00am (additional hours possible). The hourly range starts at \$ 15.00 per hour. You will be driving the shuttle mainly throughout the Piscataway area. You must have a Class B with passengers' endorsement on Driver's License. You must also have an up to date medical card-DOT. Please apply today. Send resumes to [mlevine@edgewoodproperties.com](mailto:mlevine@edgewoodproperties.com)

**EXOTHERMIC MOLDING - Production Scheduler Job Description.** Exothermic Molding, one of the pioneers in Reaction Injection Molding (RIM), was founded in 1972 to provide parts to the medical, electronic, and lab instrument market. Since then the company has expanded into many other applications and markets, but remains committed to the RIM Molding process. Exothermic is also expanding capacity within the facility to increase efficiency and handle growth. In addition, the company is introducing a revolutionary new product expected to significantly increase revenues and profitability. The Opportunity: The Production Scheduler manages the Enterprise Resource Planning (ERP) system, reporting to the Manager of Administration and working closely with the Production Manager. This is an outstanding position for someone who enjoys working with systems and analyzing information to solve problems. We offer a competitive salary and a great benefit package, including medical and a 401k retirement savings plan. **Responsibilities:** Maintain, update, and manage the ERP system to provide timely and accurate information for production scheduling, customer service, and performance reporting. Coordinate production scheduling efforts with production team to streamline processes and information across the entire organization. Provide excellent customer service communicating with clients about the status of their orders and helping to resolve any issues that they may have. **Duties:** Enter purchase orders, order materials, schedule production, and track shipments to ensure on-time delivery. Participate in production meetings to gather the information necessary to prepare production schedules. Communicate with customers and proper departments of any delays or problems, and ensure timely responses and/or corrective actions based on the situation. Analyze actual cost of orders compared with estimates developed during the quoting process to inform future pricing efforts. Develop and create reports to provide key information to management on a timely basis. Provide support for other administrative activities such as marketing, human resources, and accounting as needed. **Qualifications and Skills:** Experience or coursework with ERP or production planning software required, familiarity with E2 a plus. High School diploma, but a college degree is preferred. Experience in production environment is a plus. Ability to work both independently and as part of a team Proficiency in Microsoft office. Capacity to learn new information quickly. Good communication skills (written & verbal) Strong technical/systems ability. Must have an exceptional attention to detail. Ability to explore and analyze information to provide recommendations. Candidates please email your resume to Paul Steck at: [paul@exothermic.com](mailto:paul@exothermic.com)

**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](http://jobs.geogroup.com)**

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

**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.

**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)"

**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>**

**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.

<b>POSITION</b>	<b>LOCATION</b>	<b>STATUS</b>	<b>REQUIREMENTS</b>
<i>Direct Support Staff (Group Homes)</i>	Union, Middlesex, and Somerset Counties	Part-Time Weekend and Overnight positions	High school diploma, clean driving record and valid license, 1 yr experience
<i>Direct Support Staff (Day Programs)</i>	Union, Middlesex, and Somerset Counties	Full-Time, Mon-Fri	High school diploma, clean driving record and valid license, 1 yr experience

<i>Direct Support Staff</i>	Union, Middlesex, and Somerset Counties	Part-Time Weekend and Overnight positions	High school diploma, clean driving record and valid license, 1 yr experience
<i>Site Manager &amp; Assistant Site Manager</i>	Middlesex and Somerset Counties	Full-Time	College degree w/2 yrs experience preferred
<i>Employment Specialist</i>	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
<i>Speech Therapist (SLP)</i>	New Providence; may require some traveling	Part-Time (Contract)	<ul style="list-style-type: none"> <li>• Must maintain a valid NJ Driver license with a clean record</li> <li>• NJ SLP license</li> <li>• Proloquo-to-Go (or similar software program) experience</li> </ul>

**CONTACT US TODAY ~ Fax: (908) 464-8263 ~ E-mail: [hrmanager@ourhousenj.org](mailto:hrmanager@ourhousenj.org). OHI JOB FAIR – Wednesday, March 28<sup>th</sup>, 2018.** Our House Inc. is hosting a Job Fair on Wednesday, March 28<sup>th</sup>, 2018 from 10:00AM to 2:30PM. We are seeking Direct Support Professionals in our Residential programs. We are also seeking Site Managers and Assistant Site Managers for our group homes. Candidates should bring their resumes to the job fair. Walk-ins are welcome. Our address is: 76 Floral Avenue, Murray Hill, NJ 07974; when typing the city into a GPS, type in New Providence.

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

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

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

**SUPER KIDS** is hiring for a **Teacher's Assistant** position. **Description of Skills:** Teacher's Assistant is expected to follow instructions of the lead Teacher and other team members within the classroom. Among other duties the Assistant will lovingly and actively engage children in developmentally appropriate activities at all times, assure the safety of children as a priority, aide parents at drop-off and Pick-up time, follow clean up procedures and work cohesively and cooperatively with coworkers. Assistant must be of sufficient physical, mental and emotional health to preform job duties to satisfaction. **Position reports to:** the lead teacher. Must communicate using grammatically correct English (written and verbally) and be able to lift at least 25lbs. Full-time hours are 9:00 a.m. -6:00 p.m., Monday-Friday. Part-time

hours are 12:30p.m. - 6:30p.m. **Education requirement:** At least a HS diploma. **Benefits:** Full time health care/401K. **To apply:** Send cover letter and resume to Laura Barker at [laura@superkidsnj.com](mailto:laura@superkidsnj.com). The job location is: 2 Broad Street, Summit, NJ 07901. Tel.: 908-598-8383. Our pay rate starts at \$9.25 per hour and is strictly based on the level of the experiences and education degree.

**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)

**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!**

**V.A. SPATZ & SONS CONSTRUCTION** is hiring for a **Construction Driver**. **Description of responsibilities:** Material Delivery & Paving Experience a Plus but not required. **Skills required:** CDL A required. **Position reports to:** owner. **Benefits:** Health, Vacation. **Job location:** varies. **Address:** 91 Lone Pine Drive, Berkeley Heights, NJ 07922. **To apply:** Email resume and cover letter to [office@vaspatz.com](mailto:office@vaspatz.com). **Tel.:** (908) 464-0208

**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>

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

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

**YMCA:** 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@tgfymca.org](mailto:jmcqueen@tgfymca.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)



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