

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

Job Connection

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May 14 – May 20, 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, Administrative Assistant, 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.

UNION COUNTY COLLEGE INFO SESSION: Essentials of Supply Chain Management Training Program for Unemployed Individuals.

This program prepares you for positions in customer service, warehouse and transportation operations, and logistics. Includes four classes: Supply Chain Management Principles, Warehouse Operations, Transportation Operations and Customer Service Operations. Classes are held at Union County College, Elizabeth Campus. Each course is 40 hours long, M-Th., 8:30 am to 2:00 pm and leads to certification by The Council of Supply Chain Management Professionals (CSCMP) upon successful passing of the certification exam for each course. Classes are scheduled to begin in April 2018. Job Placement Support is provided throughout the program. **Must attend information session to qualify for program.** (continued on next page)

Eligibility requirements (Supply Chain Management Training):

Actively collecting unemployment insurance. Recently Exhausted benefits (in the last 52 weeks). Meet definition of WIOA dislocated worker or have been unemployed or underemployed for six months or longer. Have official proof of unemployment or underemployment status. Or, registered with Ready to Work NJ (www.rtnj.org). Requirements for participation: A New Jersey resident.

18 years or older. Be able to work immediately upon completion of training. Have reliable transportation. Submit required documentation. Earned a High school diploma or GED. TABE test may be required. (TABE 6th grade equivalent score minimum). Satisfactory background/drug screening for employment. Register for Information Session:

<https://form.jotform.com/IBlatUCC/supplychain-info-session>. Information Session held at Union County College, Kellogg Building 40 West Jersey Street, Elizabeth, NJ 07202. Date: May 17, 2018, at 9:30 AM. Room: K 517. For information call: 908-527-7207. Bring to Information Session: 2 Copies of your Resume. Documentation of your unemployment status. Social Security Card. Proof of residency in New Jersey. Drivers' License. Next class scheduled to start July 16, 2018

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

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 participate, just attend any of the workshops at the Union County One-Stop Career Center 921 Elizabeth Ave Elizabeth, NJ 07201. See our calendar at:

<http://careerconnections.nj.gov/careerconnections/plan/support/jobclub/calendar.shtml>

For more information, email: Kathleen.Eaton@dol.nj.gov

FLEETLOGIX – Recruitment. Thursday May 3th, 2018, 10am-12:00 noon. Transporters: NJ138654. F/T \$10.00 per hr. Lead Transporter: NJ1386915. F/T \$12.00 per hr. Vehicle Service Agent: NJ1386917. F/T \$10.50 per hr.

HADDAD PLUMBING AND HEATING - Hiring event: Laborers. Work at residential and commercial construction sites. Full time work. \$11 - \$13 per hr. Employer is located in Newark. Transportation to job sites is provided by employer. No or minimal experience needed. **NJ1390738. Recruitment, Tuesday, May 8th, 2018, 1:00 - 3:00pm.**

RECRUITMENT EVENT: 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, May 21, 2018, 9:00 AM - 1:00 PM. 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!

D U R H A M SCHOOL SERVICES - Recruitment Event: **School Bus Drivers NJ1396856** with or without CDL Part time work - Monday thru Friday. Paid CDL Training Weekly Pay/Benefits Available/Weekly Pay. Must have clean criminal background. Good driving record and be able to pass pre-employment drug screen & physical. Salary range: \$15.00 - \$17.00 per hr. **Monday May 21, 2018, 9:30-12:00 noon. Elizabeth One Stop Career Center, 921 Elizabeth Avenue, Elizabeth, New Jersey 07201.**

DEEP FOODS – Recruitment: Thursday May 31, 2018, from 1:00 – 3:00pm. Elizabeth One Stop Career Center, 921 Elizabeth Avenue, Elizabeth, New Jersey 07201. 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

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

HYDROCHEMPSC HIRING – NJ1386920. Located in Union, New Jersey. **Operator Driver CDL Class A or B with Tanker & /Air Brakes Endorsements.** Employer will help obtain Hazmat endorsement. Recent Graduates of CDL training are welcome. Must be able to drive manual

transmission. Operate vacuum truck (open to training). Labels, marks and manifests shipments in accordance with DOT regulations and company policies, practices and procedures. Must have clean driving record and pass pre-employment drug and alcohol screening. TWIC card
Technician – NJ1393525 Operates service line. Recruitment: Friday May 18, 2018, 9:00am-12noon. Plainfield One Stop Career Center, 200 W 2nd street, Plainfield, New Jersey 07060

MERCATO TRANSPORT LLC: Box Truck Drivers Needed. Open House, Monday, May 21, 2018, 9:00 am to doors close at 11:00 am. Location: 432 Lafayette Street, Newark, NJ, 07108. No CDL needed. \$18.45/hour, medical benefits, 401k plan, vacation, sick and holidays. Full-time positions available, overnight shift 10 pm – 6 am including weekends. Local work delivering in NYC, NJ and CT. Bring: Driver license, copy of resume, copy front and back of driver's license, copy of recent (7-10 days issued) Driving Record, accident police reports on driving record within the last three (3) years.

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

ALL STAFFING WAREHOUSING: UNLOADERS/PALLETIZERS - located at 311 Raritan Avenue, 2nd Floor in Highland Park, New Jersey 08904. Sites located in Middlesex County. Great incentive based pay. Apply in person. Monday to Thursday 10am to 2pm. **311 Raritan Avenue, 2nd Floor, Highland Park, NJ 08904.** 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. Email resumes to Steve.D@aswlogistics.net.

ALL STAFFING WAREHOUSING: We are seeking a **Warehouse lead** for our client a third party supply chain in Edison, New Jersey. The Lead is responsible for supervising temporary warehouse personnel that are unloading containers and pallets on a daily basis. Able to communicate effectively with the customer, warehouse personnel, recruiter and operations manager on a daily basis. The Lead must be a motivator and train staff as needed and be able to multi task and make decisions without supervision. The Lead is responsible for keeping accurate records such as truck paperwork and logs of employees. Assist in the unloading of trucks and performing physical labor as needed. Experience required. Position is available immediately. Position is permanent as an employee of ASW. Please send resumes to Steve.D@aswlogistics.net
Apply in person. Monday to Thursday 10am to 2pm. **311 Raritan Avenue, 2nd Floor, Highland Park, NJ 08904.**

ATRIUM STAFFING: is hiring for a **Part Time Telephone Interviewer.** **Description of Company:** In business for 28 years, our client provides Customer Service feedback to some of the country's largest and most well renowned companies through market research surveys. **Position Overview:** This is a Part-Time Telephone Interviewer role- up to 35 hours a week- based on performance. The main responsibilities of this role are to make outbound calls to customers using a script to inquire about their recent customer service experience. The ideal candidate will be able to type out responses in real time and edit for spelling and grammar before submitting the survey. This is an indefinite temporary role. **Responsibilities of a Part-Time Telephone Interviewer include:** Outbound warm-calling consumers to inquire about their recent customer service experience. Accuracy and attention to detail are imperative. Data Entry- efficient and accurate skills needed

Ability to meet weekly goals. Providing a pleasant and timely service for clients and consumers alike. **Qualifications of a Part-Time Telephone Interviewer:** Ability to type at least 40 WPM. Excellent spelling and grammar. Ability to follow a script. Warm personality with a positive attitude. Dependable, reliable, responsible and punctual. Enjoys working in a fast-paced environment. Experience making outbound calls is a PLUS, but not a requirement. EXCELLENT communication skills! **Number of positions:** 2. **Education requirements:** High School Diploma. **Salary:** Hourly Rate: \$16/hr. for candidates with a bachelor's degree, \$14/hr. without degree. **Location:** Berkeley Heights, NJ. **Hours:** Monday – Thursday, 10 AM to 3 PM. **Apply at:** Jkolten@atriumstaff.com. **Tel.:** (732) - 902-5901. **Agency location:** 186 Wood Avenue South, Suite 200, Iselin, NJ, 08830.

IRONBOUND COMMUNITY CORPORATION: JOB FAIR. **Street Address:** Ironbound Community Corporation, 432 Lafayette Street, Newark, New Jersey, 07105. **Apply to:** <http://bitly.com/ICCJobFair18>. **Salary Range:** Variety. **E-mail:** Ehernandez@ironboundcc.org. **Phone Number:** (973) 465-0947.

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 - Job Readiness Program - 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, May 15, 2018** and Thursday ends on **June 14, 2018**. For more information, please call us at (908) 353-1045, Ext 8, or email Projectready@sjeliz.org. If you are interested in attending our program please join us for our Open House which is on Tuesday, May 01, 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.

GENERAL LISTINGS:

ACV ENVIRO is hiring for **Plant Technician**. **Description of skills and responsibilities:** Pass a Pre-Employment Physical. Pass the HAZWOPER 40 hour training (provided if necessary). Be willing to work overtime. Must be 18 Years old. High School Diploma or GED. Valid driver's License preferred and clean MVR record for three years. Load and unload drums, totes and containers of hazardous and non-hazardous waste materials from trucks. Sample contents of drums, totes and containers. Consolidate drum contents into larger containers for processing. Operate Forklift under company safety standards, forklift license not required. Company provided training. **Position reports to:** Operation Manager. Job location: **Elizabeth, NJ**. **Email resumes to:** llangley@acvenviro.com.

BRIDGEWAY REHABILITATION SERVICES Full-time Rehabilitation Counselor/Dual Recovery Intern. **Schedule:** Monday, Tuesday, and Thursday from 9:00 am to 4:30 pm, Wednesday from 9:00 am to 5:00 PM, and Friday from 9:00 to 3:30 PM at our Partial Care facility in Elizabeth, New Jersey. Salary: Negotiable. **Position Overview:** Under the direction of the licensed

Director of Partial Care/RIST, provides intensive integrated dual recovery services, individual and group treatment service, outreach, referral and case management to adults with co-occurring disorders. All charts managed by this person will include a signed statement indicating that the person served is informed of receiving services from a CADIC Intern supervised by an LCADC, or another health professional licensed to work as an alcohol or drug counselor. **Essential Job Functions:** 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. **Counseling:** Engages people receiving services in the treatment process. Conducts assessments using the ASI, SATS and other tools as needed. Provides Stage-Based counseling using motivational interviewing, CBT, 12 Step principles and behavioral interventions. Facilitates range of Co Occurring recovery groups. Provides integrated Dual Recovery treatment. Provides medication education. Provides Career Readiness Assessments. Provide culturally competent services. Establishes and implements treatment interventions. Refers to appropriate services, i.e., detox, rehab, housing program, AA/NA, HIV services etc. **Outreach:** Provides assertive outreach to members not attending. Makes telephone contracts with collateral contacts. Performs outreach visits to locate people who are disengaged. **Service Coordination:** Acts as a liaison for the persons served as they move through the treatment system. This includes transporting and accompanying individuals to appointments. Maintains contact with service providers to encourage referrals and insure effective coordination of services. Participates in staff meetings and meets with primary counselors to assist in treatment planning and interventions. Refers to necessary legal services. Maintains contact with the criminal justice system as needed. **Public Relations:** Establishes contact and positive working relationships with local mental health, alcohol/substance abuse and co-occurring treatment providers through periodic visits and phone calls. Attends Co Occurring Network meeting and serves as PACADA alternate for DUAL RECOVERY program coordinator. **Direct Co-occurring Services:** Runs treatment and support groups. Performs co-occurring intake assessments as needed. Facilitates Thursday Psychiatrically Recovering AA Meeting as needed. Counselor Intern must participate in weekly 60 minute supervision sessions with a licensed supervisor per the NJ State Board of Marriage and Family Therapy Examiners Drug and Alcohol committee. **Program Evaluation:** Completes all statistical reports related to services. 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:** Bachelor's degree in psychiatric rehabilitation, psychology, counseling, social work or related area or Associates Degree in Psychiatric Rehabilitation required; Master's Degree in psychology, counseling, social work or related area preferred. CADIC preferred or enrollment in a course of study leading to a CADIC/LCADIC or to another health professional license that includes work of an alcohol and drug counseling nature within its scope of practice is required. Staff without LCADC or CADIC status, or who are not health professions licensed to provide alcohol or drug counseling services shall have three years from the date of employment to obtain LCADC or CADIC status, or licensed to provide alcohol or drug counseling services. While employed, employee must be consistently enrolled in course of study, until required license and or certification is conferred. Staff will submit documentation supporting ongoing progress towards certification and/or licensure requirements to HR Manager, and Program Director. Supporting documentation will be kept in the employees personnel file located at the HR Office. Program Director will review employee/interns progress semiannually, and submit written progress status report to HR Manager. **Experience:** A minimum of 2 years paid, progressive work experience in Co-occurring/Integrated Dual Recovery services, substance abuse treatment or human service experience with strong knowledge of addictions. **Disclosure:** Those who disclose they are in recovery must have two years sobriety. **Health and Background:** Prior to the employment start date, all new employees to the Dual Recovery unit must receive a complete physical, including Rubella and Rubella screening, and two step Mantoux test. Prior to the employment start date, all new employees to the Dual Recovery unit must complete a background check supported by fingerprints. **Driver's License, Vehicle:** Valid driver's license required. No more than one moving violation within the past 12

months. **Melica Hampton, MSA, CPRP. HR Recruiter. 615 N. Broad Street, Elizabeth, NJ 07208. 908-355-7886 ext. 1021.** Please send resumes to: Human@Bridgewayinc.com or Melica.Hampton@Bridgewayinc.com

BRIDGEWAY REHABILITATION SERVICES - Part-time Wellness Nurse. Schedule: Wednesday, Thursday, and Friday from 9:00 am to 4:30 PM at Supportive Housing in Elizabeth, New Jersey. Salary: Negotiable. **Position Overview:** As part of the service team, provides comprehensive rehabilitation needs assessment and nursing assessment, direct-support services, care management and primary health care to persons served. Assures that the medical needs addressed in the hospital are continued in the community. Provides support and education to other team members in nursing/medical treatment and health care. **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. **Community Support Services Responsibilities:** Assist with the completion of initial Comprehensive Rehabilitation Needs Assessments for the team. Assist with the completion, implementations and updates the individualized rehabilitation plan (IRP). 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. Provides crisis intervention. The frequent monitoring and assessment of the mental and physical health status of persons receiving services including ongoing assessment for metabolic syndrome. Supervision of medication management for person served in need of assistance. Provide supervision of LPN and develop plan of care for identified person served. Mental and physical health education, community living skill training and supportive counseling in the home and other natural environments to consumers and significant others, often focusing on psychiatric medications, side-effects and wellness. Technical assistance and education to members of the team in the area of psychiatric nursing and physical health care. Prepares a medication education curriculum that is presented to non-medical staff on an ongoing basis. Consults with Hospital and community medical professionals regarding physical healthcare and wellness needs and coordinates physical healthcare appointments for individuals in preparation for discharge into the community. Coordinates care management with other service providers and resource people regarding the assessment, treatment and rehabilitation needs of the person receiving services. Requirements: Bachelor's degree in nursing preferred. Registered Nurse required. Valid driver's license required. No more than one moving violation in the past twelve months. Vehicle required. **Melica Hampton, MSA, CPRP. HR Recruiter. 615 N. Broad Street, Elizabeth, NJ 07208. 908-355-7886 ext. 1021.** Please send resumes to: Human@Bridgewayinc.com or Melica.Hampton@Bridgewayinc.com

BRIDGEWAY REHABILITATION SERVICES – Full Time Psychiatric Nurse. Schedule: Monday through Friday from 7:30 am to 3:30 PM in (Elizabeth, New Jersey) on our PACT Team 1 and Sunday through Thursday from 8 am to 4 PM on our PACT Team 2 (Plainfield, New Jersey). Salary: Negotiable. **Position Overview:** As part of a multi-disciplinary, core services team, provides nursing assessment, direct-support services and primary health care to seriously and persistently mentally ill individuals who are enrolled in the PACT Program. Provides support and education to other team members in nursing/medical treatment and health care. **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. **Responsibilities: Participate** as a team member in the frequent monitoring and assessment of the mental and physical health status of people served. Within the team in the development of a nursing assessment, comprehensive assessment and an individualized recovery plan, providing knowledge and expertise from the nursing discipline. **Provide and Monitor:** Mental and physical health education, community living skill training and supportive counseling in the home and other natural environments to people served and significant others, often focusing on psychiatric medications, side-effects and physical health care. Crisis intervention services for people served with acute psychiatric needs whose circumstances and conditions require rapid intervention. 24-hour on-call coverage on a rotating schedule. Rapid and flexible response to crisis, including but not limited to: accompanying the person to the local screening center or psychiatric emergency service and remaining with the person during the assessment process. Symptom

assessment and management, medication monitoring, medication education and monitoring of side effects. Outreach to new direct service recipients and encourages reluctant persons to accept mental health services through interventions with person served and/or family members and friends concerned with the person's welfare. Technical assistance and education to members of the team in the area of psychiatric nursing and physical health care. Metabolic Syndrome screening. Prepares a medication education curriculum that is presented to non-medical staff on an ongoing basis. Administers prescribed medications and injections, draws blood, and prepares laboratory specimens for delivery, if certified to do so. Responsible for accurate record-keeping of all medications administered in the Medication Record. Adheres to nursing protocols regarding medication administration and storage. Consults with other service providers and resource people regarding the assessment, treatment and rehabilitation needs of the person served. Assess individuals' daily living skills, and teach individuals needed skills in the areas of budgeting, cooking, laundry, cleaning, shopping, personal hygiene, community transportation, self-advocacy and ways to maintain housing. Support to assist persons served to find and maintain employment and/or education/training. Documentation charts assigned as directed by supervisor(s). Timely documentation and the inclusion of family and/or significant others as permitted by person served. **Requirements:** Bachelor's degree in nursing preferred. Registered Nurse required with valid license in NJ. Two years paid post degree/certification/license work experience required. One year of psychiatric nursing required. Valid driver's license required. No more than one moving violation within the past 12 months. Vehicle required. **Melica Hampton, MSA, CPRP.** **HR Recruiter. 615 N. Broad Street, Elizabeth, NJ 07208. 908-355-7886 ext. 1021.** Please send resumes to: Human@Bridgewayinc.com or 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: Human@Bridgewayinc.com or 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. 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

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

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. 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: Open House: Friday May 18th 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. EOE

COMMUNITY ACCESS UNLIMITED: Home Health Nursing Supervisor - Registered Nurse (RN) - We are currently searching for a compassionate Registered Nurse, who has a focus on quality care and the ability to lead a team. A successful candidate will be able to supervise assigned nursing personnel at various locations throughout Union County, serving as a resource person and consultant. EOE. **Responsibilities:** Supervises nursing and HHCA personnel. Handles on-call and coverage as needed. Provides nursing care following established nursing service objectives and standards. Helps train staff including CNAs and Home Health Assistants. 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. Recruits, hires, and oversees the appropriate levels of staff to meet member and program needs. Communicates with clients and families regarding nursing services and care. Possesses knowledge of current regulations, guidelines and revisions for HHCA program. Communicates changes in HHCA program policies and procedures. **Qualifications:** Current New Jersey license as a Registered Nurse. Two years of nursing experience required. At least one year of community nursing experience. Excellent communication skills, verbal and written. Excellent computer and Microsoft Office skills, especially Excel. Valid driver's license. Car to use for work purposes. At least 6 months of experience supervising CNAs and/or Homemaker/Home Health Assistants. BSN. **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

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. (908) 354-3040. Email: Lbaigorrea@caunj.org

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. (908) 354-3040. Email: Lbaigorrea@caunj.org

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. **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. 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

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. **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. (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 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:** 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

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

COMMUNITY ACCESS UNLIMITED: Accounting Clerk. We are currently seeking a qualified Accounting Clerk to help within a busy Accounting office. The Accounting Clerk performs a variety of accounting support tasks in A/P. The ideal candidate for this position is a highly organized self-starter and previous A/P or related business experience. He or she must be detail-oriented and good with numbers and must have strong computer skills, especially Microsoft Excel. EOE. **Responsibilities:** Helps maintain an orderly accounting system. Complies with local, state, and federal reporting requirements and tax filings Ensures that required documentation is complete and is in compliance with regulations and standards. Helps with other accounting and/or administrative duties as required. **Qualifications:** High school diploma or GED required. Previous

payroll or related business experience required. Highly organized and self-motivated. Excellent computer and Microsoft Office skills, especially Excel. Experience with business applications a plus, such as payroll and accounting software. Excellent communication skills, verbal and written. Excellent interpersonal skills to interact professionally with customers, vendors, and staff. Car to use for work purposes. Valid driver's license. 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

COMMUNITY ACCESS UNLIMITED: Legal Secretary. We are currently seeking a qualified Legal Secretary to help with a busy law firm office. The legal secretary performs a variety of administrative support and assists with Real Estate transactions and collections. The ideal candidate for this position is a highly organized self-starter and has prior law firm experience supporting attorneys on Residential and Commercial Real Estate and collection matters. Previous legal secretary experience and strong computer skills is a must. EOE. **Responsibilities:** Ensures that required documentation is complete and is in compliance with regulations and standards Performs other duties as required. Assist with real estate transactions and collections. Greets clients in person or on the telephone; answering or directing inquiries. Research, reviews, verifies and routes correspondence, reports and legal documents. Communicating and obtaining information; following-up on delegated assignments. Maintains client confidence by keeping client/attorney information confidential Prepare court papers, type and file documents, edit various real estate documents like purchase/sale contracts and leases **Qualifications:** Excellent communication skills, verbal and written. Excellent interpersonal skills to interact professionally with customers, vendors, and staff. High school diploma or GED required; some post high school education or training preferred. Two years relevant experience required. Highly organized and self-motivated. 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. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Marketing Coordinator. Expanding Union County social service agency is seeking a dynamic Marketing Coordinator. Responsibilities include marketing new and existing programs to the community and developing marketing materials. A qualified candidate will have excellent written & communication skills. Position requires experience in marketing, non-profit organizations, & Microsoft office programs. BA in marketing, business administration or related field preferred. EOE. **Responsibilities:** Build relationships with targeted audiences throughout the community. Attends required conferences, exhibits, workshops, training, staff meetings, and other meetings/events as requested. Build and manage the agency's social media profiles and presence. Develop and manage web content. Develop and update agency marketing materials. Develop relationships with national and state legislators. Manage agency's press releases and television and radio interviews. **QUALIFICATIONS:** Excellent communication skills, verbal and written. Bachelor's degree (BA/BS) preferred. One year of relevant marketing experience. Flexible hours including evenings and weekends. Strong leadership skills. Highly organized and self-motivated. Excellent computer skills including Microsoft office and social media. Car to use for work purposes. **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. (908) 354-3040. Email: Lbaigorrea@caunj.org

DELTA T GROUP DIRECT CARE is hiring a **Residential Aide/Direct Care**. **Basic Job Functions:** TB/PPD/Chest x-ray/and Physical within in the last 12 months. Valid CPR & First Aid certification (please note: online certifications are not accepted). Copy of highest Level of Education DDD/CDS Trainings (Danielle's Law, Shifting Expectations, Medication, Abuse & Neglect). Valid Driver's License. Criminal Background Check and DMV Abstract conducted. Contracted Residential Aide/Direct Care to work with our DD population. **Number of openings:** 25. **Job location:** Monmouth County. **Apply at:**

knarvaez@deltatg.com. Tel. : (732) 791-2983 **Salary range: \$10.00 per hour.** Full and Part Time opportunities in Ocean and Monmouth County Areas. Please come to our registration Open Houses at:

Howell Public Library, 318 Old Tavern Road Howell, NJ 07731-8812. Wednesday, April 25th 10:30am-3:00pm

Tuesday, May 8th 9:30am-2:00pm. Monday, May 21st 12:00pm-4:00pm. Tuesday, June 12th 9:30am-2pm

Jackson Public Library, 2 Jackson Drive, Jackson, NJ 08527. Thursday, April 26th 1pm-3pm (Quiet Study Room 2nd floor).

Our office location: 1460 US Highway 9 North, Suite 300, Woodbridge, NJ, 07095.

DELTA T GROUP DIRECT CARE is hiring a **Residential Aide/Direct Care. Basic Job Functions:**

TB/PPD/Chest x-ray/and Physical within in the last 12 months. Valid CPR & First Aid certification (please note: online certifications are not accepted). Copy of highest Level of Education DDD/CDS Trainings (Danielle's Law, Shifting Expectations, Medication, Abuse & Neglect). Valid Driver's License. Criminal Background Check and DMV Abstract conducted. Contracted Residential Aide/Direct Care to work with our DD population. **Number of openings: 25. Job location:** Monmouth County. **Apply at:** knarvaez@deltatg.com. Tel. : (732) 791-2983 **Salary range: \$10.00 per hour.** Full and Part Time opportunities in Ocean and Monmouth County Areas. Please come to our registration Open Houses at: **Asbury Park Public Library, 500 1st Ave, Asbury Park, NJ 07712. Tuesday, May 1st 12pm-4pm. Thursday, May 17th 9:30am-2pm. Thursday, May 31st 9:30am-2pm.**

EDGEWOOD PROPERTIES - Great P/T 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

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

GEO GROUP - UNIT SUPERVISOR - TALBOT HALL, KEARNY, NJ. This position maintains and ensures full and accurate resident accountability. It oversees the security and safety of the facility, staff and residents. The Unit Supervisor trains Counselors in their duties which follow Company and client contractual requirements. **Primary Duties and Responsibilities:** Supervises all Counselor activities. Provides disciplinary or coaching sessions to Counselors. Oversees security check points and resident movement. Maintains precise resident headcount. Monitors resident reception and discharge activity including resident file maintenance. Ensures audio and video equipment is in working condition. Maintains a substance abuse tracking system for resident drug screenings. Collects, organizes and completes shift operations reports thoroughly and in a timely manner. Oversees or conducts body searches and searches of resident quarters. Responds to crisis and executes appropriate intervention protocol. Executes company on-the-job training program for new Counselors. Conducts operation Counselor 90-days progress reports and annual performance reviews. Provides leadership and guidance to Counselors. Keeps staff informed of upcoming events and Company initiatives. Participates in mandatory company training programs. Performs other duties as assigned. **Minimum Requirements:** High School Diploma or equivalent. Three (3) years of experience in management, supervision and service delivery in a corrections or long term residential environment. Knowledge of the field of addictions or mental health counseling preferred. Ability to effectively manage time and organize skills. Ability to adhere to strict deadlines. Good written and oral communication skills. Please apply online - jobs.geogroup.com

GEO GROUP - SECURITY MONITOR - TALBOT HALL, KEARNY, NJ. 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 conducts him/herself in an exemplary manner at all times. **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. **Minimum Requirements:** High school diploma or GED equivalent and one year general work experience. Please apply online - jobs.geogroup.com

GEO GROUP - PT FAMILY SERVICES COORDINATOR - KEARNY, NJ. This position assists Classification Coordinator in the preparation of reports and new residents' files. It assists residents with regularly scheduled legal appointments and in the maintenance of required reports and files. It also monitors "walk-around" resident behavior. **Primary Duties and Responsibilities:** Schedules all resident court appearances. Investigates court detainers. Schedules parole hearings and distributes parole package(s) client. Reviews all classification and assessment files and parole dates for demographic data and various alerts regarding such as medical conditions and history of escapes. Coordinates children, attorneys, Intensive Supervision Program "ISP" and ombudsman visits. Assists in preparing resident classification files. Maintains inactive files. Liaison for residents with Paroles. Maintains records for Electronic Monitoring departures and all other departing residents. Prepares discharge summary for Parole Officers for all residents. Establishes violent offender lists. Performs other duties as assigned. **Minimum Requirements:** Bachelor's degree in Human Services preferred and one year experience working with inmate population in residential or correctional environment. Four years' experience may substitute for degree.

Valid drivers' license. Please apply online - jobs.geogroup.com

JJJ DISTRIBUTORS is hiring an **Assistant Buyer**. **Skills required:** An assistant buyer works closely with vendors, maintaining positive relationships while negotiating specs, pricing, and deadlines. They must be able to work independently and prioritize job duties, as well as prepare cost analyses and competitive retail strategies. They must be able to develop sales and profit margin plans, as well as maintain margin and determine turnover objectives. Assist buyers and managers with writing purchase orders, buying merchandise, and managing inventory. Research suppliers to determine which ones fit company pricing and quality objectives. Advise retail outlets how to price products based on purchase price and market Trends. Number of openings: 1. Address **job location:** 400 Trumbull St, Elizabeth, NJ 07206. **Qualifications and Skills:** 4 year degree or equal experience. **Salary:** 30,000 to 40,000 annually. **Benefits:** 401K, vacation and holidays. Please send resume to Carlos Rodriguez at: carlosr@jjjdistributors.com. Tel.: (908) 355 – 8854.

KIWANIS INTERNATIONAL is hiring an **Office Assistant**. Qualifications sought: Must have knowledge of QUICKBOOKS, and computer skills, excel, word. Accounting background. Responsible for QuickBooks accounting, and other general of office tasks assigned. Education requirements: HS Graduate. Salary: \$14-\$18 per hour. Apply: Send cover letter and resume to: Gwen Walding, njkiwanis@gmail.com. Phone: 908-363-0982. 120 Morris Avenue, Summit, NJ 07901

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. **Job Location:** 612 North Avenue East, Westfield, NJ 07090. **Tel.: (908) 233-7796**

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>

OUR HOUSE INC – SEEKING A DIRECT SUPPORT MANAGEMENT/STAFF

Founded in 1980, Our House, Inc. (OHI) is a private, non-profit 501(c) 3 organization that provides residential, employment and recreational services to individuals with developmental disabilities. We have steadily grown to over 35 residences throughout Union, Essex, Somerset and Morris Counties. OHI seeks caring and dedicated staff to care for and to train the individuals served. Rates start at \$11/hour and increase after 1 year of employment.

POSITION	LOCATION	STATUS	REQUIREMENTS
Direct Support Staff (Group Homes)	Union, Middlesex, and Somerset Counties	Part-Time Weekend and Overnight positions	High school diploma, clean driving record and valid license, 1 yr experience
Direct Support Staff (Day Programs)	Union, Middlesex, and Somerset Counties	Full-Time & Part-Time; Mon-Fri; 8am-4pm	High school diploma, clean driving record and valid license, 1 yr experience

Direct Support Staff	Union, Middlesex, and Somerset Counties	Part-Time Weekend, Evening and Overnight positions	High school diploma, clean driving record and valid license, 1 yr. experience
Site Manager & Assistant Site Manager	Middlesex and Somerset Counties	Full-Time	College degree w/2 yrs experience preferred
Employment Specialist	Union, Essex, Morris, Middlesex, and Somerset Counties	Full-Time and Part-Time	Bachelor's degree preferred. Valid NJ Driver's License Required – 80% or more travel utilizing a company vehicle
Speech Therapist (SLP)	New Providence; may require some traveling	Part-Time (Contract)	Must maintain a valid NJ Driver license with a clean record NJ SLP license Proloquo-to-Go (or similar software program) experience

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

OHI JOB FAIR – Thursday, May 3rd, 2018

Main Office Address: 76 Floral Avenue, Murray Hill, NJ 07974 (If using a GPS type in New Providence for the city)

Our House Inc. is hosting a Job Fair on **Thursday, May 3rd, May 17th, and May 31st 2018 from 10:00AM to 2:30PM**. We are seeking Direct Support Professionals in our Residential programs and Employment Training Specialist. Candidates should bring their resumes to the job fair. Walk-ins are welcome.

RIDER INSURANCE COMPANY is hiring for 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, (973) 564-5468.

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.

TKC HOLDINGS, INC. – Now Hiring Driver – (Non-CDL). 16 or 26 foot trucks only. Salary - \$14 hourly. **General purpose of the job:** Maintain and safely operate a delivery vehicle for transporting commissary orders to specified KCN commissary personnel and locations. **Essential duties and responsibilities:** Transport commissary orders from Distribution Center/Warehouse to designated facility in accordance with appropriate Federal and State laws. Assist in the loading and unloading of commissary orders at the designated pick-up and drop-off locations, ensuring orders are properly loaded and secured. Ensure orders have been properly signed for and released to approved KCN employees only. Maintain all paperwork/documentation on all inventory shipped. Report any discrepancies or incidents related to product delivery or equipment malfunctions/damages. Maintain required driving laws. Conduct general and preventative maintenance, refueling, and cleaning on delivery vehicle to ensure proper, clean and safe drivability. Maintain all proper forms, certifications, and requirements to remain in acceptable standing with OSHA and DOT. Complete miscellaneous duties assigned by KCN Management. **Job Requirements:** Certificates, Licenses, And Registrations: Class D and/or Class CDL License. Current DOT Physical. **Other qualifications:** One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Must be a self-starter who can work well with people at all levels both in and out of KCN Organization and the correctional facility in a professional manner. Ability to work in a correctional environment. Ability to define problems and resolve them quickly. Ability to work well with ever changing priorities and or situations. Excellent organizational skills. Ability to work independently or within a team. Ability to lift up to 50 pounds on average and occasionally lift up to 100 pounds. Familiarity with inventory management. Must have a satisfactory driving record. Must pass drug screening, background check and MVR check. 1 year Over the Road experience preferred. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing. About us: Keefe Group, through its affiliates Keefe Supply Company, Keefe Commissary Network (KCN) and Access Catalog Company, is the nation's leading supplier of food, personal care products, electronics and clothing to the correctional commissary market. An industry leader since 1975, Keefe has pioneered the evolution of products and packaging to fit the unique requirements of commissaries nationwide. Applicants should apply on our career site at www.tkcholdings.com prior to calling 732-509-0124 to schedule a preliminary interview. Address: Warehouse - Location 301 Mill Road, Edison NJ.

TKC HOLDINGS, INC. – NOW HIRING: Shipping/Receiving Staff. Salary: \$12.75 hourly plus bonus. General purpose of the job: Responsible for pulling freight and UPS orders while maintaining a productive level of performance. Maintaining warehouse cleanliness and a safe inventory level. **Essential duties and responsibilities:** Reliable attendance is required; ability to adhere to assigned work schedule. Responsible for shipping and receiving duties. Maintaining a productive level of performance. Assist in maintaining a safe inventory level. Responsible for daily cleaning and maintenance of the distribution center. Keeping the Distribution Center safe for all employees to work in. **Supervisory responsibilities:** This

position has no supervisory responsibilities. Education and/or experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Language skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. **Mathematical skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Reasoning ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. **Other qualifications:** Good communication skills. Be able to perform at a productive level. Warehouse experience a plus but not necessary. Must obtain forklift certification. **Physical demands:** While performing the duties of this job, the employee is regularly required to stand; walk and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing. Applicants should apply on our career site at www.tkcholdings.com prior to calling 732-509-0124 to schedule a preliminary interview. Address: Warehouse - Location 301 Mill Road, Edison NJ.

TKC HOLDINGS, INC. – NOW HIRING: Shipping Staff – KCN – Edison. Salary \$11.50 hourly plus weekly bonus potential. Job Description: General purpose of the job: Responsible for accurate pulling and shipping of KCN orders. **Essential duties and responsibilities:** Reliable attendance is required; ability to adhere to assigned work schedule. Ability to pull minimum of standard number of commissary orders per hour. Ship and receive products as needed. Stock picking positions as needed. Fill work orders accurately and efficiently. Help keep accurate documentation of orders filled. Package and ship complete work orders. Maintain cleanliness and organization of warehouse. Assist Coordinator/Supervisor with projects as they develop. Complete miscellaneous projects assigned by Warehouse Supervisor or Manager. **Supervisory responsibilities:** This position has no supervisory responsibilities. Education and/or experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. **Mathematical skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Other skills and abilities: Ability to work well with ever changing priorities and or situations. Ability to work well in a team. Ability to work with minimal supervision. **Other qualifications:** Forklift experience preferred, but not required. Order filling experience a plus. Ability to qualify for correctional facility security clearance. Must pass drug screening test. Must pass background check. Physical demands: While performing the duties of this job, the employee will often be required to stand, walk, use hands, reach, stoop, kneel, talk and hear. The employee will occasionally be required to sit. The employee will often be required to lift up to 25 pounds and occasionally up to 50 pounds. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing. Applicants should apply on our career site at www.tkcholdings.com prior to calling 732-509-0124 to schedule a preliminary interview. Address: Warehouse - Location 301 Mill Road, Edison NJ.

TKC HOLDINGS, INC. – Commissary Manager: General purpose of the job: Manage assigned aspects in providing commissary operations and services to the correctional facility. **Essential duties and responsibilities:** Manage and account for aspects of on-site delivery. Manage assigned aspects of supervising, training, scheduling and disciplining commissary staff. (If applicable). Ensure all employees know and follow all rules, regulations, policies, and procedures of the correctional facility. (If applicable). Ensure commissary menus and order forms are distributed to our customers in accordance with the approved schedule. Collect and process completed order forms. Resolve and respond to all inmate

grievances within 48 hours of receipt. Ensure all undelivered product is returned back to the distribution center. Advise KCN Manager of any changes to the approved schedule. Maintain an open relationship and act as a liaison with Department of Corrections and Keefe Commissary Network. Attend weekly, monthly, quarterly Department of Corrections staff meetings at the correctional site as required. Submit weekly time sheets for submission to payroll and maintain attendance calendars and employee files for on-site staff. Perform required Employee Performance reviews for commissary staff. (If applicable). Maintain all KCN areas/equipment/products in a neat, clean, and orderly manner and maintain American Correctional Association & American Jail Association standards/guidelines when applicable. Attend required annual on-site security classes and remain current in required certifications. Ensure all employees follow the policies and procedures outlined in the Personnel Policies and Benefits Summary and the KCN Best Business Practices Guide. Complete miscellaneous duties assigned by KCN Management. **Supervisory responsibilities:** This job may have supervisory responsibilities. Education and/or experience: Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Language skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. **Mathematical skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Reasoning ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Certificates, licenses, registrations: Valid driver's license. DOC ID pass. Other skills and abilities: Must be a self-starter who can work well with people at all levels. Requires supervisory skills: a demonstrated ability to lead people and get results through others. Ability to work in a correctional environment. Excellent oral and written communication skills. Ability to define problems and resolve them quickly. Ability to work well with ever changing priorities and situations. Excellent organizational skills. Ability to work independently or within a team. Familiarity with computers (including Microsoft Office programs). **Other qualifications:** Must qualify for and maintain correctional facility security clearance. Must pass drug screening test. Must pass background check, credit check and MVR check. Physical demands :While performing the duties of this job, the employee must often talk or hear, is regularly required to stand, walk, sit, use hands and reach with hands and arms and occasionally climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift up to 25 lbs. and occasionally lift up to 50 pounds. Work environment: The employee will occasionally be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate. Applicants should apply on our career site at www.tkcholdings.com prior to calling 732-509-0124 to schedule a preliminary interview. Address: Warehouse - Location 301 Mill Road, Edison NJ

TKC HOLDINGS, INC. – Food Service Supervisor – Management Trainees. Job Description: Supervise inmate labor and/or team members in accordance with the company and the facilities policies. Prepares, assists, or instructs inmate labor and/or team members in the preparation of a variety of food items in accordance with departmental work production standards, standardized recipes, and work instructions. Act as a “relief” driver (when applicable). Follows assigned facility housekeeping and safety practices in all preparation, oversight, and serving of correctional facility meals. Other duties as assigned. **Job Requirements:** must be able to successfully pass a criminal background check and drug screen. Ability to motivate and supervise inmates and/or team members to attain quality and quantity of food production in a correctional work environment. Strong oral and written communication skills. Ability to exercise good judgment and tact. Must qualify for and maintain correctional facility security clearance. High School Diploma or Equivalent. No prior food experience necessary. Prior institutional food service or restaurant experience is a plus. Hours: 4:30am - 12:30pm or 12:00pm - 8pm. Applicants should apply on our career site at www.tkcholdings.com prior to calling 732-509-0124 to schedule a preliminary interview. Address: Warehouse - Location 301 Mill Road, Edison NJ.

TKC HOLDINGS, INC. – Commissary Rep - General purpose of the job: Assist in providing commissary operations and services to assigned KCN Commissary location. **Essential duties and responsibilities:** Deliver individually packaged orders to inmates at specified correctional facilities with the supervision of a correctional officer in a timely and efficient manner including but not limited to. Positively identify the inmate. Obtain signature of inmate on 2 ply order receipt. Forward 2nd copy of order receipt back to inmate. Note any and all discrepancies or damages on both copies of order receipt. Retain signed copy of order receipt. Retain and dispose of all plastic bags and trash generated in process. Account for all signed receipts. Responsible for sending required information and reports, including timesheets, to Regional Distribution Center. Maintain all KCN areas/equipment/products in a neat, clean, and orderly manner and maintain American Correctional Association & American Jail Association standards/guidelines when applicable. Attend orientation and training, annual on-site security classes and remain current in certifications as required by the Facility. Follow all the policies and procedures outlined in the KCN Best Business Practices Guide at all times. Complete miscellaneous duties assigned by KCN Commissary Manager. **Qualifications:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must be a self-starter who can work well with people in a correctional facility in a professional, upbeat manner. Ability to work in a correctional environment. Ability to work well with ever changing priorities and or situations. Ability to lift up to 50lbs. Must qualify for correctional facility security clearance. Must pass drug screening test. Must pass background check. Familiarity with computers (including Microsoft Office programs) preferred. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing. Applicants should apply on our career site at www.tkcholdings.com prior to calling 732-509-0124 to schedule a preliminary interview. Address: Warehouse - Location 301 Mill Road, Edison NJ.

TREC – is seeking a Real Estate Transactions Coordinator. Qualifications sought: Quality experience learning the ins and outs of NJ Real Estate Transactions. Attention to detail, Ability to cross check and triple 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 a plus. Education Requirement: BA. Apply: Send resume and cover letter to: Linnet Pereira, lincastro3@yahoo.com. Phone: 908-675-1387 Located in Union, New Jersey.

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

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