

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

Job Connection

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July 2 – July 8, 2018

A joint venture of
Union County
College
and the

UNION COUNTY COLLEGE SUMMER HOURS

Starting Friday, June 8, 2018, Union County College will be closed every Friday during the summer. Therefore, we will be emailing the Job connections on Thursdays before the end of the day. Employers, please send your requests no later than Tuesday 1 PM for jobs to be included in the next week's edition.

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.

WORKFORCE INNOVATION BUSINESS CENTER HIRING EVENT

PEOPLEREADY - 100 positions Part-time & Full Time in the Hospitality Industry is a staffing firm that specializes in the Hospitality Industry. They are currently looking to fill various hospitality positions such as housekeepers, room attendants, cooks, prep cooks, banquet servers, bartenders, janitors, dishwashers, event set up and breakdown, and many more! Various Shifts Interested? **Tuesday, July 17, 2018 at 10:00am.** 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>. Please bring a copy of your resume at the event. For more information please call the WIBC at 908-965-2992.

UNION COUNTY COLLEGE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

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. For next class start date and next Information Session, please follow link to registration below.

Next Class Start Date Scheduled for: July 16, 2018 (tentative). Next Info Session: **Monday, July 9, 2018. Job Placement Support is provided throughout the program. Eligibility requirements:** 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. Registered with Ready to Work NJ (www.rtwnj.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. See Schedule and register for next Information Session here: <https://form.jotform.com/IBlatUCC/supplychain-info-session>. **Information Session held at Union County College, Kellogg Building 40 West Jersey Street, Elizabeth, NJ 07202.**

Room K 517. 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.

**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

STATE OF NEW JERSEY - DEPARTMENT OF CORRECTIONS: Now Hiring! **Correctional Police Officers. (NJ1411725).** Statewide openings. **Recruitment: Friday July 13, 2018 10am – 12 Noon** Seeking one hundred new recruits for upcoming police training for correctional police officer positions throughout the state. **Requirements:** High School Diploma. Ability to Pass Drug Test Fit for Duty Testing. Background and Reference Checking. Civil Service Test (Date: TBD)

PLAINFIELD ONE STOP - 200 W 2ND STREET PLAINFIELD, NJ 07060

STATE OF NEW JERSEY - DEPARTMENT OF CORRECTIONS: Now Hiring! **Correctional Police Officers. (NJ1411725).** Statewide openings. **Recruitment: Thursday July 12, 2018 10am – 12 Noon.** Seeking one hundred new recruits for upcoming police training for correctional police officer positions throughout the state. **Requirements:** High School Diploma. Ability to Pass Drug Test. Fit for Duty Testing. Background and Reference Checking. Civil Service Test (Date: TBD)

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.

ATRIUM STAFFING is seeking 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:** Jkoltlen@atriumstaff.com. **Tel.:** (732) - 902-5901. **Agency location:** 186 Wood Avenue South, Suite 200, Iselin, NJ, 08830.

GREATER ELIZABETH CHAMBER OF COMMERCE is hiring a P/T **Membership Assistant**. **Description of responsibilities:** The Greater Elizabeth Chamber of Commerce is looking for a friendly, people oriented and competent individual to provide assistance in areas of member acquisition, development, retention and member related events/activity. Outreach to prospective members by telephone, personal visits and events to promote chamber membership, benefits and programs to achieve membership goals. **Position reports to:** Yasmin Fisher. **To apply:** Email resume to **Gordon Haas** at ghaas.gecc@gmail.com or fax to 908-436- 2054. Greater Elizabeth Chamber of Commerce, 456 North Broad Street, Elizabeth, NJ 07208. **Job Location:** 456 North Broad Street, Elizabeth NJ, 07208. **Tel.:** (908) 355-7600.

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 - Tuesday, July 10, 2018: Start of a new session of Project Ready at St. Joseph Social Service Center: Project Ready is a free 5-week job readiness and computer skills training class designed for adults who are **actively** looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing, and search for jobs. Basic computer skills, including Microsoft Word and Excel, are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins **Tuesday, July 10, 2018 and Thursday ends on August 09, 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 **June 27, 2018 at 10am.** 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:

AMERICAN ALUMINUM COMPANY is looking for a **CNC Operator.** **Description of skills and responsibilities:** CNC operator with active tooling preferred. **Position reports to:** Production Manager. 1st shift Monday to Friday 40 hours, with overtime and Saturdays as needed. **Education Requirements:** HS Diploma. **To apply:** Send resumes to **Maria Reilly:** mreilly@amalco.com. Tel.: 908-233-3500. **Job Location:** 230 Sheffield Street, Mountainside, NJ 07092. **Benefits:** Medical, dental, life insurance, 401K, 11 Holidays, 2-week vacation and 3personal days to start.

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. **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 - 2 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. **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 - 3 Full-time Licensed Clinicians. Schedule: TBA in Elizabeth; Tuesday and Friday (12 pm to 8 pm), Wednesday and Thursday (9 am to 5 pm), and Saturday (10 am to 6 pm) - Bloomfield; and Monday through Friday from 9 am to 4:30 pm in (Fords, New Jersey). Salary: Negotiable. **Position Overview:** Licensed masters level clinician for a multidisciplinary outpatient early intervention-brief treatment team. The Licensed Clinician conducts an intake assessment, DSM-V diagnosis, goal planning, brief treatment, crisis stabilization, linkage, and discharge services for individuals with mental health and co-occurring disorders, inclusive of substance abuse and medical disorders. As part of this, a Risk Assessment is conducted on everyone which assesses for suicidal and/or homicidal ideation with clinically indicated follow up if needed. In collaboration with the CIS Director, the licensed clinician ensures that clinical interventions are effective, trauma informed, stage-based and tied directly to the goal and discharge plans of the individual receiving services. As part of a multi disciplinary, core services team, the licensed clinician provides assessment and direct clinical services to people who are experiencing a mental health crisis or a worsening of a pre-existing mental health disorder or a co-occurring disorder who are enrolled in the CIS Program. **Requirements:** Master's degree in Social Work, Counseling, or a related field. LCSW or LPC. CADC preferred. Position in Jersey City requires Bi-lingual (Spanish speaking). 3 years paid progressive work experience with people who have mental health issues, preferably in an Outpatient or Community Mental Health Setting. 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

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

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

COMMUNITY ACCESS UNLIMITED: Direct Support Professional. We are currently seeking Direct Support professionals to provide supervision in a residential setting for individuals with developmental disabilities. Hours are typically 3:00 PM-11:00 PM includes weekends and days will vary depending on the program. Positions are located in Union County. Full-time position. EOE. **Responsibilities:** Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provides hands on assistance with activities of daily living including bathing 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. **Qualifications:** High school diploma or GED required. Valid driver's license. Car to use for work purposes. Excellent communication skills, verbal and written. Previous experience working with individuals with developmental disabilities a plus. Willing and able to attend required trainings outside of normal work hours. **Benefits:** Medical Insurance. Dental Insurance. 401(K). Life Insurance. Tuition Assistance. Paid Time Off (PTO). Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (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: 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

COMMUNITY ACCESS UNLIMITED: Accounting Supervisor. We are currently seeking a qualified Accounting Supervisor to help within a busy Accounting office to oversee a variety of accounting tasks including: AP, Payroll, ensures financial statements, including general ledger analysis are completed on a timely basis. A candidate must be able to ensure annual and quarterly tax filings are completed accurately and timely and have the ability to interface with banks and other funding agencies. The ideal candidate for this position is highly organized, must be detail-oriented and have prior supervisory experience in AP and Payroll. Non-profit experience a plus. BA/BS required. **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. Supervising the day to day activities of accounting staff. **Qualifications:** Highly organized and self-motivated. Excellent computer and Microsoft Office skills, especially Excel. 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. **Related Business Degree.** Previous Payroll, GL and AP experience. Non-profit experience

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

COMMUNITY ACCESS UNLIMITED: Landscaper. Union County social service agency seeks a self-motivated In-house Landscaper for program facilities. Responsibilities include: lawn mowing, leaf removal, flower planting, shrubbery trimming and snow removal. Flexible hours & full paid benefits. **Responsibilities:** Ensures the facility, grounds, and equipment are maintained in a clean, sanitary, and safe condition. Performs other duties as required. Paint and make repairs to all Agency properties as directed. **Qualifications:** Able to bend, kneel, squat, stand, and lift heavy objects as needed. Excellent interpersonal skills to interact professionally with customers, vendors, and staff. Access to a car to use for work purposes. Valid driver's license. High school diploma or GED required. Willing and able to attend required trainings outside of normal work hours. One year of relevant experience. **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 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 16-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. ServSafe Certification upon completion. **New class starts July 16 to November 7, 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- 3663 ext.: 240. Community FoodBank of New Jersey | 31 Evans Terminal Rd | Hillside, NJ | 07205 | 908. 355.FOOD | cfbnj.org

COSCO SHIPPING LINES (North America) Inc. – Accounting Technician. **Description of responsibilities:** COSCO SHIPPING Lines (North America) Inc. is seeking a Bilingual A/R Credit Supervisor for their Secaucus, NJ headquarter office. Specific responsibilities and duties include, but are not limited to: Supervising all aspects of the accounting including inbound cargo release, cash applications, deposits, collections, etc. VIP billing and collections provides D&B reports to trade division when vetting new business, credit applications new and extended client. Cash applications and deposits including wire transfers. Prepares & monitors collectors top ten outstanding list daily. Prepares weekly reports for management. Monitors staff workload to ensure all functions and deadlines are met. Backup to manager including processing credit applications, staff issues, FAD SHA inquiries, etc. Assist in company financial statement preparation, budget preparation and variance analysis. Special projects as assigned by manager. **Experience required:** 3-5 years of accounting experience in a corporate environment or finance related field. **Education:** Bachelor's Degree: Accounting or Finance. Candidate must be fluent and bilingual in Mandarin and English. Work sponsorship is not available for this position. **Apply at:**

<https://www.indeed.com/viewjob?t=bilingual+r+supervisor+mandarinenglish&jk=5431765be7eba26e&ga=2.244037831.397361110.1527780500-1822817423.1524247434>. **Job Location:** 100 Lighting Way, Secaucus, NJ 07094.

Representative: Karen Hernandez. **Email:** khernand@cosco-usa.com.

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

FARMLAND FRESH DAIRIES – Open House: Drivers and Dispatchers needed! Route driver CDL A or B with or without experience \$15.00-\$26.45/HR Date: Wednesday, July 11, 2018. **Location:** 1 New York Avenue, Newark, NJ 07105 **Time:** 9AM – Doors close at 12PM. Full time/permanent positions, health benefits, sick time, vacation, holidays, 401k or pension plan, sign-on bonus, weekly performance bonus, employee referral bonus. **Dispatch times:** 2am or 6pm: 8-10 hr. shifts weekends required requirements: Clean driving record, ability to pass drug test, criminal background check, employment verifications, skill and aptitude assessments. Ability to drive and navigate on routes through NYC, NJ and CT successfully and safely o Ability to complete deliveries in adverse climate conditions (rain, snow, heat) and difficult delivery areas (basements, buildings without elevators, narrow entranceways). **What to bring:** commercial driver’s license or copy of driver’s license front and back, copy of dot medical card, copy of your resume which should include 10 years of past work history (driving or not driving positions should be included), recent copy of driving record (no more than 10 days of issuance) and copies of police accident reports listed on your record.

FEDEX - Now Hiring! Package Handlers. Qualifications: Must be at least 18 years of age. Must be able to load, unload and sort packages, as well as perform other related duties. Package Handlers load, unload and sort packages, as well as perform other related duties. **Job location:** Street Address: 6000 Riverside Drive, Keasbey. New Jersey, 08832. **Pay rate is** \$13.10-\$15.10 per hour. Text FedEx to 69922 or go to GroundWarehouseJobs.fedex.com. **Contact:** Kathy Dalcourt. 25 Talmadge Road, Edison, New Jersey 08817. kathleen.dalcourt@fedex.com. Tel.: (732) 287-7887

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 at: 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

GEO GROUP- FT Security Monitors – Kearny, NJ. Open position. We offer personal and professional growth along with extensive training and flexible schedules. So, if you are passionate, customer focused, have a high level of integrity.... come join our TEAM... We Want to Be Your Employer of Choice!!!! Please apply online at jobs.geogroup.com

GEO Group - FT Assessment Counselor – Kearny, NJ. We offer personal and professional growth along with extensive training and flexible schedules. If you are passionate about working in a 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 at: jobs.geogroup.com. Summary: This position administers various risk assessment instruments to the resident population. In addition, the position interviews residents assigned to it, reviews criminal history and prepares an individualized assessment reports. **Primary Duties and Responsibilities:** Administers various assessment instruments in order to evaluate violence potential and substance abuse risk levels. Interviews residents to collect additional data not covered by the administered assessment tools. Maintains a caseload that manages a resident's assessment process from beginning to end. Works directly with criminal officers to identify any outstanding charges or violations for residents. Completes all assessment instruments in accordance to contractual obligations. Prepares individual assessment reports and presents them to multiple agencies. Performs other duties as assigned. **Minimum Requirements:** Master's degree in Social Service, Human Services or related field. Above average writing and verbal communication skills. Strong interpersonal skills. Ability to work with computers and the necessary software typically used by the department.

GEO GROUP - PT Food Service Position, Kearney, NJ. **Summary:** Part-Time - Evenings and Weekends. Under direct supervision, this non-security related position performs a variety of tasks associated with the preparation and serving of foods and beverages, including but not limited to preparing salads, sauces, desserts, coffee, and tea. Responsible for

standard food service work including sanitation duties, and various serving responsibilities. **Primary Duties and Responsibilities.** May be required to perform any of the following food/beverage preparatory work: washing, peeling, scraping and cutting vegetables and fruits; preparing simple salads and slicing cakes and pies; making coffee, tea, and other beverages. May be required to dish out portions of food on trays or plates, and pours beverages. May be required to perform any of the following cleaning work: scraping, washing, and sorting dishes, glassware and silverware; cleaning kitchen equipment, pots and pans, counters, and tables; sweeping and mopping the floor. Assists management in simple inventory counts and similar information needed for the placement of food and supply orders. Receives deliveries and takes inventory. Responsible for the preparation of various documentation required in the food service operation including preparation and inventory pull sheets, production/service documentation, sanitation records, and meal delivery records. Assists management in conducting orientation and training for staff and detainee workers. Monitors and directs detainee workers in tray preparation, cleanup, sanitation and other related duties to the operation of the food service area. Performs other duties as assigned. **Minimum Requirements:** High school diploma or equivalent certification required. One (1) year food production experience in commercial, military, or institutional setting is preferred. Experience in the field of corrections/detainee management and prior correctional food service training is preferred. Ability to communicate both verbally and in writing in order to maintain records, files and prepare simple reports required. We offer personal and professional growth along with extensive training and flexible schedules. So, if you are passionate, customer focused, have a high level of integrity.... come join our TEAM... **We want to be your employer of choice!!!!**
Please apply online at jobs.geogroup.com

GLISEL JIMENEZ AGENCY - is seeking an **Insurance Account Specialist.** **Description of responsibilities:** Assist Agent and team members in the sales and servicing of entire line of State Farm Insurance and Financial Services products. Auto, Home, Life Insurance, Bank products. Will be involved in marketing, servicing, payments, documentation management. Growth opportunity. **Experience required:** Minimum 2 yrs. experience in customer service environment. Proficient in Microsoft, Word, Excel, PowerPoint and Outlook. Good communication skills. Bi-lingual in Spanish a plus. **Education:** Minimum Associates Degree. To apply send resume to: www.gliseljimenez.com. Glisel Jimenez, Agent. **Job Location:** 26 Morris Ave. Summit, NJ 07901. **Full benefits package for Full time positions.** Salary: **Min \$10 Plus Bonus Hr.**

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.

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**

HI-TECH TRUCKING COMPANY - Full-Time Office Assistant: 1st shift. 40 hours. Must speak English/Spanish. Must have computer knowledge. Great customer service. Company Entry level job. Located in Linden, NJ. Email resume: safety@hi-techtrucking.com

LITTLE BEARS DAY CARE CENTER - Director's Assistant: Part time position leading to full time, must have strong work ethics and experience in leadership. Must have a reliable means of transportation, pass a background and fingerprint check. Please email or regular postal mail, your resume with a cover letter to the following: Josefina Marques, (Email): Littlebears.center@aol.com Address 422 New York Place Hillside, New Jersey 07205

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>

NUTS - Seeking a Bookkeeper. About the Company: Hi, we're Nuts.com! We're changing the landscape of snacking on nuts, dried fruit, chocolate and more! We planted our roots in Newark, New Jersey during the Great Depression, selling premium nuts on Mulberry Street's open-air market. We've come quite a long way since then, taking our multigenerational family business online in 1999. Even after 90 years, we continue to pride ourselves in expertly sourcing the highest quality foods and treating our customers like family. What's our team like? We're driven, collaborative, and entrepreneurial. Energy and passion power our business and we look for candidates who share in that excitement to help us continue to build something special. **The role:** The Bookkeeper maintains records of financial transactions by establishing accounts, posting transactions, and ensuring legal requirements compliance. **What you'll do:** Accounts Payable: review bills, validate/verify/coordinate with team for any discrepancies, post bills to system using accurate GL accounts. Accounts Receivable: invoice customers, make deposits, make payment applications against customers' A/R and resolve any payment discrepancies with customers and sales team. Post transactions daily and reconcile the bank & other general ledger accounts between the general ledger and subledger on monthly basis for closing. Maintain account analysis worksheets for general ledger accounts. Maintain intercompany transactions between Nuts.com & Kopper's. Maintain pay@nuts.com for AR/AP inquiries and respond in a timely/professional manner. Payment processing through online banking and check printing. Post corporate credit card entries. General ledger and subsidiary ledger accounts, including posting, preparing, opening, adjusting, and closing journal entries. General ledger entries including payroll, SG&A expenses, balance sheet, etc. Post to the accounting system (QuickBooks & Sage MAS100). **What you'll bring:** Bachelor's degree in accounting or finance required. Experience with QuickBooks required. Experience with Sage MAS100 preferred. Knowledge of Financial statements (P&L and Balance Sheet) preferred. Strong Microsoft Office skills (Excel and Word). Ability to handle highly confidential information. An eye for detail and the ability to multitask in a dynamic, fast-paced environment. Ability to adhere to tight deadlines. **What we offer:** A challenging role in a rapidly evolving business. Competitive compensation, benefits, and 401K Match. Paid Maternity, Adoption and Paternity leave. Other evolving office perks like chair massages & team building events. A casual work environment (jeans and sneakers are A-O-K!). And all the Nuts.com snacks your heart desires + a 40% employee discount! **To apply go to:** <https://nuts.com/careers?position=4024363002>

ON THE SIDE – Seeking a **Front Desk Receptionist** for their location in Westfield, NJ. **Skills required:** Personable, team player who is outgoing, has basic customer service skills, comfortable working on a PC, comfortable handling money and working with a credit card machine. Have professional phone etiquette and be able to take direction and follow direction in regard to business protocols and policies. Experience with salon spa booking software a plus but are willing to train the right candidate. **Description of responsibilities:** Front Desk Staff is responsible but not limited to booking appointments, checking clients in for services, escorting clients to relaxation areas on the first and second floor (must be able to traverse the stairs several times a day), give tours of facility, ring-out clients for services, close retail sales for staff, stock shelves

when needed, open and or close the business depending on the shift worked. **Number of positions:** 2. **Job Location:** 740 South Ave W, Westfield, NJ 07090. **Email to:** Taryn Larsen taryn@otsnj.com. Tel.: (908) 232-6595. **Benefits:** Paid sick and vacation days, 60% off spa services.

ORION is hiring **Drivers**. **Skills required:** Conduct inspections of vehicle before departing Driving passengers to their assigned routes. Unload goods as per client specifications. Obtain delivery confirmations from each customer
Qualifications: Valid Driver's License Minimum 2 year's experience as Delivery Driver Clean driving record. Ability to pass company driving test, background check and drug test. Strong customer service skills. Must possess a positive and professional attitude. Must Speak Basic English. Two shifts, 7:00am - 5:00pm & 7:00pm - 6:00am. Full time Positions. \$800-\$1,000/Week. Two weeks paid vacation after 1 year of work. Company Vehicle is provided with insurance and maintenance. 1099 Independent Contractor. All interested candidates please email your resume to isaias.rivera@ucc.edu and call Susan Gomez for a pre-screening interview at 908-965-2992. **Benefits:** Paid Vacation. **Salary:** \$800-\$1000/Week Week.

PREMIER DEVELOPMENT is hiring **Maintenance Workers**. **Job Description:** Luxury Apartment Complex community located in Somerset County NJ has a Maintenance Positions available. The position will include the responsibility for the care and comfort of the residents including general interior and exterior maintenance, repairs in apartments and building common areas, as well as responding to service requests of the residents. The right candidate would be responsible for ensuring apartment units are ready for leasing, be able to work 40 hours a week and have experience in all phases of apartment rental turnover, including plumbing, sheet rocking, paint, tile work & cabinetry. Paid Vacation, Sick Days and Benefits Available. **Responsibilities and Duties:** Understanding of appliance, electrical, plumbing, HVAC and carpentry repair is a plus. Good English communication skills, both verbal and written • Must be available to respond to after-hours emergencies • Must have valid driver's license - no exceptions • Must own vehicle & tools - no exceptions • Background Check Done. All interested candidates please submit your resume to isaias.rivera@ucc.edu and call Susan Gomez for a pre-screening interview at 908-965-2992. **Benefits:** Paid Vacation, Sick Days and Benefits Available. **Salary:** \$800-\$1000/Week Week.

RENEIGHBOR is seeking a **Community Outreach. Unpaid Internship**. **Description of Skills:** 20hrs/week in Summer 10-15hrs/week Fall and Spring. **Reports to:** CEO and founder. **Key Duties:** Represent ReNeighbor in a variety of public settings to increase awareness. Work with the executive team to develop and outreach strategy. Attend various events and execute outreach strategy designed to promote the organization and its services to the community. Develop ideas for useful and impactful collateral and giveaways. Coordinate and execute logistics for ReNeighbor presence at events. **Key Skills Required:** Excellent verbal communications skills to eloquently communicate the organizations mission to event participants and various community members. Outgoing and energetic. Exceptional organizational and planning skills. Above average photography skills is a plus. An ability to consistently demonstrate our values of insight, hard work, and effectiveness in your personal approach to work. An entrepreneurial attitude. Excellent attention to detail and a high motivation to learn. A proactive, service-focused attitude towards clients and the community. A strong desire to affect community change. The ability to remain calm under pressure and a robust/resilient attitude towards challenges. The ability to prioritize work and complete tasks with quick turnaround times and minimal fuss. The ability to work collaboratively with a team. Fluent in Spanish is a plus. **Intern's Expected Learning Experience:** ReNeighbor is looking for a Community Outreach Intern to join our growing team. The ideal applicant will possess strong knowledge of existing local community organizations and how their work is impacting the community. Using that knowledge, the ideal candidate will work with the founding board members and CEO to develop differentiating actions to promote ReNeighbor's mission, build awareness of the various program offerings, and execute those strategies at community events and to the broader

community. You must be comfortable initiating conversation and engaging strangers to be successful in this role. Those looking to gain valuable experience with building a community organization and developing community outreach initiatives are encouraged to apply. **Undergraduate student. Recent or Pending Graduate (post degree)** preferred. Apply to: www.reneighbor.org. **Number of hours per week:** 18 hours for a duration of 8 weeks. **Job Location:** 462 Sandford Ave, Newark, NJ 07106. **Tel.:** (646) 418 0161. **Rep.:** Ashley Morgan. Email: Amorgan@ReNeighbor.org

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. Tel.: (973) 564-5468.

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

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.

THE GATEWAY FAMILY YMCA is hiring for a Community Physical Activity Coordinator. **Job Description:** Shaping Elizabeth Traveling Physical Activity Program Coordinator. 8-10 hours per week. New Position – Bilingual Preferred Create a “Traveling Physical Activity” network in Elizabeth by collaborating with Community Organizations to encourage increased physical activity. Great organization and communication skills a must as well as the ability to provide activities and programs for all ages in various settings. Candidates must have experience in teaching various physical activity programs from children to older adults. Experience and Trainings preferred, ACE, Zumba, Older Adult, YMCA Group Exercise, AFAA, NETA, etc. **Send resumes to** Alane McCahey amccahey@tgfymca.org and Michael Johnson mjohnson@tgfymca.org

THE LEAGUERS INC. is seeking a **Child Care Provider** for their office in Newark. **Required Skills:** Educational requirements include a High School Diploma and/or two years of experience in pre-school setting. **Description of responsibilities:** The Child Care Provider is responsible for supporting and assisting the Teacher in planning and implementing an age appropriate educational environment that fosters the cognitive, emotional and the physical growth of the young children 3-5 years of age. **Educational requirements:** Educational requirements include a High School Diploma and/or two years of experience in pre-school setting. To apply go to: www.leaguers.org. **Send resumes to:** Shamirah_butler@theleaguers.org. Shamirah Brown-Butler. Tel.: (973) 643-0300. **Job Location:** 405 University Avenue Newark, New Jersey, 07108.

THE LEAGUERS INC. is seeking an **Early Head Start Teacher** for their office in Newark. **Educational requirements:** Must have a High School Diploma or equivalent and a Child Development Associate Credential (CDA) Certification in Infant and Toddler. Early Childhood Education and higher. Early learning (ages 0-3) classroom teaching experience is required, two years is preferred. Experience should include the ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted and culturally diverse populations. Strong written and verbal communication skills needed. Bilingual. English/Spanish skills are highly desirable. Must have a valid New Jersey Driver's License and proof of insurance and must provide own vehicle for home visits. Health Physical is required at hire and updated annually. Federal and State background check required prior to hiring. **Description of responsibilities:** The role of the Early Head Start Teacher is to provide and maintain an appropriate welcoming, safe and supervised educational setting for infants & toddlers ages 0-3 years old at all times. Teachers plan and implement a weekly and ongoing age appropriate creative curriculum lesson plans and assessments, promoting the 5 domains and school readiness approaches to learning. The domains are Social motional, Language/Literacy, approaches to Learning, Physical and Cognitive Development of EHS children. Encourage parent involvement in all aspects of the program. Develop individual goals for children, provide on-going assessment on progress and facilitate transition into Prekindergarten. Must, meet requirements of the Federal Head Start Performance Standards inclusive of Early Learning and School Readiness and any local, state and/or agency policies and procedures. Provide and maintain respectful and culture sensitivity to all children and families. Provide daily routine of child development activities, personal hygiene needs: classroom cleanliness, diapering/toileting, feeding and attentive to children, positive discipline, positive redirection, problem solving, observing and monitoring children. Maintain required documentation and meet deadlines of children files. Encourage and maintain a rapport with all parents and caregivers. To apply go to: www.leaguers.org. **Send resumes to:** Shamirah_butler@theleaguers.org. Shamirah Brown-Butler. Tel.: (973) 643-0300. **Job Location:** 405 University Avenue, Newark, New Jersey, 07108.

THE LEAGUERS INC. is seeking an **Early Head Start Teacher** for their office in Newark. **Educational requirements:** Educational requirements: Associate Degree in Early Childhood Education (Pre-K) or a Bachelor's Degree that includes coursework equivalent to a major in Early Childhood Education. Transcripts are required to validate educational requirements. Associate's degree in Early Childhood Education (Pre-K) or a CDA with Pre-school (ages 3-5) classroom teaching experience is required, two years is preferred. Strong written and verbal communication skills needed. Bilingual English/Spanish skills are highly desirable. Health physical is required at hire and updated annually. Federal and State background check required prior to hiring. **Description of responsibilities:** The role of the Head Start Teacher is to provide high quality early childhood services in a successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area and field trips). Promote the social, emotional, physical and cognitive development of Head Start children. Encourage parent involvement in all aspects of the program. Develop individual goals for children, provide on-going assessment on progress and facilitate transition into kindergarten. Must meet requirements of the Federal Head Start Performance Standards inclusive of Early Learning and School Readiness and any local, state and/or agency policies and procedures. **Send resumes to:** Sara_rojas@theleaguers.org. Sara Rojas Tel.: (973) 643-0300. **Job Location:** 405 University Avenue, Newark, New Jersey, 07108.

THE LEAGUERS INC. is seeking a **Family Advocate** for their office in Newark. **Educational requirements:** Staff must meet the educational requirements at minimum, a credential or certification in social work, human service, family counseling or related field must be obtained. Bachelors/Associates degree in Human Services field: Sociology, Social Work, Psychology, Family Counseling or related field that includes coursework in the principles of social work, child development, counseling and/or psychology. A minimum of two years' experience in family social service setting preferred. Ability to work under minimal supervision. Excellent organizational skills to meet demanding timelines. Excellent communication skills, both written and oral. Ability to work with a diverse population. Ability to work with staff, service agencies and the public.

Bilingual English/Spanish candidates are highly desirable. **Description of responsibilities:** The position of Family Advocate is responsible for working with families and children. The position carries a family caseload of 45-60 families, and is responsible for case management services, inclusive of: Recruitment and ensuring full enrollment at all times. Work with numerous supports and resources available within and outside Head Start to secure appropriate services for families. Provide support and technical assistance to Teachers, Site Supervisors and other staff in the content areas of family partnerships and engagement, community resources and collaborations. Works collaboratively with staff and community agencies to support the needs of families and children enrolled in Head Start and Early Head Start. To apply go to: www.leaguers.org. **Send resumes to:** Shamirah_butler@theleaguers.org. Shamirah Brown-Butler. Tel.: (973) 643-0300. **Job Location:** 405 University Avenue, Newark, New Jersey, 07108.

THE LEAGUERS INC. is seeking a **Custodian** for their office in Newark. **Educational requirements:** High School Diploma or equivalent. **Description of responsibilities:** 1-2 year's custodial experience. Knowledge of minor repairs. Must have scheduling flexibility to include availability to perform occasional emergency services outside of assigned work hours. Employment contingent upon the results of the following: Enrollment in Child Care Division. Central Background Registry Physical Capacity Examination. Custodian responsible for providing custodial and minor maintenance for the agency inclusive of classrooms, offices, common areas, utilities, equipment, fixtures, and materials for the facility and grounds. Responsible for ensuring that the center meets licensing standards at all times and are safe and hazard-free environment for children. To apply go to: www.leaguers.org. **Send resumes to:** Sara_rojas@theleaguers.org. Sara Rojas. Tel.: (973) 643-0300. **Job Location:** 405 University Avenue, Newark, New Jersey, 07108.

THE LEAGUERS INC. is seeking a **Food Service Worker** for their office in Newark. **Educational requirements:** Education requirements include High School Diploma or equivalent and/or Food Handler Certificate. **Description of responsibilities:** One Year food preparation experience for large groups of people. Knowledge of meal planning. Food Service Worker will be responsible for meal preparation, inventory, kitchen management, sanitation, and maintenance of food service records. To apply go to: www.leaguers.org. **Send resumes to:** Sara_rojas@theleaguers.org. Sara Rojas. Tel.: (973) 643-0300. **Job Location:** 405 University Avenue, Newark, New Jersey, 07108.

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

TREC – is seeking a **Real Estate Transactions Coordinator**. **Required Skills:** Apply for this posting if you currently have: 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. Real Estate, transactions coordinator, asset manager, assistant, paralegal, REO. **Description of responsibilities:** Apply to this posting if you currently have: 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. Job location: Union, NJ, 07083. **To apply:** Email your resume to: lincastro3@yahoo.com. Tel.: (908) 6751387.

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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Employers or recruiters may submit opportunities to the Job Connections Newsletter by following this link. Submissions must be received by 12 noon on the Wednesday before publication date.

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

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