

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

Job Connection

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

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August 13 – August 19, 2018

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.

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

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.

UNION COUNTY COLLEGE is hiring a **PT Job Developer** (Job Placement Services) for their Elizabeth Campus. The candidate will be part of the Center for Economic and Workforce Development. The schedule will be from 8:AM to 2:00PM, Monday thru Friday. This a Grant funded position. **Description of Responsibilities:** Assist CEWD students find employment (FT/PT jobs) that improve their chances for continuing employment, completing a UCC degree and /or to

end dependency on public assistance. Work with CEWD Student Services staff and Program Coordinators to develop individual employability/academic plans for students. Help to carry out skills assessment and other related activities that enhance the best student job match. Follow up on student placement success and provide retention documentation as required by grant funders. Contribute to the continuous expansion of the CEWD job database by establishing and maintaining close communication with employers. To apply go to:

<https://ucc.peopleadmin.com/postings/4870>

**WORKFORCE INNOVATION BUSINESS CENTER
HIRING EVENTS**

ORION – is Hiring **Drivers**. **Qualifications:** Valid Driver's License. Minimum 2 years experience as Delivery Driver. Must have a clean driving record. Be able to pass company driving test, background check and drug test. Must have strong customer service skills. Must possess a positive and professional attitude. Must Speak Basic English. Two shifts are available 7:00am - 5:00pm & 7:00pm - 6:00am. Full time Positions. \$17-21/Hour. 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. **Description of responsibilities:** Conduct inspections of vehicle before departing. Driving passengers to their assigned routes. Unload goods as per client specifications. Obtain delivery confirmations from each customer. **Number of openings:** 2. **Driver's license:** Class A. **Job Location:** Elizabeth, NJ. **Tel.:** (908) 965-6037

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

FEDEX - Now Hiring! **Permanent Part Time Package Handlers. (NJ1405181)**. **Job location:** Keasbey and Talmadge Rd, Edison NJ. Pay rate is \$13.10 to \$14.10 per hour. Some benefits are available. **Recruitment: Thursday, August 16th, 2018. 1:00 – 3:00pm.**

UNITED STAFFING SOLUTIONS - Now Hiring! **Warehouse Laborers.** NJ1419790. Pay rate is \$11.00 per hr. There are 50-60 Job Openings. Shifts available 5AM-2PM or 1PM-9PM. Also,

various 4-8 hr. shifts. Stocking, unloading, shipping and receiving. Experience is helpful.

Recruitment: Friday, August 17th, 2018 from 10AM – 12Noon.

ESS SOURCE 4 TEACHERS – Hiring for: **Substitute Teachers** (NJ1410256). Salary range for this position is \$80 - \$120 per day. Looking to hire per diem and hourly substitute personnel in school districts including teachers, school aides and other support staff. Offer flexible schedule and ability to work in multiple districts. Benefits include 401K, Dental and Health. Participate in “Employee Discount Program”. Bonus opportunities. Applicants should have an associate’s degree, some college or a vocational degree. Please visit www.ess.com to watch a brief video on the process to become an ESS/Source4Teachers substitute. **Thursday August 23, 2018: 12noon-3:00pm.**

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

BAYADA HOME HEALTH CARE – Part Time: **Certified Home Health Aides**. \$10.00 per hour. NJ1399996. **Recruitment:** Tuesday, August 20, 2018 9:00 AM – 2:00PM. **Job Requirements:** Must be certified. Provide personal care to clients. Have reliable transportation.

DEEP FOODS - Recruitment: Wednesday August 22, 2018, 1:00 – 3:00PM. **NJ1386351.** Warehouse Associate - Perform various warehouse duties Pay rate is \$10- \$12.00 per hour. **NJ1386353 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

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

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 - September 05, 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, September 11, 2018 and Thursday ends on October 11, 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, September 05, 2018 at 10:00am**. We are located at the Saint Joseph Social Service Center – Church Building 118 Division Street Elizabeth New Jersey 07201. Seats are limited.

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

GENERAL LISTINGS:

AWM, LLC - Administrative Assistant for Executive: Description of Skills: Highly organized, previous experience a plus! Data Entry – Exp. Generating reports. Comfortable working CRMs. Good communication verbal and written. Email Management Calendar Mgmt. Comfortable in a fast-paced environment. keep me organized and on schedule, so I can focus on sales. **Educational Requirements:** Business related fields. **Job Location:** 158 Ryders Lane, East Brunswick, NJ 08816. **To apply:** Send resume to: Hilda Utria at hutria158@gmail.com . **Tel. No.:** (732) 5435681. **Salary:** \$12.00 per hour. **No benefits.**

II-VI ADVANCED MATERIALS - Manufacturing Operators – 2nd Shift (15% night differential). Advanced Materials, a division of II-VI Incorporated, is a customer driven, world leading commercial supplier of high performance, high quality silicon carbide (SiC) substrates and other wide bandgap and high thermal conductivity materials such as CVD Diamond. Our products are used worldwide in the RF electronics, wireless infrastructure and power switching industries. We are committed to achieve performance excellence in all that we do. We are currently seeking Operators for our 2nd shift (6:00 PM – 6:00 am) manufacturing operation to join our production facility located in Pine Brook, NJ. We are looking for self-motivated, disciplined operators in the following role: Shift Schedule: 2nd Shift - 6:00 PM to 6:00 AM. 15% Night Differential. Work Schedule: Week One - 3 days on/ 4 days off. Week Two - 4 days on/ 3 days off. Overtime for 3-day work week will be paid after 34.5 hours. **Description of responsibilities - Fabrication Operators:** Responsible for the operation and maintenance of equipment for boule orientation, boule & wafer edge grinders, laser marker, wire and ID saws and wafer cleaning equipment. Performs a wide variety of boule and wafer fabrication tasks in support of the pilot production, volume manufacturing processes. Practical knowledge of semiconductor wafer fabrication and hands-on experience in the operation, maintenance and repair of fabrication process tools. Ability to read and understand engineering drawings & process procedures. Experience with precision measurement methods and systems. Ability to train new or inexperienced operators/technicians to operate equipment and processes. Knowledge of and ability to work effectively with process development tools and systems such as SPC, DOE & ISO 9000 methodologies. **Production Operators:** Prepares raw materials, seeds, and hot zone components for crystal growth. Monitors and adjusts temperature, pressure, power and other process parameters. Operates crystal growth, annealing, vacuum and other related technological equipment. Ability to read and understand engineering drawings and directives. Works under the guidance and supervision of the growth room supervisor. Maintains order and cleanliness in the crystal growth and charge preparations areas. Participates in the equipment maintenance programs. **Experience/Requirements:** 1 -3 years' experience in relevant technology, laboratory or production environment. High School Diploma or equivalent. Must be able to work weekend hours. Overtime may be required. Experience with networked PC based computer system. (Excel, Email, and MRP). Must be technically inclined with mechanical skills. Experience with problem analysis and resolution and reporting and documentation skills. Excellent interpersonal and communication skills. Demonstrated ability to follow instructions and procedures while offering suggestions for continuous improvement. Experience with 5S considered a plus, but not required. Due to ITAR compliance, this position requires that a candidate be a U.S. citizen, Permanent Resident Alien, or Protected Individual per 8 U.S.C. 1324b(a)(3). Advanced Materials/II-VI Incorporated is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, or protected Veteran status. We offer an excellent benefits package designed to attract and retain individuals willing to accept the challenge and risk associated with being part of a successful company. Our benefits include a company-wide bonus incentive program, medical, dental and vision insurances, 401K program with a substantial match,

profit sharing program, tuition reimbursement, life insurance, paid time off (PTO), paid holidays, stock purchase program, computer purchase program and more. Visit our website at: www.II-VI.com. Employment is subject to verification of pre-employment drug screening results and background check. No agencies or phone calls please. Job Type: **Full-time**. **Educational Requirements:** High School Diploma. **Job Location:** 20 Chapin Road, Pine Brook, NJ New Jersey 07058. **To apply, visit:** <https://www.indeed.com/job/manufacturing-operators-2nd-shift-15-night-differential-e4d019acafce6ccc> **Contact:** Renee Peterman. **Tel. No.:** (973) 439-6287. **Email:** renee.peterman@ii-vi.com

COMMUNITY ACCESS UNLIMITED - Weekly Open House: Mondays 4:00PM-6:00PM, 80 West Grand St. Elizabeth, NJ 07202 or fax your resume at (908) 354-0283 or email your resume and cover letter to recruit@caunj.org. 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 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: 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 - IT Support Specialist. Expanding social service agency is seeking a dynamic individual to provide computer training and support to staff. Responsibilities include: assisting in the maintenance and upgrading of computers and servers, design/update and maintain websites, monitor and analyze site performance, provide training in

Microsoft Office programs, and the ability to troubleshoot equipment such as: computers, copiers, printers and facsimiles. Responsibilities also include general office activities. Requirements: HS Diploma/GED w/ technical school general certificate or two years' experience in hardware/software troubleshooting and networking. Position requires a driver's license and a car. **Responsibilities:** Provide hands-on and classroom training to staff on Microsoft office programs. Travel throughout the Union County area to provide IT support at our community-based programs. Troubleshoot equipment such as: computers, telephones, copiers, printers, scanners and facsimiles. Attends required training's, staff meetings, and other meetings/events as requested. Design and maintain websites. Ensure the web servers; hardware and software are operating accurately. Create and modify lay out content on web pages. **Qualifications:** High school diploma or GED required; some post high school education or training preferred. Excellent computer and Microsoft Office skills, especially Excel. Access to a car to use for work purposes. Two years' experience in hardware/software troubleshooting and networking. Proficient in HTML/CSS, XML; PHP, Word Press, Drupal, Dreamweaver and JavaScript. Knowledge of computer hardware, OS and networking. Strong troubleshooting, analytical abilities and organizational skills. Valid driver's license. **Benefits:** Tuition Assistance, Employee of the Month/Outstanding Part Timer Recognition, Employees of the Year Award, Legal Services, Longevity/Anniversary Recognition, Dental Insurance, Life Insurance, Long-term Disability Insurance, Medical Insurance, Short-term Disability Insurance, Employee Assistance Plan (EAP), 401(K), Project Assistance Loans/Grants, Staff Recruitment Incentive, Bereavement Days, Paid Time Off (PTO), Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY CENTER IN SCOTCH PLAINS – After School Lead. **Description of Skills/Experience Required/Desired:** After School at the J is looking for motivated and responsible people who enjoy working with children. The program serves children from 2 years old – 6th grade. Hours range from 2:30 pm to 6pm; Monday through Friday. We offer flexible schedules for students. Previous childcare experience preferred. **Description of Responsibilities:** Lead job requirements include. Actively engage with children at all times. Oversee classroom management; providing a safe, clean, and organized environment. Supervise children and assistant counselors. Plan, organize, facilitate, and monitor the activities of children. Interact with students to keep them engaged in creative, fun, artistic, and physical activities. Communicate with parents daily at pick up. Classroom clean up. Support enrichment specialists and participate alongside the children. Discipline as needed. Monitor, observe and report student behavior to the Director of After School. Ability to administer First Aid and CPR. Help with students' homework. Other tasks related to After School as needed. **Position Reports to: After School Director.** **Salary Range:** \$14- \$15 per hour. **To apply:** Send resume to: Natalia Bennett at nbennett@jccnj.org **Tel.:** (908) 889 – 8800. **Job Location:** 1391 Martine Ave Scotch Plains, NJ 07076-2516.

COMMUNITY CENTER IN SCOTCH PLAINS - After School Assistant. **Description of Skills/Experience Required/Desired:** After School at the J is looking for motivated and responsible staff who enjoy working with children. Our program serves children from 2 years old – 6th grade. Hours range from 2:30 pm to 6pm; Monday through Friday. We offer flexible schedules for students. **Description of Responsibilities:** Provide role-model behavior for students. Actively engage with children at all times. Participate and assist with the activities of children enrolled in the After-School program Support and participate with enrichment specialists. Help with students' homework. Assist in setup of activities in the classroom. Supervise children to enrichment specials throughout the building. Ability to administer First Aid and CPR Communicate with Lead about behavior issues and/or conflict between students. Other tasks related to After School as needed. **Position Reports to: After School Director.** **Salary:** \$11 per hour. **To apply:** Send resume to: Natalia Bennett at nbennett@jccnj.org. **Tel.:** (908) 889 – 8800. **Job Location:** 1391 Martine Ave Scotch Plains, NJ 07076-2516.

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

FAMILY AND CHILDREN'S SERVICES, INC. Receptionist / Records Clerk Part-Time: Independent, not-for-profit mental health agency in Elizabeth seeking long term, part-time member to join team. Availability: Monday through Friday 4:30 p.m. to 8:00 p.m. Receptionist and Records clerk needed for dual office coverage with some flexibility for occasional 9:00 p.m. closing and on-call coverage for daytime/Saturday hours. **Responsibilities:** Perform general front desk duties, switchboard, Reception, handle co-payments, assign therapy rooms, follow and perform client check in and check out procedures and maintain lists and logs critical to daily front desk operations. Assist clinical staff with client's initial visit paperwork, collection and data entry of documentation and assessments. **Skills/Competencies:** Reception / office experience required with great telephone etiquette skills. Friendly and poised mannered while adhering to high degree of safety and confidentiality in daily interactions with clients and staff. Must have a working knowledge in the use of electronic health record systems and Microsoft applications such as Excel and Word. Driver's License in good standing required, Spanish speaking preferred. Good working environment and hourly pay. **How to Apply:** Please send cover letter

and resume to: hr@facsnj.org. Only qualified candidates will be contacted via telephone for an interview. Fingerprinting, child abuse and persons with disabilities abuse background checks required.

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

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, and 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: 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.**

JCC OF CENTRAL NJ is hiring an **Infant/Toddler Co Teacher - Skills required:** Previous childcare experience or course of study required. **Description of responsibilities:** 4 to 8-hour shift, working with infants and toddlers. **Educational requirements:** HS Graduate. **Salary Range:** 12/hour +. Position reports to: Robin Brous. To apply, send resume to: rbrous@jccnj.org. Tel. : (908) 889-8800. **Job Location:** 1391 Martine Ave, Scotch Plains, NJ 07076-2516.

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: Josefine Marques, (Email): Littlebears.center@aol.com Address 422 New York Place Hillside, New Jersey 07205.

MOBILE Arq - Paid Internship - Marketing/Sales Intern: The intern will be involved in internet marketing and tele-marketing as well as sales activities. **Expected from the intern:** Ability to speak fluent English and basic understanding of using a mobile phone and computer. **Education requirements:** Undergraduate student Recent or Pending Graduate (post degree). **To apply:** Send your resume to: support@mobilearq.com. **Representative:** Anand Mhatre. **Tel.:** (908) 273-3458 **Job Location:** 26 Locust Drive, Summit, New Jersey 07901. **Position reports to:** Niru Mallavarupu.

NASTASI FOODS – Driver: Must have driver's license and clean driving record. Must be careful and have a positive attitude. Should be able to drive a forklift. Incentive program available. Will unload trucks and bring in the boxes and put on shelves. Outbound must pull the packages, load the vehicles and drive the route. **Salary range:** \$25,000 to \$30,000. **Job Location:** 92 Amboy Ave., Woodbridge, NJ, 07095. **To apply:** Send resume to: Ted Kauffman at: ted@nastasifoods.com. **Tel.:** (646) 879 -1071. **Driver's license requirements:** Class A.

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 \$12/hour and increase after 6 months of employment. Position Location Status Requirements: **Direct Support Staff** (Group Homes) Union and Somerset Counties Part-Time Weekend, Evening, and Overnight positions. High school diploma, clean driving record and valid license, 1 yr experience. **Site Manager** Somerset and Union Counties Full-Time Bachelor's degree with at least two (2) year experience preferred or 4 years supervisory experience. **Assistant Site Manager** Union and Somerset Counties Full-Time College degree w/2 yrs. experience preferred. **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, August 9th, 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, August 9th, 2018 from 10:00AM to 12:30PM**. We are seeking Direct Support Professionals in our Residential programs. Candidates should bring their resumes to the job fair. Walk-ins are welcome.

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/>

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](mailto: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

THE T&L GROUP- is seeking a **Driver**. **Skills needed:** Valid Driver's License, Insurable. Good People Skills, Independent Worker. **Job Location:** 41 Orchard Street Edison NJ 08837. **Tel.:** (732) 744-1061. **Representative:** Judy Marsillo. Email: Judy@metuchentaxi.com. **Salary:** Open.

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

Agencies and case workers join our mailing list: <http://bit.ly/AgencyContacts>

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>

* During Summer Hours: Employers, please send your requests no later than Tuesday 1 PM for jobs to be included in the next week's edition.

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.
