

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 19 – August 25, 2019

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

DISPLACED HOME MAKER ASSISTANCE - What is a displaced home maker? A displaced home maker is someone who finds themselves as the primary source of household income due to death or displacement of a spouse or divorce. How do I get started? To set up an appointment to obtain complete program information, including eligibility requirements and available classes, contact CEWD Recruiting at **908-659-5114** or, via email at cewd-recruiting@ucc.edu.

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

Fundamentals of Supply Chain Management (CSCMP)

Program Schedule: Monday – Thursday, 8:30 am – 2:00 pm

Start Date: August 12, 2019 to October 14, 2019

Workforce Grant-Funded Career Certification Programs at Union County College:

ACCOUNTING TECHNICIAN

Anticipated Start Date: **September 16, 2019 to January 22, 2020**

Alternative Start Date: **September 30, 2019 to February 5, 2020**

Program Schedule: **Monday - Thursday, 12:00pm – 5:00pm**

ADMINISTRATIVE ASSISTANT

Anticipated Start Date: **September 16, 2019 to January 22, 2020**

Alternative Start Date: **September 30, 2019 to February 5, 2020**

Program Schedule: **Monday - Thursday, 12:00pm – 5:00pm**

MEDICAL BILLING SPECIALIST

Anticipated Start Date: **September 16, 2019 to January 22, 2020**

Alternative Start Date: **September 30, 2019 to February 5, 2020**

Program Schedule: **Monday - Thursday, 4:30pm to 9:30pm**

WELDING PROGRAM

FALL 2019

Program Schedule: **Tuesday – Friday , 4:30pm to 9:30pm**

PATIENT CARE TECHNICIAN

FALL 2019

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

MEDICAL CODING SPECIALIST

Start Date: FALL 2019

Program Schedule: TBD

PHARMACY TECH

Anticipated Start Date: **FALL 2019**

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

For eligibility contact The Union County American Job Center at 908-965-3187 (Elizabeth). For additional Program information contact our Center for Economic and Workforce Development at 908-659-5114 or email us at: cewd-recruiting@ucc.edu

UNION COUNTY COLLEGE is hiring a **PT Job Developer** (Job Placement Services) for their Elizabeth Campus. The candidate will be part of the Center for Economic and Workforce Development. The schedule will be from 8:AM to 2:00PM, Monday thru Friday. This a Grant funded position. **Description of Responsibilities:** Assist CEWD students find employment (FT/PT jobs) that improve their chances for continuing employment, completing a UCC degree and /or to end dependency on public assistance. Work with CEWD Student Services staff and Program Coordinators to develop individual employability/academic plans for students. Help to carry out skills assessment and other related activities that enhance the best student job match. Follow up on student placement success and provide retention documentation as required by grant funders. Contribute to the continuous expansion of the CEWD job database by establishing and maintaining close communication with employers. To apply go to: <https://ucc.peopleadmin.com/postings/4870>

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

ALL STAFFING WAREHOUSING – Truck Unloaders/Loaders. Great Earning Potential. We are looking for reliable candidates with **experience** in unloading and loading trucks for our clients in Middlesex County, NJ. First shift positions available. Great earning potential! For more information and an appointment to apply please call 732-689-1805. **Required:** Heavy Lifting (up to 75lbs), standing on your feet for an extended period of time, fast paced environment. **Incentive Based Pay** (Paid by the Truck or the task assigned). **Not an Hourly Job.** Faster production equals more money. Healthy, active, and physically fit. Rethrow pallets. Shrink Wrap. Apply In-Person weekdays 8:30am to 3:30pm. All Staffing Warehousing 311 Raritan Ave, 2nd Floor. Highland Park, NJ 08904. **Required:** Two forms of ID for application: one your Photo ID and second your Social Security Card or Birth Certificate.

COUNCIL FOR AIRPORT OPPORTUNITY - Transportation Supervisor. **Description of skills:** Ability to drive company vehicles. Participate with kitchen and corporate resources to implement Lean processes. Lean manufacturing (7 wastes, problem-solving, action plans). 1+ year of operational experience. 2 years of airline experience. **Description of responsibilities:** Responsibilities include but not limited to managing the planning, scheduling of resources, coaching and development of employees, communication and administrative activities. Responsible for safety, service, and procedures or improvement activities. Responsible for facility quality, productivity, food safety compliance, regulatory compliance, and departmental safety programs. Conduct Active Supervision Tours, meetings and communicate performance and the plan for each shift. Responsible for scheduling, attendance, discipline, and payroll. **Salary range:** \$ 18.00 per hour. **Benefit:** Medical, travel, other. **Office:** 17 Academy St., Newark, NJ 07102. **Tel.:** (973) 622-4537x215 **Email:** apierce@caonj.com
Job Location: Newark Liberty International Airport, NJ 07714. A driver's license class D is required.

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

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

ENABLE NJ - COMMUNITY LIVING SPECIALISTS (Direct Support Professionals). Monmouth, Middlesex & Ocean County, NJ. Enable NJ is a great place to work! We offer personal and professional growth along with competitive pay, 401K with employer match, generous PTO policy, health, dental, vision in the Social Services industry. Open position. **Direct Support / Community Living Specialist** – Edison, Neptune, Oakhurst, Brick, NJ. FT/ PT & Sub per diem positions – all shifts available. We offer personal and professional growth along with the best compensation plan in the social services industry. We offer extensive training and flexible schedules. So, if you are passionate, customer focused, have a high level of integrity.... come join our TEAM... **Qualifications required:** Must be 18 yrs. or older. Possess a valid driver's license. HS diploma. Ability to effectively communicate with the consumers, ability to complete necessary work-related documentation through paper and computer record systems and ability to meet the physical demands of providing personal care. **Preferred qualifications:** 1-year exp. Working with developmentally disabled individuals. Computer literacy using MS word. We want to be your employer of choice. Please submit your resume to – Lturner@enablenj.org.

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.**

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:

ALARIS HEALTH AT RIVERTON - LPN and RN Positions Available. Sign on Bonus for Staff RNs. Alaris Health at Riverton, a 122 bed-skilled nursing Center in Rahway, New Jersey, seeks LPNs, and RNs to provide resident care, treatment and services to the residents of the Center, and attend to the unit's daily operations each shift and unit level. **Responsibilities include:** administering residents' medication and/or treatment. Assisting in developing and implementing resident and nursing care plans. Counting and recording class drugs at the beginning and end of every shift. Communicating pertinent data to charge nurse, superior and/or physician. Providing residents emotional and physical comfort and ensuring their safety. Assisting physicians in making rounds and examining residents. Supervising and coordinating nursing personnel in providing direct resident care in adherence with state and federal regulations. **Job Requirements:** Graduate of an approved school for

practical or vocational nursing. Currently licensed by the New Jersey State Board of Nursing. Rehabilitative or geriatric nursing experience is preferred. Able to withstand strenuous physical activity. Possess manual dexterity to handle instruments and equipment and visual and aural acuity to detect changes in residents' conditions. Possess understanding, patience and tact in dealing with infirm, chronic or acutely ill residents, their families and visitors. Ability to positively interact with everyone from residents to government agencies and the general public. General knowledge of personnel policies and procedures and an understanding of supervisory responsibilities. Ability to work independently, problem solve and make decisions as necessary. Ability to understand and follow oral and written instructions in the English language, which may be of a technical nature. Experience in long term care or adult medical day care a plus. **Salary Range:** Commensurate with experience. Available Health Insurance. To apply, send your resume to: Israel Kanarek, LNHA at: ikanarek@alarishealth.com. Tel.: (732) 499-7927. No. of positions: multiple shifts available. **Address:** 1777 Lawrence Street, Rahway, NJ 07065.

ALARIS HEALTH AT RIVERTON - CNA Positions Available. Alaris Health at Riverton, a 122 bed-skilled nursing Center in Rahway, New Jersey, seeks a certified nurse aide (CNA) to perform a myriad of resident care activities and related non-professional services that are essential to caring for our residents' personal needs and comfort. **Additional responsibilities include:** Performing duties in a respectful manner that is conducive to residents' safety and comfort and in accordance with standards of high-quality care. Assisting with resident's activities of daily living. Making appointments for residents, accompanying them on a timely basis, assisting with post-mortem care and transferring residents' belongings and equipment as directed. Reporting any and all changes in a resident's condition to his/her family or responsible party. Ensuring that residents and families receive the highest quality of service in a caring and compassionate atmosphere that recognizes each individual's needs and rights. **Job Requirements:** High school education or high school equivalency diploma is preferred. Full command of the English language (written, read and spoken). Attend a minimum of 12 hours of continuing education programs provided by the Center to maintain certification and successfully complete a state-approved certified nursing assistant program. Possess a positive demeanor and the ability to communicate with everyone from residents to the general public. Experience in long term care or adult medical day care a plus. **Salary Range:** Commensurate with experience. Available Health Insurance. To apply, send your resume to: **Israel Kanarek**, LNHA at: ikanarek@alarishealth.com. Tel.: (732) 499-7927. No. of positions: Multiple shifts available. Address: 1777 Lawrence Street, Rahway, NJ 07065.

ALARIS HEALTH AT RIVERTON - RN Unit Manager. Sign on Bonus. Alaris Health at Riverton, a 122 bed-skilled nursing Center in Rahway, New Jersey, seeks a unit manager at a professional nursing level to lead the department and assume 24-hour responsibility for the continuity of nursing care and management of the residents' welfare. **Additional responsibilities include:** Collaborating with the director of nursing in maintaining adequate nursing coverage to provide safe nursing care 24 hours a day, seven days a week, covering on weekends and holidays as requested. Orienting, demonstrating, teaching and evaluating nursing staff's skills and assessing their work performance. Implementing the progressive counseling process and making recommendations or taking disciplinary action as needed. Participating in the development, implementation and evaluation of quality assurance activities for the Center and/or unit. Developing and implementing discharge plans with residents, their families and the interdisciplinary team. Developing a program to facilitate continuity of care when residents are transferred to other nursing Center or the hospital. Preparing written reports, reviewing records and participating in data collection as needed. Submitting budget requests. And above all, ensuring that residents and families receive the highest quality of service in a caring and compassionate atmosphere which recognizes the individuals' needs and rights. **Job Requirements:** Graduated from an accredited school of nursing. Minimum of one year in a leadership role (e.g. head nurse, supervisor or similar). Currently licensed by the New Jersey State Board of Nursing Examiners of Nurses. Association of Professional Nurses membership is recommended. Strong leadership and organizational skills. Ability to work independently, problem solve and make responsible decisions. Ability to positively interact with everyone from residents to government agencies and the general public. Experience developing and implementing programs, policies and procedures necessary to providing quality care. Highly knowledgeable about nursing and medical practices and procedures as well as Federal and State regulations laws, regulations and guidelines pertaining to long-term care. Experience in long term care or adult medical day care a plus. **Salary Range:** Commensurate with experience. Available Health Insurance. To apply, send your resume to: **Israel Kanarek**, LNHA at: ikanarek@alarishealth.com. Tel.: (732) 499-7927. No. of positions: 1. **Address:** 1777 Lawrence Street, Rahway, NJ 07065

AMERICARE PHYSICAL THERAPY – PTA. AmeriCare Physical Therapy provides you with the ability to improve your clinical skills and achieve excellence alongside a team of talented practitioners. Through shared learning and mentoring experiences, you will be able to provide patients with the highest standard of care, treating a variety of integrative orthopedic, sports-related, and neurological conditions. At AmeriCare, every patient is a partner in their care, encompassed by a team approach to maximize function. As our therapist owned practice continues to expand, we are seeking an enthusiastic Physical Therapist Assistant with strong clinical and communication skills. At AmeriCare, we want to support your goals to help you learn, grow, and succeed. Professional development and mentorship support. Continuing education and flexible schedules. Culture of innovative growth and respect for your team. We look for the best and have the systems in place to help you excel. Excellent pay, health benefits, 401 K plan with employer match, reimbursement for CEUs, paid license fee, vacation time, Paid Holidays and Productivity bonus. **Required experience:** Must have a current NJ PTA license degree from an accredited physical therapy assistant program. **Salary:** Negotiable. **Job Location:** 300 South Avenue, Garwood, NJ 07027. **Representative's Name:** Susan Rele. **E-mail:** susan@AmeriCarePT.com. **Tel.:** (908) 414-0070.

BAYADA HOME HEALTHCARE – Live - In Aide (Certified Home Health Aide) - Earn up to \$1,020 a week. Description of Skills/Experience Required/Desired: Work in your neighborhood and give back to your community. Bayada Home Health Care has an immediate need for a live- In HHA - Home Health Aide to care for our clients. As a member of our home care team, you will be valued, respected, and heard. We have current job openings for live-in HHA – Home Health Aides in every county of New Jersey! **Qualifications** for live-in CHHA - Home Health Aides: Weekly pay. Flexible scheduling to fit your lifestyle. Short commute times – we try to match you to opportunities near your home. Positive work environment and the tools you need to do your job. Scholarship programs. A stable working environment – we invest in our care team. Paid time off. 24/7 on call clinical manager support. To learn more about this Live-In opportunity, please contact Nicky Midy at 229-4LIVEIN (229-454-8326) or LIR-team@bayada.com. Office address: 251 N Ave W, Suite 201, Westfield New Jersey 07090

BAYADA HOME HEALTHCARE /CHHA- Certified Home Health Aides - \$13.00 to \$15.00 Per Hour. Be a Hero! BAYADA Home Health Care has an immediate need for Certified Home Health Aides (HHA) to care for our clients. We have current job openings for Certified Home Health Aides in the following locations: Union County. **Qualifications for HHA – Home Health Aides:** Minimum one-year work experience & Current New Jersey Home Health Aide license listed in good standing with the board. **Job Responsibilities** for Home Health Aides: Activities of daily living, light housekeeping, bathing, dressing, grooming, toileting, nail care, range of motion / exercises, transfers / use of mechanical lifting devices, oral feeding, vital sign checks: temperature, pulse, respiration, home Management Tasks: laundry, meal preparation, bed making , assisting with ambulation, medication assistance. BAYADA offers HHAs: Weekly pay- ranges from \$13.00 to \$15.00 per hour. Flexible scheduling to fit your lifestyle. Short commute times – we try to match you to opportunities near your home. Positive work environment and the tools you need to do your job. Scholarship programs. A stable working environment – we invest in our care team. Paid time off. 24 / 7 on call clinical manager support. To learn more about this Live-In opportunity, please contact Jane Rogers at (908) 789-1717 or WES-team@bayada.com. Office address: 251 N Ave W, Suite 201, Westfield New Jersey 07090

BRIGHTSTAR CARE OF WESTFIELD – Certified Home Health Aides. Successful completion of a Home Health Aide Program. Minimum of one (1) year of documented health care experience. High school diploma or GED. Certified CPR and negative TB skin test or chest x-ray. Must be able to stand walk, squat, bend, kneel, reach, twist, push and pull. Varied assistance is required depending on the mobility of the client. Must be able to lift up to 50 pounds. Providing assistance and hygiene care as directed, including but not limited to: bathing, grooming, oral care, dressing, undressing, toileting activities and assisting with measurements, if necessary. Providing assistance with daily tasks, including but not limited to: feeding, meal preparation, linen changes, light housekeeping, providing transportation to doctor appointments, outdoor activities, and shopping. Assisting client with active and passive mobility work defined by the plan of care and documenting observed changes to the Director of Nursing. Up to 3 weeks PTO. Weekly pay with direct deposit. 90 day & annual bonus, if qualified. Employee Referral Bonus Program. PAID Orientation and Ongoing Training/Inservices. FREE CPR Training. Mileage reimbursement between cases. Flexible work schedules on a variety of assignments, procedures, and treatments. Weekend and evening opportunities, in-home and facility based. **Company Address:** 560 Springfield Ave, Westfield, NJ 07090 **Submitting Representative's Name:** Angela Maltese. **To apply send resume to:** angela.maltese@brightstarcare.com or call (908)322-8200.

CENTER FOR DIGESTIVE DISEASES – Medical Receptionist/Assistant. GI Medical Practice with the main office located in Union and a satellite office in Livingston is looking for an experienced Medical Receptionist/Assistant. Ideal candidate will have exceptional customer service and decision-making skills, strong work ethics and a professional demeanor. Interpersonal skills a must. Experience in gastroenterology (GI) Medical Front Desk in gastroenterology (GI) preferred. Responsibilities include, but not limited to, answering phones, registering patients, patient intake, data entry and filing. Candidate must be, computer literate and be organized. **Send resume to Ana, at: gihelp@comcast.net** or fax: (908) 688 3161. **Submitting Representative's:** Jaymina Patel. **Job Location:** 695 Chestnut Street, Union, NJ 07083 **Tel.:** (908) 688-6565. **Benefits:** Yes. **No. of positions:** 1.

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

CLARK NURSING & REHABILITATION CENTER - Activity Assistant. **Description of Responsibilities:** This position requires someone who is outgoing and enthusiastic. This individual needs to be able to transport persons in wheelchairs and work with various disciplines. This position requires planning recreation programs with arts n' crafts, playing games and assisting persons with afflicted dementia. You need to lead and be able to gather a group and lead the activity in this geriatric setting. Experience in long term care or adult medical day care a plus. The recreation Director supervises the activity assistant in coordinating and implementing an activities program that will meet the psychosocial, emotional, mental, spiritual and physical needs of all facility residents. The Assistant assures that delegated documentation is completed, and that all guidelines and regulations reading the Activities program are followed. **Salary Range:** \$11.50/ Hour. Available Health Insurance. **Educational Requirements:** High School Diploma. **To apply send your resume to: Susan Masterson at: smasterson@clarkrehab.com.** **Tel.:** (732) 396-7100. **No. of positions:** 1. **Address:** 1213 Westfield Avenue, Clark, New Jersey 07066

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

COMMUNITY ACCESS UNLIMITED: Non-Profit Event Planner. Expanding Union County social service agency is seeking a dynamic Fundraiser. Responsibilities include enhancing fundraising opportunities and organizing special events. A qualified candidate will have excellent written & communication skills. Position requires experience in fundraising, event coordination & Microsoft office programs. Non-profit experience preferred. Qualifications for the position: BA/BS Degree preferred. Excellent communication skills. A car and valid driver's license is required. EOE. To apply please call **(908) 354-3040 Ext. 4239** or email resume with salary requirements to RWright@caunj.org. **Responsibilities:** Coordinate, organize and execute fundraising events and campaigns to meet the revenue and expense budgets. Attends required conferences, trainings, staff meetings, and other meetings/events as requested. Build and manage the agency's social media profiles and presence. Develop enhancements to fundraising events that increase unrestricted revenue. Maintain and develop agency wide mailing list and donor relationship information. Coordinate event press releases. **Submitting Representative's Name:** Joan Douglas. **Job Location:** 80 West Grand Street, Elizabeth, NJ 07202 **E-mail:** jdouglas@caunj.org.

COMMUNITY ACCESS UNLIMITED - Non-Profit Contract Administrator. Expanding Union County social service agency is seeking a Contracts Administrator to support the Development and Finance Department in providing monthly financial and status reports to Department Heads. Responsibilities include review monthly billing for accuracy and approval before submission to funding agencies. Ensures the accurate and timely completion of monthly contract variance reports with contract reporting deadlines. Responsible for all aspects of government contract audits pre-audit preparation of requested documentation and follow up on all requests as necessary. Responsible for submitting insurance certificates and other financial reports to funding agencies as needed. Track, monitor, and follow up all internal and external communications related to the Contracts. **Qualifications for the position:** BA/BS Degree preferred. Excellent Microsoft Suite skills required. Effective written and oral communication skills required. Must have prior experience in managing contracts. Strong analytical and organizational skills required with attention to detail. A car and valid driver's license is required. EOE. To apply please call **(908) 354-3040 Ext. 4239** or email resume with salary requirements to RWright@caunj.org
Review monthly billing for accuracy and approval before submission to funding agencies. Ensures the accurate and timely completion of monthly contract variance reports with contract reporting deadlines. Ensures that required documentation is complete and is in compliance with regulations and standards. Responsible for all aspects of government contract audits pre-audit preparation of requested documentation and follow up on all requests as necessary. Coordinates the exchange and flow of all necessary paperwork. Responsible for submitting insurance certificates and other financial reports to funding agencies as needed. Track, monitor, and follow up all internal and external communications related to the Contracts. Performs other duties as required. **Submitting Representative's Name:** Joan Douglas. **Job Location:** 80 West Grand Street, Elizabeth, NJ 07202. **E-mail:** jdouglas@caunj.org.

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

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

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

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

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

COMMUNITY ACCESS UNLIMITED: Youth Coordinator. We are currently seeking a qualified individual to provide administrative oversight for our community-based residential programs for youth at-risk. The ideal candidate for this position has a bachelor's degree (BA/BS), at least two years of experience working with youth at-risk, knowledge of DCP&P regulations, genuine desire to work with adolescents, previous supervisory or management experience and strong leadership skills. EOE. **Responsibilities:** Helps establish and maintain standards and procedures that ensure the health and safety of everyone. Recruits, hires, and oversees the appropriate levels of staff to meet member and program needs. Ensures the facility, grounds, and equipment are maintained in a clean, sanitary, and safe condition. Helps prepare, oversee, and monitor the annual budget. Helps resolve member and family concerns. Ensures that required documentation is complete and is in compliance with Agency and DCP&P regulations and standards. Performs other duties as required. **Qualifications:** Bachelor's degree (BA/BS) required. At least two years of experience working with people with at-risk adolescents. Experience in supervising and managing staff. Valid driver's license. Knowledge of DCP&P regulations. Strong leadership skills. Excellent communication skills, verbal and written. Willing and able to be on-call, which may include evenings, weekends, and holidays. Excellent computer and Microsoft Office skills, especially Excel. **Benefits:** Medical Insurance. Dental Insurance, 401(K), Life Insurance. Paid Time Off (PTO). Tuition Assistance. Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street, Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Youth Assistant Support Counselor. Expanding social service agency is seeking an individual to work with at-risk adolescents in a residential setting. Responsible for providing direct supervision to adolescents including assistance with daily living skills and supportive counseling. The hours for the position vary but include evening and weekend hours. Full time. Apply at www.cauj.org. **Responsibilities include:** Ensures that required documentation is complete and is in compliance with regulations and standards. Helps ensure a safe, clean, organized, environment. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Ensures that the site, and equipment are maintained in a clean, sanitary, and safe condition. Provides training for daily living skills, supportive counseling and community integration for youth at-risk. Transport members to medical appointments, recreation activities, etc. **Qualifications:** Willing and able to attend required trainings outside of normal work hours. Highly organized and self-motivated. Able to work days, evenings, weekends, and holidays. Excellent computer and Microsoft Office skills. Valid driver's license. Access to a car to use for work purposes Willing and able to attend required training's outside of normal work hours (between the hours of (9am-5pm) 1-year experience working with at-risk adolescents. High school diploma or GED required. **Benefits:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street, Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY FOOD BANK OF NEW JERSEY. Join the Community FoodBank of NJ's Food Service Training Academy. **Next class starts September 30, 2019 to January 15, 2020.** Tuition and public transit are free for those who qualify. Receive hands-on instruction from classically trained chefs in a commercial kitchen. Participants are placed in internships and provided with employment services. You must have a high school diploma or GED. For additional info call (908) 355 - 3663 ext.: 240. Community FoodBank of New Jersey | 31 Evans Terminal Rd | Hillside, NJ | 07205 | 908. 355.FOOD | cfbnj.org

COMMUNITIES IN COOPERATION, INC. (CIC) is a 501C3 social service faith & community-based organization with three locations: Linden, Roselle, and Newark, NJ. Our three business areas include Youth Empowerment/Development, Justice-Involved Enablement (reentry services) and Family Strength Building/Empowerment. To apply, send resume to cicdirector@yahoo.com only if you meet the below requirements. **Job Description:** Administrative Clerk. Handle office interactions with outside visitors and internal staff. This includes greeting and directing guests, answering phone inquiries, and handling requests or complaints in a professional manner. Keep track of meetings on an electronic calendar system and send out alerts and reminders for area staff. Travel between sites (Roselle, Linden & occasionally Newark) to deliver files, provide support via administrative duties and reports for various programs as assigned within the organization. Maintain files with confidentiality in an easily accessible format (assist with client documentation and proofing/editing).

Coordinate communication between various departments/programs, schedule meetings, distribute reports and keep all parties informed of general business operations. Operate and maintain office machinery, including computers, copiers, fax machines, and printers. Administrative Clerk qualifications and skills. High school diploma or equivalency required. Associate's or bachelor's degree preferred with a minimum of two years of experience preferably in a social / human service organization. Excellent organization, scheduling and time management skills with the ability to multi-task is essential. Previous experience with administrative duties in an office setting with the ability to work independently is preferred. Working knowledge of Microsoft Office (Excel, Word, PowerPoint), with a typing speed of at least 40 wpm with accuracy. Excellent communication skills (written & oral). Being able to provide and assist with clear and concise written documentation for client summaries to include dates and times is essential. Computer savvy – internet surfing to find client resources, proficiency in Google Forms, Constant Contacts for information sharing or an equivalent, and event handling (invitations, demographics and guest tracking using Google Forms). **Work Hours:** Normally Monday – Friday with a few Saturdays or Sundays for special programs, however, weekends are rare. Background Check Required: Also, CIC works with children and our company policy requires all hires and/or volunteers working with youth to successfully complete a background check. **Salary:** Commensurate with experience.

CONIFER REALTY - Administrative Assistant. Description of Skills: Computer skills. Must read & write English Bi-lingual a plus. Microsoft Office. Multi-line telephone. Must have reliable transportation. This position has two duty stations: Plainfield, NJ & Elizabeth, NJ Candidate responsibilities include but are not limited to: answering phones, filing, assisting leasing manager and other essential office staff. Computer skills a must. Knowledge of Microsoft office. **Job Location:** 1227 E. Front Street, Plainfield, New Jersey 07062. Salary Range: \$16.00 per hour. **Benefits:** Medical, Dental, 401K, Vision. **Submitting Representative's Name:** Denise Fisher. **Tel.:** (908) 756-2514. **Send resume to:** lelandgardens@coniferllc.com

CONNECTIONS PERSONNEL – Hiring for the following positions: Account Payable Coordinator, Accounting Clerk, Assembler, Automation Engineer, Calibration Laboratory, Calibrator Inspector, CDL Class A driver, Customer Service Representative, Data Analyst, Design Engineer, Dispatcher/Office Assistant, Electrical Tech, Electrical-Mechanical Engineer, Field Service Engineer, Forklift Operator, General Laborer, Marketing Assistant, Office Clerk, Office Manager, Labeling Clerk, Palletizer, Production Worker and Machine Operator, Production/Assembly Assistant, Production Supervisor Assistant, Q/C Inspector, Receptionist, Recruiter, RF Microwave Technician, Shipping Lead, Staff Accountant, Supply Chain Manager, Vendor Surveillance Coordinator, Warehouse Clerk. Apply to: morristown@connectionspersonnel.com. Submitting representative: Jessica Cella. Address: 69 Maple Ave Morristown, NJ, 07960. Email: morristown@connectionspersonnel.com . **Tel.:** (973) 292-9300.

CUSTOMIZED DISTRIBUTION SERVICES, INC. - Inventory Control Systems Clerk: Description of Skills/Experience Required/Desired: Ability to comply with Company policies, procedures, and expected standards of behavior to include the Company's tardiness and absenteeism policy. 1+ year(s) of recent experience in a similar role; preferably in a fast-paced distribution environment. 1+ year(s) of prior experience operating a forklift. High school diploma or GED required. Experience with an RF-based warehouse management system (WMS) is preferred. Proficient with an RF Scanner. Ability to read, count accurately, do simple math, and write legibly. This includes the ability to correctly interpret and log a large sequence of numbers in the correct order. Must have excellent communication skills; both written and verbal. This includes the ability to speak, read, and write the English language. **Description of Responsibilities:** Assist the Customer Service and Operations Department by maintaining an accurate count of all inventory. Ensure that any inventory loss is immediately reported. Receive, unpack, inspect, and count inbound materials and components. Enter all electronic customer inventory and order information. Communicate appropriately and professionally with all colleagues and client representatives. Perform reconciliations of current inventory as necessary and/or requested and immediately notify supervisory and management staff of any discrepancies. Operate a sit-down or stand-up forklift as necessary to move product. Maintain a competency and certification concerning the safe operation of forklift equipment, (i.e. stand-up, sit down forklifts, and pallet jacks). Comply with established procedures concerning equipment inspections and sign out. Assist with the training of newly hired personnel. Participate daily with general housekeeping of warehouse. Maintain a competency and working knowledge of the RF system and equipment. **Salary:** \$14.00 Hr. **To apply:** <https://usr54.dayforcehcm.com/CandidatePortal/EN-US/CDS/Posting/View/282>. **Education:** HS Diploma or GED. **Position reports to:** Customer Service Manager. **Job Location:** 301 Middlesex Center Boulevard, Monroe Township, NJ

08831. **Benefits:** Cigna- Medical, Dental, etc. **Representative:** Nicole Miller. Send resume to: nmiller@cdslogistics.com.
Address: 20 Harry Shupe Boulevard, Wharton NJ, 07885. **Tel.:** (973) 366-5090

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

DUNKIN' DONUTS/NATC DONUTS - Various positions available: Please apply at: www.natcdonuts.com. **Job Location:** 315 Central Avenue, Clark, NJ 07066. **Denise Meola:** dmeola@natcdonuts.com. **Tel.:** (908) 324-4956.

ENJOY YOUR PARTY: Dishwasher. The ideal candidate for Enjoy your Party believes in showing up on time for work, providing other employees with assistance in the kitchen as needed and following all sanitary and health-related protocols. **Responsibilities:** Operate the industrial dishwasher. Wash glassware and other implements by hand when necessary Empty and clean all trash receptacles. Follow sanitation policies at all times. Provide assistance to prep cook and other kitchen staff as needed, especially during peak times. Clean up spills or broken glassware immediately. Report any sanitation or janitorial issues to appropriate party. A perfect candidate to work at Enjoy Your Party Inc. is to be willing to travel to multiple locations, have their own transportation and be fully committed to the job once given. We are looking for reliable people and ready to work. **Submission representative:** Vanessa Paredes.

Send resumes to: eventstaffers@gmail.com

Tel.: (908) 391-9512. **City:** Hackettstown. **Salary range:** \$12-\$13 per hour.

EVEREST HEALTHCARE SERVICES - Certified Nursing Assistant. Description of skills: Must have 6+ months of nursing home experience. Ability to build rapport with patients. Compassionate and caring demeanor. Familiarity with medical terminology. Ability to work well in teams. **Responsibilities:** Provide basic patient care according to facility guidelines Assist patients with activities of daily living. Assist in the transport of patients. Provide companionship to patients Maintain a clean and healthy environment. **Job Location:** 3840 Park Avenue, Suite B204, Edison NJ 08820. **Representative:** Selena Hamlin. **Salary Range:** \$14.00 - \$16.00 per hour. **To apply:** Email your resume to: selenah@everesthealthcare.net. **Tel.:** (732) 548-1266. **Or go to:** www.Everest-Healthcare.net

EXP REALTY - THE SLEEPY HOLLOW TEAM - Real Estate Associate. Motivated, energetic, people skills, sales experience are all helpful, ability to interact via social media platforms, communication skills, willing to train and learn. **Job Location:** 1030 Central Avenue, Suite E, Plainfield NJ 07060. **Submitting Representative's:** joseph.burris@exprealty.com
Tel.: (908) 305-1583

FEDEX GROUND – Warehouse/Package Handler - Part-Time and Full-Time at our Woodbridge Hub in Keasbey, NJ. Think Fast. Think FedEx Ground. Interested in a fast-paced job with career advancement opportunities? Join the FedEx Ground team as a package handler. Come see why FedEx ranks among America's "Best Places to Work." We offer competitive hourly rates, multiple raises in the first year, and tuition reimbursement. Package handlers are eligible for medical, dental and vision benefits as well as vacation and holiday pay, after completion of an eligibility period. Part-time positions are available. Full-time and flexible scheduling are available in some locations. **Qualifications:** Entry level Must be at least 18 years of age. Must be able to load, unload and sort packages, as well as perform other related duties Daily Activities: General warehouse operations, load and unload trucks, shipping and receiving, movement of material, package tracking, dock labor, and transportation /distribution. For more information, please go to: <https://Groundwarehousejobs.fedex.com>

GEO GROUP – FT Security Monitors \$11.75 per hour – Kearny, NJ. 3rd shift: 11PM - 7AM. Summary: This position maintains an orderly environment within the assigned unit or area of the facility and performs standard operating procedures in accordance with facility policies and procedures as required by Company and client contractual requirements. The operations counselor follows daily schedules and always conducts him/herself in an exemplary manner. **Primary Duties and Responsibilities:** Supervises all resident movement within the assigned unit/area. Reports resident accidents or injuries to supervisor. Provides orientation to new residents and discharges residents. Performs scheduled

resident headcounts and completes written count reports. Conducts daily inspections and searches of resident sleeping quarters and body searches. Monitors eye drug testing. Reports all resident behavioral problem incidents in writing to supervisor and conducts appropriate crisis intervention. Collects urine samples for random and routine substance abuse screenings of residents as required. Transports residents by company vehicle to out-of-facility appointments. Remains at assigned security check point and monitors security cameras to maintain safe and secure orderly environment for residents during the daily scheduled activities. Enforces the facility rules of conduct with the residents. Supervises resident visitation. Performs other duties as assigned. We offer personal and professional growth along with extensive training and flexible schedules. So, if you are passionate, customer focused, have a high level of integrity.... come join our TEAM...

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

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

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

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

JUST BE YOU FESTIVAL - Unpaid Internship. Brand Ambassador/Production Assistant. Duties include, but or not limited to, the following: promoting the festival via social media platforms, street team promotion of posting flyers in the community, assisting the festival's director with administrative tasks; both before the festival, and the day of, facilitating the communication tasks between festival sponsors and/or vendors, and monitoring/tracking the online presence and activity of the festival. On the day of the festival, duties will include: serving as an usher/greeter, collecting tickets, assisting with production tasks, set-up and break-down, clean-up, being a liaison for the sponsors/vendors, running the festival's promo table, operating AV equipment, and assisting the festival's director. **Educational requirements:** High school graduate, college student or recent/pending graduate, some work experience. **Course of study/training programs:** Undergraduate student, Recent or Pending Graduate (post degree), Occupational Training Program student, Certification Program. **Required Qualifications:** strong communication skills, active listener, positive attitude, organized, able to interact

well with others, a team spirit, experience in social media preferred but not required: (Facebook, Instagram, Twitter, YouTube, Vimeo, Pintrest), excellent people skills, some job experience (paid or volunteer), two letters of recommendation from a teacher, community leader, or past/present employer, a resume or short bio outlining past work experience (paid or volunteer), a cell phone with the ability to access Facebook, Instagram and Twitter, as well as, capture high quality photos and videos, the ability to provide transportation to and from the festival venue. **Compensation: non-paid/volunteer internship** - those selected will receive a meal stipend the day of the festival in August 2019 - amount of stipend to be determined at the discretion of the festival's director - volunteers also receive a festival t-shirt and thank you gift.

Submission representative: Mahogany Reynolds. **Tel.:** (646) 342-7360. **Job Location:** 350 Dr. Martin Luther King Jr. Blvd, Newark, NJ 07102. **Send resume to:** justbeyoufestival@gmail.com

MCAULIFFE CONTRACTORS - Laborer/Helper. Assist job/Truck leader. Clean: Shop, Truck, empty debris. Load materials Carry materials and equipment into work site. Unload properly upon return. Learn / assist basic cutting, digging. Learn use, care and safety on all tools. Make intermittent supply runs. Anticipate next steps. Maintain orderliness of truck Remain flexible: crew/site changes daily. Adhere to all company safety protocols. Maintain Basic Belt. Maintain personal "cubby" and "go bag". Maintain assigned area of shop upkeep/maintenance. Attend training courses/programs as directed. **Job Address:** 723 Fairfield Avenue, Kenilworth NJ 07033. **Send resume to:** sales@structurenj.com **Tel.:** (908) 245-9131. **Salary Range:** \$30,000 - 35,000 annually. No experience required. Some construction or construction related experience preferred.

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

MACHINERY SERVICES CORP.: Shipping/Receiving/Warehouse. **Description of skills desired:** Machinery Services Corp. / Rapid Pump and Meter Service Co., Inc. an electrical and mechanical contractor providing comprehensive industrial services for over 40 years in the New Jersey, New York Metro region is seeking an organized, energetic individual with a positive attitude who thrives in a fast-paced environment. **Job Responsibilities:** Perform duties related to shipping, receiving and warehouse organization. Clean and maintain supplies, tools, equipment, and storage areas. Maintain physical stock, count store and verify inventory counts. Assist customers with dropping off and picking up of Pumps and other equipment. Answer phone as required. **Job Requirements:** Must be data entry proficient. Must be able to work in a fast-paced environment. Must be able to read, write and speak English sufficiently to perform job functions. Ability to lift and manipulate heavy objects. Must be able to work overtime as required. Able to drive forklift Must have a valid driver's license. Mandatory pre-employment drug testing. We offer competitive salary & benefits – medical coverage, 401/K (company match). **Send resumes to:** apply@rapidservice.com. **Job Location:** Wall Township, NJ 07727. **Tel.:** (973) 345-5600.

MACHINERY SERVICES CORP.: Maintenance Mechanic Helper. **Description of skills desired:** Electrical and Mechanical Contractor seeks a dedicated, responsible and service minded individual to work in the Industrial, Commercial, and Transportation sectors to help maintain equipment and production tools. Must be able to troubleshoot, repair and install equipment. Helps mechanics or other tradespeople with dismantling, overhauling, and assembling of equipment and machinery. Basic Electrical skills/experience, and automation control. Ability to use hand tools and trade type tools. **Job Type: Full-time.** Valid driver's license required. Mandatory Pre-Employment Drug Testing. **Benefits:** Excellent salary commensurate with experience. Comprehensive medical benefit plan. 401(k) with company matching. Paid vacation Life insurance. **Job Location:** Wall Township, NJ 07727. **Send resumes to:** apply@rapidservice.com **Tel.:** (973) 345-5600.

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

Medical Benefits After 6 months. **Job Location:** 29 Spring Street, West Orange, New Jersey 07050. **To apply:** Send resume to Alaya Bishop at: alaya.bishop@nindelivers.com. **Salary:** \$20.00/ hr.

ORION – Driver. Description of skills: Valid Driver's License. Minimum 2 years experience as Delivery Driver Must 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. **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. **Submitting Representative's Name:** Andres Modera. **Tel.:** (908) 494-3639. **Send resume to:** orionpfc@gmail.com. **Job Location:** Elizabeth, NJ 07208. **Salary range:** \$17-21 per hour.

OUR HOUSE INC. - Direct Support Professional. Description of responsibilities: Trains and supervises residents in the development/enhancement of independent living skills in such major areas as nutrition, meal planning and preparation, household skills, clothing maintenance, personal grooming and hygiene, money skills, recreational and social skills, safety, travel training, sexuality training, self- advocacy and other areas. May be responsible for providing a high level of assistance with hygiene, including but not limited to: bathing, toileting, changing diapers, changing catheters, changing colostomy bags, etc. Responsible for the safety and well-being of the residents. Provides adequate supervision for the individuals in the home as outlined in their IHP/ISP. **Required:** High school diploma, clean driving record and valid license, 1 yr. experience. **Salary:** \$12.00 per hour. **Job Location:** 76 Floral Ave., Murray Hill, NJ 07974. **Submitting Representative's Name:** Blair Dolphin. bdolphin@ourhousenj.org **Tel.:** (908) 464-8008.

PARTY FACTOR LLC – Driver/Event Set ups. Seeking strong, energetic & hard-working individuals. job includes setting up tents, tables, chairs, staging, lighting, pipe & drapes, amusements (inflatables) and full event set ups decor. Driver responsibilities (safety first) proper way of set ups of events. Include estimate of 8-10 stops per route (be on time per stop). Communicate at all time with office management, flexible schedules, career advancement. Heavy lifting involved. **Salary range:** \$12-\$15. **Job location:** 558 Bayway Ave. Elizabeth, NJ 07202. **Send resumes to:** aaaapartyfactor@aol.com

PREMIER HOME HEALTH CARE SERVICES - Premier Home Health Care Services is looking for We are currently hiring **LPNs and RNs** for our staffing division. We offer flexible schedules. **Benefits Included:** Medical, Paid time off. **Job Location:** 2400 Morris Ave., Suite 203, Union NJ 07083. **Submitting Representative's:** Kevin Morales. **Send resume to:** kmorales1@premierhomehealthcare.com **Tel.:** (908) 322-8883

PROJECT READY - Job Readiness Program 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, Excel and PowerPoint are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The **next session** begins **Tuesday, September 17, 2019 and ends on Thursday, October 17, 2019**. For more information, please call us at (908) 353-1045, Ext 8, or email Projectready@sjeliz.org. If you are interested in attending our program, please join us for our **Open House** which is on **Wednesday, September 04, 2019 at 10:00 am**. We are located at the Saint Joseph Social Service Center – **Church Building** 118 Division Street, Elizabeth New Jersey 07201. **Seats are limited.**

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

ROSELLE DAYCARE CENTER – Lead teacher. Full time Lead teacher position available to start immediately. Hours are Monday - Friday 8:30 AM - 4:30 PM. Please call to set up an interview. **Salary:** \$1,920.00 per month. **Educational requirements:** CDA, AA in Early Childhood. **Job Location:** **Street Address:** 111 W. 5th Avenue, Roselle, NJ 07203 **Tel.:** (908) 241-8787. **E-mail:** roselledaycare@comcast.net

ROYAL COMMUNITY SUPPORTS - Companion/Caregiver. Description of responsibilities: No experience required! Flexible, part- or full-time hours (16 – 40 hours weekly). NJ driver's license and reliable car. Respectful and compassionate Good time management skills. Strong communication & interpersonal skills – willing to learn sign language. Strong ethics Physical endurance – must be able to swim, run 1 mile and lift 75 lbs. Professional and compassionate attitude is the most important qualification for this very satisfying and rewarding position providing high quality assistance with activities of daily living to young man with developmental disabilities. The ideal candidate will be patient and friendly with excellent communication skills. Training and on-going support provided. Be a pleasant and supportive companion. Help clients take prescribed medication. Assist clients with personal care and hygiene. Plan and prepare meals with assistance from the client. Perform light housekeeping duties with client's assistance. Report any unusual incidents. Act quickly and responsibly in cases of emergency. **Salary range:** \$20 - \$25. **Job Location:** 333 Central Av Westfield, NJ, 07090. **Submitting Representative's:** Kim Munley. **Address:** 215 N. Scotch Plains Ave., Westfield, NJ, 07090. **Number of Openings:** 3. **Send resume to:** kim@munley.org. **Tel.:** (201) 895-6262.

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

SEAL SPOUT CORPORATION: Machinist / CNC operator. Known as an industry leader in the manufacture of metal, plastic and paper pour spouts. We also manufacture the inserting machines. A fourth generation, 75-year, family owned and operated business. We offer an excellent work environment in a small, very clean, air-conditioned shop. Looking for a Machinist with 3 years experience for all around machine shop work. CNC experience a plus. Candidate will perform various assignments as needed and have the opportunity to grow. Hours: Monday thru Friday from 7:00am to 3:30pm. **Educational requirements:** High School Diploma. Benefits included: 11 Holidays, 10 PTO days, medical, dental, life insurance and 401K. Salary based on experience; \$18.00 - \$25.00 per hour. **Address:** 50 Allen Road, Liberty Corner, NJ, 07938. Located right off exit 33 from Route 78. **Tel.:** (908) 647-1900. Send your resume to Frank Lombardo: flombardo@sealspout.com.

SHULTS INSURANCE AGENCY INC. Bilingual (English/Spanish) Customer Service Rep. lou@shultsinsuranceagency.com. **Submitting Representative's:** Lou Shults. **Job Location:** 282 South Avenue Suite 201 Fanwood, NJ 07023. **Tel.:** (908) 889-7444. **Salary Range:** \$13 - \$ 15 per hour.

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

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

STATE FARM (Gary Wilks) - State Farm Agent Team Member. Sales experience (outside sales or inside sales representative, retail sales associate, or telemarketing) preferred. Successful track record of meeting sales goals/quotas preferred. Self-motivated. Detail oriented. Ability to make presentations to potential customers. Property and Casualty license (must be able to obtain). Life and Health license (must be able to obtain). Develop leads, schedule appointments, identify customer needs, and market appropriate products and services. Establish customer relationships and follow up

with customers, as needed. Provide prompt, accurate, and friendly customer service. Service can include responding to inquiries regarding insurance availability, eligibility, coverages, policy changes, transfers, claim submissions, and billing clarification. Work with the agent to establish and meet marketing goals. Use a customer-focused, needs-based review process to educate customers about insurance options. Flexible Schedule, Uncapped Commission, Competitive Pay. **Job Location:** 107 South Ave W, Ste 3B, Cranford, NJ 07016. **Salary Range:** \$45,000-\$75,000 annually. **Submitting Representative's:** Gary Wilks. **Tel.:** (908) 800-0030. **Send resume to:** gary@cranfordnjinsurance.com

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

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

THE ARC OF ESSEX COUNTY

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

POSITION	LOCATION	STATUS	REQUIREMENTS
<i>Direct Support Staff (Group Homes)</i>	Various Locations in Essex County	Part-Time & Full-Time; Weekend, Evening, and Overnight positions	High school diploma; clean driving record and standard NJ driver license, 1 yr. experience working with adults with developmental disabilities
<i>Direct Support Staff (Day Programs)</i>	Various Locations in Essex County	Full-Time & Part-Time; Mon-Fri; 8am-4pm	High school diploma; clean driving record and standard NJ driver license; 1 yr experience
<i>Special Education Teacher Assistant</i>	Roseland, NJ	Full-Time, Mon-Wed, Fri- 8:00am-3:00pm, Thurs 8:00am-3:30pm	High school diploma; new college graduate studying special education preferred; some experience working with developmentally disabled/special needs children preferred.
<i>Shift Supervisor</i>	Various Locations in Essex County	Full-Time, Various Shifts	College degree preferred; at least 2 years’ experience working with individuals with developmental disabilities.
<i>Consumer Support Specialist</i>	Fairfield, NJ	Full-Time	Master’s degree preferred; at least 3 years’ experience DDD Population; experience in developing support plan strategies required
<i>Related Services: Speech Therapist (SLP);</i>	Various Locations in Essex County	Part-Time (Casual)	<ul style="list-style-type: none"> • Must maintain a valid NJ Driver license with a clean record • NJ SLP, OT, or PT license

<i>Occupational Therapist (OT); Physical Therapist (PT)</i>			
<i>Day Programs (Bridges)</i>	Fairfield, NJ	Full-time, Mon-Fri	<ul style="list-style-type: none"> High school diploma; clean driving record and standard NJ driver license, previous experience working with adults with Autism and Behaviors

OPEN HOUSE – Tuesday, August 20, 2019 from 11AM to 2PM

123 Naylon Ave ~ Livingston, NJ 07039 **RSVP to:** recruiter@arcessex.org

PEAPACK GLADSTONE BANK - Universal Banker II PT. Job Description/Skills required: High School diploma or GED Minimum of three to five years retail banking experience. Ability to meet/exceed customer service needs. Working knowledge of bank's products & services. Ability to cross-sell & close sales. Ability to resolve customer questions or complaints. Strong team player. Ability to answer questions effectively; build relationships; build internal and external networks. Ability to act with integrity; demonstrate adaptability; work commitment; maintain a positive performance in all situations. Working knowledge of Microsoft Excel, Word, Access and Outlook. Ability to interact effectively and tactfully with all levels of the Bank. Ability to read, write and speak English clearly. Must be able to drive a car. **Nonessential Skills and Experience:** Maintain customer files. Notary Public commission. Assists Branch Management, Business Development Officer and Commercial Loan Officers on business calls to existing and potential new clients. **Position Summary:** Responsible for providing exceptional service to all existing and potential clients. Will manage the full client experience efficiently, identifying sales opportunities, making referrals and handling service transactions. **Position Responsibilities:** Develop, expand and manage consumer and business account relationships, concentrating efforts in meeting client needs for financial products. Identify clients with additional profit potential and develop action plans to expand these relationships. Refer business to all lines including wealth, lending and financial services. Utilize sales programs to acquire new relationships. Actively participate in ongoing training and regular sales meetings. Willing to be cross trained to perform duties necessary to assist clients when management is not present. Maintain the confidentiality of the Bank and its clients at all times, while providing courteous and efficient client service. Strive to provide exemplary service by anticipating client needs when promoting the banks products and services. Participate in community organizations and activities to enhance the Bank's image and develop additional business and referral sources. Demonstrate a strong understanding of industry trends and how they impact the client. Process a variety of routine and complex transactions such as account opening and closing, processing deposits, withdrawals, loan payments and transfers. Assists with the daily operation of the branch including reporting, audits, proving the ATM's, the coin machines and the main cash vault, preparing cash for shipments and ordering coin and currency for the branch as needed. Ensure compliance with all established internal policies and external regulations. Demonstrate knowledge of policies and procedures and the ability to apply this knowledge in real situations. Adhere strictly to compliance and operational risk controls in accordance with regulatory standards, policies and procedures. Complete regular reports as required. Keep current with pertinent banking regulations, including but not limited to Reg. DD, Reg. CC, BSA, CRA, Right to Financial Privacy Act, FDIC insurance provisions, etc. **Submitting Representative's Name:** Walter McGee. **Tel.:** (908) 470 – 6417. **E-mail:** wmcgee@pgbank.com **Job Location:** 233 South Street, Morristown, NJ 07960. **No. of openings:** 2. **Apply to:** www.pgbank.com

TIDY-UP SERVICES, LLC- Looking for **commercial cleaning personnel** for open positions in SUMMIT NJ. Hours available Monday – Sunday 5:00pm-9:00pm and 10:00pm-1:00am. An ideal candidate will be able to successfully perform the following responsibilities: Clean, sweep, dust mop, and wet mop floors, stairways, and corridors to ensure cleanliness. Empty trash bins, wipe down mirrors and windows, disinfect doorknobs, light switches, et cetera. Determine type of chemicals and equipment necessary for specific cleaning tasks. Dust furniture and scrub surfaces clean. Clean and service restrooms with mops and disinfectants. Performs routine maintenance of housekeeping equipment. Identifies cleaning problems and determines appropriate remedies. There are multiple part-time positions open, potentially leading to full-time positions. Hands on training available. Must have a valid driver's license and reliable transportation. Must be 18+ years old. To apply please e-mail your resume and availability to tidyupservicesllc@gmail.com

TRINITAS REGIONAL MEDICAL CENTER is recruiting for Part Time and Per Diem Food Service Workers at Williamson Street Campus and New Point Campus. These are less than 30 hours per week and would be scheduled on either 6:30am-2:30pm, 11:30am-7:30pm, or 3:30-7:30pm. They would be required to work M-F as well as every other weekend and holiday. The pay rate starts at \$12.00-day shift and \$13.25 after 3pm. Must complete post offer physical and background check. **Job Description:** Assist with the serving of meals and ensuring that the meals arrives to floor on time. Ensures sanitation is completed in the department, to meet Regulatory standards. Works in the dish room ensuring that all dish ware is properly cleaned and sanitized. Clean all food truck, ensuring that all food debris is removed. **Job Requirements:** High school diploma, GED or applicable previous experience; Must have the ability to read, write and speak English (or other languages as necessary); Follow written and verbal instructions. Experience in health care environment desirable, but not required. **Link to apply:** <https://careers.trinitasrhc.org/jobsearch/job-details/foodserviceworker/4029/1/careers.trinitasrhc.org>. **Submitting Representative's:** Taryn Miller, Human Resources – Recruiter. Trinitas Regional Medical Center, 18 South Broad Street, Elizabeth, New Jersey, 07207. **Tel.:** 908-994-5334 **Fax:** 908-994-8280. **Email:** tmiller@trinitas.org

TURNING POINT – is hiring for several positions in different parts of New Jersey. **For more information and to apply, please go to** <http://turningpointcareers.com/>

UNION COUNTY COLLEGE – Campuses in Cranford, Elizabeth, Plainfield, and Rahway. **For job descriptions and to apply, please visit** <https://ucc.peopleadmin.com/>. **EOE/Affirmative Action Employer committed to diversity.**

UNION COUNTY VOCATIONAL - Technical Schools (UCVTS) located on Raritan Road in Scotch Plains, is now accepting applications for its Adult Full-Time and Post-Secondary Continuing Education Programs. UCVTS offers a wide range of vocational programs for persons interested in retraining, career advancement, continuing education, or personal improvement. Our philosophy is to provide high quality, low cost training to individuals interested in a vocational career. Our purpose is to develop responsible graduates who are academically, technically, and vocationally competent and prepared for the workplace and future success. Our Adult Full-Time classes run from September to June and accept students four times a year. The vocational courses offered include: Automotive Technology, HVAC/ Plumbing, Cosmetology, and Electrical Technology. **UCVTS** also offers continuing education and apprenticeship coursework in the evening three times a year. Please call the **UCVTS** Admissions Office at **(908) 889-8288 x 301** or visit www.ucvts.tec.nj.us for more information. We nurture your aspiration to find a career that's right for you!

UPS - Package Handler. Essential Functions (must be able to): Bend, stoop, crouch, crawl, climb, stand, walk, and turn/pivot. Part Time 3-5 hours per day, 5 days per week (Position will always be part time). Extended hours may be required as service needs dictate. Report to work on a regular, timely basis. This is a union position. - Must be available for 5 days in the slotted shift times. Shift times include: Monday-Friday: 5PM-10PM (\$10.60 per hr.) Monday-Friday: 11PM-4AM (\$10.60 per hr.) Tuesday-Saturday: 4AM-9AM (\$11.00 per hr.). After 1 year of Employment, entitled to medical benefits. Medical benefits include: Medical, Dental, Prescription, & Vision. **Salary Range:** \$10.60-\$11.00 per hour. **Job location:** Street Address: 493 County Ave, Secaucus, New Jersey 07094. Apply at <https://www.jobs-ups.com/>

WORRALL MEDIA - Account Executive. Friendly, personable, reliable, good work ethic. Enter the exciting career of advertising sales. Work with local businesses to develop relationships to create and design ads to help them grow. No closing or aggressive hard selling. No experience necessary, we will train capable candidates. Must have reliable car. **Job** 1291 Stuyvesant Ave. Union, New Jersey 07083. **Submitting Representative's:** Joe Farina. jfarina@thelocalsource.com **Tel.:** (908) 686-7700. **No. of positions:** 2-3.

YMCA (The Gateway Family) - WISE Adult Day Services: Part-time Activities Assistant. Applicant must have a High School diploma and at least 2 years activities or health care experience working with elderly/disabled/cognitively-impaired adults. Bilingual Spanish/English is a plus. Will consider applicants who can only work some of the days of the week. The WISE Adult Day Services Program is seeking a dedicated, flexible, responsible, and energetic team player to assist with our activities programming Monday through Friday between the hours of 1PM – 6PM and substituting for other shifts as needed.

YMCA (THE GATEWAY FAMILY) - Social Service Assistant-Men's Housing. Service Skills: Appropriate appearance required. Greet residents and guests. Show interest in resident's concerns. Know residents' names and use them in their presence. Refer member's questions, concerns, or suggestions to appropriate department head/supervisor. Carry out other duties as assigned by your supervisor. Be courteous in all communication/correspondence within the organization. Be alert to safety factors and refer all potential hazards to appropriate department supervisor. Always look for ways to improve performance. Emphasize fun; make the Y a happy place with positive relationships. **Relationship skills:** Make residents feel comfortable and at ease. Be open, friendly and approachable to residents. Initiate interaction with and between residents. Frequently ask if there is any way you can help. **Principal responsibilities:** Assess residents on caseload, in accordance with Program guidelines. Completion of intake packet for residents entering the program. Using completed assessments, develop a Success Plan for each resident on assigned caseload. Ensure timely Intake screenings and revisions of Success Plans. Assist in the development of community resources. Document clear and concise notes that describe services in progress notes. Submit timely reports according to designated schedules. Provide guidance to residents on personal, family, financial, employment, educational, behavioral, crisis and substance abuse matters. Participate in weekly case management meetings and monthly program meetings. Conduct wellness checks. Ensure the safety of staff and residents in the program. Provide supervision and surveillance of the residents and visitors as needed. Ensure that found contraband is properly disposed. Conduct urine monitoring (if applicable). Monitor entry and egress of all residents. Handle emergencies in accordance with established policies and procedures. Ensure city, county and federal compliance is maintained in all relevant duties. Perform other functions as directed. **Effect on end results:** This position ensures that the residents in the YMCA stabilize their life and functions at maximum efficiency and courtesy to fully support the resident's objectives of the YMCA. To help client clarify their goals and objectives. To significantly improve each resident's ability to obtain and maintain permanent housing. To increase the client's motivation to remain employed and long-term satisfaction with their work environment. The achievement of established program outcomes. The achievement of quality and timely promotional and communications materials accurate and timely submission of reports and documents to Director of Social Services. **Submitting Representative's:** Laura Margeotes. E-mail: Lmargeotes@tgfymca.org **Tel.:** (908) 355-9622. **Job Location:** 135 Madison Ave. Elizabeth, New Jersey 07201. **Salary Range:** \$10-\$12 per hour. **No. of positions:** 4. **Send resume to:** tmccoy@tgfymca.org
Senior Housing Director

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

Please: Print only what you need.  Recycle what you print.

Jobseekers join the Job Connections Mailing List: <http://bit.ly/JobConnectionSignUp>

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>

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.
