

March 2 – March 8, 2020

UNION COUNTY COLLEGE
CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

Training and Funding are Available... To assist displaced homemakers to transition into the workforce.

DISPLACED HOME MAKER ASSISTANCE - What is a displaced home maker? A displaced homemaker is defined as an individual who has worked in the home for a number of years and through the death, disablement, or divorce of a spouse finds themselves as the primary source of household income. In many cases they may be underemployed and, therefore, unable to support themselves and/or their children. Through New Jersey's Displaced Homemaker (DH) programs, a participant may obtain or upgrade their skills for transition into the paid labor market.

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.

The grant offers to eligible Participants: Computer Basics Classes, Workshops: Finance, Career Planning, Couponing, Health Wellness, Dress for Success, Nutrition, Occupational Trainings. A Displaced Homemaker Grant offered through the NJ Division of Women. **Job Readiness Classes:** Resume writing, Mock interviews, Soft Skills awareness, elevator speech. Starting: Fridays: 02/14/2020 – 03/13/2020. Time: 9 – 2:30PM. Contact us at 908-659-5114 or at cewd-recruiting@ucc.edu.

INFORMATION SESSION : Occupational Training Programs. Date: Thursday, February 27, 2020 or Tuesday, March 3, 2020. **Location:** Union County College Elizabeth Campus, Lessner Building, Lower Level. **Address:** 40 West Jersey Street, Elizabeth, NJ. 07202. **Time:** 10 AM. Please pre-register at: <http://www.jotform/IBlatUCC/InfoSessionSpring2020>

UNION COUNTY COLLEGE OCCUPATIONAL TRAINING CLASSES FOR UNEMPLOYED THIS FALL: 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:

Workforce Grant-Funded Career Certification Programs at Union County College:
Location: Elizabeth Campus, 40 West Jersey Street, Elizabeth, NJ 07202

Accounting Technician**Program Schedule:****Start Date: March 16, 2020 / End Date: June 16, 2020****March 16 – May 29, 2020****Monday – Thursday, 12:00 PM – 5:00 PM (5 days per week) and****June 1 - June 16, 2020****Monday – Thursday, 12:00 PM – 5:00 PM (4 days per week)****Location: Elizabeth Campus, 40 West Jersey Street, Elizabeth, NJ 07202****Fundamentals of Supply Chain Management Program****Start Date: April 13, 2020 to June 15, 2020****Program Schedule: Monday – Thursday, 8:30 AM – 2:00 PM**

For eligibility contact The Union County American Job Center at 908 965-3929 (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

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

L&L STAFFING AND HOME CARE SERVICES - Hiring Certified Home Health Aides! Spanish speaking only okay! **Some of the typical duties:** Help patient take a bath, use toilet or bedpan, dress patient, prepare meals, do laundry, light housekeeping, shopping. Hourly rate starts at \$11 an hour but could be higher depending on the case. **Recruitment:** Union County One Stop Career Center, 921 Elizabeth Ave. Elizabeth, NJ 07201. Wednesday, March 4, 2020, 1PM-3PM.

FIRST TRANSIT IS HIRING PARATRANSIT DRIVERS! Requirements: Are at least 21 years of age Have a valid CDL with Passenger Endorsement (Required). Have at least 5 years of total driving experience. Have good verbal communication skills. All candidates are subject to a pre-employment background check, drug screen and DOT physical. **Benefits:** \$20.00 per hour for CDL with Passenger endorsement. Attractive benefits package, including. Medical, Dental & Vision Packages. 401(k) with company contribution, Paid PTO/Vacation. **Recruitment:** Union County One Stop Career Center 921 Elizabeth Ave. Elizabeth, NJ 07201. Wednesday, March 11, 2020, 1PM-3PM.

DOLLAR TREE - Hiring Assistant Store Managers! FT/PT. Responsibilities: Opening and closing the store. Maintain a high level of good customer service. Protect all company assets. Controlling Expense and shrink-merchandise display. Maximizing sales potential. Strong productivity management ability. Ability to work in a high energy team environment. **Recruitment** at Union County One Stop Career Center, 200 W. 2nd St., Plainfield, NJ 07062. Wednesday, March 18, 2020 1:30PM-3:30PM.

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

ACTIVE STAFFING SERVICES - Working from 10 to 14 hours per day. Working in a refrigerated warehouse, Able to operate a Ryder Jack with at least 1-year recent experience., able to do heavy lifting on a continuous basis, can work the overnight shift, be available to work on the weekends, and commute to either Newark or Linden (there is a building in both areas and if the person lives closer to one we can interview them for that facility specifically. The compensation will be \$14.50 (and higher based on experience). If interested, call Vincent at 347-723 - 0861.

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.

ALL STAFFING WAREHOUSING - ASW is hiring Scanners/Warehouse Workers for our client in Wayne, NJ. Work will start in October. First and Second Shift available. First shift is 7am to 3:30PM. Second shift is 3:30PM to 12am.

Required to scan boxes and put away. The pay is between \$11 and \$12 per hour. Temp to perm opportunities available for the right candidates. Must be reliable and dependable. Please call 732-442-2255 or 732-689-1805 for more information and to schedule a time to apply. Apply in person Monday to Friday between 8:30am and 3:30PM. All Staffing Warehousing
311 Raritan Ave. 2nd Floor, Highland Park, NJ 08904.

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 fun 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.

COUNCIL FOR AIRPORT OPPORTUNITY - Below are positions that are currently available at the Newark Liberty International Airport: Baggage Handlers, Cashiers, CDL Drivers, Cleaners, Cooks, Customer Service/Passenger Service Agents, Dishwashers, Flight Attendants, Hebrew Speaking Passenger Service Agents, Maintenance workers, Package Handlers, Porters, Ramp Agents, Servers, Technicians. Interested candidates can come to the Council for Airport Opportunity 17 Academy St. Newark, NJ 07102 Monday - Friday 9:00 AM - 9:15 AM or 12:45 PM - 1:15 PM. Bring original social security card, valid state or government-issued photo i.d. and an updated resume. Tel.: (973) 622-4537.

LINDEN FIRST EMPLOYMENT & TRAINING CENTER - Seeking employment opportunities? Let us assist you, Intake and Mandatory Orientation, Training Sessions are held on **Wednesdays 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 the Amalfe Center, 1268 Shaffer Avenue, Roselle, NJ **(908) 245-1735**. Walk-ins welcome on Mondays 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:

BAYADA HOME HEALTH CARE - Live-In Home Health Aide (CHHA) (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 and a 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 (229-454-8346) or mmidy@bayada.com. Office address: 251 N Ave W, Suite 201, Westfield New Jersey 07090.

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. 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 – Full Time Receptionist: Job Description - We are looking for a dedicated long-term employee to join our team in our busy Elizabeth office! Community Access Unlimited is seeking a detail-oriented individual to be able to work in a fast-paced environment, greet visitors, answer a busy switchboard and provide excellent customer service. Additional responsibilities include: data entry, sort mail and provide administrative supports to our team. A qualified candidate will have excellent writing & communication skills, excellent in Microsoft Office and bilingual in Spanish is a must. High School Diploma/GED w/2 years admin exp, valid driver's license & car required. EOE. Please submit resumes to jdouglas@caunj.org or lbaigorrea@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. **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. The CHHA position is full time with a flexible work schedule and may include a weekend shift.

A qualified candidate must possess a HS Diploma/GED, CHHA certificate, driver's license and a vehicle to use for work purposes. One week of paid orientation is required prior to the start of your assignment. Ongoing paid training outside of normal work hours is also required.

Full Time positions include awesome benefits package! Provide housekeeping, cooking, shopping assistance, laundry and medication administration. 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. Provide services within a 50-mile radius of Union County. Performs other duties as required. Please submit resumes to jdouglas@caunj.org or 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. **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. **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. **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 Assistant Support Counselor. Expanding social service agency is seeking an individual to work with at-risk adolescents in a residential setting. Responsible for providing direct supervision to adolescents including assistance with daily living skills and supportive counseling. The hours for the position vary but include evening and weekend hours. Full time. Apply at www.caunj.org. **Benefits:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. **Job Address:** 80 West Grand Street, Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Youth Support Counselor Full and Part-Time Positions. Job Description: Community Access Unlimited has multiple Youth Counselor openings within the Union County area. Youth Counselors are 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. EOE. Position requires a HS Diploma/GED and 1-year experience working with adolescents, car and driver's license. CAU offers awesome benefits: Paid Orientation and Training, Paid time off, Tuition assistance, longevity recognition and staff recruitment incentives. Please submit resumes to jdouglas@caunj.org or lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED: Accounting Clerk. Job Description: We are currently seeking Accounting Clerks (Full-Time) for a high-paced office. Positions are available in the Accounts Payable, and Rep Payee Departments. EOE. The ideal candidate for this position is a team player who is highly organized, detail-oriented, works well under pressure, and enjoys interacting with customers and staff. This is an entry level position, and we will train the right candidate for this job. Previous business experience is a plus, but not required. The ideal candidate will be detail-oriented, good with numbers, and possess strong computer skills (especially Microsoft Excel). A valid driver's license and reliable transportation are required. Please submit resumes to jdouglas@caunj.org or lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED - Social Service Program Director. Job Description: 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. This position requires on-call responsibilities, which includes evenings, weekends, and holidays. The ideal candidate for this position has minimum of three years' experience working with people with disabilities, two years supervisory experience, BA/BS degree in special education, psychology, social work, or related field required. EOE. He or she must have a genuine desire to work with individuals with developmental disabilities, a valid driver's license, a car for work purposes, knowledge of DDD regulations, and strong leadership skills. Please submit resumes to jdouglas@caunj.org or lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED: Curriculum Specialist: We are currently seeking a Full Time Curriculum Specialist to develop and implement Independent Living Skills courses to our CAU membership. Responsibilities include provide staff training, evaluate/assist in creation of programs for individuals with developmental disabilities and youth. Position requires a BA/BS in education/special education and NJ Teacher Certification. Minimum of three years' experience working with youth and/or

individuals with developmental disabilities. Car and driver's license required. Enjoy a comprehensive and competitive benefits package that support you and your family in every aspect of life. EOE.

Responsibilities: Develop and implement Independent Living Skills Curricula based on member educational needs. Provide staff training on independent living skills courses. Evaluate member educational and training needs. Assist in creation of member training programs. Facilitate programs/groups as per contractual needs. Provide teaching instructions to youth at the County Shelter. Maintain educational resource directory. Attends required trainings, staff meetings, and other meetings/events as requested. Ensures that required documentation is complete and is in compliance with Agency, DDD and DCP&P regulations and standards. Performs other duties as required. Please submit resumes to jdouglas@caunj.org or lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED: Non-Profit Event Planner: Community Access Unlimited are proud of our long and outstanding record of being in the forefront of innovative ideas and actions within the social services field. We foster teamwork and partnerships within and outside of our organization. Community Access Unlimited is the link between individuals and a network of social service providers, employers, community leaders, and the community at large. If you are interested in joining our fine family of professionals forward your resume to jdouglas@caunj.org or cparedinha@caunj.org. This position pays \$50K annually. Community Access Unlimited is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, or veteran status. **Job Description:** New and exciting event planner opportunity in expanding Union County Non-Profit organization! Community Access Unlimited is seeking a full-time event planner to join their Development team. Responsibilities include enhancing fundraising opportunities and organizing special events. A qualified candidate will have excellent written & communication skills. Understanding of fundraising best practices and procedures. Position requires experience in fundraising, event coordination & Microsoft Office programs. Non-profit experience preferred. Valid driver's license and car required.

Responsibilities: Coordinate, organize and execute fundraising events and campaigns to meet the revenue and expense budgets. Creating donation and event registration pages & processing transactions. 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 Attends required conferences, trainings, staff meetings, and other meetings/events as requested Ensures the agency is in full compliance with all federal, state, and local licensing regulations.

COMMUNITY ACCESS UNLIMITED: Full-time Marketing Coordinator. JOB DESCRIPTION

Community Access Unlimited is currently looking for a dynamic Full Time Marketing Coordinator to join our team! Responsibilities include marketing new and existing programs to the community and developing marketing materials. An ideal candidate will have excellent written & communication skills, experience in marketing, non-profit organizations, Microsoft Office programs. BA in marketing, business administration or related field preferred. Valid driver's license and car required. Enjoy a comprehensive and competitive benefits package that support you and your family in every aspect of life. EOE. **Responsibilities:** 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

Attends required conferences, trainings, staff meetings, and other meetings/events as requested. Ensures the agency is in full compliance with all federal, state, and local licensing regulations. Build relationships with targeted audiences throughout the community. Attends required conferences, exhibits, workshops, training, staff meetings, and other meetings/events as requested. Build and manage the agency's social media profiles and presence. Develop and manage web content. Develop and update agency marketing materials. Develop relationships with national and state legislators. Manage agency's press releases, television and radio interviews. Please submit resumes to jdouglas@caunj.org or lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED: Social Service Program Director for Youth Services. Job

Description: We are currently seeking a qualified individual to provide administrative oversight for our community-based residential programs for youth at-risk and to supervise the quality of support services provided. The ideal candidate for this position has minimum of three years' experience working with youth, two years supervisory experience, BA/BS degree in special education, psychology, social work, or related field required. This position requires on-call responsibilities, which includes evenings, weekends, and holidays. A valid driver's license, a car for work purposes, knowledge of DCP&P regulations, and strong leadership skills. **Responsibilities:** Supervise the day-to-day activities of front-line supervisors. 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, facilitate interdisciplinary meetings. Oversee contractual obligations; contract outcomes, reports, fiscal analysis, licensing inspections/program audits. Ensures that required documentation is complete and is in compliance with Agency and DCP&P regulations and standards. Performs other duties as required. Please submit resumes to jdouglas@caunj.org or lbaigorrea@caunj.org.

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.

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

EXOTHERMIC MOLDING – Administrative Assistant. Phone skills, Filing, Organizational skills, computer skills, Quick Books. Salary range: \$15 - \$20/hr. Please send resumes to: paul@exothermic.com. **Job Location:** 50 Lafayette Place, Kenilworth NJ 07033. **Tel.:** (908) 272 - 2299

FOOD SERVICE TRAINING ACADEMY - Culinary Arts/Baking/Certification Program. Representative: Rosemarie Murray. **Location:** 31 Evans Terminal, Hillside NJ 07205. **Email:** rmurray@cfnj.org **Tel.:** (908) 355 – 3663. **Educational requirements:** HS Diploma/GED

H&R BLOCK – Receptionist. What you will bring to the team... Experience working in a fast-paced environment. Previous experience in a customer service environment. It would be even better if you also had...Sales and/or marketing experience. Ability to multi-task. Strong organizational and time-management skills. Knowledge of cash register operations. Knowledge and experience with a Windows based computer system. Shifts Available immediately through April 15th: Mornings, Evenings, Weekends. Do people think of you as friendly? Are you able to work in a fast-paced environment? H&R Block is seeking customer-centric seasonal Receptionists who can work in multiple locations with a flexible schedule during the tax season from January to April. As a Receptionist in an H&R Block office you'll be an integral part of showcasing our passion and pride and delivering on our purpose: To provide help and inspire confidence in our clients and communities everywhere. After successfully working this tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement. What you'll do... Greet clients in a personalized, friendly, and inviting manner. Match clients with the best-suited tax professional for their needs. Schedule clients how they would like to be scheduled. Handle client exits by ensuring all current and future needs are met. Maintain office cleanliness and organization of resources with team members. Other duties as assigned. **Job Location:** 1290 Centennial Ave, Street Address Line 2: Suite 105, Piscataway, NJ 08854. **Representative:** Michelle Lawrence. **Tel.:** (908) 285-1898

Send resume to: michelle.lawrence@tax.hrblock.com

Educational requirement: High School Diploma. **Salary:** \$11.00 per hour.

INTERNATIONAL RESCUE COMMITTEE : Multiple Positions(Career Specialist, Case Aid, Skills Instructor, Employment and Cash Specialist. Representative: Veronicah Mwaniki. **Job Location:** 208 Commerce Place, 4th Floor, Elizabeth, NJ 07201.

Veronicah.mwaniki@rescue.org

Tel.: (908) 351 – 5116. **To apply:** Rescue.org/careers (Search by Elizabeth NJ)

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.

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

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

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

SENIORBRIDGE - Certified Home Health Aide – CHHA. Certified Home Health Aide – CHHA. Come join one of the leading national healthcare companies and top-rated places to work for Certified Home Health Aides (CHHAs) in all of New Jersey. Humana at Home is currently hiring Certified Home Health Aides for our Senior Bridge team. We have openings for all shifts, both Live-In and Live-Out positions in Northern New Jersey. In addition to competitive compensation, Humana at Home takes pride in our Home Health Aides and we are proud to offer the following benefits: Paid In-service

Training. PTO including part time positions. Flexible start dates. Referral bonuses. Star Awards. Long cases. Certified Home Health Aide Requirements: Must be a Certified Home Health Aide in the state of New. Pass our background check. Previous homecare experience a plus. Ability to work in a team environment. 2 step PPD or chest X-Ray if required. Build a career and work for a company that cares just as much about our Home Health Aides as we do our patients. Apply today! **Submitting Representative's Name:** Shateka Robinson. **Job Location:** 7 Regent Street, Suite 709, Livingston, NJ 07039.

E-mail: ssingley@humana.com

Phone Number: (973) 533-1730. **Salary Range:** 12.00 per hour. **Please call:** Shateka at 973-533-1730.

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 DUDLEY-SMITH LAW FIRM, LC - Administrative Assistant. Description of responsibilities: The assistant will perform a variety of clerical and administrative tasks with precision, accuracy and professionalism. Those duties include but are not limited to handling incoming and outgoing mail, filing, drafting documents, ordering supplies, and maintaining the office. The ideal candidate for this position must be able to handle frequent communications with various courts, adversaries, clients both in person and on the phone. The candidate must be well-mannered, well-groomed, punctual, patient and professional. The attorney may frequently be out of the office. Therefore, the assistant must be able to demonstrate initiative and independence and possess the common sense needed to make appropriate judgment calls as to matters that require the attorney's immediate attention. Working knowledge of common office equipment (copier, scan, fax, postage meter). **Description of skills and knowledge:** Microsoft Word, Excel. Some office experience strongly preferred. **Email resumes to Celeste Dudley at :** cdudley@dudleysmithlaw.com . **Salary:** \$12 per hour.

THEOSMY HOME CARE AGENCY - Certified Home Health Aide. We have current job openings for Certified Home Health Aides in the following locations: Union County, Essex County and Middlesex 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 of Education. **Job Responsibilities for Home Health Aides:** Activities of daily living, light housekeeping, bathing, dressing, grooming, toileting, range of motion / exercises, transfers / use of mechanical lifting devices, oral feeding, laundry, meal preparation, bed making , assisting with ambulation and medication assistance. Theosmy Home Care Agency pays \$12 per hour. We invest in our Theosmy Team. Please contact Naomie Fils-Aime. Email: theosmyhomecareagency@gmail.com. Tel.: (908) 590-0933 to apply. Job Location: 20 Commerce Drive, Suite 135, Cranford, New Jersey 07016.

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

TRANSLITE ENTERPRISES, INC. Customer Service/ Sales Support. Job Description: Data entry experience required. Must be computer literate. Proficient in MS Office (Microsoft Word, Outlook, and Excel). Strong written and verbal skills, effective and clear communication. Ability work to work in a fast-paced environment. Customer service experience preferred. Must demonstrate excellent attention to detail; high level of accuracy and follow through. Demonstrated the ability to work independently and meet deadlines. Translite Enterprises, Inc. located in Elizabeth, NJ immediately seeking a dynamic individual to fill the role of entry-level customer service professional to join our team. In this role, the individual will be responsible for handling customer service, process orders, and provide information about an organization's products and services. In addition to these responsibilities, this position will offer the right individual a continued career progression in our growing organization. This position is full time, Monday-Friday, 8:30am-5:00pm. Job responsibilities include but, are not limited to: Attracts potential customers by answering product and service questions; suggesting information about other products and services. Opens customer accounts by recording account information as well as maintaining customer records by updating account information. Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution. Answers calls to forward to the appropriate departments. Work closely with the Sales Team. Logs daily info into computer, (data entry) using quick books. All other general office support & customer service. Submitting Representative's Name: Melissa Castellano. Job Location: 107 Trumbull Street, Building, Elizabeth, Province: NJ Zip Code: 07206. E-mail: mcastellano@transliteent.com. Phone Number: (908) 355- 3250

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. UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. **Salary Range:** \$16.00 per hour. **Submitting Representative's Name:** William Guevara-Hernandez. **Job location:** 1 Clover Place, Edison, New Jersey 08837. Apply at <https://www.jobs-ups.com/>
E-mail: wguevarahernandez@ups.com
Tel.: (732) 417- 3454

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:** 493 County Ave, Secaucus, New Jersey 07094.

Apply at <https://www.jobs-ups.com/>

VALCOR ENGINEERING – Technician. Description of skills: Minimum of five years mechanical assembly and testing. Perform assembly, sub-assembly and final assembly of the product. Set-up and perform tests according to written procedures and record the resulting data and product performance. Has a thorough knowledge of the requirements of a Technician C, as well as an understanding of the following: Assembling products from blueprints or schematics. Largely repetitive work involving fitting and aligning of parts and mechanisms to required tolerances and operating requirements. Assembling test set-ups and performing testing in accordance with schematics provided by a Test Engineer, Supervisor, or Standard Procedures. Work may be witnessed by a Government or customer representative. Performing basic machining operations including drilling, tapping, and lathe turning for matching part operation. Making measurements with micrometers, depth micrometers, comparators, and shadow graphs to check part details. **Job Location:** 2 Lawrence Road, Springfield, New Jersey 07081. **Submitting representative:** Ilene Gittleman. **Send resumes to:** ilenegittleman@valcor.com
Phone Number: (973) 467- 8400. **Educational requirement:** Minimum High School Diploma or Vocational School Graduate.

WIDMER TIME RECORDER COMPANY – Part Time Job Opportunity - Manufacturing Marketing Research and Sales Support. Exciting opportunity to work in a local distribution and manufacturing company selling globally. If you are interested in learning marketing and sales support, we are looking for dedicated and reliable candidates to collect information on the telephone and internet. Marketing major or technical background preferred. Interest in learning about and working in manufacturing a plus. 15-20 flexible daytime hours. Potential long-term career opportunity. Please send resume to keisenberg@widmertime.com or call (201)489-3810 and ask for Ken for more information. Updating of website is required as initial objective. **Benefits:** Applies with only full-time. **Salary range to be discussed.** **Job Location:** 228 Park Street, Hackensack, NJ 07601.

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 address:** 1291 Stuyvesant Ave. Union, New Jersey 07083. **Submitting Representative's:** Joe Farina. jfarina@thelocalsource.com
Tel.: (908) 686-7700. **No. of positions:** 2-3.

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

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

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

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

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

The Job Connection is updated on the first business day of each week on the UCC website at

<http://bit.ly/UCCJobConnectionWebPage>

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A Service of the Union County
Board of Chosen Freeholders

