

June 29 – July 05, 2020

UNION COUNTY COLLEGE
UNION COUNTY AMERICAN JOB CENTER

“Job seekers in Union County can use the new “Union County Works” website at [ucajc.org](https://www.ucajc.org) to find job openings, job training and education opportunities, help creating resumes, and more. It is the first county-based “virtual one-stop” employment service in New Jersey. Union County Works is a project of Union County’s American Job Center. The launch of the new online platform makes the American Job Center the first local workforce area in the state of New Jersey to offer a virtual one stop to its residents.” Visit this link to access the portal: <https://www.ucajc.org/vosnet/Default.aspx>

UNION COUNTY COLLEGE
THE INDUSTRY-BUSINESS INSTITUTE AT UNION COUNTY COLLEGE

Self-paced Instruction Now Available from Union County College’s Continuing Education and Workforce Development

Now individuals can sign up for these self-paced professional and personal development online classes. These carry no registration/tuition fees if you sign up before June 30, 2020. Click on the class name for details and registration:

- [12 Steps to a Successful Job Search](#)
- [Personal Financial Management](#)
- [Effective Communications](#)
- [Individual Excellence](#)
- [Managing Customer Service](#)
- [Fundamentals of Supervision and Management](#)
- [Marketing Your Business on the Internet](#)
- [Creating Web Pages](#)
- [Small Business Marketing on a Shoe String](#)
- [Creating Word Press Websites](#)

Please contact Continuing Education Office if you have questions. 908-709-7600 or coned@ucc.edu.

**UNION COUNTY COLLEGE
CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT**

Here are some resources for your own personal job search.

In addition to job boards **Indeed, LinkedIn and Ziprecruiter**, add these to your job search tool box:
Facebook Job Search Groups:

Northern NJ Jobs: <https://www.facebook.com/groups/432657580269807>

NJ Jobs: <https://www.facebook.com/NJ.comJobs>

Jobs in NJ: <https://www.facebook.com/groups/902605226459921>

North Jersey Jobs: <https://www.facebook.com/groups/NorthJerseyJobs>

New Jersey Department of Labor Resources:

<https://careerconnections.nj.gov/>

State of New Jersey COVID-19 Jobs and Hiring Portal:

<https://jobs.covid19.nj.gov/?Facets.filterbox.filter0=%5B%5D&Facets.filterbox.filter1=%5B%5D>

NJ COVID-19 Information Hub: Contact Tracer Interest Registration page:

<https://covid19.nj.gov/forms/tracer>

State of New Jersey Department of Labor and Workforce Development Job Fair Information:

<http://lwd.state.nj.us/WorkForceDirectory/jobfair.jsp>

EMPLOYMENT OPPORTUNITIES

COMMUNITY ACCESS UNLIMITED: Direct Support Professional Part-Time. Job description:

Social Service agency is currently seeking Essential Workers for Part Time Weekend positions to join our team to make a difference in someone's life! The role of a Direct Support Professional is to assist in the daily care of people with disabilities in a residential setting and provide onsite supervision and support 24 hours per day, 7 days per week. Your vital job functions are essential to members' health, safety and welfare. **Part-Time Weekend** hours are typically **7:00 AM - 3:00 PM or 3:00 PM - 11:00 PM** Saturday and Sunday. Pays \$11.53 / hr. One week of paid orientation is required prior to the start of your assignment. Ongoing on the job paid training outside of normal work hours is also required. The ideal candidate for this position has a high school diploma or GED, a valid driver's license, reliable transportation, and a genuine desire to work with individuals with developmental disabilities. Positions are located in Union County.EOE. Email resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org

COMMUNITY ACCESS UNLIMITED: Direct Support Professional Full-Time 3-11pm

Job Description: Social Service agency is currently seeking Full Time 3pm-11pm. **Direct Support Professionals** to join our team to make a difference in someone's life! The role of a DSP is to assist in the daily care of people with disabilities and provide onsite supervision and support 24 hours per day, 7 days per week. Your vital job functions are essential to members' health, safety and welfare. **Full-Time hours are 3:00 PM -11:00 PM** and includes weekends, days will vary depending on the program. 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. Position pays \$12.93 / hr. Full Time positions include awesome benefits package! The ideal candidate for this position has a high school diploma or GED, a valid driver's license, reliable transportation, and a genuine desire to work with individuals with developmental disabilities. Positions are located in Union County.EOE. Submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org

COMMUNITY ACCESS UNLIMITED: Registered Behavior Technician (RBT) Full-Time

Job Description: Community Access Unlimited is currently seeking an **RBT** candidate to work with individuals with developmental disabilities, implement individualized behavior analytical procedure (i.e. teaching, measurement, behavior-reduction) under the guidance of a BCBA. Assist in the creation of individualized curriculum, utilizing data collection methodology, logging detailed session notes, reviewing and implementing procedural changes referenced in BCBA protocols. Candidates for this position should have their high school diploma with 3 years of experience in Applied Behavior Analysis or bachelor's degree in psychology, special education, social worker or a related field and 1 year of Applied Behavior Analysis. Candidate must have a genuine desire to work with individuals with developmental disabilities, a vehicle to use for work purposes, and a valid driver's license. EOE. 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. Position pays \$15.78 / hr. Full Time position includes a comprehensive benefits package! Submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org
Responsibilities: Follow treatment/teaching plans as per BCBA. Ensures that required documentation is complete and is in compliance with regulations and standards. Complete all graphing as designed by

BCBA supervisor. Develops an effective counseling/support relationship. Ensures compliance with all applicable federal and state laws and all company policies. Implement individualized behavior analytic procedures. Assist in the creation of curriculum. Performs other duties as required

Qualifications: Bachelor's degree with 1 year of ABA experience or High School Diploma with 3 years of ABA experience. Previous experience working with individuals with developmental disabilities Excellent computer and Microsoft Office skills, especially Excel. Excellent communication skills, verbal and written. Car to use for work purposes. Valid driver's license.

COMMUNITY ACCESS UNLIMITED: Entitlement Specialist: Job Description: Social Service agency is seeking a Full Time Entitlement Specialist. The Entitlement Specialist manages the finances of Community Access Unlimited Inc members. The ideal candidate for this position is a team player who is highly organized, detail-oriented, works well under pressure, possess strong computer skills (especially Microsoft Excel), enjoys interacting with customers and staff. A BA/BS preferred, valid driver's license and reliable transportation are required. One year of Entitlements experience is a plus. Full Time position includes a comprehensive and competitive benefits package.

Please email resumes to lbaigorrea@caunj.org or jdouglas@caunj.org.

Responsibilities: Works effectively with the Representative Payee Accountant. Reporting to the Social Security Administration. Interface with supervisor on internal control policies, internal audit functions, tax filing, independent audit functions and accounting projects. Attend, maintain and track all re-assessments packets. Maintain records of all Social Security Administration authorizations and appointments. Provide quarterly site audits and visits; maintain records. Performs other duties as required. **Qualifications:** One year of relevant experience. Excellent interpersonal skills and the ability to interact professionally with customer, vendors and staff. Previous customer service experience is a plus. MS Office Excel experience. Valid driver's license. Car to use for work purposes Bachelor's degree (BA/BS) preferred.

COMMUNITY ACCESS UNLIMITED: Youth Assistant Support Counselor Full-Time

Job description: Social Service agency is currently seeking Youth Counselors to join our team to make a difference in someone's life! The **Assistant Support Counselor** supervises youth ages 13-17 in a residential program setting. Responsibilities for an ASC include assisting youth with daily living skills, supportive counseling, attending recreation trips, administering medications, planning menus, food shopping, documentation, transporting youth to and from school and medical appointments.

Full Time hours are 4:00PM - 12:00AM and includes working Saturday and Sunday. Residential programs are located in Union County. Position pays \$12.93 / hr. 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. The ideal candidate for this position has a high school diploma or GED, a valid driver's license, reliable transportation, and a genuine desire to work with youth. EOE. Full Time positions include a comprehensive benefits package! Submit resumes to lbaigorrea@caunj.org or jdouglas@caunj.org

COMMUNITY ACCESS UNLIMITED: Teacher Full-Time. Job Description: Social Service agency is currently seeking a qualified Teacher to provide teaching instructions to youth at the County Shelter and facilitate programs/groups. Position requires a BA/BS in education/special education and NJ Teacher's certification. Minimum of three years' experience working with youth. Additional responsibilities include provide staff training, evaluate and assist in creation of programs for youth. EOE. Please submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org. Position is Full Time and hours are flexible. Car and driver's license required. Full Time positions include a comprehensive and competitive benefits package.

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.

EXPRESSPROS – Hiring :

NOW HIRING: Accounts Receivable Specialist; Bilingual Office Support (Spanish/English); Assistant Warehouse Manager; General Laborer (1st & 2nd shift).

HOW TO APPLY: Call us at (732) 806 9562, or email: delilah.hilcken@expresspros.com

Actively Recruiting for Essential Jobs: During this time of social distancing, your Howell Express office is still actively recruiting and placing people in jobs in Ocean and Monmouth counties. We are committed to our community to continue to help good people find good jobs and good clients find good people, while following current CDC and other government directives. Our clients cannot close because of the lifesaving work they do. It will take us all working together to get our communities back on track. Express in Howell is here to help!

OFFICE SERVICES/ADMINISTRATIVE:

Accounts Receivable Specialist. Temporary or Permanent Opportunity for: A highly organized and team-oriented individual with collections and A/R experience. Someone with the ability to work with internal management, accounting team, as well as other office staff on a daily basis.

Responsibilities Include: AR, Collections among other administrative tasks. QuickBooks experience required. Position Type: Evaluation Hire, Full Time. Where/When: Lakewood, Day Shift

Pay: Compensation is up to \$18/hr.

Bilingual Office Support (Spanish/English). Temporary or Permanent Opportunity for: The ideal candidate is attentive to detail and has demonstrated experience in customer service and administrative tasks. This is a great position with a great salary in a thriving industry!
Responsibilities Include: customer service, answering phones, inbound and outbound sales calls, data entry and managing and coordinating appointments.
Position Type: Evaluation Hire, Full Time. Where/When: Howell, Day Shift. Pay: \$15/hr with room for growth.

LIGHT INDUSTRIAL/COMMERCIAL

Assistant Warehouse Manager: Temporary or Permanent Opportunity for: Someone looking for a long-term opportunity with growth, working in a friendly warehouse environment. Responsibilities include: Warehouse maintenance, picking customer orders and filling out paperwork accordingly, unloading containers, computer work, and additional help throughout the warehouse as needed. Position type: Evaluation Hire, Full Time. Where/When: Lakewood, 1st Shift. Pay: \$14.00-\$15.00/Hr.
General Laborer (1st & 2nd shift) . Temporary or Permanent Opportunity for: a reliable and hardworking person to add to their growing team for the 1st or 2nd shift. **Responsibilities Include:** Load materials, tools, and equipment on the company's truck for each job. Basic experience working with wood, hand tools, and reading a tape measure is strongly preferred! Position Type: Evaluation Hire, Full Time. When/Where: Lakewood, 1st & 2nd shift
Pay: \$13.00-\$14.00/Hr.

FEDEX GROUND: PT & FT Package Handlers. Interested candidates must be at least 18 years of age and must be able to load, unload and sort packages, as well as perform other related duties. FedEx Ground is hiring part-time and full-time individuals to load and unload packages in our fast-paced warehouse environment. Part-time employees typically work a 3-5 hour shift per day. Full-time employees work approximately two shifts per day of varying lengths. Package Handlers are responsible for warehouse duties including: the physical loading, unloading and/or sorting of packages of varying sizes and weights by hand, including lifting, pushing, pulling, carrying, scanning, placing packages, as well as physical bending, twisting, kneeling and etc. in a safe and efficient manner. Shifts may vary depending on warehouse package volume and business needs.
We offer competitive hourly rates, multiple raises in the first year, and a tuition reimbursement program. Package Handlers are eligible for medical, dental and vision benefits as well as paid time off and paid holidays, after completion of an eligibility period. **Representative:** Kathy Dalcourt
Job Location: 25 Talmadge Road, Edison, NJ 08817. **Email address:** kathleen.dalcourt@fedex.com
Tel.: (732) 287-7886. **Pay rate:** Up to \$18/hour. **To apply:** <https://Groundwarehousejobs.fedex.com>

HACKENSACK MERIDIAN HEALTH is looking for **Environmental Services & Food/Nutrition** Team Members. Full/Part-Time and Per Diem Shifts Available! This position is located at JFK Medical Center, Raritan Bay Medical Center – Perth Amboy & Old Bridge. Apply today for Immediate Consideration! Become a part of the team that is changing healthcare at the speed of life! How have you impacted someone's life today? At Hackensack Meridian Health our teams are focused on changing the lives of our patients by providing the highest level of care each and every day. From our hospitals, rehab centers and occupational health teams to our long-term care centers and at -

home care capabilities, our complete spectrum of services will allow you to apply your skills in multiple settings while building your career all within New Jersey's premier health-care system. If you want to be a part of our culture that is "Compassionate, Creative, Collaborative and Courageous", apply to be considered today! The Environmental Services Aide (ES Aide I) & EVS Specialist Tech is responsible for cleaning and sanitizing room and furnishings in assigned work area, following established policies and procedures to maintain high standards of cleanliness and sanitation throughout the hospital. Daily floor care procedure is performed consistently. Sweeping and mopping patients' rooms. Delivering linen and removing trash from assigned areas. Other duties as assigned which are according to hospital policies & procedures.

The **Linen Cart Aide** is responsible for receiving linen from the laundry in an orderly manner. Weighs linen hampers and records correct weight in the proper manner. Prepare linen carts for nursing units and departments according to par level assignment sheets. Fills carts with linen according to established levels. Prepares disposable surgical pack carts for surgical units at both divisions. Receives, unpacks and stores disposable surgical pack products, adult diapers and disposable pads. Responsible for other departmental tasks as assigned. Perform specific tasks and other duties as assigned by Supervisor. **Qualifications:** Previous Environmental Service or Housekeeping experience preferred but willing to train. High School Diploma or General Equivalency Diploma (GED) strongly preferred. Good communication and Customer Service skills required. Must be able to lift, bend and stand for long periods of time. Must be flexible with working various days including alternating weekends and holidays. The ability to learn quickly and adapt to changing patient needs, a strong sense of accountability for improving the lives of our patients and their caregivers, an exceptional focus on teamwork, dedication to ongoing education and the ability and passion to deliver the highest quality of care based on a strong sense of patient focus are all required.

The Kitchen Helper/Utility Worker position will require performing various tasks in the kitchen such as cleaning, ware & pot washing and sanitation so as to maintain the department according to HACCP Standards. Transfer supplies and equipment within and between storage and work areas such as pantry and dish room. Attend all allergy and foodborne illness in-service training. Comply with all company safety and risk management policies and procedures. Participate in regular safety meetings, safety training and hazard assessments. Attends training programs (classroom and virtual) as designated. Assist in various areas as needed for the operation of the department.

Qualifications: High School Diploma or GED required. Ability to understand written and verbal instructions in English. Experience in a healthcare facility a plus. Customer service skills a must. Must be able to stand on your feet for long periods of time, bend and lift up to 35-40 pounds.

The Food Service Associate will prepare and deliver patient meals within strict deadlines. Must maintain highest level of patient satisfaction for food and nutrition in the Meridian Hospital system. Can be responsible for any of the following: prepare/assembly of meals, assist with dishwashing and utility work, and/or handling register.

The Food Service Worker performs a variety of food service functions under the direction of the food service supervisor. Can be responsible for any of the following: prepare/assembly of meals, assist with

dishwashing and utility work, and/or handling register. The major service areas include patient, catering, cafeteria and meals on wheels. Will be required to work every other weekend.

The Food Service Host will prepare and deliver patient meals within strict deadlines. Must maintain highest level of patient satisfaction for food and nutrition in the Meridian Hospital system. The Host is the main customer service representative from the Food Services Department to the patient. The Host is responsible for tray delivery and service as well as assisting patients to communicate with the Food Service Department. The Host orients patients to room service, assesses the level of participation in room service, and helps to guide the patient through the menu selection process.

Qualifications: High School Diploma or GED strongly preferred. Some experience in Food service preferred. Good communication and Customer Service skills required. Must be able to stand and walk for long periods of time. Must be able to lift up to 25 lbs. Will be required to work every other weekend. Must be able to work a flexible schedule including weekends and holidays when needed. The ability to learn quickly and adapt to changing patient needs, a strong sense of accountability for improving the lives of our patients and their caregivers, an exceptional focus on teamwork, dedication to ongoing education and the ability and passion to deliver the highest quality of care based on a strong sense of patient focus are all required.

The Dietary Aide assists in the service of meals for patients across the lifespan, as well as visitors and staff. A day in the life of a **Dietary Aide** at Hackensack Meridian Health includes: Prepare, pour, or portion some hot or cold items for service. Maintain proper food handling, safety and sanitation standards while preparing food, serving food, and clean-up. Clean work station, including refrigerators, toaster, urns, ice cream freezer, or other equipment as assigned with designated cleaning and/or sanitizing solution. Wash pots, dishes, silverware, and other utensils used in the kitchen or uses the dish machine or pot machine and stores items in designated areas. Dispose of garbage in appropriate dumpster or compactor. Mop and/or sweep all floor areas in the department. Exposed to extremes of temperature (freezer to steam table). Adhere to the standards identified in the Medical Center's Organizational Competencies. Education, Knowledge, Skills and Abilities Required. High School Diploma or GED strongly preferred. To work every weekend. To work five (5) out of six (6) holidays. To work rotating schedule/shifts based on needs. Ability to read, write, and speak English. Education, Knowledge, Skills and Abilities Preferred: Previous experience with or knowledge of nutrition/dietetics. Excellent customer service skills. Works well independently and as part of a team. **Pay: Hourly pay rate: \$15.** If you feel that the above description speaks directly to your strengths and capabilities, then please apply today! **Locations:** JFK Medical Center – 65 James Street, Edison, NJ 08820. Raritan Bay Medical Center - 530 New Brunswick Ave, Perth Amboy, NJ 08861. Raritan Bay Medical Center - 1 Hospital Plaza, Old Bridge, NJ 08857. **APPLY:** <https://jobs.hackensackmeridianhealth.org/> . Enter the Job ID number in the keyword search box **Our Network:** As a courtesy to assist you in your job search, we would like to send your resume to other areas of our Hackensack Meridian Health network who may have current (openings that fit your skills and experience.

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

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.

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.

UNION COUNTY COLLEGE *Transforming Our Community... One Student at a Time*



UNION COUNTY
We're Connected to You!



A Service of the Union County
Board of Chosen Freeholders

