### **AUGUST 2, 2021 – AUGUST 6, 2021**

### **HIGHLIGHTS**

Employers, please review the Constant Contact email for the links for submitting job postings. Please submit jobs through the JotForm link. Jobs are included in this listing for two weeks. If you want to list longer, please resubmit or send an email requesting more time. All fields should be completed before submitting. Questions about this? Email <a href="mailto:katrina.james-pellam@ucc.edu">katrina.james-pellam@ucc.edu</a>. Job Submissions link is right here also: <a href="https://form.jotform.com/IBIatUCC/job-submissions">https://form.jotform.com/IBIatUCC/job-submissions</a>

Job seekers, please forward this to a friend in need. To sign up to receive this in your email, submit your <u>info here.</u>

Caseworkers, employers, others, please scroll to last page of this newsletter to link to sign up to receive this newsletter via email.

### UNION COUNTY AMERICAN JOB CENTER

Job seekers in Union County can use the new "Union County Works" website at 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: <a href="https://www.ucajc.org/vosnet/Default.aspx">https://www.ucajc.org/vosnet/Default.aspx</a>

## UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

Training and Funding are Available... To assist displaced homemakers to transition into the workforce. What is a displaced homemaker? A displaced homemaker is 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. This Grant offers to Eligible Participants: • Computer Basics Classes • Job Readiness Classes • Workshops • Finance • Career Planning • Couponing • Health Wellness • Dress for Success • Nutrition • Occupational Trainings Funded by a grant from the NJ Department of Children and Families Division on Women. Accredited by the Middle States Commission on Higher Education. Union

County College does not discriminate and prohibits discrimination, as required by state and /or federal law, in all programs and activities, including employment and access to its career and technical programs. Accredited by The Middle States Commission on Higher Education. 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.

### HERE ARE SOME RESOURCES FOR YOUR PERSONAL JOB SEARCH EFFORT.

In addition to job **boards Indeed, LinkedIn and Zip recruiter,** add these to your job search toolbox: **Facebook Job Search Groups:** 

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

NJ Jobs: <a href="https://www.facebook.com/NJ.comJobs">https://www.facebook.com/NJ.comJobs</a>

Jobs in NJ: <a href="https://www.facebook.com/groups/902605226459921">https://www.facebook.com/groups/902605226459921</a>
North Jersey Jobs: <a href="https://careerconnections.nj.gov/">https://careerconnections.nj.gov/</a>
New Jersey Department of Labor Resources: <a href="https://careerconnections.nj.gov/">https://careerconnections.nj.gov/</a>

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

National Labor Exchange NLx: https://usnlx.com/

State of New Jersey Department of Labor and Workforce Development Job Fair Information: http://lwd.state.nj.us/WorkForceDirectory/jobfair.jsp

Top 100 Employers Hiring NOW: 1,120,000+ Open Jobs:

https://job-hunt.org/coronavirus/covid19-top-employers.shtml

### **STAFFING AGENCIES:**

### **ALL STAFFING WAREHOUSING: NEW!!!!!!**

**Machine Operator** - Somerset, NJ: Sunday-Tuesday 7am-7pm & Wed 7am-1pm. Pay is \$14 Handling Materials and making plastic lids. Must be able to lift 50lbs.

**Production Workers** (Bilingual Spanish Required) – Neptune City, NJ: Monday-Friday 6am-2:30pm & 2:30pm to 10:00pm. Pay is \$12/hr. Fold, iron, and clean clothes.

Warehouse Associate – New Providence, NJ: Monday-Friday 8am-5:00pm. Pay is \$15/hr.

• Forklift Experience is a plus but not required and must be able to lift 50-100lbs consistently.

**Truck Unloaders** – Edison, Cranbury, Monroe (Potential Other Locations in the near future)! Start time is between 7am and 8am. Paid per load. Potential to earn over \$200 per day or more.

**Driver Helper** – Edison, NJ: Monday – Friday Start time 4:45am till finish. Pay is \$14/hr. Preferred but not required Bilingual. 10 to 15 hours of overtime guaranteed!

**Warehouse Associate** – Sayreville, NJ: Monday-Friday 8am-4:30pm Pay \$15/hr. Must be able to lift 50lbs and standing.

Warehouse Associate – Edison, NJ: Monday-Thursday 5am-6pm & Friday 5am to 2pm Pay is \$15/hr. Must know forklift. Sunday to Thursday 6:30pm to 5am. Must be able to use Walkie Rider Produce Clerk – Edison, NJ Open availability \$15-17 based on experience. Must have experience with Produce. Experience with Forklift. Please check out our website at:

https://www.facebook.com/pages/category/Employment-Agency/All-Staffing-Warehousing-LLCNJ-104858228252306/. Please contact our Recruiter, Sulia Mason. Call or text 215-932-7404. Or Sulia.m@aswlogistics.net. Applications available Monday to Friday 8am to 3:30pm. All Staffing Warehousing 311 Raritan Avenue, 2<sup>nd</sup> Floor, Highland Park, NJ 08904.

### **COUNCIL FOR AIRPORT OPPORTUNITY - Various Job Opportunities available:**

Cargo Warehouse Agents, Cooks, Electrical Maintenance Technicians, Material Handlers, Package Handlers, Security Guards, Food Production Associates, General Maintainer (plumbing, carpentry, electrical skills required). **Description of Skills/Experience Required/Desired (Minimum):** Some of the positions require a valid driver's license and some require a SORA. HS/GED Technical. **Pay Rate:** Minimum \$16.20 per hour. **Apply to:** <a href="www.caonynj.com">www.caonynj.com</a> or email resume to career@caony.com.

### **LINDEN FIRST EMPLOYMENT & TRAINING CENTER**

Seeking employment opportunities? Let us assist you at the Linden First Employment & Training Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at <a href="mailto:cic-nj.org/cicevents">cic-nj.org/cicevents</a> to receive call in information. Questions? Please email <a href="mailto:LindenFirstNJ@gmail.com">LindenFirstNJ@gmail.com</a>. This is a free service for Linden residents and other Union County municipalities. No sessions on City Holidays.

**ROSELLE FIRST WORKFORCE CENTER:** Seeking employment opportunities? Let us assist you at The Roselle First Workforce Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at <a href="mailto:cic-nj.org/cicevents">cic-nj.org/cicevents</a> to receive call in information. Questions? Please email <a href="mailto:RoselleFirstJobs@gmail.com">RoselleFirstJobs@gmail.com</a>. This is a free service for Roselle residents. No sessions on City Holidays.

### **EMPLOYMENT OPPORTUNITIES**

### Lands' End, Bound Brook NJ: 5 Openings Part-Time Sales Associate

The Sales Associate is a member of a talented team that represents Lands' End to the customer by providing exceptional service in a professional, courteous, and helpful manner. This position enhances the experience of our customers and drives profitable sales by providing product expertise and advanced selling skills. Sales Associates also assist in ensuring that both store and visual brand

standards are being met. **Benefits:** 50% off Regular Price Merchandise & an Additional 20% off Clearance. **Apply to:** landsend.com

### United States Army, Elizabeth NJ: Over 150 Job Choices

Must be in decent physical shape, able to pass a pre-qualification aptitude test, ages 17-34. Must be able to perform in leadership roles, dependable, flexible, adaptive to new surroundings, maintain a physically fit appearance. **REQUIREMENTS:** High School Diploma/ GED. **Salary Range:** \$1,650 - \$6,114.90. **Benefits:** Health, Dental, Bonuses, Travel, Technical Job Skill Training. **Apply to:** Ms. Shatera Garrett at (908) 531-9987.

### YMCA of the Oranges, Livingston, NJ: Multiple Positions

**REQUIREMENTS:** High school diploma or equivalent. Prior experience working with children is preferred. Moderate knowledge of the ages and stages of children. Excellent interpersonal skills. Ability to understand positive guidance and reinforcement techniques. Ability to react to emergency situations within the policies and guidelines of the YMCA and in a calm and professional manner. Ability to work under minimal supervision and making sound decisions within the guidelines of the YMCA. Ability to communicate with a wide variety of members and guests in a professional manner, displaying tact and diplomacy when needed. Sufficient strength, ability, agility, and mobility to perform essential functions and to perform activities in a wide variety of indoor and outdoor locations. **Apply to:** https://www.metroymcas.org/main/be-a-part-of-our-mission/.

### Patwin Plastics, Inc. Linden, NJ: Shipping and Customer Service

The ideal candidate will possess good basic math and organizational skills. They will need to interface with production, customers and freight carriers so written and verbal communication is critical. The ideal candidate will possess good basic math and organizational skills. They will need to interface with production, customers and freight carriers so written and verbal communication is critical. **Duties:**Communicating with production. Calculating pieces, bundles, and coils on pallets for shipping.
Coordinating shipments with freight carriers. Completing necessary BOL's and packing slips.
Creating shipment and product labels and putting them on skids, crates, and boxes. Invoicing, customer service, order entry, and general office duties. **Benefits:** Health Insurance, Life Insurance, 401K. Apply to: <a href="mailto:humanresources.linden@gmail.com">humanresources.linden@gmail.com</a>

### Seniors In Place, Springfield, NJ: Certified Home Health Aide Multiple Openings

Seniors In Place, a CACH accredited with distinction Home Care agency is seeking caring and compassionate Certified Home Health Aides to care for our clients. In-home and Facility Live-in, Hourly and Overnight positions available. Flexible schedules to meet your lifestyle. We service Union, Essex, Morris, Bergen, Passaic, and surrounding counties. **Responsibilities:** Duties may include but are not limited to bathing, assistance with ambulation, dressing, food preparations and feeding, incontinence care, light housekeeping and in some cases transportation. **Benefits:** Medical, Dental, Vision, Life insurance, disability, 401K. We also have a referral bonus. On holidays we pay time and a half. **Apply to:** seniorsinplace.clearcareonline.com/apply/

Parker Interior Plantscape, Plainfield, NJ: Two Full Time Openings Delivery & Installation Tech We are looking for a candidate to help with the Installations of our designs in NYC, Philadelphia, New Jersey, and the surrounding areas. All candidates would be working out of our Plainfield facility. No experience necessary, willing to train the right candidate. REQUIREMENTS: Must have valid driver's license, must pass DOT physical and pre-employment drug screen, must be able to drive all vehicles up to and including a 26 ft straight box truck in and around NYC, Philadelphia, and New Jersey. No CDL required, MVR must be within policy guidelines and must pass road driving test, full-time positions must have flexible hours. Night and Weekend work may be mandatory during peak season. Physical/environmental elements for this position: Must be able to walk and/or stand for 85% of the shift, must be able to ride in vehicle for extended periods of time, climb stairs, ladders, etc., bend, kneel, reach, squat, stretch as needed, lift up to 50 Lbs. repeatedly. The work environment will vary for each job, IE subject to weather conditions (cold or hot temperatures), loud noises, etc. Salary: \$14.00 - \$15.00/HR. Send resumes to: gregs@parkerplants.com

**The Millennium Group:** The Millennium Group (TMG) is an award-winning business process outsourcing firm focused on print, mail, document scanning, reception, and related office support services for Fortune 500 companies, professional service firms, and institutions of higher education. TMG is looking for highly motivated, enthusiastic team players interested in a career rather than just a job. With a team of over 1,500 nationwide associates, TMG is seeking an individual who can uniquely contribute to our 30+ years of success in the industry.

# Mail Associate (Driving position) Wayne NJ Office Services Associate – Warren NJ & (Princeton/Bridgewater NJ is a Floater position)

Responsibilities: Collect and deliver mail to all delivery points as specified in the site. Collect and post outgoing mail and record department information for chargebacks. Maintain all postal equipment in good working order. Provide shipping services for clients as requested to include proper inventory of supplies. Package items for safe transportation. Utilize TMG Tracking system to properly receive and deliver all accountable items. Monitor conference rooms to ensure room is organized / set up and ready for each user and an adequate inventory of office supplies are on hand. Collect data for reports. Deliver great customer service. Maintain records and files. Qualifications: High School diploma or equivalent (GED). Minimum of 2-5 years Mail/Print services related experience preferred with knowledge of commonly used Office Services procedures. Excellent customer service skills; must possess a "can do" attitude. Excellent communication skills both verbal and written. Ability to effectively work individually or in a team environment. Competency in performing multiple functional tasks. Ability to handle mail or hand cart, as well as flatbed. Ability to lift to 50 pounds. Experience preferred in a mail room or experience with FedEx, DHL, or UPS shipping methods. Proficiency in MS Office: Word, Excel, Outlook, and Power Point. Ability to appropriately handle confidential and highly sensitive material. Valid driver's license required. Consistently demonstrates a professional demeanor, appearance, and attitude.

### Talent Acquisition / Recruiter – Tinton Falls NJ

**Essential Job Responsibilities:** Conduct nationwide full-cycle recruitment for exempt and nonexempt office services personnel. Post job requisitions and utilizes TMG's internal ATS and job boards such as LinkedIn, ZipRecruiter, CareerBuilder, etc. to source candidates. Conduct phone interviews and submit

qualified candidates for hiring consideration. Drive offer process, including verbally extending offers, providing feedback on negotiation requests, and creating offer documents. Submit and evaluate background check requests. Assist with collecting, verifying, and submitting new hire documents. Support HR team with record retention and reporting. Maintain compliance with federal and state regulations concerning employment. Assist with onboarding and orientation initiatives for all newly hired personnel. Produce compensation benchmarks based on market-data. Audit and analyze internal compensation practices in relation to relevant regulations. Provide back-up for administrative and reporting duties. Perform other related duties as required and assigned. **Requirements:** BA in Human Resources Management, Psychology, or other business-related concentration preferred. Minimum of 3-4 years of related recruiting experience. Experience utilizing an Applicant Tracking System. Proficiency in MS-Office (Word, Excel, Outlook, and Power Point). Excellent verbal and written communication skills. Well-organized, with strong attention to detail. Ability to prioritize work and handling multiple tasks simultaneously.

Community Access Limited, Elizabeth, NJ FOUR POSITIONS: Submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org

### **Quality Assurance Coordinator**

**Description:** Expanding social service agency is seeking an individual to coordinate programing and ensures the integrity of the agency's services. Responsible for ensuring the quality and delivery of health and allied services to members. The ideal candidate has a high school diploma or GED, a valid driver's license, and reliable transportation. Position requires computer software experience in Microsoft Office. Responsibilities: Conduct sample quality review audits for multiple programs within CAU, which may also include trend tracking and follow up tracking/emails. Complete fidelity checks biweekly and follows up accordingly. Assists with preparing the sites for licensing annually and the main office/sites with CARF as assigned. Attends & participates in various committee meetings, trainings and in supervisions. Handle all aspects of internal committee meetings-agenda prep, meeting minutes, follow up as needed. Updates the HRST database system program staffing, runs queries in system. Monthly report summarizing the month's progress and running queries for programs assigned. Monitors and formats various policies, procedures, systems, and forms as needed by CAU including various forms & surveys in Carelogic. Coordinates investigations and participates in the process for statements, gathering of documentation needed, writing report at the end with all evidence found to support conclusion in the appropriate timeframe. Qualifications: Knowledge of DDD regulations. Excellent computer and Microsoft Office skills. Excellent communication skills, verbal and written. Highly organized and self-motivated. Valid driver's license. Access to a car to use for work purposes. Willing and able to attend required trainings outside of normal work hours.

### **Employment Support Counselor**

**Description**: To teach job skills to individuals with disabilities. Responsibilities include job coaching, completing building rounds, developing employment plans, performing hands on janitorial duties, and working with individuals with developmental disabilities. Position requires experience with individuals with DD, commercial cleaning experience, the flexibility to work weekend and evening hours, and availability for snow removal detail. High school diploma/GED, a driver's license, and a car are required. EOE. **Responsibilities**: Provides hands on training in commercial cleaning to individuals with

Developmental Disabilities. Completes building rounds. Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with Agency and DDD regulations and standards. Provides training as a job coach for individuals with developmental disabilities. Engages in active job seeking to obtain employment and/or volunteer opportunities for individuals with developmental disabilities. Assists other personnel with facility set ups for meetings or other events. Coordinates the exchange and flow of all necessary paperwork. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required.

### **Director for Youth Services**

**Description:** 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 has at least three years of experience working with youth; two years of supervisory experience; and a BA/BS degree in special education, psychology, social work, or a related field. A valid driver's license, a car for work purposes, knowledge of DCP&P regulations, and strong leadership skills are required. EOE. This position requires on-call responsibilities, which includes evenings, weekends, and holidays. **Responsibilities:** Supervises 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. Facilitates interdisciplinary meetings. Oversees contractual obligations, including contract outcomes, reports, fiscal analysis, licensing inspections/program audits, etc. Ensures that required documentation is complete and is in compliance with Agency and DCP&P regulations and standards. Performs other duties as required.

### **Director of Residential Disability Programs**

**Description**: Provide administrative oversight for our supervised apartment programs for individuals with disabilities and to supervise the quality of support services provided. The ideal candidate has at least three years of experience working with people with disabilities; two years of supervisory experience; and a BA/BS degree in special education, psychology, social work, or a related field. Candidates 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. EOE. This position requires on-call responsibilities, which includes evenings, weekends, and holidays. Full Time positions include a comprehensive and competitive benefits package! We provide you with Personal Protective Equipment (PPE). Responsibilities: Supervises 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. Facilitates interdisciplinary meetings. Oversees contractual obligations, including contract outcomes, reports, fiscal analysis, licensing inspections/program audits, etc. Ensures that required documentation is complete and is in compliance with Agency and DDD regulations and standards. Performs other duties as required.

### KinderCare Education, Warren, NJ: Teacher Assistant 3 Openings

**Responsibilities:** Caring and watching over children. Diapering/pottying assistance Feeding. Implementing curriculum. Working with other staff to ensure children are safe and happy. **Required Skills:** Experience working with children 6 weeks-12 years of age. **Salary:** \$12-\$15/HR.

Benefits: Paid time off, tuition reimbursement, childcare discount. Apply to: www.kcecareers.com

### D & D Technology Inc., Union, NJ: Mold Set Up

JOB DESCRIPTION: Change injection molds in a press. Desired Skills: Familiar with hand tools, wrench, screwdriver. Operate small forklift, electric hoist. Able to lift 60lbs. Read, write, and speak English.

Salary: \$15 - \$25/HR. Benefits: 6 Paid Holidays. Submit Resume to Ed Varga at ed@ddtechinc.com

### Alexa Santana Agency, Rahway, NJ: Account Manager State Farm Agent Team 4 Openings

Successful State Farm Agent is seeking a qualified professional to join their winning team for the role of Account Manager - State Farm Agent Team Member (Property and Casualty Insurance Focus). We seek an energetic professional interested in helping our business grow through value-based conversations and remarkable customer experience. If you are a motivated self-starter who thrives in a fast-paced environment, then this is your opportunity for a rewarding career with excellent income and growth potential. **Desired Skills:** Excellent communication skills - written, verbal and listening. Enthusiastic about the role insurance and financial products play in helping people manage the risks of everyday life, recover from the unexpected, and realize their dreams. Successful track record of meeting sales goals/quotas preferred. Sales experience (outside sales or inside sales representative, retail sales associate, or telemarketing) preferred. Self-motivated. Ability to make presentations to potential customers. Achieve mutually agreed upon marketing goals. Experience in marketing. **Required:** Property and Casualty license (must be able to obtain within the first 30 days of employment) Life and Health license (must be able to obtain) Must be available to work the following schedule: Mon-Fri, 9am-5pm. **Salary:** \$37,440.00 - \$49,500.00. **Benefits:** Sign on Bonus, PTO, 401K, Vision, Dental, Life Insurance, Child Care available onsite.

Apply to: <a href="https://alexasantana.SFAgentJobs.com/j/0ufy4g">https://alexasantana.SFAgentJobs.com/j/0ufy4g</a>

FreezPak Logistics, Carteret, NJ: Multiple Warehouse Positions

**General Warehouse Workers** - (salary: \$15 - \$15.75/HR) No experience necessary, be able to work at fast-paced, Unload and load containers, repack, wrap pallets

**Electric Jack Runners** (salary: \$16-\$16.75/HR) - Must have a minimum of one-year experience with this equipment. Assists team members in picking, staging, loading, unloading, rotation, and storage of product.

**Stand-up Forklift Drivers** (salary: \$17-\$17.75/HR) - Must have a minimum of one year experience with this equipment

**Shipping and Receiving** (salary:\$16-\$17/HR) minimum 1yr of experience with data entry, customer service and warehouse work

**Turret Truck Drivers** (salary: \$17-\$18/HR) - Must have a minimum of one year experience with this equipment

**Reach Truck Drivers** (salary: \$17-\$18/HR) - Must have a minimum of one-year experience with this equipment. Must be Responsible and reliable. Must be able to work as part of a team Good communication skills. Agile working with hands. Capable to work on your feet for 8-hour shift,

Be able reach, bend, and move around the facility. Comfortable working in a cold environment: 32°degrees. Benefits: Health, Dental, Vision, PTO and 401(k). Apply to:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R ID=3645761&B ID=91&FID=1& Ad=&Refer=&ssbgcolor=&SearchScreenID=14909

IKEA, Elizabeth, NJ: Multiple Positions APPLY TO: careers at IKEA

**Customer Experience:** Seasonal Customer Service Co-worker / Permanent Customer Service Co-worker

Logistics: Goods Flow Manager, Goods Flow Leader, Retail Supply Specialist, Goods Flow Co-worker –

Driver, and Goods Flow Co-worker - Replenishment/Full Serve

IKEA Food: Food Service Team Member, IKEA Food Sales Team Member

Sales: Retail Sales Associate, Kitchen and Bath Sales Co-worker

### Bontoux, Inc., Cranford, NJ: Regulatory and Compliance Administrator

JOB DESCRIPTION: Responsible for ensuring customer requests for documentation are fulfilled, our policies and procedures comply with regulatory and ethical standards, as well as implementing company systems. Within the scope of this position is maintaining our third-party certifications as well as ensuring our operation is in full compliance with these certifications. Ensure technical documentation for all products remains current, accurate, and complete; Liaise with HQ regarding documentation requirements; Coordinate document changes; Request/manage documents from 3rd-party suppliers; Coordinate and fulfill customer document requests; Send, collect, and validate supplier questionnaires; Maintain food-safety plans, 3rd-party certs, DEA licensure, coordinate inspections, and Maintain files for non-compliances, organize and perform internal audits. .

REQUIREMENTS: High School diploma. Salary: \$ \$35,000 - \$50,000 Annually. Send resumes to the attention of Jennifer Romano at jennifer.romano@bontoux.com.

### Union County Rape Crisis Center, Union County NJ: Counselor/Outreach Coordinator

JOB DESCRIPTION: Conducts intakes, performs clinical assessments, and develops and maintains clinical treatment plans, case records, as well as relevant correspondence when working with other disciplines. Provides face to face short term counseling for primary and secondary survivors of sexual trauma on an individual and/or group basis in both English and Spanish (preferably). Consults with other disciplines and provides institutional advocacy with law enforcement, social services, and healthcare systems to ensure comprehensive and coordinated service delivery. Makes referrals to therapeutic, legal, medical, educational, and other social services, as necessary. Provides crisis intervention in person and/or via a 24-hour telephone hotline to survivors of sexual violence. Ensures that survivors are informed regarding all procedures, options, and resources including rape care services, medical attention, and the reporting/criminal justice process. Accompanies victims through medical and legal proceedings, as requested. Serves as Consultant to Confidential Sexual Violence Advocates (CSVAs) at the Union County Rape Crisis Center regarding hotline calls or accompaniments. EXAMPLES OF WORK (OUTREACH **COORDINATOR):** With bilingual staff, helps redevelop the UCRCC's LEP (Limited English Proficient) program. Acts as a coordinator between community groups in developing and/or expanding the Union County Rape Crisis Center's community outreach program. Helps evaluate Memorandums of

Understanding (MOUs) contracted with target sites to ensure adherence to outlined mutually agreed upon stipulations. Conducts training at target implementation sites.

**REQUIRED CREDENTIALS FOR POSITION**: Master's Degree in Counseling or Social Work from an accredited college. One year of counseling experience, minimum. Knowledge/experience working with victims of sexual violence. Professional Counseling License from the State of New Jersey (LAC, LPC, LSW, LCSW) Completion of state mandated Confidential Sexual Violence Advocate (CSVA) training with the Union County Rape Crisis Center. Bilingual, Spanish speaking (fluent). able to read/write in Spanish also. **Salary Range**: \$48,000-\$58,000. **Benefits**: Health, Vision, Dental, Pension Plan **Send resumes** to the attention of Tamara Aldeman at <a href="mailto:tadelman@ucnj.org">tadelman@ucnj.org</a> Bilingual

Worldwide Flight Services, Newark International Airport: NOW HIRING! Full and Part-time
Passenger Service Agent \$16.20/HR, Ramp Service Agent \$16.20/HR, and Ramp Service Supervisor.
Requirements: Must have a valid ID, be able to workday/night/weekends/holidays, pass a drug screen, a 10-year background check, pre-employment verification check, High School Diploma or GED preferred. Benefits: Competitive Compensation and free parking, great sign-on bonus. Please call 973 804.2825 for an appointment or email <a href="EWR.Hiring@wfs.aero">EWR.Hiring@wfs.aero</a> or apply online <a href="https://www.wfs.aero/careers/">https://www.wfs.aero/careers/</a>. Must bring the following to appointments: original government issued identification-driver's license, social security card, and birth certificate, US passport.

### **END OF LISTINGS**

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

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

Employers join our Mailing List: <a href="http://bit.ly/JobConnectionEmployers">http://bit.ly/JobConnectionEmployers</a>

Agencies and case workers join our mailing list: <a href="http://bit.ly/AgencyContacts">http://bit.ly/AgencyContacts</a>
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/IBIatUCC/job-submissions

The Job Connection is updated on the first business day of each week on the UCC website at  $\frac{\text{http://bit.ly/UCCJobConnectionWebPage}}{\text{http://bit.ly/UCCJobConnectionWebPage}}$ 

and on the County of Union website home page at www.ucnj.org.

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





A Service of the Union County Board of County Commissioners

