

## SEPTEMBER 20, 2021 – SEPTEMBER 24, 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 [katrina.james-pellam@ucc.edu](mailto:katrina.james-pellam@ucc.edu). Job Submissions link is right here also: <https://form.jotform.com/IBlatUCC/job-submissions>

Job seekers, please forward this to a friend in need. To sign up to receive this in your email, submit your [info here](#).

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](http://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 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 • Coupons • 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](mailto: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: <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>

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:**

**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, Bound Brook, & Sayreville

Start time is between 7am and 8am. Paid per load. Potential to earn over \$200 per day or more.

**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.

**Warehouse Associate Overnight** – Edison, NJ. Sunday to Thursday 6:30pm to 5am. Must be able to use Walkie Rider. \$17-\$18/HR

**Reach Lift Operator, Order Picker, Production Lead, Putaway Lead, Pacer/Sweeper, Outbound Lead, Load Planner, Repacker** – Cranbury, New Jersey. Various Times: Monday to Friday / Saturday 5:00am to 1:30pm, 7:00am to 3:30pm / 5:30pm, 4:00pm to 12:30am, \$15/hour - \$22/hour (Depending on Position)

**Reach Lift Operator** – Lincoln Park, New Jersey. Monday to Friday 8:30am to 5:00pm. \$17/hour. Must know how to operate the reach lift truck

**Reach Lift Operator** – Monroe, New Jersey. Monday to Friday - 8:30am to 5:00pm. \$21.00/hour. Must know how to operate the reach lift truck very well. Only 1 week assignment

Please check out our website at: <https://www.facebook.com/pages/category/Employment-Agency/All-Staffing-Warehousing-LLC-NJ-104858228252306/>. Contact our Recruiter, Sulia Mason. Call or text 215-932-7404. Or [Sulia.m@aswlogistics.net](mailto: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:** [www.caonynj.com](http://www.caonynj.com) or email resume to [career@caony.com](mailto: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 [cic-nj.org/cicevents](http://cic-nj.org/cicevents) to receive call in information. Questions? Please email [LindenFirstNJ@gmail.com](mailto:LindenFirstNJ@gmail.com). 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 [cic-nj.org/cicevents](http://cic-nj.org/cicevents) to receive call in information. Questions? Please email [RoselleFirstJobs@gmail.com](mailto:RoselleFirstJobs@gmail.com). This is a free service for Roselle residents. No sessions on City Holidays.



# JOB FAIR

Wednesday October 6, 2021

9am – 1pm

432 Lafayette Street, Newark, NJ 07105

We invite all job seekers to attend our annual community job fair.

Be sure to bring multiple copies of your resume, dress professionally, and be ready to network with 20+ employers.

No Registration is Required

For more information call us at 973 735-3518 or email [jpaulino@ironboundcc.org](mailto:jpaulino@ironboundcc.org)

**Social Distancing and Masks Are Required!**



## **OPEN HOUSE HIRING EVENTS**

**Wednesday's & Thursday's  
Interviews 9:00am – 5:30pm**

**Newark Liberty Airport, Terminal C, Lower Level, Door 6**

**\*You may be eligible for up to \$750 sign on bonuses**

**COOKS| BARTENDERS|SERVERS|DISHWASHER|CASHIERS|  
UTILITY AND MORE!**

### **REQUIREMENTS**

- Mask Required
- Business Casual attire
- Two forms of valid state-issued IDs
- 18+ Years of age
- Must pass background check with TSA
- Ability to read, speak and write English
- Great customer service

**[OTGexp.com/careers](https://OTGexp.com/careers)**

**For more information contact OTG Talent Acquisition Team  
[MVARGAS@OTGexp.com](mailto:MVARGAS@OTGexp.com)**

## EMPLOYMENT OPPORTUNITIES

### **Kalustyan Corporation, Union, NJ: Two Positions**

#### **QA Tech (Two Openings)**

**Responsibilities:** Ensure compliance to Quality and Food Safety procedures and programs. Assist in monitoring sanitation/production program implementation and on-going inspections and updates. Assist with activities to support BRC and SQF standard certification. Assist in managing the product sampling and retain programs. Monitor all in-process samples and finished products per established quality methods. Assist with investigation of complaints and provide the necessary information on corrective actions. Assist in managing QC equipment testing and calibration. Assist in managing Quality and food safety documentation. Assist in maintain all necessary quality assurance records. Assist in plant inspection and implementation of GMP. May perform other duties as assigned by supervisor. **Requirements:** Education: Associate Degree, High School Diploma and/or some College. 1 but less than 3 years of experience in Food Safety and Quality Assurance. Ability to work independently, basic knowledge of computer skills. Fluent in English language, bi-lingual (Spanish) but not required. Class A driver's license. **Benefits:** Included. **Apply to:** indeed.com or Kalustyan.com

#### **Supply Chain/Imports Paid Internship Part-time**

**Responsibilities:** Assist/Support Imports department on a daily basis. Develops an understanding of the Import department and how they collaborate with other departments. Maintain records and follow-up files of purchases, shipments, returns of damaged items, and related matters as well as scanning. Develop and execute assigned task to better enhance imports operations. Process delivery orders and check containers availability. Track down ETA's for containers. Perform other related duties and activities as required by supervisor. **Desired Skills:** Understanding of basic supply chain terminology and planning processes. Attention to detail and the ability to problem solve. Analytical skills and self-motivated. Knowledge use of Microsoft Office Suite; Excel, PowerPoint, and Word.

**Apply to:** Kalustyan.com or email [HR@Kalustyan.com](mailto:HR@Kalustyan.com).

### **Coach USA, Elizabeth, NJ: Bus Driver Multiple Openings**

Experience in driving motor coach is preferred but not required. Must have a CDL with passenger and air brakes. **Apply to:** jobs.coachusa.com

### **Scotch Plains-Fanwood Public Schools, Scotch Plains, NJ: Two Positions**

#### **2.5 Hour Lunch/General Aide (Various Schools throughout the district)**

Must have High School Diploma or equivalent. Have excellent integrity and demonstrate good moral character and initiative. Show evidence of successful experience working with children. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community. **Salary:** \$6,345 Annually.

**Apply to:** <https://www.applitrack.com/spfk12/onlineapp/default.aspx?Category=Support+Staff>

#### **Custodian (2 Openings)**

Must have High School Diploma or equivalent. Some experience as a school custodian, or the equivalent in a custodial service. Black Seal License must be secured within 1 year of date of hire.

Must have Class D driver's license. **Salary:** \$37,117 Annually. Benefits included. **Apply to:**  
<https://www.applitrack.com/spfk12/onlineapp/default.aspx>

**Elizabeth Ann Kennels, Stirling, NJ: Kennel Assistant**

Seeking a highly motivated, reliable, animal loving individual for a part time shift. While we are looking for our applicant to have prior background in the kennel environment, we are more than happy and willing to train a candidate who has no experience. Duties will include: Cleaning kennel runs and cat cages, Socializing and exercising the dogs during play times, Walking, feeding, watering, and picking up after the animals, taking reservations, checking animals in and out, doing laundry, washing dishes, and other general cleaning and disinfection around the kennel. Must be comfortable working with various breeds and sizes! Must be able to work weekends! **Schedule:** Holidays, Monday to Friday, and Weekend availability. **Pay:** \$12.00 - \$13.00 per hour. Supplemental Pay: Tips. Please call 908-604-4200 and ask for Danielle!

**After-School All-Stars NJ, Newark, NJ: Program Leader (Enrichment Course Facilitator) 20+ Openings  
Various Locations**

**Responsibilities:** All ASAS NJ staff are required to be prepared to teach in both spaces: in-person and online. The Program Leader, under the direction of the Program Manager is responsible for the daily instruction and support of After-School All-Stars youth-empowerment programming. General work duties include: Provide daily facilitation and instruction in specified and specialized areas of teaching (Arts, Sports, STEM, etc.) Daily positive engagement with students, fostering a safe and secure environment where students can learn and thrive. Track and monitor daily attendance, provide support to lead and co-teachers as appropriate Gauge student interests and interact with students to ensure all students are always engaged in the learning process. Supervise students at all times. Prepare and plan activities that reflect the required program curriculum. Develop lesson plans that incorporate student interests, required curricula, social emotional development, and ensure accurate implementation. Work across teams with other Program Leaders to develop engaging content for student learning opportunities. Follow work schedule accordingly. Attend ASAS NJ professional development activities and meetings. Support student recruitment and promotion of the program Maintain professional and positive relationships with school staff, partners, students, and parents  
**Desired Experience and Education:** The ideal candidate will have familiarity with and passion for working with inner-city youth, in addition to one year or more of non-profit, teaching, or related youth development program experience, and expertise in one or more of the following areas: Animation; Cooking; Coding; Cosmetology, Creative Art; Drama; DJ'ing; Engineering; Music Production; Performing Arts; (dance, instrument, and voice instruction); Photography; Robotics; Sewing; Sound Engineering; Sports & Fitness; STEM Enrichment; and Video Production. Must have high school diploma or equivalent. **Salary:** \$16.00 P/HR. **Apply to:** [asasnj.family/careers](https://www.asasnj.org/careers)

**PROCEED, Inc., Elizabeth, NJ: Employment Specialist**

**Responsibilities:** This list is not exhaustive and may be supplemented as necessary. Assess clients' employment and education needs by completing Employability Plans during intake process. Assist clients in job search and job applications, facilitating their employment efforts. Work intensively with clients to improve employability through small-group orientation, mock interview, and interview preparation sessions, and other topics as indicated by participants; provide job readiness and resume



building workshops on a regular basis, along with attending area Job Fairs and hosting Job Fairs on behalf of PROCEED, Inc. as appropriate with area companies. Develop and maintain a job data bank. Identify and provide clients with information on recertification, no- to low-cost training programs, volunteer opportunities, and other resources if appropriate. Conduct outreach to area businesses on a regular basis, while maintaining regular communication with employers and referring program clients if appropriate; follow-up with employers after applications are submitted by the clients. Conduct employment follow-up with employers and clients, up until and after 90 days, documenting clients' employment retention. Submit progress reports, including monthly and quarterly reports indicating any updates in the employment statuses of the active caseload. Maintain regular case notes in case files for all services provided and file required documents in case files in accordance with program requirements. Attend all relevant internal and external meetings that will develop partnership with area employers. Other duties as requested by supervisor. **Minimum Knowledge, Skills, and Abilities:** **Minimum Education Requirements:** A Bachelor' Degree in Human Services preferred or a minimum of a two years' degree in human related services and one to two years related experience. High school diploma will be considered with the appropriate level of employment services experience. Fluency in the English and Spanish language is required. Prior job development or employment services experience a plus. Strong organizational skills and ability to multitask, and work in a fast-paced environment effectively and ability to manage workload and maintain required deadlines. Experience working with diverse populations, and ability to relate professionally and collaborate with diverse individuals in a multicultural environment. Excellent communication skills, particularly listening, mediation, and writing skills along with possessing strong organizational skills with ability to meet a demanding workload. Detail oriented to complete requirements of files and contract compliance. Demonstrated knowledge of community resources, social service agencies in the community. Experience with computer and knowledge of Microsoft Office. Valid driver's license and a car. **Salary:** \$39,000-\$40,000. **Benefits:** Health, dental, 401K. **Apply to:** Srabanti Sarkar at [ssarkar@proceedinc.com](mailto:ssarkar@proceedinc.com)

#### **FedEx Ground, Edison, NJ: Full and Part-Time Package Handlers**

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 2-4-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, etc. in a safe and efficient manner. Shifts may vary depending on warehouse package volume and business needs. **Qualifications:** Must be at least 18 years of age. Must be able to load, unload and sort packages, as well as perform other related duties. **Salary:** Up to \$18.50/hour + \$100 weekly bonus (if eligible). **Benefits:** Tuition Assistance \$5,250.00 per year at the start of the school term. Discounts on phone, groceries and other purchase, plus much more! **Apply to:** [Groundwarehousejobs.fedex.com](http://Groundwarehousejobs.fedex.com)

#### **UPS, Monroe, Edison NJ & Staten Island: Package Handlers**

In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. You'll typically work 3 ½ - 4-hour shifts, approximately 17 ½ - 20 hours per week in this part-time or seasonal role. As part of the UPS team, you'll receive a competitive hourly rate and an attractive benefits package. Take the



next step on your career journey as a Package Handler/Warehouse Worker at UPS. If you're a student at an approved college, university, trade or technical school, UPS offers an educational assistance program that could provide you with up to \$25,000 for tuition, books and fees. If you qualify, you'll be eligible for the program on your first day of work at UPS. **Salary:** \$18-\$20 P/HR. **Apply to:** UPSJOBS.COM.

**Playa Bowls, Cranford, NJ: Playa Babe / Playa Bro FIVE OPENINGS**

We are looking for a hard-working and dedicated employee searching for a position with room for potential growth and previous retail or food experience. This individual must be able to assist customers, educate them on the product (fully trained) and have an upbeat and friendly attitude. The applicant must be fluent in English. Knowledge or interest in health foods and nutrition is not required but preferred. **Duties and Responsibilities:** A Playa Babe or Bro is the most important part of making Playa Bowls who we are! You are responsible for preparing fruit, making orders, assisting customers at the cash register, cleaning, organizing, refilling, and most importantly, having a great attitude and ready to have fun. We are primarily looking for part time morning weekday employees but are hiring for all positions. **Salary:** \$12-\$16 P/HR. **Send resumes to:** [PlayaBowlsCranford@gmail.com](mailto:PlayaBowlsCranford@gmail.com)

**OSG, Carlstadt, NJ: Multiple Warehouse Openings**

Apply and sign up for our special hiring event on 8/31 and 9/1 for roles such as Warehouse Driver, Maintenance Mechanic, Inserter Operator, Digital Print Operator and Janitorial Services.

We are primarily looking for part time morning weekday employees but are hiring for all positions! Read each description on our Indeed Link to see what is the best fit for you. **Salary:** \$17 -\$20 P/HR.

**Benefits:** Health, Life, 401K, Paid Time Off, \$500 sign-on bonus. **Apply to:** <https://bit.ly/775Carlstadt>

**JC Penney, Woodbridge, NJ: Asset Protection Associate Openings**

**Responsibilities:** Supports Shrinkage and Safety Awareness programs: Aids Store Management to communicate current shrinkage and safety topics. Conducting surveillance: Observes customer's and contractor's (CCTV/floor) activities to detect theft, fraud or suspicious activity, collects investigative intelligence related to ORC activity and fraud, takes direction from AP management to monitor team member activity as needed, reports infractions of company policy to AP and/or store management. Detaining and Interviewing suspects: Conducts interviews in accordance with local laws and Company policy on customers and contractors suspected of theft, reports suspected fraud to AP management or Market Investigations as needed. Maintaining records: Creates and manages records using approved Company methods, proper retention of evidence and disposition of recovered merchandise. Participating in Court Hearings: Attends hearings, updates appropriated files and maintains relationships with local law enforcement. Supports Safety programs: Identifies and address potential hazards to customers and associates, takes initiative to correct minor hazards, conducts incident investigations and completes associated reports. Supports Internal investigations: Takes direction from AP management to collect evidence regarding internal investigations, acts as an interview witness as needed. Perform responsibilities in accordance with company policies and procedures in order to drive sales and profit. **Qualifications:** Applicants must be 18 years of age or older and have a high school diploma or GED. **Apply to:** <https://jobs.jcp.com/jobs/6362263-asset-protection-associate-woodbridge-ctr>.

**Precision Escalator Products, Kenilworth, NJ: Machine Operator 2 Openings**

**Duties and Responsibilities:** Produce machined parts by operating a computer numerical control (CNC) machine (Milling and/or Lathe); maintaining quality. **Salary:** \$15-\$18 P/HR. **Apply to:** Cynthia Gonzalez at [cynthia@precisionescalator.com](mailto:cynthia@precisionescalator.com)

**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/>.

**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/](http://seniorsinplace.clearcareonline.com/apply/)

**Community Access Limited, Elizabeth, NJ FOUR POSITIONS:** Submit resumes to [Lbaigorrea@caunj.org](mailto:Lbaigorrea@caunj.org) or [jdouglas@caunj.org](mailto:jdouglas@caunj.org)

**Social Service Quality Support Plan Specialist**

**Description:** Expanding social service agency is seeking an individual to assist in the creation and implementation of agency Support Plan protocol and review processes; attend Support Plan meetings; and monitor, track, and review IHP and ISP for individuals with developmental disabilities and/or Transitional Plans for youth success. He/she will use analytical skills to assist with the review of confidential member information. 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 and experience with Individualized Support Plans, NJ State Licensing requirements, and/or DCD&P Transitional Plans for youth success. EOE.

**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 bi-weekly 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 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.

**END OF LISTINGS**

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](http://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 County Commissioners

