

JOB CONNECTION | UNION COUNTY COLLEGE

A JOINT VENTURE OF UNION COUNTY COLLEGE AND THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS
A SOURCE FOR JOBS AND EMPLOYMENT RELATED EVENTS IN THE GREATER UNION COUNTY AREA

JULY 11, 2022 – JULY 14, 2022

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. 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 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 • 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: <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

Order Picker-Waldwick, NJ: Schedule Monday to Friday 7:00am to 3:30pm. Must know order picking and must submit resume. \$15.50/HR.

Driver Helper – Edison, NJ: Monday to Friday Start time 4:45am. Help unload at various stops. \$14.00/HR start \$15/HR after 1st Month & Overtime.

Electronic Assembler, Stockroom Clerk, CNC Operator, Material & Production -Flemington, NJ: 4 Days at 10 hours. Monday to Thursday or Tuesday to Friday 7:30am to 6:00pm. \$18/HR Could be more with experience. Must have mechanical experience. Electrical experience a plus. Must be willing to work for over a year.

Assembler– Waldwick, NJ: Shift Monday-Friday 7:00am, to 3:30pm. Must have assembler experience must submit resume. experience. \$15.50/HR

General Labor -Edison, NJ : Monday to Friday 7:00am to 3:30pm or 9:00am to 5:30pm. \$16/HR. Must be able to lift 100lbs with a hand truck consistently.

Night Pickers – Edison NJ: Start time 7pm or 5am + overtime. Must be able to use electric pallet jack and forklift. Must have at least 6 months of picking experience. Must be able to work in a refrigerated environment. lift heavy items consistently. \$16 -\$19/HR.

Forklift – Piscataway, NJ: Schedule Monday to Friday 8am to 3pm. Must know the sit-down electric forklift. \$18/HR.

Electric Pallet Jack – Piscataway, NJ: Schedule Monday to Friday 8am to 4pm. \$14.25/HR. Must know the electric Pallet Jack.

Reach Lift – Perth Amboy, NJ: Schedule Monday to Friday 3:30am to 12pm. Must be proficient on the Reach Lift. Must be able to lift 50lbs. \$18/HR.

Reach Lift – Perth Amboy, NJ: Schedule Saturday 8:30am to 5:00pm. Sunday 8:30am to 7:00pm. Must be proficient on the Reach Lift. Must be able to lift 50lbs. \$18/HR.

Lumpers/Truck Unloader – Edison, Carteret, Cranbury, & Piscataway. Start time 7am or 8am. Paid per load, average \$500 - \$1000 per week. Must be able to lift heavy items consistently. Must have truck unloading experience. Must know how to palletize and shrink wrap.

Please check out our website at: <https://www.facebook.com/pages/category/Employment-Agency/All-Staffing-Warehousing-LLCNJ-104858228252306/>. Contact our Recruiter, Sulia Mason. Call or text 215-932-7404. Or email Sulia.m@aswlogistics.net. Applications available Monday to Friday 8am to 3:30pm. All Staffing Warehousing 311 Raritan Avenue, 2nd 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 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 cic-nj.org/cicevents to receive call in information. Questions? Please email 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 to receive call

in information. Questions? Please email RoselleFirstJobs@gmail.com. This is a free service for Roselle residents. No sessions on City Holidays.



A&M Industrial Rahway, NJ: IT Support Specialist

As an IT Support Specialist who helps employees troubleshoot software and hardware problems your responsibilities and duties would include receiving technical support tickets, phone calls, or emails, contacting the user or customer, listening to their issue, diagnosing the problem, and walking them through the solution. Support primarily includes desktop computers, laptops, tablets, cell phones and printers. **Essential Duties and Responsibilities:** Meet user expectations and meet commitments. Provide excellent customer service to all customers. Interact with the Customer or user, and IT personnel in a respectful and courteous manner. Read and understand the description of the request and contact the user to clarify when needed. Work with the customer and thoroughly document the incident description, comments, and resolution to ensure customer satisfaction. Troubleshooting day to day technical issues and assisting with daily requests. Monitor and process incoming helpdesk service requests via telephone and e-mail to ensure courteous, timely, and effective resolution of end user issues and ensure all requests are documented. Perform fixes at the desktop level, including installing and upgrading software, installing hardware, and configuring systems and applications. Encourage compliance with IT policies that are applicable to end-users. Monitor and test fixes to ensure problems have been adequately resolved. Following up when necessary and documenting it in designated communication platforms. Evaluate user needs and make recommendations to enhance employee capabilities. Attend mandatory weekly IT department calls. Supporting our clients via phone, email, remote login and/or on-site as necessary via pro-active and reactive visits. Onboarding new users, configuring laptops and phones, and setting up their desks/workstations. Manage time effectively, meet personal goals and work effectively with other members of the team. Follows company policies and procedures. Presents a professional image at all times. **PREFERRED EXPERIENCE/QUALITIES/SKILLS: Computer Skills:** Knowledge of Microsoft Office Products, primarily Outlook, Excel and Word. Understanding Hardware and Software related to Desktop, Laptops and Mobile Devices. Knowledge of Microsoft Cloud and Desktop Services a plus. Understanding of VOIP Phone Systems a plus. Apple Mobile Device and IOS experience a plus. Aptitude in incident recognition and troubleshooting. **Personal Skills:** Strong verbal and written communication skills. Strong analytical and problem-solving skills. Ability to prioritize and handle multiple tasks and projects concurrently. **Work Environment:** This job operates in a mixed-use office/industrial building. There is

also the opportunity of working from home. The office is a smoking/drug free environment. **Physical Demands:** This role is performed primarily while seated. However, certain duties also require standing, walking, and carrying. This position does require the ability to lift and carry boxes weighing an average of 40 lbs./box. The role requires occasional inter-office travel. **Apply to:**

<https://recruiting.paylocity.com/recruiting/jobs/Apply/1187525/A-M-Industrial-Inc/IT-Support-Specialist>

The Musial Group, PA Architecture, Mountainside, NJ: Office Manager

Responsibilities: Accounts Receivables & accounts payables, billing and payroll. Answer phones and administration skills. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** General Bookkeeping skills must have excellent organization skills. Would prefer someone who has at least 3 years of bookkeeping experience. **Salary:** TBD **Benefits:** Health & 401K. **Send resumes to:** Noel S. Musial at nsmusial@themusialgroup.com

Advanced Warehouse, Secaucus, NJ: 2 Openings for Permanent Positions in the Freight Forwarding Department for Imports and Exports. We are looking for someone sharp with good background in imports and exports, or logistics. Clerical. 100 % Fluent in English, some Spanish will be helpful but not necessary. **Salary:** Based on experience. **Send resumes to:** Moises Loayza at moises@awi-usa.com

**American Pension LLC., Berkeley Heights, NJ: TWO POSITION
Office Assistant (Part-time 20 Hours Per Week)**

Responsibilities: Receive and sort incoming Phone, email, and mail traffic. Assist office staff with compilation and delivery of client reports and retirement plan documents. Organize and maintain physical & digital files. Monitor and remind clients and staff progress and outstanding milestones. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Familiarity with MS Excel and Word, & Adobe DC. Strong written and verbal communication. Attention to Detail. **Salary:** \$15.00/HR

Junior Pension Administrator (Part-time 20 Hours Per Week). Potential to become full-time

Responsibilities: Record keeping of yearly employer sponsored pension reporting. Creation of 401(k) Plan Documents and Adoption Agreements. Organization and preparation of client employee census information. Billing & bookkeeping for small office. Communicate with clients to receive necessary information and maintain relationships. **Salary:** \$18.00/HR

Apply to: admin@apc401k.com

PEG, LLC., Sparta, NJ: Field Engineer In Training

PEG is searching for motivated individuals who are interested in learning about Energy Sustainability and Building Energy Performance of New Residential Construction. This position requires you to become a certified HERS Rater. Learn more at www.resnet.us. In this position, new employees will be provided paid on the job training that will prepare them to perform Home Energy Audits in accordance with RESNET Guidelines. This will include visual inspections of materials, data collection and visual observation of energy efficient features, and the utilization of equipment to test system

performance. Essential Function: Perform Home Energy Audits in accordance with RESNET Guidelines. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** High School Diploma or General Education Degree HERS Rater, BPI, NATE certification is helpful. 2 years of work experience in HVAC, home remodeling, or construction is helpful. Must be able to work outside during summer high temperatures Ability to work in attics, basements, and crawl spaces, ability to climb, balance, kneel, crawl, and lift ability to work on ladders and hand/power tools, ability to frequently lift and move 50 pounds unassisted. Must be personable, well-groomed, articulate, and able to convey technical information in plain language, Must be organized, self-motivated, and enthusiastic, Must be willing to obtain additional certifications/licenses as required. Valid driver's license in good standing with insurable driving record. Must have reliable transportation (Gas/Vehicle Allowance included). Must be able to drive for long periods to and from job site locations. Pre-employment background check/drug testing. **Salary Range: 40K – 45K. Rewards and Benefits:** PEG LLC offers a comprehensive, total rewards package that includes competitive compensation and a flexible benefits package that reflects our commitment to creating a diverse and supportive workplace. Benefits include: • Company-issued Gas Card, Toll Pass, & Vehicle Maintenance Allowance • Company-issued Uniforms, iPhone/iPad, Field Equipment/Tools/PPE • Flexible Work Schedule • Year Round Employment • Paid Professional Development & Salary Incentives through Learning/Certification Opportunities • 20 Annual Paid Days Off (12 Days of PTO, Birthday PTO, & 7 Company Paid Holidays • Company Sponsored Medical Insurance that includes a contribution of up to 50% off the monthly premium • Dental & Vision Insurance • 401(k) Retirement Plan with up to a 4% company match vested immediately • Basic Life & Supplemental Life • Short-Term & Long-Term Disability • Accident & Pet Insurance • Corporate Sponsored Events. **Apply to:** <https://bit.ly/3yJ6DuT>

Berkshire Medical Technologies, Union, NJ: TWO POSITIONS

Medial Billing Assistants

Looking for a responsible, hardworking individual who is able to work independently to assist in Medical Billing tasks. No experience needed but detailed and numbers oriented is a plus.

Responsibilities: Will be verifying insurance eligibility and accessing insurance website, creating medical claims and submitting to insurance, following up with insurance on claim denials, posting insurance account receivables and patient payments. **Hours:** Flexible hours Monday – Friday between 8am – 5pm. Part Time to start (10 – 20 hours a week), option for full time after review. Flexible hours

Billing Receptionist :

Responsibilities include the following: Answering incoming patient calls and logging in the calls, addressing patient's questions, running patient credit card payments, listening to phone voicemails that patients have left, and answering emails from patients

Salary: \$15P/HR to start. Please send email to HR@bmedtech.com.

Accurate Bushing Company, Garwood, NJ: TWO POSITIONS

Shipping and Receiving Assistant Main Job Functions Verifies and keeps records on incoming and outgoing shipments. Prepares items for shipment. **Main Responsibilities:** The Shipping and Receiving Assistant's main job responsibilities may include any of the following tasks: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Affixes shipping labels on packed cartons identifying shipping information on cartons. Inserts items into containers, using spacers, fillers, and protective padding. Binds containers with shipping tape. Places identifying information and shipping instructions onto containers. Posts weights and shipping charges, and affixes postage. Unpacks and examines incoming shipments. Routes items to departments. Examines outgoing shipments to ensure shipments meet specifications. Maintains inventory of shipping materials and supplies. Occasionally directs Stock Clerk in preparing outgoing and receiving incoming shipments. Records information on outgoing and incoming shipments in computer. Follow instructions and training of Hazard Communication Program in regard to handling waste for shipment and receiving of goods which require MSDS paperwork. **Machines Used:** Lift truck, hand truck, computer terminal. **Minimum qualifications:** High school education. Basic grade school math. Comfortable working in a light industrial/ manufacturing environment. Ability to apply principles of rational systems (bookkeeping, etc.) to solve practical problems. Effective communication skills, detail-oriented, team player attitude. Ideal qualifications: One to three years of shipping and receiving experience.

Secondary Machine Operator

Main Job Functions & Responsibilities: The main job responsibilities of the Secondary Machine Operator may include one, some or all of the following tasks: Drilling - Face heads prior to drilling, straight drilling, semi-drilling, peck drilling, cross drilling and re-drilling. Honing, Hone inner diameter (I.D.) of bearing. Milling - Mill keyways on stem and mill slots. Turning - Utilize lathe machines (hand operated and computer controlled). Tapping threads. Broaching, Deburring – Utilize automated tumbling machines and hand deburr, Clean and polish metal parts, and Operate induction heat treating unit. **Machines Used:** Machine lathes, CNC lathes, honing machines, milling machines, drilling machines, screw machines, tumbling/cleaning machines. Brands include Hardinge, Milwaukee, Kent Owens, Nichols Miller, Walker Turner, Precise, Atlas Copco, Excell-O, Kingsbury, Sunnen, Leblond, Warner Swasey, Kramer.

For these roles Apply to: ABPersonnel@accuratebushing.com

The Eye Health Group, Springfield, NJ: Medical Technician

Responsibilities: Insurance verification, patient intake, pretesting, working with Optometrist to ensure excellent patient care, setting up claims for submission, other patient care processes and office duties may be required as well. Medical billing and coding, experience in a medical office helpful but can train. **Salary Range:** \$16.00 - \$20.00P/HR. **Benefits:** Medical included. **Apply to:** Edward Santos at Esantos@pearlevisionnj.com.

Omega Financial Services, Inc., Union, NJ: Senior Staff Accountant

Omega Financial Services, Inc., a multi-state residential and commercial lender is looking for a senior staff accountant with a minimum of 5 years of experience working for a small to mid-sized firm. The individual must: Be proficient in QuickBooks and Excel, have experience in assisting in the creation of financial statements (balance sheets and P/L statements), be familiar with 1040 and 1020 tax return preparation, experience with accounts receivable and payables, and possess excellent written and communication skills. Excellent compensation package commensurate with experience. Please email your resume to Charlie Cacici at ccacici@omegaloans.net.

Greater Somerset County YMCA, Plainfield, NJ: TWO POSITIONS

Afterschool Site Supervisor- Part Time

Plainfield YMCA is currently seeking Site Supervisors for our afterschool programs in Plainfield, NJ. We are looking for cause-driven leaders that share our commitment to nurture and support our children, promote youth development, and foster a sense of social responsibility. Assists with implementation of a varied and challenging program of activities for children which includes Homework Time, Enrichment Activities, Organized Physical Activities, Free Play, and Snack Time.

Supervises all children on the site. Build relationships with children and families - Greet them in a positive manner every day. Assists parents/guardians with questions or concerns

Maintains discipline with children during all activities under the guidance of the GSCYMCA Child Abuse Prevention Policy and Code of Conduct. Motivates and encourages all children to participate in program activities. Provides a safe environment for children and follow all required safety procedures in case of emergency. Develops an attractive, organized, clean, and stimulating space:

Cleaning and disinfect of all equipment as per state requirements (daily or weekly).

Maintain site/room, equipment and materials in an orderly and safe manner. Set up the site/room in advance of children's arrival and cleans up after children's departure. Keeps Senior Program Director apprised of situations requiring their attention.

Afterschool Site Assistant (Counselor)- Part Time

Plainfield YMCA is currently seeking Counselors for our afterschool programs in Plainfield, NJ. We are looking for cause-driven leaders that share our commitment to nurture and support our children, promote youth development, and foster a sense of social responsibility. Assists with implementation of a varied and challenging program of activities for children which includes Homework Time, Enrichment Activities, Organized Physical Activities, Free Play, and Snack Time. Assists the Site Supervisor with supervision of all children on the site. Build relationships with children and families - Greet them in a positive manner every day. Maintains discipline with children during all activities under the guidance of the GSCYMCA Child Abuse Prevention Policy and Code of Conduct.

Assists the Site Supervisor with motivating and encouraging all children to participate in program activities. Provides a safe environment for children and follow all required safety procedures in case of emergency. Assists the Site Supervisor in developing an attractive, organized, clean, and stimulating space: Cleaning and disinfect of all equipment as per state requirements (daily or weekly).

Maintain site/room, equipment and materials in an orderly and safe manner. Set up the site/room in advance of children's arrival and cleans up after children's departure. Keeps Site Supervisor apprised

of situations requiring their attention as it relates to children's behavior. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Must be at least 18 years of age. Must have High School Diploma or be a Senior in High School. Must have experience working with children in a structured group setting. Must have ability to learn and think quickly to solve child-to-child situations. Good communication skills and ability to relate effectively to diverse groups of people from all social and economic segments. **Salary:** \$14/HR.

Apply to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7ae6b50a-58fc-41ba-a3bd-41d1b0acdf45&cclid=1586553097395117_564&type=MP&lang=en_US

ECI Technology, Totowa, NJ: TWO POSITIONS

Electrical Assembly Production Technician

Responsibilities: Electro-mechanical assembly of computer-based instrumentation machinery with emphasis on wiring, assembling and testing complete systems. Build systems, sub-assemblies for complex systems with efficiency, quality, industry standards to achieve tight build schedules. Ensure the requirements of Bill of Materials (BOM) and customer specifications are achieved to maintain copy exactly industry standard. Identify and resolve build problems. Record and report technical / BOM issues using company trouble log methods. Act as a point of reference and guide less experienced technicians. Set an example of the highest level of builds. Contribute to performance of the production team through productivity improvement initiatives. **Qualifications:** Electrical Engineering degree preferred; Associates or technical degree in EE or electronics required or a formal journey man training from credited union or military. Minimum experience in panel wiring and layout to schematics. Detailed wiring skills of complex instruments / equipment. Verifiable Hands-on experience working with control wiring, boards, sensors, computer hardware and software. Ideally a combination experience in both complex mechanical and electrical assembly techniques. Ability to read and follow electrical drawing and schematics, load software and perform functional dry test of the completed unit. High standards of build quality, flexible, co-operative and willing to work under changing priorities. Ideal experience of working in semiconductor/analytical instrumentation industry. **Salary:** \$45,000. **Benefits:** Competitive benefits package included.

Mechanical Assembler Production Tech

Responsibilities: Mechanical assembly of instrumentation machinery. Route and connect various tubing and connector types. Assemble sub-assemblies and complex electromechanical systems. Perform re-work, drilling, tapping and mounting of metal and plastic parts, enclosures and assemblies. **Qualifications:** Experience in mechanical assembly with manual machining capability. Associates or BS degree strongly preferred in mechanical engineering. Must be able to work with great focus on details from pictures from blueprints, pictures, flow diagrams and detailed technical instructions. **Salary:** \$45,000. **Benefits:** Competitive benefits package included.

Apply to: <https://www.ecitechnology.com/careers/mechanical-assembly-technician/>

RM Metals, South Plainfield, NJ: Inventory and Documentation Management Assistant

Responsibilities: Work involves using doing documentation, corresponding with customers, managing a sales order and its shipment/logistics, maintaining inventory, and making contracts. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Must be able to type well, speak English, multitask, work with a team, and know Microsoft Excel and Word well. Applicant must be able to work full time legally and is looking for long term work. **Salary Range:** \$18+/HR. **Apply to:** Chait Desai at: chait@rm-metals.com.

The Millennium Group, Tinton Falls, NJ: Office Maintenance/Handyman

Responsibilities: Keep office supplies are on hand. Hang pictures as required. Perform minor repairs. Monitor and track life expectancy of projector bulbs. Set up conference rooms and assist with AV equipment. Maintain modular office furniture and make adjustments and or repairs to the configuration(s). Install and adjust computer keyboards at workstations. Assist with office furniture moves within the building. Move staff personnel from offices and work areas throughout the building by providing moving boxes, relocating the boxes to the new space, moving computer equipment and printers. Perform and oversee general and preventive maintenance tasks to include but not limited to: copiers and general office equipment. Monitor pantry areas and ensure all equipment is operable and area is neat and clean. Escort outside vendors. Check on progress of facilities related repairs performed by outside vendors. Reports issues and status updates to the client. Other duties as assigned. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** High school diploma or equivalent preferred. Minimum of 1-2 Mail 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. Must be able to lift up to 50 pounds. Knowledge of using UPS, FedEx, DHL shipping methods. Assertive and resourceful; self-motivated; willing to ask questions and take initiative be able to communicate clearly. Consistently demonstrates professional demeanor, appearance and attitude. Valid Driver's license, with Reliable transportation/ vehicle. **Salary:** \$18.75/HR. **Apply to:** www.tmgofficeservices.com.

Union County Rape Crisis Center, Westfield, NJ:

Volunteer Coordinator/Trainer

Responsibilities: Recruit, train, support, and help supervise a cohort of professional and volunteer Confidential Sexual Violence Advocates (CSVAs). Identify and facilitate efforts to aid in volunteer recruitment, recognition, and retention. Schedule and act as main facilitator of 40+ Hour Confidential Sexual Violence Advocate training, as directed by Administrator. Assist with and/or initiate the coordination and facilitation of monthly CSVA meetings. Provide ongoing training and technical assistance to paid and volunteer CSVAs. Assist with the oversight of online volunteer scheduling for hotline shifts. Update and maintain all volunteer onboarding paperwork. Via the hotline, provide crisis intervention, emotional support, information and/or referrals; provide on-call coverage for the hotline and virtual and/or in-person accompaniments. Serve as after-hours consultant to CSVAs regarding hotline calls or accompaniments. Adhere to agency policies and work rules, including confidentiality

and code of ethics. Participate in agency staff meetings and other team meetings, as required. Attend statewide and community-based meetings and task forces, as required. Effectively engage with allied stakeholders to increase capacity to prevent and respond to sexual violence. Other duties as assigned.

PREFERRED EXPERIENCE/QUALITIES/SKILLS: Knowledge of sexual violence and a comprehensive understanding of its impact. Knowledge of the anti-sexual violence and oppression frameworks/movements. Experience managing volunteers and respective scheduling. Experience facilitating training and meetings/working groups. Excellent interpersonal and communication skills. Able to set priorities in a shifting environment. Critical and strategic thinking. Strong analytical and persuasive writing skills. A high level of organization. Ability to assess priorities and to multi-task. Ability to work independently as well as with a team. Skills in process facilitation, data management, and program design. Demonstrates maturity and professionalism; ability to handle sensitive and confidential situations with discretion. Valid New Jersey Driver's License. **EDUCATION/EXPERIENCE:** Graduation from an accredited college or university with a Bachelor's and/or Master's degree in Social Sciences; Master's degree preferred. **COMPUTER SKILLS:** Competence is needed in Microsoft Word, Outlook, PowerPoint and applications such as Zoom. **Salary:** \$45,900. **Benefits:** Included. **Apply to:** tadelman@ucnj.org

Bilingual Counselor/Outreach Coordinator

Responsibilities: 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:**

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: \$48,000-\$58,000

Union County College,(Center for Economic & Workforce Development) Elizabeth, NJ:

Part-time Program Coordinator – Grant Funded

Assume the responsibility for the realization of the goals of educational/training program awarded to CEWD. In conjunction with appropriate Center staff, recruit staff, schedule, organize, coordinate and evaluate the overall activities of the assigned programs. Assist with the development of educational/training programs, orient instructors and staff, schedule ongoing professional development activities. Monitor student participation and progress. Provide funders with appropriate information and reports. **Preferred Experience:** Minimum requirement of 3 years' management experience with local, state or federal programs. Proposal writing experience is required. Familiarity with occupational education needs and goals helpful. Competencies and Skills Required Interpersonal, organization and communication skills required. Proficiency with MS office products including Excel and Access and web page development and maintenance. Analytical and problem-solving skills. Excellent customer service, oral and written communication skills, including ability to communicate effectively with a diverse external community and a diverse campus community. Valid driver's license and access to an automobile. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a "quick study" in order to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. Analytical and problem-solving skills. Ability to take required initiative to solve problems. Ability to collaborate with others. Commitment to student service and a diverse population. Ability to multi-task in a busy environment. Ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel to other campuses, CEWD satellites and/or other satellites assigned as needed. **Education Requirements:** Bachelor's degree required. **To get more information and to apply go to:** <https://ucc.peopleadmin.com/postings/7484>

SUMMER 2022 OFFERINGS

Are you Unemployed or need help updating your job skills and compete in today's market?



Earn an industry-valued credential for in-demand jobs through a partnership between Union County College, the Union County Workforce Development Board, and the Union County American Job Center. Learn how you can qualify for On-the-Job Training (OJT) designed to assist eligible New Jersey jobseekers obtain training that leads to employment.

ACCOUNTING TECHNICIAN:

- Microsoft Office Specialist Excel Certification, Certiport
- Intuit QuickBooks Certification, Certiport

FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT:

SCPRO FUNDAMENTALS (CSCMP) CERTIFICATES IN:

- Supply Chain Management Principles
- Inventory Management
- Transportation Operations
- Customer Service Operations

PATIENT CARE TECHNICIAN:

- National Certified EKG Technician (CET), NHA
- National Certified Phlebotomy Technician (CPCT), NHA
- National Certified Patient Care Technician (CPCT), NHA

ON THE JOB TRAINING:

- Agreement between an Employer and Union County College to hire, train, and retain a job seeker upon successful completion of the training program.

Grants are available under the Workforce Investment Opportunity Act (WIOA) for job related training and in-labor demand occupations.



**Transforming
Our Community...
One Student
at a Time**

Attend a Virtual Information Session hosted by Union County College

Second and Fourth Tuesdays at 11:00 am

You must pre-register to attend these online/virtual events at:

<https://tinyurl.com/UCC2022>

To get started or for more information contact us
at 908-965-2992 or cwd-recruiting@ucc.edu



UNION COUNTY
We're Connected to You!



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.

JOB CONNECTION | UNION COUNTY COLLEGE

A JOINT VENTURE OF UNION COUNTY COLLEGE AND THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS
A SOURCE FOR JOBS AND EMPLOYMENT RELATED EVENTS IN THE GREATER UNION COUNTY AREA

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.

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UNION COUNTY
We're Connected to You!



A Service of the Union County
Board of County Commissioners

