

JOB CONNECTION



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

OCTOBER 31, 2022 – NOVEMBER 4, 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 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>

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>

How to find remote job: <https://careersidekick.com/find-remote-job/>

Click on the above link to read a comprehensive article about how to find a remote job.

Center For Non-Profits: <https://www.njnonprofits.org/JobListings.html>

Department of Labor & Workforce Development: <https://nj.gov/labor/career-services/>

The State of New Jersey maintains a database of jobs available throughout the state. It also provides: Free access to online courses to help upgrade your skills at the following website <http://nj.metrixlearning.com/landing.cfm>, personalized one-on-one support, and vocational rehabilitation services for those who have disabilities that are an impediment to employment.



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

Part-time Student Service Generalists (Day and Evening)– Grant Funded

Responsible for recruiting, advising and guiding participants to sustain successful participation in the Union College/Center for Economic & Workforce Development Programs. The Generalist will be responsible but not limited to facilitate applications, recruiting, assessment, advising, registration, and placement through personal contact and follow through with the prospective student as she/he proceeds through the intake process. **Competencies and Skills Required:** At all times exercise professionalism and confidentiality with staff and students. Outstanding customer service and communication skills. Proficiency in MS Office suite of applications and social media. 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 service and a diverse student population. Ability to multi-task in a busy environment and ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel locally. Valid driver’s license and reliable vehicle. **Preferred Experience:** Experience working in Workforce Development programs. **Education Requirements:** Bachelor’s degree required. **Salary:** \$20.00P/HR
To get more information and to apply go to: <https://ucc.peopleadmin.com/postings/8309>.

Part-Time Student Services Associate (Day and Evening) – Grant Funded

The Student Service Associate is the initial contact with students seeking entry into the college and with existing students seeking services. Is responsible for advising and guiding participants to sustain successful participation in the UC-CEWD Programs. This is a grant funded position. **Characteristics, Duties, and Responsibilities:** Guide and counsel participants in UC-CEWD programs. Orient students into assigned program. Design employability plans with participant. Aide participants in implementation of employability plan. Develop and implement motivational workshops designed for employment support and retention. Identify client supportive service needs and to perform liaison duties with cooperative agencies and programs to eliminate needs (i.e., childcare, housing, etc.). Participate in the intake process. Prepare and maintain necessary records and files on enrollment, counseling, and placement. Initiate and conduct placement follow-up and placement confirmation. Respond to all program requests. Accept all other assignments which help CEWD realize contractual

goals. Travel to all campuses and satellite locations as needed. Travel to worksites driving a College vehicle. Some evenings and Saturdays may be required. · Other duties as assigned by unit supervisor and CEWD administration. **Preferred Experience:** Minimum of one (1) year of office or related experience is required. Competencies and Skills Required: Competency in Word, Excel, Outlook & Windows required. Must be able to read, write and speak English, ability to read, write and speak Spanish is a plus. 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” to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. **Education Requirements:** Associates degree required. **Salary:** \$17.00P/HR. To get more information and to apply go to: <https://ucc.peopleadmin.com/postings/8318>.

Sheptock, Chelland & Grieves, LLC, Union, NJ: Part-Time or Full-Time Legal Secretary/Paralegal

Fast-paced personal injury firm in Union, New Jersey seeks part-time or full-time legal secretary/paralegal for help with litigation preparation. Must be enthusiastic, organized, and proficient in Microsoft Word. Great opportunity for someone looking to pursue or experience a career in the legal field. Salary and potential benefits to be discussed during the interview. Please submit resumes to atty@mr-john.com.

OUR HOUSE, INC., Murray Hill, NJ: Healthcare Coordinator

Our House Inc supports adults with developmental disabilities. We are seeking a Healthcare Coordinator with a current RN license. Experience working with adults with developmental disabilities is preferred, but not required. Qualified candidates will demonstrate a willingness to advocate for our clients' health care needs. Qualified candidates will also demonstrate proficiency in ECR systems, Office Suite, and reporting. **Responsibilities:** Advocates, implements and maintains a quality assurance program in regard to health and medical care of individuals served to ensure that the highest level of care is provided. Reviews medical and health documentation to assure that the agency and staff are complying with agency and Division of Developmental Disabilities (DDD) regulations in regard to health and medical care documentation, reporting and follow up. Updates and maintains residential medical information on confidential agency database system. Makes reports and recommendations on medical and health issues to the Director of Health Services. Educates OHI staff, families and individuals served on medical and health care issues through individual and group trainings. Attends residential staff meetings and Monthly Residential Administrative Supervisory Team Meetings as assigned. Accompanies individuals served and staff to medical appointments in cases of serious or complex health issues as assigned. Assists in interpreting, implementing and educating staff and individuals served on Division of Developmental Disabilities policies and procedures in regard to medical and health issues. Assists in developing, maintaining and implementing Our House, Inc. health and medical policies, procedures and manuals as approved by the Associate Executive Director. Assists in providing nutritional counseling to staff and individuals served to ensure that proper nutrition and special diets, as prescribed, are followed. Interfaces with managed care system. Assists individuals served in selecting a plan and fully utilizing health benefits. Attends on-site and off-site

trainings and conferences as assigned. **Description of Skills/Experience Required/Desired:** Requirement to wear Personal Protective Equipment (PPE), including a mask, as directed by CDC, OSHA, state and local authorities. All employees must wear masks, as directed, while working their shifts. PPE requirements are subject to change at any time. Clean work area and areas as assigned by your supervisor per COVID-19 protocols. Travel required, approximately 75%. RN license (Required). Class D license. Salary Range: \$65,000.00 - \$70,000.00 Annually. Benefits: Medical, dental, vision, generous PTO, life insurance, supplemental benefits, education assistance, Verizon discount, perks program. Apply to: hrdepartment@ourhousenj.org.

Elizabeth Public Library, Elizabeth, NJ: Patron Services Social Worker (MSW)

We are looking for a creative, innovative, and team-oriented Patron Services Social Worker willing to experience the highs and lows of working in a busy urban library. EPL serves a population of 137,000 in a city that serves as the County seat. The preferred candidate will develop, coordinate, and implement community-centered services and events that are responsive to the existing and emergent needs of the community including customers of all ages in need of social service referrals. The position is not clinical work but embedded in the community. We invite those who share our passion for serving the patrons of the Library to grow with us. We strive to support and reflect our community through our dedication to equity, diversity, and inclusion. We strongly urge people of color, people who identify as LGBTQ+, people of all ages, and people with disabilities to apply. The Library is an Equal Opportunity Employer. Schedule: Salaried full-time position (35 hours) including days, evenings and weekend hours.

About the Position: As part of the Information and Adult Services (IAS) Department and reporting to the Head of IAS, this position is responsible for providing assistance to individuals, families, and the community to enhance their individual and collective well-being through outreach, service, and connection to resources. This includes but is not limited to: collaborating with area social service agencies; City of Elizabeth and Union County social services staff and other city and county departments; and Elizabeth Public Library staff. The ideal candidate will work with members of the community to address the health and wellness needs of at-risk library patrons; work directly with patrons experiencing mental health challenges, substance use disorders, housing instability, and other exclusion issues; assess client needs and provide linkage to appropriate services and resources in the community; provide training to Elizabeth Public Library staff working with challenging populations on topics such as boundary setting, de-escalation techniques; and create related programming and outreach initiatives. The position will require flexibility in terms of placement and assignments obliging the candidate to potentially travel independently to multiple locations during the course of a day. Public interaction sometimes involves working with people who present mental, emotional, or physical challenges, or those for whom English is not the first language. The position would serve the residents at all Elizabeth Public Library branches and throughout the community. **Education/Qualifications:** The ideal candidate will possess a Master of Social Work (MSW) with at least one year of experience in social work, public health, mental health, behavioral health, health information/education, or related field; the ability to successfully synthesize and communicate information related to public health, public policy, or related social issues and concerns; and professional knowledge regarding the issues Elizabeth residents might be confronting. Additionally, the candidate should possess strong service orientation;

be able to maintain professional boundaries and ethics and a calm demeanor; display excellent communication skills to provide a high level of positive regard and assistance to a diverse public who may be experiencing challenges; possess an understanding of the role of a social worker in public libraries while working with librarians in expanding community access to resources and collections; and have the ability to perform both independently and as a team member. **Preferred Skills:** Fluency in a language other than English, especially Spanish, is highly desirable. Knowledge of Elizabeth's population and geography as well as state social service policies. Experience and facility in public speaking and meeting facilitation. The above job description is not a comprehensive listing of activities, duties or responsibilities that are required for the employee for this job. Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information. This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title. Elizabeth Public Library is a Union shop. Salary: \$62,000 plus a full benefits package. Please send your resume & cover letter to the attention of the Head of IAS, Jeff Cupo, jcupo@elizpl.org.

Calvary Nursery School & Child Care, Cranford, NJ: After Care Coordinator

We are looking for a warm, nurturing, experienced and energetic person who enjoys working with children to supervise and support our Kindergarten wrap-around program. Perfect for a student studying for their CDA. Must be available M-F, 11-4:30pm. Position starts in January-June 2023.

Responsibilities: Supervise and engage a group of Kindergarten students, conduct both small group and large group activities and homework support following a structured schedule. **Description of Skills/Experience Required/Desired:** CDA or AA completed or enrolled in. Salary Range: \$18.00 - \$25.00P/HR. **Benefits:** Vacation, Tuition Discount and 1,000 Signing Bonus. Apply to: calvarynscc@verizon.net.

Main Street Dental Arts, Chatham, NJ: Dental Assistant

Dental assistant needed for a busy, high quality family dental practice. Great pay and benefits. The position is Full time (Mon 8-5pm, Tuesdays alternate 8-5 and 10-7pm, off Weds, Thurs 8-5, Fri 8-5, and one Saturday a month (off in the summer) 8-12pm). **Salary Range:** \$20 - \$28P/HR. **Benefits:** Included. **Send Resumes to the attention of:** Rebecca Jackson, rjackson1684@gmail.com.

Fanwood Memorial Public Library, Fanwood, NJ: Library Assistant (Part-Time)

The Fanwood Memorial Library seeks an enthusiastic, customer service-oriented individual to join our friendly team. The schedule is eight to fifteen hours per week and includes afternoon, evening, and weekend hours. **Job duties include but are not limited to:** Assisting patrons at the circulation desk (e.g., checking library materials in and out, processing fines, finding books for patrons). Opening and closing the library. Helping patrons with public computers, printing and copying. Assisting patrons in the Children's Department. The Fanwood Memorial Library seeks an enthusiastic, customer service-oriented individual to join our friendly team. The schedule is eight to fifteen hours per week and includes afternoon, evening, and weekend hours. **Description of Skills/Experience Required/Desired:**

Some college and Class A License. **Salary:** \$15.00P/HR. Send resumes to Dan Weiss, at dweiss@fanwoodlibrary.org.

MassMutual-New Jersey – NYC, Warren, NJ: Marketing Coordinator (Part-Time)

Responsibilities: Support the marketing department's initiatives with the planning, executing, and tracking of marketing programs such as email, event, social media, or content marketing. Overseeing logistics at on-site events, including ordering needed corporate marketing material. Schedule marketing meetings and client meetings as needed. Assist with developing and managing content and social media marketing programs, including blogs and public relations efforts. Evaluate and monitor campaign performance on an ongoing basis by analyzing key metrics and creating comprehensive reports. **Description of Skills/Experience Required/Desired:** Assist the firm's financial planners and agents with their initiatives and new programs. Tasks include: coordinating digital marketing campaigns, supporting onsite events, and assisting with the development, execution, and monitoring of emails and phone calls. Selecting and uploading compliance approved content to various social sites and monitoring and presenting analytics at monthly meetings. **Salary Range:** \$15.00 - \$22.00P/HR. **Send resumes to:** Marie McKinnon, at mmckinnon@financialguide.com

Bennett Testing Service Inc., Rahway, NJ: Laboratory Technician

Bennett Testing Service Inc, a small family-owned business, is looking for a self-driven, reliable laboratory technician to join our growing company. **Responsibilities:** Include sampling, gauging, and performing routine laboratory testing to ensure the quality of chemical products. The laboratory technician is also responsible for laboratory maintenance and record keeping. **Description of Skills/Experience Required/Desired:** A high school diploma is required. College courses in chemistry or other related sciences is preferred. Good understanding of mathematics, knowledge of workplace safety, and physical ability to climb stairs and ladders is a must. Looking for someone with a clean driving record, consistent work history, strong references, and ability to pass random drug and alcohol screenings. **Benefits:** include paid vacation, paid company holidays, yearly bonuses, overtime pay, and medical insurance (health, dental, and vision). Position is mostly a Monday through Friday day shift located in Rahway, NJ. Employee must be willing to work occasional night and weekend overtime shifts. Please send resume and cover letter to Jerry Michaud at jerrymichaud@bennetttestingservice.com.

The Anchored School, Basking Ridge, NJ: THREE OPENINGS Assistant Teacher

We want to hear from you if you enjoy being a part of a school that instills a lifelong love of learning, are flexible to be scheduled between the hours of 7:30 a.m. and 6:00 p.m. Understand that learning is all around and that children learn best through play. Our teachers are responsible for implementing their own lesson plans based on the curriculum that the school provides. Teachers must possess energy, patience, and a genuine love of children. We are only interested in hiring those who genuinely care about young children, want to help instruct young children. **Responsibilities:** Creates a warm and nurturing environment. Encourages and motivates children to learn and grow. Builds positive relationships with children, families, and staff. Assists with daily routines and general classroom

duties. Must have high school diploma. **Salary:** \$15+P/HR. Send resume to the attention of Kelly Law at creative@theanchoredschool.org.

Unitex, Linden NJ: 2nd Shift Industrial Maintenance Technician

Responsibilities: Daily preventative maintenance, repair of equipment, troubleshoot issues with equipment, unjam equipment during production hours, maintain a safe and clean work environment, positive attitude, and positive relationship with production department. **Mechanic Requirements:** Basic and/or all-around knowledge of processing and/or packaging plant maintenance, Pneumatics, hydraulics, electrical, power transmission, steam systems and pumps, 3+ years of processing/industrial maintenance experience valued, Black Seal Boiler License recommended, but not required. Company assists in obtaining black seal boiler license. **Compensation:** \$22 -\$30P/HR. **Benefits:** Full-time position - only 5 days per week (will include weekends). Overtime is available as required. Union position with benefits. Work uniforms are provided to you at no cost. Paid time off for vacation, personal, sick and holidays. Visit www.unitex.com to apply online or apply in person to: Unitex 301 Pleasant Street Linden, NJ 07036.

School District of the Chathams, Chatham, NJ:

Paraprofessionals

Typical tasks include working with and/or overseeing students in groups and/or individually. A minimum of 60 college credits is preferred. Candidates must be able to pass a criminal history background check among other employment prerequisites. Employment Type: Part-time, Daily **Hourly Wage:** \$19.80. Positions Available: Lunch/Recess Assistants (mid-day schedule) Instructional/Classroom Paraprofessionals (AM schedule or PM schedule) 19.5 hours - 29.5 hours weekly. An EO/AA Employer, The use of Duo Mobile on a personal device is a requirement of employment at the School District of the Chathams. Application Procedure: For immediate consideration, please complete an application. Questions can be directed to the Office of Human Resources (973) 457-2524 or bgrant@chatham-nj.org.

Substitute Teachers / Nurses

The School District of the Chathams is currently accepting applications from individuals who are interested in becoming a substitute. All applicants will be required to interview with the Manager of Human Resources or another member of the district administrative team prior to being recommended to the Board of Education for approval. All prospective substitutes will be subject to various employment prerequisites, including, but not limited to, a criminal history background check conducted by the Criminal History Review Unit of the New Jersey Department of Education (N.J.S.A. 18A:6-7.2 et seq., N.J.S.A. 18A:39-19.1 et seq., N.J.S.A. 18A:6-4.14 et seq., and N.J.S.A. 18A:12-1.2 et seq.) Applicants must complete the online process. Please plan to provide the following information during your interview: Two forms of identification; Copies of certificate(s), Copies of Nursing License and CPR Certification if applicable; and Please be advised that all substitutes must also provide proof of a negative Mantoux test dated within six months of their first date of employment. **Pay Rates:** Substitute Teacher: \$120.00 per day, Substitute Paraprofessional: \$17.00 hourly, and

Substitute Nurse: \$200 per day. Applicants who have completed the attached documentation (see below) and who meet the noted requirements should contact Sheri Rivera in the Human Resources department at (973) 457-2524 or srivera@chatham-nj.org to schedule an interview and receive additional information.

Linden Public Schools, Linden, NJ: Substitute Teacher

We look forward to welcoming you into our schools. Please complete an online application for a Substitute Teacher position at <https://www.applitrack.com/linden/onlineapp/>. Guidelines and detailed instructions regarding Substitute credentials can be found at <https://www.nj.gov/education/certification/substitutes/index.shtml>. Apply for your Substitute Teacher Certification in the new NJ Ed Cert system at <https://www.nj.gov/education/certification/>.

City of Elizabeth-Health Department, Elizabeth, NJ: Public Health Nurse

RESPONSIBILITIES: Responsibilities include using knowledge from nursing, social, and public health sciences to promote and protect the health of populations through the performance of core public health functions. Provides lead poisoning case management, Covid-19 vaccination clinics, adult/pediatric immunization clinics, communicable disease investigations, and other duties.

Description of Skills/Experience Required/Desired: Applicants must hold a current New Jersey Registered Professional Nursing license and a valid driver's license. Must live in Elizabeth, NJ. Applicant must have excellent communication and clinical skills, bilingual in Spanish preferred. Must be punctual, dependable, self-motivated, and a team player. **Education Requirement:** BSN **Benefits:** Included. Send resumes to Angelica Rodriguez at angelica.rodriguez@elizabethnj.org.

Community Coordinated Child Care of Union County, Rahway, NJ: Early Childhood Education Shared Service Alliance Coordinator

The Shared Service Alliance Coordinator will have primary responsibility for the planning and implementation of the Shared Services Project. This will include strategy and service development, business operations, and resource development, establishing an Advisory Committee, and recruitment/retention of childcare providers as Alliance members. This project will provide high-quality support services to childcare programs. The purpose of the Project is to strengthen childcare businesses so that they are more efficient, financially stable and better able to deliver high quality services. This includes collecting and reporting critical data to support childcare program assessment and development for the Project and does not duplicate services already funded as outlined by the NJ Division of Family Development. **Salary:** DOE. **Send resumes to:** Alicia Jenks at ajenks@cccunion.org

Community Access Unlimited, Elizabeth, NJ: SEVEN OPENINGS

Behavior Technicians & Registered Behavior Technicians (RBT)

Community Access Unlimited is seeking Behavior Technicians & Registered Behavior Technicians to work with individuals with developmental disabilities and implement individualized behavior analytical procedure (i.e., teaching, measurement, behavior-reduction, etc.) under the guidance of a BCBA. Behavior Techs will help with the creation of an individualized curriculum, utilizing data

collection methodology, logging detailed session notes, reviewing and implementing procedural changes referenced in BCBA protocols. Candidates for this position should either have a high school diploma with three years of experience in Applied Behavior Analysis or a Bachelor's degree in psychology, special education, social work, or a related field and one year of experience in Applied Behavior Analysis. RBT certification (or willing to pursue and complete RBT training) is a plus. Candidates must have a genuine desire to work with individuals with developmental disabilities, a vehicle to use for work purposes, and a valid driver's license. EOE. Full time hours are 3pm-11pm including weekends and includes a comprehensive benefits package. Pay rate \$18.25 - \$23 P/HR. One week of paid orientation is required prior to the start of your assignment.

Director for Youth Services

Seeking a qualified individual to provide administrative oversight for our community-based residential programs for youth at-risk and to supervise the quality of support services provided. The ideal candidate 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. 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. **Salary:** \$52,520. EOE.

Full or Part-time Awake Overnight Youth Counselor

Seeking Essential Workers with a genuine desire to work with youth at-risk for an Awake Overnight Counselor position. The Awake Overnight counselor works with youth at-risk ages 13-17 in a residential setting. Hours are 12:00AM - 8:00AM for Full Time and Part Time. **RESPONSIBILITIES:** Ensuring safety of youth on the overnight shift. Assisting with daily living skills and supportive counseling. Transporting youth to and from school and medical appointments. Completing associated documentation. One week of PAID orientation is required prior to the start of your assignment and ongoing PAID training outside of normal work hours is required. Pay rate \$14.28 P/HR. The ideal candidate has a high school diploma or GED, a valid driver's license, reliable transportation, and six months to one year of experience working with youth. Programs are located in Union County.

Full-time Direct Support Residential 3-11pm

Seeking Full Time Direct Support Professionals (DSP) to join our team to make a difference in someone's life. The DSP supports individuals with Intellectual and Developmental Disabilities in a

residential setting. **RESPONSIBILITIES:** The role of a DSP is to assist in the daily care of people with disabilities and provide on-site supervision and support 24 hours per day, 7 days per week. Your vital job functions are essential to members' health, safety, and welfare. Full-Time hours are 3:00 PM - 11:00 PM and include weekends. Days will vary depending on the program. The ideal candidate has a high school diploma or GED, a valid driver's license, reliable transportation, and a genuine desire to work with individuals with developmental disabilities. One week of paid orientation (M-F 9am-5pm) is required prior to the start of your assignment. In addition, ongoing paid training outside of normal work hours is required. **Salary:** 17.25 P/HR.

Director of Support Coordinator: This is a hybrid position.

Responsible for supervising Directors of Support Coordinators according to agency and DDD policy. Assure quality services are provided to individuals supported. Responsible for conducting bi-weekly supervisions, reviewing required paperwork, following up with UIRs. **RESPONSIBILITIES:** Ensure monthly training tracking and ensure staff complete required DDD trainings within first 90 days of hire and complete annual requirement for professional development. Ensure compliance with all qualifications, standards, and policies related to Support Coordination as explained in DDD issued manuals & guides, and updates posted on the Support Coordination Resource Page. Assist SC or individual in rapid crisis response or emergency as needed (including locating placements). Assure proper follow up for any UIRs or serious concerns is done for any issues that arise from the 24/7 hotline as soon as possible (1 business day). Create & maintain supervision binder for bi-weekly supervisions & evaluations. Audit subordinate's supervision binder for quality and quantity according to agency standard. Review and approve Individualized Service Plans (ISP), utilizing the ISP Quality Review Checklist, and obtain approval for the ISP (from the Division when necessary). Assist in completing weekly and monthly reporting to monitor the health of SCA. Network with appropriate community resources to help members' access services. Develop procedures to monitor standards are being maintained: PCPT, ISP, annuals, case notes, etc. are developed in protocols. Conduct planning for adult life events throughout region. Assure completion of sign-in sheet and other documentation for all individuals attending presentation. Participate in marketing and community education efforts focused on increasing DDD, community groups, and families' awareness of Community Access services. **REQUIRED SKILLS:** Bachelor's degree (BA/BS). A minimum of 3 years of experience working with adults with developmental disabilities. Three years supervisory experience in Support Coordination. Valid driver's license and car to use for work purposes. Knowledge of DDD regulations. Excellent communication skills, verbal and written. Excellent computer and Microsoft Office skills, especially Excel. Prior Support Coordination experience/trainings required. **Salary:** \$75K.

Job Coach

Seeking a self-motivated Job Coach to teach job skills to individuals with disabilities. Responsibilities include job coaching, completing building rounds, developing employment plans, performing hands on duties, and working with individuals with developmental disabilities. **RESPONSIBILITIES:** Provides hands on employment training to individuals with Developmental Disabilities. Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance

with Agency and DDD/DVRS regulations and standards. Engages in active job seeking to obtain employment and/or volunteer opportunities for individuals with developmental disabilities. Coordinates the exchange and flow of all necessary paperwork. **REQUIRED SKILLS:** Position requires a High School Diploma/GED or Associate's degree and three years' experience working with individuals with Developmental Disabilities, Job Coaching experience preferred, the flexibility to work weekend and evening hours. A driver's license and a car are required. **Salary:** \$17 P/HR.

Licensed Practical Nurse (LPN)

Seeking for a FT LPN (Licensed Practical Nurse) to care for individuals with developmental disabilities in a community-based setting. The LPN provides nursing services to meet the needs of individuals with developmental disabilities in a professional and considerate manner. LPN professionals must be qualified and compassionate. The ideal candidate will be experienced in providing diverse basic care and helps train staff. **RESPONSIBILITIES:** Completes medical audits appropriately. Maintain effective member/program relations. Ensure a high level of quality assurance regarding members' medical needs, etc. Thoroughly documents all member medical/health issues and situations. Provide nursing coverage as needed. Maintains program operations and facilitates program development. Cooperate with Agency, legal authorities and Department of Human Services or any part or successor thereof in any inspection or investigation. **REQUIRED SKILLS:** Current New Jersey license as a Licensed Practical Nurse. Valid driver's license and car to use for work purposes. Two years of nursing experience preferred. Ability to undertake a variety of diverse care tasks and work in a multidisciplinary team. Familiarity with health, safety and sanitation standards and procedures. Understanding of confidentiality obligations and nursing best practices. Excellent knowledge of medical terminology. Good knowledge of Microsoft Office Skills, especially Excel. Excellent communication and interpersonal skills. Successful completion of LPN license program is a must. **Salary:** \$27.50- \$32.00 P/HR.

FOR THESE POSITIONS APPLY TO: <https://jobs.keldair.com/communityaccessunlimited>

County of Union, Elizabeth, NJ: TWO OPENINGS Client Service Specialist

Seeking eligible candidate to work a part-time (20 hours a week), day-time position for 16 weeks. Under direction, develops & implements program for County residents with local organizations. Reports program performance. Provides service linkages. Program planning, performance analysis and budgeting for specific grant; does related work as required within the unit/division. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Extremely organized, detail-oriented, time management, and patient. Knowledge of working with Excel: creating templates, spreadsheets, and creating/ modifying formulas. Knowledge and understanding of Disability Awareness. High School Diploma or GED equivalent required. Some college preferred. Bilingual preferred. **Salary:** \$15.00 P/HR. **Apply to:** opdsn@ucnj.org.

Union County Educational Services Commission, Westfield, NJ: Paraprofessional

RESPONSIBILITIES: Assist teachers in the implementation of instruction across all domains including but not limited to academics, vocational readiness, recreational programs, and therapeutic sessions. Assist students with Activities of Daily Living including feeding, toileting, diaper changing, personal care, and dressing. Assist teachers in the implementation of behavior modification strategies and interventions which may involve the provision of physical prompting and redirection to students. Assist students during community-based instruction trips off school grounds. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** High School diploma required. Earned 60+ college credits from an accredited college or university preferred. Experience working with students with disabilities, preferably in an educational setting. NJ Department of Education Substitute Teacher certification preferred. **Salary:** TBD **Benefits:** Comprehensive Individual Medical & Dental Benefits NJ Pension System Eligibility (PERS) Paid sick, personal, and family illness days. **Apply to:**

<https://www.applitrack.com/ucesc/onlineapp/>



ALL STAFFING WAREHOUSING

Electronic Assembler, Tech Technician -Flemington, NJ: 4 Days at 10 hours. Monday to Thursday or Tuesday to Friday 7:30am to 6:00pm. \$21/HR for Stockroom Clerk and Electronic Assembler. Must have mechanical experience. Electrical experience a plus. Must be willing to work for over a year.

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.

General Labor -Dayton, NJ : Monday to Friday 6:00am to 2:30pm. \$18/HR. Must be able to lift 80lbs with a hand truck consistently.

Cherry Picker – Perth Amboy, NJ: Schedule Sunday 3:30pm to 12:00am. Sunday – Thursday 3:30am to 12:00am. Must know Cherry Picker Must be able to pick orders, and lift 50lbs. \$18/HR.

Cherry Picker – Edison, NJ: Schedule Monday to Friday 9:00am to 5:30pm. Must know English. Must have warehouse experience. Must know Cherry Picker. Must be able to lift 50lbs. \$18/HR.

Material Handler, Edison, NJ: Schedule Monday to Friday 9:00am to 5:00pm. Must know English. Must be able to handle delicate packages. Must have warehouse experience. Must be able to lift 50lbs. \$16/HR.

Warehouse Clerical - Edison, NJ: Schedule Monday to Thursday 7:00am to 4:00pm, Friday 7:00am to 3:00pm. Must be familiar with dispatching, must be familiar with shipping, must be familiar with project management. \$16-\$18/HR.

Warehouse Cleaner - Edison, NJ: Schedule Monday to Friday 10:00am to 3:00pm. Must have cleaning experience. Must be familiar with warehouses, must be able to lift 50lbs. \$15/HR.

Sit-down Forklift – Piscataway, NJ: Schedule Monday to Friday 8:00am to 5:00pm. Must know sit-down forklift. Knowing the stand-up forklift a plus. Must be able to pick orders. Must be able to lift 50lbs. \$15/HR.

Forklift Operator – East Windsor: Schedule Monday to Friday 8:00am to 5:00pm. Must know sit-down forklift. Must have warehouse experience. Must be able to lift 50lbs. \$15/HR.

Order Picking - Edison, NJ: Schedule Monday to Friday 6:00am to 2:30pm. Must know English. Must be able to pick orders. \$16/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/>. Call or text Karla at 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.



Council of Supply Chain
Management Professionals

Presents:

Workforce Development Job Fair

In Partnership With:



Join us for a Supply Chain Management Employment Symposium

Wednesday, November 16, 2022 – 10:00am to 1:00pm

Union College – Scotch Plains Campus

1776 Raritan Road, Scotch Plains, N.J.

www.ucc.edu

- Visit Employer Tables to Find Open Roles/Positions
- View Short Employer Presentations, Learn About the Hiring Organizations' Business Focus
- Attend Panel Discussions and Q&A Sessions Focused on the "Talent Gap" Facing Employers
- Learn How Students Can Seize Opportunities

REGISTER HERE:



For Additional Information Contact:

Keith Spero

(908) 6257569

Keith.spero@ucc.edu

Dr. Donovan Smalls (908)

(908) 497-4338

Donovan.smalls@ucc.edu

or visit: <https://www.ucc.edu/event/supply-chain-job-fair/>

Union College does not discriminate and prohibits discrimination, as required by state and federal law, in all programs and activities, including employment and access to its career and teaching programs. If you or someone sharing with you has a disability and is in need of special accommodations, please contact the Coordinator of Services for Students with Disabilities at (908) 709-764.



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

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.

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 [cwg-recruiting@ucc.edu](mailto: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.

Center For Economic & Workforce Development



Training and funding are available to assist Displaced Homemakers to transition into the workforce.

A displaced homemaker is 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 eligible participants:

- Computer Basics Classes
 - Job Readiness Classes
 - Occupational Training
- Workshops on
- ✓ Finance
 - ✓ Career Planning
 - ✓ Couponing
 - ✓ Health Wellness
 - ✓ Dressing for Success
 - ✓ Nutrition

TO GET STARTED:

Set up an appointment to get complete program information, including eligibility requirements and available classes, by contacting

**CEWD Recruiting at
908-659-5114 or,
by email at
cewd-recruiting@ucc.edu.**



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One Student
at a Time**



Funded by a grant from the NJ Department of Children and Families Division on Women. Union 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.

JOB CONNECTION



A JOINT VENTURE OF UNION 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.

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



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A Service of the Union County
Board of County Commissioners

