

APRIL 4, 2022 – APRIL 8, 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

Warehouse Associate – New Providence, NJ: Monday-Friday 8am-5:00pm, 1 Hour lunch break. Pay is \$15/hr. Forklift Experience is a plus but not required and must be able to lift 50-100lbs consistently.

Line Packer-Somerville, NJ (2 Openings): Monday 8am to 6pm. Tuesday-Friday 6am to 6pm.

Negotiable schedule plus overtime. Ability to see imperfections, and to team lift 50lbs

Truck Unloaders – (3 Openings) Perth Amboy, Monroe, Edison, Cranbury, Monroe, Flemington, Bound Brook, & Sayreville. Start time is between 7am and 8am. Paid per load. Potential to earn over \$200 per day or more.

General Labor -Clifton, NJ (1 Opening): Monday to Friday 7:00am to 3:30pm. \$15/HR. Heavy lifting and hand-truck knowledge required. Will be lifting heavy appliances on a consistent basis.

Electronic Assembler – Flemington, NJ (10 Opening): Schedules – 4 days at 10 hours, 7:30am to 6:00pm. \$18/HR (could be more with experience). Electrical experience a plus. Must be willing to work for over a year.

Order Picker – Waldwick, NJ (2 Openings). Monday to Friday 7:00am to 3:30pm. Must be able to pick orders. Must know pallet jack. \$15.50/HR.

Driver Helper – Edison (3 Openings). Monday to Friday 7am to 7pm. Help unload large kitchen appliances. \$18.00/HR.

Picker Packer-Egg Harbor City (7 Openings). Monday to Friday (but can include weekends if desired). Start 8:00am. Work till completion. Can be from 8 to 16 hours. Overtime! Picking and packing fruits and vegetables.

Reach Lift, - Edison (2 Openings) Monday to Friday 9am to 5:30pm. Must know and have experience with the Reach Lift. \$18.00/HR.

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.



Community Presbyterian Nursery School, Mountainside, NJ: Lead and Assistant Teachers

Applicant must be able to implement curriculum, write and follow lesson plans, plan daily activities and projects. Experience with children or experience in a school setting helpful. **Desired/Required Skills:** Planning and following lesson plans, attending monthly staff meetings, professional hour requirements set by the state, and the ability to communicate with parents. **Salary Range:** \$18-\$25P/HR. **Apply to:** Karen Evers at cpcnurseryschool@comcast.net

NATC DONUTS INC, Cranford, NJ: FIVE OPENINGS Crew Member

Responsibilities: Provide excellent guest service, resolve guest issues, follow brand standards, recipes and systems, follow safety, food safety and sanitation guidelines; comply with all applicable laws, maintain clean and neat work environment, execute restaurant standards and marketing initiatives, handle cashier transactions, prepare and deliver all products according to brand standards. Must work well and interact with others respectfully, respond positively to coaching and feedback, and able to learn and execute multiple tasks. **Desired/Required Skills:** Basic computer skills, strong communication skills, desire to be part of a performance driven team, ability to operate cash register effectively, capable of counting money and making change, able to operate restaurant equipment, and meet minimum age 16+. **Salary Range:** \$13.50-\$14.50P/HR. **Apply to:** www.natcdonuts.com.

Berkeley Heights Eye Group, PA, New Providence, NJ: Medical Receptionist

Responsibilities: Answering phones, checking in patients, checking insurance, and making appointments. Must be responsible, friendly, detail-oriented person to be part of the team. Interest in the medical field is a plus. **Salary Range:** \$18.00-\$20.00P/HR. **Benefits:** Insurance, and 401K for full-time. **Apply to:** Amy Leventhal at leventhalamy@gmail.com

Union County Clerk's Office, Elizabeth, NJ: TWO POSITIONS

Keyboarding Clerk 1

Under close supervision, perform routine, repetitive clerical work involving the processing of documents in a variety of functions; Format and key enter/type correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device; Utilize printers and printing software to produce final documents; may make use of software packages such as standard word processing, spreadsheet, electronic mail (e-mail), desktop publishing and integrated software packages as required. Receives, screens, reviews and verifies documents. Perform other related duties as required. Applicants will be required to demonstrate proficiency in

keyboarding or typing. Union County residency required. **Salary Range:** \$32,194-53,315. **Apply to** Clara Fernandez at clara.fernandez@ucnj.org.

Clerk to County Constitutional Officer

Responsibilities include (but are not limited to): Under direction, serves as the principal aide or assistant and performs complex clerical and confidential support duties related to the work of the administrative official or similar body. Performs varied complex administrative, advanced clerical and program support functions of a general or specialized nature. Relieves the administrative official of technical, as well as general administrative details involving some elements of trouble shooting and related operations of a department. Knowledge of office methods, practices and equipment. Does related work as required. **SPECIAL NOTE:** Positions in this class perform highly specialized, confidential, and responsible and administrative work requiring experience and familiarity with departmental functions and procedures. **EXAMPLES OF WORK:** Handles correspondence, Screens and routes incoming calls, where authorized, reviews, prioritizes and responds to voicemail and various correspondence on behalf of an administrative official, Serves as liaison with other departments and agencies to alleviate management and administrative problems, and fulfills organizational needs and requirements. Prepares for meetings by making arrangements for time, participants, location of meetings, distribution of copies of agendas, and the assembly of background material for agenda items to notify participants of the business and topics to be discussed at meetings, with little or no instructions. Reviews all typewritten material (memoranda, correspondence, and reports) for proper signatures and other information to ensure procedural and typographic accuracy. May take and/or transcribe minutes of meeting by ensuring proper format, correct grammatical content, and inclusion of facts in accord with prescribed procedures to maintain a permanent and legal record of events and decisions by administrative official. Receives visitors and phone calls, ascertains the nature of requests, provides information desired on procedural matters of the office, and refers others to appropriate staff members in order to take care of office business. Conducts special projects as requested. **Requirements:** Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. Knowledge of proper English, grammar, spelling, punctuation, and required formats to type material in final form. Ability to compose correspondence. Knowledge of the methods used to effectively prepare administrative correspondence, memoranda, and statements on behalf of an administrative official, as authorized. Receive and read incoming correspondence, documents, or reports to screen those which can be handled personally and forward those requiring action by administrative officials or other staff members. Ability to organize effectively, the flow of complex clerical processes and work in an office. Ability to perform complex typing tasks. Ability to comprehend established office and other clerical and related routines and rules and regulations of complexity in a relatively large organization. Ability to organize assigned work and develop effective work methods. Knowledge of the methods used to effectively maintain a calendar and schedule of appointments for an administrative official. Schedule and maintain travel arrangements for an administrative official, as authorized. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Ability to understand the work of the unit, (for example, rules, regulations, and procedures) the role and relationships of its

components, and its relationship to other departments and outside organizations after a period of training. Union County residency required. **Salary Range:** \$59,649.00 - \$89,467.00. **Apply to** Clara Fernandez at clara.fernandez@ucnj.org.

LEMAN USA Inc., Cranford, NJ: (TWO OPENINGS) Ocean Import Freight Forwarding Agent

Responsibilities: Grow existing business opportunities and look for new markets. Be able to request, then negotiate, freight quotations to include details such as container capacities, packing dimensions and weights, coding, etc. Work with various ocean carriers and other vendors providing services to LEMAN and its customers. Accurately and timely invoice both customers and agents.

Ensure LEMAN receives correct and timely billings from vendors and agents. Maintain efficient filing and records. Ensure current systems are updated and accurate. Comprehend the full range of freight forwarding services: order management, movement scheduling, monitor and control services, cost optimization, etc. Other duties related to the position / employment. **Desired Skills:** Previous Freight Forwarding experience desired. General knowledge of import required. Microsoft Word, Excel,

Outlook competence. Highly organized and personally responsible. **Salary and Benefits:** Competitive salary, Available Health, Dental, and Vision coverage Life insurance Short Term Disability and Voluntary Long-Term Disability 401(k) Safe Harbor Flexible spending account Tuition reimbursement Employee referral program Parental leave LEMAN recognizes ten (10) standard holidays each year.

Social events – summer picnics, holiday parties and cookouts. Wellness Wednesday. **Apply to** Michael Gaughran at michael.gaughran@leman.com

Kustom Konstruktion , LLC, North Brunswick, NJ: Paid Internship Assistant Project Manager

Looking for a responsible , hard-working student for a paid internship . Must have: be responsible Must be able to read blueprints or construction documents, able to read a tape measure, assertive but personable. Previous management experience or willing to learn. Must be in 2nd to 4th year of college. Possess Class C license. **Responsibilities:** On the average day you will be supervising construction sub-contractors on residential construction sites. You will be making sure the contractors are being productive, handle any issues on the job , make sure they are building everything according to the plans. . **Salary Range:** \$15.00 - \$25.00P/HR. Paid time off, and gas reimbursement. Inquire and send resume' to k.Konstruktionllc@gmail.com.

Discover Freight Forwarder, Elizabeth, NJ: Customer Service Representative

Seeking an individual fluent in English and Spanish, with Microsoft Office experience, familiar with entering data; friendly with technology. **Responsibilities:** Provide quality customer service, gather data / data entry, and create documentation. Work Hours Monday through Friday 8:00am to 5:00pm.

Salary: \$16:00P/HR. Health benefits provided. Apply to: Sandra Guevara at sguevara@discoverfreight.com.

Yumpanadas, Cranford, NJ: TWO POSITIONS

Counter Help

Responsibilities: Counter people serve the customers that come into the shop. They take orders and provide assistance quickly so as to keep queues at a minimum. Counter people also answer questions

about the menu or product. During slow times when there are no customers in line, counter people clean the store and sitting area, if applicable. They are constantly on the lookout for messes that need to be cleaned up, cleaning them quickly so customers have a positive experience while in the store. Resolve Customer Problems-Sometimes customers have problems with their food order or the product they purchased. Counter people are usually the first point of contact. They listen to the customer to determine the problem and do everything in their power to resolve the problem before bringing it to the management. Counter people keep all the supplies that customers use stocked and available. They identify when stock is running low, filling empty spaces as soon as possible. Counter people typically work with cash registers, managing those cash drawers appropriately. This often includes opening and closing cash drawers at the beginning and end of their shift. Counter people also count the money customers give them to ensure accuracy. **Desired Skills:** Successful candidates should possess the following skills: Customer service skills – counter people provide a high level of customer service to the customers who come into the store, including answering questions and helping when assistance is needed. Cashiering skills – operating a cash register is essential as counter people take, count, and track money. Memorization – counter people know the menu or the products they are selling; proficient counter people memorize product and menu information. Conflict management – when problems arise, counter people calm down irritated customers and help them with their problems. Interpersonal communication skills – counter people constantly interact with people from all walks of life. **Salary:** \$14.00P/HR

Administrative Assistant

We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and email, making reservations or travel arrangements and generally being a helpful and positive presence in the workplace. To be successful as an Administrative Assistant, candidates should be professional, polite and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Assistants must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, the administrative assistants should have a genuine desire to meet the needs of others. **Responsibilities:** Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies. Providing real-time scheduling support by booking appointments and preventing conflicts. Making travel arrangements, such as booking flights, cars and making hotel and restaurant reservations. Screening phone calls and routing callers to the appropriate party. Using computers to generate reports, transcribe minutes from meetings, create presentations and conduct research. Greet and assist visitors. Maintain polite and professional communication via phone, e-mail, and mail. Anticipate the needs of others in order to ensure their seamless and positive experience. Paying Bills, doing Vendor research, maintaining accurate inventory and assisting counter helpers and prep cooks with issues that may arise. Be able to travel between locations of different locations. **Requirements:** Associate Degree in a related field. Prior administrative experience. Excellent computer skills, especially typing. Attention to detail. Multilingual may be preferred. Desire to be

proactive and create a positive experience for others. **Salary:** \$14.00P/HR. **Apply to** Marissa Maranhao at yumpanadas@gmail.com.

Women's Health Care of Warren, Warren, NJ: Medical Assistant

Responsibilities: Assist the physician with patient visits, take vital signs, record in EMR systems, prepare exam rooms for the next patient. Experience desired but will train a willing candidate. Stethoscope needed. The position is part time until June 2022. The schedule is flexible.

Requirements: High school graduate/in college. **Salary:** \$12.00-\$15.00P/HR. **Apply to:** whcwarren@aol.com.

CAROTRANS INTL., Clark, NJ: Export Documentation

Responsibilities: Timely providing of drafts of BLs to the client as per their BL instructions complying with different countries requirements to documents, sending shipping instructions to the steamship lines before their doc cut off, checking steamship bills for mistakes (proofreading), arranging and preparing certificates of origin, handling documents for chamber stamping, and providing ready bills to our clients after vessel sailing. There will be hazardous training and training on customs filings.

Requirements: Data entry skills, accuracy, attention to details, able to adapt in a fast-paced environment, ability to get issues resolved, able to work alone, easy to work with Microsoft skilled / Excel skilled, and able to be trained. **Salary Range:** \$45-48K. **Benefits:** Medical
Apply to: Latonia Wilson at LATONIA.WILSON@CAROTRANS.COM.

Berkshire Medical Technologies, Union, NJ: TWO OPENINGS 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
Salary: \$15P/HR to start. Please send email to HR@bmedtech.com.

COMMUNITY ACCESS UNLIMITED: 12 OPEN POSITIONS

Social Service agency seeking qualified Social Worker-LSW, Employment Support Worker, Director of Behavior Services, Accounting Clerk, Full or Part-time Overnight DSP, Full-Time Direct Support Professional (DSP), Overnight Registered Behavior Technician (RBT), Group Manager, Maintenance Worker, Director of Youth Services, Full or Part-time Awake Youth Counselor, Support Leader. Please go to the following link for full job details: <https://jobs.keldair.com/communityaccessunlimited>

Bubba Luv Dog Training and Rescue, Rahway, NJ: TWO OPENINGS Doggy Day Care Attendant

Supervising dogs, light cleaning and prepping food for meals. Must be Responsible, attentive, reliable, and patient. Comfortable around many different dogs. Dog behavior a plus but not necessary.

Salary:\$13.00 P/HR. Send resumes to Jennifer Lack at jendogs69@gmail.com.

Calvary Nursery School & Child Care, Cranford, NJ: THREE OPENINGS Preschool Teacher

Looking for a lead preschool teacher, able to implement curriculum, conduct lessons and assessments and engage with and supervise young children in our high-quality early childhood program. Also looking for teaching assistant staff to support our lead teacher in supervision, care and daily tasks. Looking for a candidate studying for their Child Development Associate (CDA), or recently completed. Must be warm, loving and responsible, with some experience working with children ages 2 1/2-6. Our program is close by UCC and public transportation for train or bus, located in walking distance in Downtown Cranford. **Salary:** \$18.00-\$25.00P/HR. **Benefits:** Vacation, Tuition Discount and 1,000 Signing Bonus. **Apply to:** calvarynsc@verizon.net.

SERVPRO of Western Essex County, Livingston & Roselle, NJ: 10+ OPENINGS Production Technician

Responsibilities: The production technician performs production processes, including demolition and mitigation, to fulfill the service needs of individual commercial and residential restoration projects. By providing quality, consistent, efficient work, the production technician represents the best in the cleanup and restoration industry. Duties include Inventory and load the work vehicle with equipment, products, and supplies needed for each project. Maintain a clean and organized vehicle and clean equipment appearance. Prepare rooms/areas for work activities. Set up staging area and equipment for each project. Perform production processes as directed. Adhere to safety and risk management guidelines at all times. Communicate with crew chief and other technicians to maintain efficient production processes. Perform end-of-day/end-of-job cleanup and breakdown. Leave jobsite with a clean and orderly appearance. **Requirements:** Construction or restoration experience is preferred. Customer service experience is a PLUS. Must be 18+ years of age. Valid Driver's license (Class D). Must be adaptable to worksite/schedule changes based on business needs. Effective oral communication. Basic math skills. High school diploma/GED. IICRC certifications preferred. Ability to lift a minimum of 50 pounds regularly, occasionally up to 100 pounds with assistance. Ability to climb ladders, work at ceiling heights, work in tight spaces (e.g., crawl spaces, attics). Ability to sit/stand/walk for prolonged periods of time. Ability to repetitively push/pull/lift/carry objects. Ability to work with/around cleaning products/chemicals. Ability to successfully complete a background check subject to applicable law. We provide on the job training! Schedule is Monday through Friday, 7:30 AM to 4:30 PM with rotating on call duties. May require hours outside of normal schedule based on business needs. Overtime is offered! **Salary Range:** \$16-\$18P/HR. **Benefits:** Free healthcare following 30 days of employment. **Apply to:** hr@servprowessex.com.

Teva Pharmaceuticals, Elizabeth, NJ: FIVE OPENINGS Operator Trainee

Manufactures sufficient quantities of quality products at or below budgeted production costs in order to meet marketplace demand. Sets up equipment operation feed, speed and temperature. Follows established procedures for operating various conventional and/or CNC (computerized numerical control) manufacturing equipment for tasks such as dispensing, weighing, checking, charging, mixing/blending, drying, sieving, compressing, encapsulating, coating, spray drying, as instructed by the batch record for production processing. Resolves issues related to the organization's production, machinery, and processing operations. Follow instructions provided by Master Formulas, Standard Operating Procedures (SOP's), and policies (company and safety) to produce quality products utilizing

various manufacturing technologies and equipment. **Desired Skills and Qualifications:** Ability to understand and operate an assortment of production equipment within each manufacturing department. Capable of disassembling and assembling specific production equipment and troubleshooting process and equipment related issues. Capable of working independently as well as in team-oriented environments. Ability to operate forklifts, manual and electrical pallet jacks. Ability to operate automated, mechanized, and/or manual equipment. Clean manufacturing rooms and equipment per applicable standard operating procedures. Accurately document all critical data on master formulas and/or other supporting documents. Wear proper Personal Protective Equipment to prevent personal and product contamination (hair and beard covers, respirators, Tyvek arm sleeves, etc.) 0-2 years of experience with pharmaceutical or manufacturing related facilities. Able to follow cGMPs and SOPs. Read, write and comprehend English. Perform basic math functions. **Salary:** \$24.36P/HR. **Benefits:** Included. **Apply to:** Mirtha Lopez at Mirtha.lopez@tevapharm.com

RWJ Barnabas Health, Rahway, NJ: Nursing Assistant

The Nursing Assistant provides care in the health care system within the scope of practice defined by regulatory standards and assures awareness of ethical standards of practice as defined by the ANA code of ethics. The NA assures safety in practice and is inclusive of the principles of evidence-based practice by maintaining a realization of own individual level of knowledge and experience and assumes responsibility for his/her own professional advancement. Responsible for identifying and relaying patient safety issues, hazardous environments (i.e., damaged floors/walls/ceiling tiles/unsecured areas) or other pertinent patient information to the staff nurse. Responsible for knowledge of the patient population served. Communicate effectively and collaborate with all patient care providers, patients and visitors. The NA is an individual practitioner and interdisciplinary team member integrating all aspects of the provision of care and individualizes the plan of care to address a specific patient's needs. Responsible for other essential duties as required.

Education/Training/Certification/Licensure: High school graduate or equivalent. 1-2 years of experience as Certified Nursing Assistant, Patient Care Technician, Certified Medical Assistant or Nursing student with a grade point average of 3.0 or better with one year of clinical experience. Must have experience in an Acute Care setting or an Acute Care Rehabilitation Facility. Ability to read, write, speak and comprehend English. Basic Life Support Certification from the American Heart Association (AHA). **Salary:** 16.00-17.00. **Apply to:**

<https://www.rwjbarnabashealthcareers.org/jobs/?facility=RWJ%20Rahway>

Accurate Bushing Company, Garwood, NJ: THREE 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 regards 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.

Assembler

Main Job Functions: Visually inspect, clean, assemble, mark (etch) and package ABC bearing products prior to customer delivery or placement in stock room. Products must be assembled to Quality Manager's exact instructions as noted in routing and/or drawings. **Main Responsibilities** The Assembler's main job responsibilities may include any of the following tasks: Components - Inspect visually for contaminate (rust, dirt), then wash/clean. Etch components as required by routing. Produce final assemblies- Assemble bearings by hand or machine, put in seals, etc. to meet ABC routing and drawing. Insert grease plug or fitting in bearing if required by routing. Grease bearings by hand or machine per routing and ABC drawing. Assembly inspection- Visually examine bearing for defects (Rust, plate, dirt etc.) Rotate bearings to ensure proper turning, drag and smoothness. Deliver all special bearing assemblies to Inspection department. Deliver standards to inspection if required by ABC Quality Manager. Package and Box- Insert bearings in required bag, then seal bag. Insert bearing in box. Use appropriate box as per routing. Insert appropriate plug bag in box. Insert packing in box if required. Close box. Labeling- Place appropriate label sticker on box. Bar code if required. Miscellaneous- Run bagging machine for plugs. Put in stock. Disassemble product per Quality department requirements. Rebox returned product to stock. Relubricate bearings. **Machines Used:** Assembly machines, honers, hot sealers, laser etching machines, carton folder, carton closer, parts cleaners, bar coders. Machine brands include: Sunnen, Letnan, Monode, Clamco, Pacesetter, Denison, Bivans, Safety Kleen, Magnus, Colonial Press.

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

**Union County College,(Center for Economic & Workforce Development) Elizabeth, NJ: Three Openings
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>

Part-time Student Service Generalists – Grant Funded

Responsible for recruiting, advising and guiding participants to sustain successful participation in the Union County 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. **To get more information and to apply go to:** <https://ucc.peopleadmin.com/postings/7490>

Part-Time Student Services Associate – 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 UCC-CEWD Programs. This is a grant funded position. **Characteristics, Duties, and Responsibilities:** Guide and counsel participants in UCC-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. **To get more information and to apply go to:** <https://ucc.peopleadmin.com/postings/7453>.



UPS IN LAKEWOOD/TINTON IS HIRING NOW!



PART TIME PACKAGE HANDLERS:

\$15.00/HR PLUS \$100/WK ON 4AM-9AM SHIFT (LAKEWOOD)
PLUS \$75/WK ON 4AM SHIFT (TINTON)

CURRENT SHIFTS: 4AM-9AM (TUES-SAT) & 5PM-10PM (MON-FRI)

Benefits:

- Medical Benefits
- Tuition Assistance
- Advancement Opportunities
- 401 K Savings Plan
- Employee Stock Discount Purchase Program

Apply Online Today: upsjobs.com

DOCUMENTS REQUIRED

- Social Security Card (unlaminated)
- State Driver's License
- Learner's Permit or Non-Driver's ID
- Working Documents
Required

JOB OPENINGS

CAO is currently working with airport employers to fill over 400 positions at JFK, LaGuardia and Newark Airports. Positions include:

- Security • Retail • Ramp Agent • Food Service
- Passenger Service Agent • Management
- Customer Service • Warehouse
- CDL Driver and many more!

HOW TO APPLY

Register with CAO!




or

Call to schedule an appointment


During your visit, you will meet with a CAO representative to discuss job opportunities at the airport. Based on your qualifications the CAO team will work hard to match you to the right job opportunity. Applicants arriving after the check-in times will be directed to the next available check-in time.

Visit your local CAO Career Center today!


New York Career Center

 (718) 523-7100
Corporate Office
90-04 161st Street,
2nd Floor, Jamaica, NY, 11432


LaGuardia Career Center

 (718) 554-0222
33-16 108th Street,
3rd Floor, Recreational
Building, Corona, NY 11368

Rockaway Career Center

 (718) 523-7100
1931 Mott Avenue,
Far Rockway, NY, 11691

New Jersey Career Center

 (973) 622-4537
17 Academy Street,
5th Floor, Newark, NJ, 07102



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

SPRING 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

Tuesdays at 11:00 am through March 2022

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.



Train as a Pharmacy Technician and Get Involved in a Growing Industry



The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in retail and private pharmacies. Employment opportunities exist in retail and mail-order pharmacies, hospitals and assisted living facilities.



Attend a Virtual Information Session to Learn More!!!!

- Become an apprentice!
- On-the-job learning
- 144 hours of Related Technical Instruction



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One Student
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Pre-register to attend one of these information sessions!

Wednesday, 2/2/22 at 10:00 a.m., Tuesday, 2/8/22 at 2:00 p.m.,
Thursday, 2/17/22 at 10:00 a.m., and Monday, 2/28/2022 at 2:00 p.m.

<https://form.jotform.com/212845309542153>

**You may be eligible for tuition reimbursement as an apprentice under
the New Jersey HealthWorks Scaling Apprenticeship program.**

New Jersey Healthworks Scaling Apprenticeship is sponsored by a \$12 million grant from the U.S. Department of Labor, Employment and Training Administration (Federal Award ID No. (FAIN): HG-33026-19-60-A-34). The USDOL grant included additional matching funds amounting to over \$500,000 to support OJT and other employer assistance from the New Jersey Department of Labor and Workforce Development GAINS Project.

JOB CONNECTION | U 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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We're Connected to You!



A Service of the Union County
Board of County Commissioners

