

## **FEBRUARY 28, 2022 – MARCH 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](mailto:katrina.james-pellam@ucc.edu). Job Submissions link is right here also: <https://form.jotform.com/IBlatUCC/job-submissions>**

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

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

### **UNION COUNTY AMERICAN JOB CENTER**

Job seekers in Union County can use the new “Union County Works” website at [ucajc.org](http://ucajc.org) to find job openings, job training and education opportunities, help creating resumes, and more. It is the first county-based “virtual one-stop” employment service in New Jersey. Union County Works is a project of Union County’s American Job Center. The launch of the new online platform makes the American Job Center the first local workforce area in the state of New Jersey to offer a virtual one stop to its residents.” Visit this link to access the portal: <https://www.ucajc.org/vosnet/Default.aspx>

### **UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT**

Training and Funding are Available... To assist displaced homemakers to transition into the workforce. What is a displaced homemaker? A displaced homemaker is defined as an individual who has worked in the home for a number of years and through the death, disablement, or divorce of a spouse finds themselves as the primary source of household income. In many cases they may be underemployed and, therefore, unable to support themselves and/or their children. Through New Jersey's Displaced Homemaker (DH) programs, a participant may obtain or upgrade their skills for transition into the paid labor market. This Grant offers to Eligible Participants: • Computer Basics Classes • Job Readiness Classes • Workshops • Finance • Career Planning • 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](mailto:cewd-recruiting@ucc.edu).

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

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

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

NJ Jobs: <https://www.facebook.com/NJ.comJobs>

Jobs in NJ: <https://www.facebook.com/groups/902605226459921>

North Jersey Jobs: <https://www.facebook.com/groups/NorthJerseyJobs>

New Jersey Department of Labor Resources: <https://careerconnections.nj.gov/>

State of New Jersey COVID-19 Jobs and Hiring Portal:

<https://jobs.covid19.nj.gov/?Facets.filterbox.filter0=%5B%5D&Facets.filterbox.filter1=%5B%5D>

NJ COVID-19 Information Hub: Contact Tracer Interest Registration page:

<https://covid19.nj.gov/forms/tracer>

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

**State of New Jersey Department of Labor and Workforce Development Job Fair Information:**

<http://lwd.state.nj.us/WorkForceDirectory/jobfair.jsp>

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

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

## **STAFFING AGENCIES:**

### **ALL STAFFING WAREHOUSING**

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

**Warehouse Associate (Overnight)**-Edison, NJ (2 Openings): Sunday-Thursday 6:30pm-5:00am. Pay is \$17/hr. with 10 hours of overtime. Must be able to work in cold environments. Training three weeks Monday-Friday 9am-6pm.

**Truck Unloaders** – Perth Amboy, Monroe, Edison, Cranbury, Monroe, & Sayreville

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

**General Labor** -Edison, NJ (2 Openings): Monday to Friday 7:00am to 3:30pm. \$16/hr. Heavy lifting and hand-truck knowledge required. Will be lifting heavy appliances on a consistent basis.

**Sorter/Packer** – Somerset, NJ (One Opening): Schedules – 4 different shifts / 1 person per shift, Shift 5: Sunday – Tuesday 7pm – 7am, Wednesday 7pm – 1am, Shift 6: Wednesday 1pm – 7pm, Thursday – Saturday 7am – 7pm. Lifting boxes 35-40lbs. Only Speaking Spanish is fine. \$14-\$15/HR (Shift 4, Shift 5 and Shift 6). \$17/hour (Shift 7)

**Yard Jockey** – Edison, NJ (1 Opening). Monday to Friday 7:00am to 3:30pm. \$20 - \$23/HR depending on experience. Optional CDL Class A. Must have Yard Jockey experience.

**Sit-Down Forklift Operator** – Egg Harbor City. Monday to Friday (but can include weekends if desired) start time 8:00am. Work till completion. Can be from 8 to 16 hours. Overtime! Must know the sit-down (3 wheel) forklift

**Assembly Worker** – Waldwick, NJ (2 Openings). Monday to Friday 7:00am to 3:30pm and 8:00am to 4:30pm. Must be able to assemble pieces

**Picker Packer**-Egg Harbor City (15 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.

**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](mailto:Sulia.m@aswlogistics.net). Applications available Monday to Friday 8am to 3:30pm. All Staffing Warehousing 311 Raritan Avenue, 2<sup>nd</sup> Floor, Highland Park, NJ 08904.

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

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

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

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

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

**Union County Clerk's Office, Elizabeth, NJ: 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. **Salary Range:** \$32,194-53,315. **Apply to** Clara Fernandez at [clara.fernandez@ucnj.org](mailto:clara.fernandez@ucnj.org)

**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](mailto: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](mailto: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](mailto: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>

### **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](mailto:calvarynsc@verizon.net)

### **Camp Riverbend, Warren, NJ: FIFTEEN OPENINGS Summer Camp Counselors**

**Responsibilities:** Group Counselors work with one group of children all summer. The group counselors assist activity instructors and at the pool. Specialty Instructors teach specific skills to campers. Some of our specialty programs are arts & crafts, ceramics, woodworking, baseball, canoeing, international games and cooking, drama, music and soccer. Some positions (high ropes challenge course, canoeing, archery) also require that the instructor have, or be willing to earn, special certifications. Camp Riverbend will pay the fee to enroll you in a course to earn the required certification. Waterfront Counselors teach swimming lessons every morning and lifeguard every afternoon. Applicants must have Lifeguard and Water Safety Instructor certifications or be willing to earn these certifications before camp begins. Training is provided by Camp Riverbend in June. **Requirements:** Experience working with children, preferably in an organized setting (camp, school, church). Enthusiasm a must! Must be available for the whole camp season: Monday June 27 - Friday August 12 (M-F only) plus 4 staff training days June 16-19. Must have high school diploma. **Salary:** \$13-\$15P/HR. **Apply to:** [www.campriverbend.com/staff](http://www.campriverbend.com/staff)

### **Suburban Eye Institute, Berkeley Heights, NJ: Front Office Staff / Medical Assistant**

**Responsibilities:** Duties would include: Greeting patients, making appointments, and checking patients in and out using our computer system. Collecting and documenting patient payments. Performing general office maintenance. Assisting doctors with ancillary testing such as visual fields, photography, and topography. Training patients on contact lens care and use. All responsibilities will be trained! Potential to work toward Certified Ophthalmic Technician. Must be : professional, reliable, and pleasant personality. Well-Organized with the ability to multitask. Cool under pressure with excellent communication skills. **Salary:** DOE **Benefits:** 401K **Apply to:** Dr. Lukaszek at [SuburbanEyeNJ@Gmail.com](mailto:SuburbanEyeNJ@Gmail.com)

**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](mailto:hr@servprowessex.com)

**Business Furniture Inc, Parsippany, NJ: TWO OPENINGS Sales Assistant**

The ideal candidate will be responsible for supporting our sales team. You will be a key contributor to our sales team's success. You will primarily be in charge of scheduling and preparing our sales team for important meetings and trade shows. You will provide outstanding customer service by liaising between the sales team and the customer. **Responsibilities:** Assist in creating sales material for sales preparation and success, Coordinate scheduling with clients and sales team members, Lead client correspondence, Coordinate shipping and delivery, and Handle customer inquiries and issues. **Qualifications:** Customer-service oriented, and proficient in Microsoft Office. **Salary:** Depends on experience. **Apply to:** Linda D'Adamo at [ldadamo@bfifurniture.com](mailto:ldadamo@bfifurniture.com).

**Meyer & Depew, Kenilworth, NJ: THREE OPENINGS HVAC Service Technician**

**Responsibilities:** Perform skilled mechanical duties in the maintenance and repair of residential and light commercial HVAC systems and related equipment and facilities; perform preventive maintenance and routine servicing of equipment. **Qualifications:** High school diploma or G.E.D. Certificate Graduate of an HVAC technical institute or school. Two years of documentable HVAC operation, maintenance and repair experience in the HVAC trade. U.S. Environmental Protection Agency 608 certification. Valid driver's license, w/ clear record. NATE certification is a plus, but not required. Knowledge of generators is a plus, but not required. NJ Master HVAC/R License a plus, but not required. Basic hand and power tools are needed. Must be able to lift a minimum of 75 lbs. Must be able to climb ladders. Must be able to endure walking, squatting, bending, balancing, climbing, kneeling, crawling and prolonged standing. Ability to advise customers of potential issues and suggest

upgrades to improve efficiency and indoor air quality products. Experience with both gas-heat and cooling products from various manufacturers. Basic record-keeping techniques. We use tablets instead of paper tickets. Communicate effectively both orally and in writing. Understand and follow oral and written directions. Work cooperatively with others. Work independently with little direction. **Salary Range:** 40K- 100K. **Benefits:** Comprehensive health plan - medical, dental, vision. 401(k) match, life insurance, supplemental plans, employee assistance program, and more. **Apply to:** [jobs@meyer-depew.com](mailto:jobs@meyer-depew.com).

**FedEx, Parsippany, NJ: VP Executive Assistant**

**Responsibilities:** Performs diverse secretarial and administrative duties for corporate officer which, by nature of the superior's position, involves high-level contacts and exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment. **Desired Skills and Qualifications:** Excellent oral and written communication and interpersonal skills for successful interface with all levels of management and non-management. Good spelling, punctuation, English language, administrative and organizational skills. Ability to prioritize mail, telephone calls and compose correspondence for executive's review and/or action. Ability to plan, coordinate and execute meeting set-up and events, including providing agendas, detailed data, information and resources for executives. Ability to use Microsoft Office software. Minimum Education High School diploma/GED. Certified Professional Secretary (CPS) or one (1) year related college courses preferred. Minimum Eight (8) years related business experience. **Salary Range:** 50K – 60K. **Benefits:** Full benefits package. **Apply to:** [fedex.com/careers](http://fedex.com/careers).

**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](mailto:Mirtha.lopez@tevapharm.com)

## **NJ Youth Corps, Roselle, NJ: TWO POSITIONS**

### **Program Assistant (Full-Time)**

The Program Assistant is responsible for providing program and administrative support to team members throughout the planning and implementation of the NJ Youth Corps (NJYC) program of Union County. Duties include communicating between program Corps members and staff, creating and updating program schedules, assisting in the planning and development of program services, escorting and supervising youth at community service projects, supporting the implementation of the life skills and education programs, and managing programmatic operations. The Program Assistant reports to the NY Youth Corps - Union County Program Manager. **Responsibilities:** Participates in the recruitment, intake, orientation, and termination processes including the collection of required documents, placing phone calls, answering questions regarding program structure, and following up with youth to complete program requirements. Maintains ongoing attendance logs using electronic systems and ensures data is reported accurately. Stays abreast of the NJYC contractual obligations, changes in contract, policies and any other changes in program goals and objectives and communicates changes in a professional and timely manner. Maintains accurate and complete Corps member files as required by the contract including, but not limited to: o enrollment documents o completion of academic assignments o attendance in community service projects o completion of mandated life skills programming o supportive service documentation. Files and stores paper and electronic documents in a safe, efficient, and orderly manner for prompt retrieval ensuring hard copy and/or electronic files are and audit ready. Assists Corps members in pre-interview preparation and post-interview follow up during the recruitment phase. Provides staff information concerning Corps members' overall attendance, conduct and performance, relaying any pertinent information concerning the Corps members' needs. Answers in-coming telephone calls and provides any pertinent information while also placing calls to Corps members and other community agencies related to program needs. Maintains and stocks inventory of program supplies and uniforms, informing coordinator of items needed. Monitors, records, and assists with the scanning and scoring of assessment inventories and tests, while also keeping track of test dates. Monitors and supervises service projects as needed. Assists with the organization of special activities such as completion ceremonies, field trips, reunions, etc. Works in a productive and cooperative manner with all staff and Corps members. Accepts all other assignments to help meet programmatic goals assigned by supervisor and administration. **Minimum Requirements:** • Bachelor's degree in Human Resources, Psychology or related field and One (1) year of working experience with vulnerable youth/communities preferred or Associates degree and a minimum of 3 years working with vulnerable youth • Excellent communication and organizational skills required • Computer skills: MS Word, Excel, Access required • Ability to work harmoniously with supervisors, co-workers and persons of varied educational experience, social and economic backgrounds required • Flexibility of schedule and able to works some weekends and evenings as needed • Valid driver's license and excellent driving record required • Available when off site, during working hours, using UWGUC mobile system app. **Salary:** Dependent on experience. **Apply to:** Jasmine Sowah at [jasmine.sowah@uwguc.org](mailto:jasmine.sowah@uwguc.org)

### **Instructor Consultant Position**

Provide academic instruction to prepare program participants for the General Equivalency (GED) test so that they can obtain a high school diploma. Monday – Thursday 9 am to 12 pm. **Responsibilities:** Develop and update a curriculum designed to address participant's learning objectives. Provide

academic instruction in Language Arts, Writing, Reading, Science, and Social Studies to students in preparation of the GED Exam in a manner appropriate for individual and group needs. Establish good rapport with participants and provide encouragement regularly. Identify and manage all course materials and electronic applications to supplement instruction. Work closely with Program Counselor to provide counseling in the classroom to reduce friction and improve morale. Administer appropriate assessment instruments and makes interpretations and recommendations for remediation. Complete bi-monthly progress evaluations for each participant. Responsible for the accountability, direct control, and safety of the participants during academic instruction. Utilize technology (zoom) to provide remote education to participants not able to attend in person. Conduct outreach services to follow-up with youth, provide support completing assignments, inquire about absences, etc. Travel to main office as needed to pick up supplies, use the space for activities, attend staff meetings, etc. Escort participants to take GED exams at the appropriate site. Other duties as assigned by the Youth Corps Program Manager **Minimum Requirements:** Bachelor's degree in education or related field ➤ At least one-year relevant instructional experience preferred . Prior experience with underserved populations a plus. Ability to work harmoniously with people of varied education, experience, social and economic background. **Apply to:** Jasmine Sowah at [jasmine.sowah@uwguc.org](mailto:jasmine.sowah@uwguc.org)

#### **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](mailto: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>.



# EWR Airport Hiring Event Warehouse Associate

✈ **Pay starting at \$17 per hour.**

✈ **Full-Time positions available**

**Interview Location: Miller Evans Recreation Center**  
**163 First St. Elizabeth, NJ, 07206**

**Date: Thursday, March 10, 2022**

**Time: 10:00AM - 2:00PM**



Masks are required



Please practice  
social distancing

All applicants must present the  
following documents.  
Social Security Card (unlaminated)  
State Driver's License, Learner's Permit,  
or Non-Driver's ID  
Working Documents Required

Register with CAO!



## New Jersey Career Center

17 Academy Street,  
5th Floor, Newark, NJ, 07102



(973) 622-4537



[www.caonynj.com](http://www.caonynj.com)

## Follow us on Social Media





**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



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

**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 | 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.

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

Employers join our Mailing List: <http://bit.ly/JobConnectionEmployers>

Agencies and case workers join our mailing list: <http://bit.ly/AgencyContacts>

Employers or recruiters may submit opportunities to the Job Connections Newsletter by following this link. Submissions must be received by 12 noon on the Wednesday before publication date.

<https://form.jotform.com/IBlatUCC/job-submissions>

The Job Connection is updated on the first business day of each week on the UCC website at

<http://bit.ly/UCCJobConnectionWebPage>

and on the County of Union website home page at [www.ucnj.org](http://www.ucnj.org).

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

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**UNION COUNTY**  
*We're Connected to You!*



A Service of the Union County  
Board of County Commissioners

