

JOB CONNECTION



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

SEPTEMBER 26, 2022 – SEPTEMBER 30, 2022

HIGHLIGHTS

Employers, please review the Constant Contact email for the links for submitting job postings. Please submit jobs through the JotForm link. Jobs are included in this listing for two weeks. If you want to list longer, please resubmit or send an email requesting more time. All fields should be completed before submitting. Questions about this? Email katrina.james-pellam@ucc.edu. Job Submissions link is right here also: <https://form.jotform.com/IBlatUCC/job-submissions>

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

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

UNION COUNTY AMERICAN JOB CENTER

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

UNION COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

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

Nutrition • Occupational Trainings Funded by a grant from the NJ Department of Children and Families Division on Women. Accredited by the Middle States Commission on Higher Education. Union County College does not discriminate and prohibits discrimination, as required by state and /or federal law, in all programs and activities, including employment and access to its career and technical programs. Accredited by The Middle States Commission on Higher Education. How do I get started? To set up an appointment to obtain complete program information, including eligibility requirements and available classes, contact CEWD Recruiting at 908-659-5114 or, via email at cewd-recruiting@ucc.edu.

HERE ARE SOME RESOURCES FOR YOUR PERSONAL JOB SEARCH EFFORT.

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

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

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

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

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

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

Electronic Assembler, Stockroom Clerk, CNC Operator, Material & Production -Flemington, NJ: 4 Days at 10 hours. Monday to Thursday or Tuesday to Friday 7:30am to 6:00pm. \$18/HR Could be more with experience. \$21/HR for Stockroom Clerk and Electronic Assembler. Must have mechanical experience. Electrical experience a plus. Must be willing to work for over a year.

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

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

General Labor and Cleaner -Eatontown: Monday to Friday 8:00am to 4:00pm and 1pm to 9pm. \$16/HR. Must be able to lift 70lbs with a hand truck consistently. Must be able to detail clean a variety of objects.

General Labor, Stand Up Forklift and Cherry Picker – Edison, NJ: Schedule for general labors, stand up forklift, and cherry picker 9:00am to 5:30pm. Additional cherry picker scheduled for 1:30pm to 10:00pm. Must be able to lift 50lbs. Must be able to operate the machines for the machine positions. General labor \$16/HR, and machine operator \$17/HR.

Order Picker & Reach Truck Operators – Perth Amboy, NJ: Schedule Reach Operator: Saturday 8:30am to 5:00pm. Sunday 8:30am to 7:00pm. Order picker: Sunday 8:30am to 7:00pm. Must know the Order Picker and Reach Truck machines. Must be able to pick orders. \$18/HR.

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

Forklift Driver – Cranbury, NJ: Monday to Friday 8:30am to 5:00pm. Must know the forklift and be able to lift 50lbs.

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.



Renewal by Andersen, Cranford, NJ: FIVE OPENINGS Event Representative (Part-time)

Responsibilities: Generate leads at fairs, festivals, home shows, and retail. **Description of**

Skills/Experience Required/Desired (Minimum): Some college, customer Service, face to face interactions with customers, sales a plus. Needs reliable transportation. **Salary: \$20-\$22P/HR.**

Benefits: College tuition reimbursement. Send resumes to Theresa Carty at tcarty@rbacentralnj.com.

Unitex, Linden NJ: 2nd Shift Industrial Maintenance Technician

Responsibilities: Daily preventative maintenance, repair of equipment, troubleshoot issues with equipment, unjam equipment during production hours, maintain a safe and clean work environment, positive attitude, and positive relationship with production department. **Mechanic Requirements:**

Basic and/or all-around knowledge of processing and/or packaging plant maintenance, Pneumatics, hydraulics, electrical, power transmission, steam systems and pumps, 3+ years of processing/industrial maintenance experience valued, Black Seal Boiler License recommended, but not required. Company assists in obtaining black seal boiler license. **Compensation:** \$22 -\$30P/HR.

Benefits: Full-time position - only 5 days per week (will include weekends). Overtime is available as required. Union position with benefits. Work uniforms are provided to you at no cost. Paid time off for vacation, personal, sick and holidays. Visit www.unitex.com to apply online or apply in person to: Unitex 301 Pleasant Street Linden, NJ 07036.

School District of the Chathams, Chatham, NJ:

Paraprofessionals

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

Substitute Teachers / Nurses

The School District of the Chathams is currently accepting applications from individuals who are interested in becoming a substitute. All applicants will be required to interview with the Manager of Human Resources or another member of the district administrative team prior to being recommended to the Board of Education for approval. All prospective substitutes will be subject to various employment prerequisites, including, but not limited to, a criminal history background check conducted by the Criminal History Review Unit of the New Jersey Department of Education (N.J.S.A. 18A:6-7.2 et seq., N.J.S.A. 18A:39-19.1 et seq., N.J.S.A. 18A:6-4.14 et seq., and N.J.S.A. 18A:12-1.2 et seq.) Applicants must complete the online process. Please plan to provide the following information during your interview: Two forms of identification; Copies of certificate(s), Copies of Nursing License and CPR Certification if applicable; and Please be advised that all substitutes must also provide proof of a negative Mantoux test dated within six months of their first date of employment. **Pay Rates:** Substitute Teacher: \$120.00 per day, Substitute Paraprofessional: \$17.00 hourly, and Substitute Nurse: \$200 per day. Applicants who have completed the attached documentation (see below) and who meet the noted requirements should contact Sheri Rivera in the Human Resources department at (973) 457-2524 or srivera@chatham-nj.org to schedule an interview and receive additional information.

Linden Public Schools, Linden, NJ: Substitute Teacher

We look forward to welcoming you into our schools. Please complete an online application for a Substitute Teacher position at <https://www.applitrack.com/linden/onlineapp/>. Guidelines and detailed instructions regarding Substitute credentials can be found at <https://www.nj.gov/education/certification/substitutes/index.shtml>. Apply for your Substitute Teacher Certification in the new NJ Ed Cert system at <https://www.nj.gov/education/certification/>. After your information is reviewed by the Department of Education, they will issue your Substitute Teacher Certification. When you have your Substitute Credentials, please contact the Linden Board of Education to schedule an appointment to complete paperwork.

Union College,(Center for Economic & Workforce Development) Elizabeth, NJ: Part-time Student Service Generalists (Day and Evening)– Grant Funded

Responsible for recruiting, advising and guiding participants to sustain successful participation in the Union College/Center for Economic & Workforce Development Programs. The Generalist will be responsible but not limited to facilitate applications, recruiting, assessment, advising, registration, and placement through personal contact and follow through with the prospective student as she/he proceeds through the intake process. **Competencies and Skills Required:** At all times exercise professionalism and confidentiality with staff and students. Outstanding customer service and communication skills. Proficiency in MS Office suite of applications and social media. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a “quick study” in order to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. Analytical and problem-solving skills. Ability to take required initiative to solve problems. Ability to collaborate with others. Commitment to service and a diverse student population.

Ability to multi-task in a busy environment and ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel locally. Valid driver's license and reliable vehicle. **Preferred Experience:** Experience working in Workforce Development programs. **Education Requirements:** Bachelor's degree required. **Salary:** \$20.00P/HR
To get more information and to apply go to: <https://ucc.peopleadmin.com/postings/8309>.

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

The Student Service Associate is the initial contact with students seeking entry into the college and with existing students seeking services. Is responsible for advising and guiding participants to sustain successful participation in the UC-CEWD Programs. This is a grant funded position. **Characteristics, Duties, and Responsibilities:** Guide and counsel participants in UC-CEWD programs. Orient students into assigned program. Design employability plans with participant. Aide participants in implementation of employability plan. Develop and implement motivational workshops designed for employment support and retention. Identify client supportive service needs and to perform liaison duties with cooperative agencies and programs to eliminate needs (i.e., childcare, housing, etc.). Participate in the intake process. Prepare and maintain necessary records and files on enrollment, counseling, and placement. Initiate and conduct placement follow-up and placement confirmation. Respond to all program requests. Accept all other assignments which help CEWD realize contractual goals. Travel to all campuses and satellite locations as needed. Travel to worksites driving a College vehicle. Some evenings and Saturdays may be required. · Other duties as assigned by unit supervisor and CEWD administration. **Preferred Experience:** Minimum of one (1) year of office or related experience is required. **Competencies and Skills Required:** Competency in Word, Excel, Outlook & Windows required. Must be able to read, write and speak English, ability to read, write and speak Spanish is a plus. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a "quick study" to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. **Education Requirements:** Associates degree required. **Salary:** \$17.00P/HR. To get more information and to apply go to: <https://ucc.peopleadmin.com/postings/8318>.

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

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

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

All Staffing Warehousing, Highland Park, NJ: Staffing Agency Recruiter

Seeking an experienced Staffing Agency Recruiter for light industrial warehouse jobs. You must have experience with recruiting for light industrial warehouse jobs. This is a permanent position, Monday to Friday, 8am to 4pm or 5pm. Extra hours might be needed as it relates to business demands.

The Recruiter is responsible for recruiting, interviewing, and on boarding candidates for a variety of light industrial roles for our customers. ****Bi-lingual candidates are strongly encouraged to apply.****

RESPONSIBILITIES: Source and call on resumes and respond to all calls about employment. Schedule interviews and interview candidates. Call on candidates references. Post ads on Craigslist and Indeed for job openings. Work directly with Sales Manager to identify needs for customers.

Experience with Excel, Outlook and Word needed for this position. Must be able to Staff people on demand from our customers. **Salary:** \$45k to \$50k DOE. **Benefits:** Medical and life insurance offered, PTO, bonus eligibility twice a year. Please submit a resume for review to Steve DeStefano at Steve.D@aswlogistics.net and we will call qualified applicants for an interview.

The Millennium Group: THREE POSITIONS

Accounts Payable Associate

RESPONSIBILITIES: Reviews and verifies accuracy of all vendor invoices. Resolves any discrepancies and disputes with vendor invoices. Acquires proper authorization approvals and applies General Ledger coding to vendor invoices. Verifies transactions comply with financial policies and procedures. Creates/scans vendor invoice batch weekly. Works with Billing dept identifying billable expenses, ensuring proper coding to vendor invoices. Maintains monthly copier readings. Reviews and verifies accuracy of all AMEX reports/receipts submitted. Reviews and verifies accuracy of all Expense Reports/receipts submitted. Reviews and processes Manual Check requests. Maintains required Vendor Enrollment documents. Maintains/updates Vendor Coding Guide. Maintains client billing files for bi-monthly billing to include management fees/ad hoc charges. Processes bi-monthly billing utilizing FreshBooks. Works closely with Operations through client contracts to resolve any discrepancies. Supports Billing dept in creating monthly invoice batches. Perform other related duties and special projects as assigned. **Requirement:** Minimum 2 years Accounts Payable work experience in a medium-size accounting office. Associates Degree in Accounting or Business Administration preferred. Ability to perform successfully in a fast-paced working environment. Detail-oriented, able to meet deadlines/manage time. Strong communication skills to effectively interact with vendors, clients and Operations. **Salary:** \$21.00 P/HR. **Benefits:** Included.

Teaneck, NJ: Mail Services/Floater

RESPONSIBILITIES: Collect data for reports. Ensure customer service is staffed and functional. Maintain records and files. Have good working knowledge of postal regulations. Possess basic computer knowledge. Provide excellent customer service, and ensure all machines and equipment are working properly. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Ability to lift 50 pounds. 1 to 2 years' experience in a mail room or FedEx/UPS environment. MS Office skills. Valid driver's license. **Salary:** \$16.00 P/HR. **Benefits:** Included.

East Hanover, NJ: Office Services Mail Associate

RESPONSIBILITIES: Handle all mail received in Mail Center, review, receipt, document, process, prepare, identify, separate, deliver transport etc. Process outbound shipments, deliver in a campus environment between buildings. Ensure customer service is always staffed and functional. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** High School Diploma/GED. 2+ years' experience in a mail room/print services related environment. Must be able to lift up to 50 pounds/handle mail cart. Valid Driver's license. Problem solving skills. 1-3 years MS Office. **Salary:** \$16.50 P/HR. **Benefits:** Included.

Apply to: Dee Pfaff @ Dee.Pfaff@TMGOfficeServices.com.

US NAVY

No experience needed just the willingness to succeed in life. Jobs range from Seal Team to Hospital Corpsman to Construction jobs, aviation, nuclear, air rescue swimmer, EOD, IT, Etc. Sign up bonuses up to \$25k Free Medical and Dental. 30 days paid vacation annually. Free housing and allowances-0% down VA home loan. Worldwide travel. **Apply to:** US Navy Recruiting Station Plainfield, NJ located at 770 US Route 22 East, Plainfield, NJ 07060.

Springfield Genius Academy, Springfield, NJ: FOUR OPENINGS Assistant Teachers

RESPONSIBILITIES: Supervise students in class, during lunch hour, playtime or recess, and at special events. Help teaching appropriate behavior and social skills to students. Assist in enforcing school and classroom rules. Help teachers prepare for lessons by assembling materials and equipment. Assist students with hygiene, eating or toileting. Maintain a clean and safe classroom environment, report and remove potential hazards. Ability to work with the after school young children, be creative to provide fun activities. Infant or Toddler classroom experience is a plus. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Associate degree in Education is preferred; or prior working experience with children. **Salary Range:** \$13 - \$16 P/HR. Apply to: info@noec.org

Streetworks Development, Westfield, NJ: Three Openings Project Ambassador

Day In The Life: The Project Ambassador is the local go-to person for one of the area's most transformative projects in a generation located in Westfield, New Jersey. The Project Ambassador will welcome Westfield Preview Center (WPC) visitors, engage with prospective tenants, and ensure that the public receives critical information before the development project starts. A successful Project Ambassador is comfortable giving tours, both in person or virtual and operates the day-to-day of the Project Preview Center. Project Ambassadors are educators first and must enjoy fielding a diverse number of questions. They must effectively communicate with residents, visitors, and key municipal stakeholders. They must thoroughly understand the resource materials presented within the WPC. Project Ambassadors will receive a comprehensive development project orientation. An essential aspect of this role is capturing visitor impressions and commentary and communicating them back to the senior project team. Project Ambassadors at WPC are friendly, skilled communicators that provide premier customer service and genuinely want what is best for residents and future residents.

What You Will Do: Welcome and greet tenants, guests, visitors, and development senior leadership to the WPC. Convey knowledge and excitement about the Westfield project (via onsite tours) with those

who inquire regarding the building, neighborhood, or Westfield development project. Understand the complexity of the project and the apply messaging appropriate for each of the various visitor types Recognize and greet community leadership and senior project management at the WPC. Provide wayfinding details to guests and visitors. Host scheduled and impromptu groups. Determine and execute meeting room configurations appropriate for various visitor groups; monitor WPC general maintenance upkeep. Conduct customer experience surveys and interviews, capture and convey the results/findings. **What You Will Need:** College Degree, required. 2+ Years of service and/or sales experience. Exceptional customer service and communication skills both written and verbal, required. Office Administration / Management Skills, required. Working knowledge of social media channels, required. Working proficiency in managing digital Calendar software, Microsoft Office Suite of applications and Presentation OS. Hospitality/Sales background, ideal but not required. Licensed Real Estate Agent, ideal but not required. **Salary:** \$20 to \$25 P/HR. **Apply to:** [https://www.careershbc.com/en/job/22000444/Project Ambassador %7C Streetworks Development](https://www.careershbc.com/en/job/22000444/Project_Ambassador_%7C_Streetworks_Development)

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

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

Elevance Health, Paterson, NJ: LTSS Service Coordinator-RN Clinician

Responsible for performing telephonic or face-to-face clinical assessments for the identification, evaluation, coordination and management of member's needs, including physical health, behavioral health, social services and long-term services and supports. Identifies members for high-risk complications and coordinates care in conjunction with the member and the health care team. Manages members with chronic illnesses, co-morbidities, and/or disabilities, to insure cost effective and efficient utilization of health benefits. Obtains a thorough and accurate member history to develop an individual care plan. Establishes short- and long-term goals in collaboration with the member, caregivers, family, natural supports, physicians; identifies members that would benefit from an alternative level of care or other waiver programs. The RN has overall responsibility to develop the care plan for services for the member and ensures the member's access to those services. May assist with the implementation of member care plans by facilitating authorizations/referrals for utilization of services, as appropriate, within benefits structure or through extra-contractual arrangements, as permissible. Interfaces with Medical Directors, Physician Advisors and/or Inter-Disciplinary Teams on the development of care management treatment plans. May also assist in problem solving with

providers, claims or service issues. Directs and/or supervises the work of any LPN/LVN, LSW, LCSW, LMSW, and other licensed professionals other than an RN, in coordinating services for the member by, for example, assigning appropriate tasks to the non-RN clinicians, verifying and interpreting member information obtained by these individuals, conducting additional assessments, as necessary, to develop, monitor, evaluate, and revise the member's care plan to meet the member's needs, and reviewing and providing input on the non-RN clinicians' performance on a regular basis. **REQUIRED SKILLS:** Requires an RN and minimum of 3 years of experience in working with individuals with chronic illnesses, co-morbidities, and/or disabilities in a Service Coordinator, Case Management, or similar role; or any combination of education and experience, which would provide an equivalent background. Current, unrestricted RN license in applicable state(s) required. MA/MS in Health/Nursing preferred. May require state-specified certification based on state law and/or contract. **Salary:** \$85K to \$95K. **Benefits:** Included. **Apply to:** <https://careers.elevancehealth.com/jobs/jr10016/ltss-service-coordinator-rn-clinician/>

Levine Jacobs & Co LLC, Livingston, NJ: Administrative Assistant

RESPONSIBILITIES: Responsible for all aspects of partner support including: billing, processing tax returns and accounting documents, client phone support, & various other administrative duties as assigned. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Positive attitude, Good with Computer systems and software, Detail Oriented, Able to multi-task in a fast-paced environment - Office administrative and/or administrative certificate preferred. **Salary:** DOE. Send resumes to Amanda Serrano at aserrano@ljcpa.com.

Our House, Inc, New Providence, NJ: Direct Support Professional

Our House Inc is seeking motivated, dynamic individuals to join our team. We work with adults with developmental disabilities in our day programs and group homes. We are seeking individuals who are interested in helping our clients lead fun, fulfilling, and amazing lives. **RESPONSIBILITIES:** Teaching life skills, community activities, recreational activities, and taking clients to medical appointments and more! Candidates must have a valid driver's license and a high school diploma (or equivalent). **Salary:** \$16.50 P/HR. **Benefits:** Medical, dental, vision, generous PTO, life insurance, supplemental benefits, education assistance, Verizon discount, perks program. **Apply to:** hrdepartment@ourhousenj.org

Community Access Unlimited, Elizabeth, NJ: SEVEN OPENINGS

Behavior Technicians & Registered Behavior Technicians (RBT)

Community Access Unlimited is seeking Behavior Technicians & Registered Behavior Technicians to work with individuals with developmental disabilities and implement individualized behavior analytical procedure (i.e., teaching, measurement, behavior-reduction, etc.) under the guidance of a BCBA. Behavior Techs will help with the creation of an individualized curriculum, utilizing data collection methodology, logging detailed session notes, reviewing and implementing procedural changes referenced in BCBA protocols. Candidates for this position should either have a high school diploma with three years of experience in Applied Behavior Analysis or a Bachelor's degree in psychology, special education, social work, or a related field and one year of experience in Applied Behavior Analysis. RBT certification (or willing to pursue and complete RBT training) is a plus.

Candidates must have a genuine desire to work with individuals with developmental disabilities, a vehicle to use for work purposes, and a valid driver's license. EOE. Full time hours are 3pm-11pm including weekends and includes a comprehensive benefits package. Pay rate \$18.25 - \$23 P/HR. One week of paid orientation is required prior to the start of your assignment.

Director for Youth Services

Seeking a qualified individual to provide administrative oversight for our community-based residential programs for youth at-risk and to supervise the quality of support services provided. The ideal candidate has at least three years of experience working with youth; two years of supervisory experience; and a BA/BS degree in special education, psychology, social work, or a related field. A valid driver's license, a car for work purposes, knowledge of DCP&P regulations, and strong leadership skills are required. This position requires on-call responsibilities, which includes evenings, weekends, and holidays. **RESPONSIBILITIES:** Supervises the day-to-day activities of front-line supervisors. Helps establish and maintain standards and procedures that ensure the health and safety of everyone. Recruits, hires, and oversees the appropriate levels of staff to meet member and program needs. Ensures the facility, grounds, and equipment are maintained in a clean, sanitary, and safe condition. Helps prepare, oversee, and monitor the annual budget. Helps resolve member and family concerns. Facilitates interdisciplinary meetings. Oversees contractual obligations, including contract outcomes, reports, fiscal analysis, licensing inspections/program audits, etc. Ensures that required documentation is complete and is in compliance with Agency and DCP&P regulations and standards. Performs other duties as required. **Salary:** \$52,520. EOE.

Full or Part-time Awake Overnight Youth Counselor

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

Full-time Direct Support Residential 3-11pm

Seeking Full Time Direct Support Professionals (DSP) to join our team to make a difference in someone's life. The DSP supports individuals with Intellectual and Developmental Disabilities in a residential setting. **RESPONSIBILITIES:** The role of a DSP is to assist in the daily care of people with disabilities and provide on-site supervision and support 24 hours per day, 7 days per week. Your vital job functions are essential to members' health, safety, and welfare. Full-Time hours are 3:00 PM - 11:00 PM and include weekends. Days will vary depending on the program. The ideal candidate has a high school diploma or GED, a valid driver's license, reliable transportation, and a genuine desire to work with individuals with developmental disabilities. One week of paid orientation (M-F 9am-5pm) is

required prior to the start of your assignment. In addition, ongoing paid training outside of normal work hours is required. **Salary:** 17.25 P/HR.

Director of Support Coordinator: This is a hybrid position.

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

Job Coach

Seeking a self-motivated Job Coach to teach job skills to individuals with disabilities. Responsibilities include job coaching, completing building rounds, developing employment plans, performing hands on duties, and working with individuals with developmental disabilities. **RESPONSIBILITIES:** Provides hands on employment training to individuals with Developmental Disabilities. Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with Agency and DDD/DVRS regulations and standards. Engages in active job seeking to obtain employment and/or volunteer opportunities for individuals with developmental disabilities. Coordinates the exchange and flow of all necessary paperwork. **REQUIRED SKILLS:** Position requires a High School Diploma/GED or Associate's degree and three years' experience working with individuals with Developmental Disabilities, Job Coaching experience preferred, the flexibility to work weekend and evening hours. A driver's license and a car are required. **Salary:** \$17 P/HR.

Licensed Practical Nurse (LPN)

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

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

Family Resource Network, East Windsor, NJ: Hybrid Development Coordinator

RESPONSIBILITIES: Work directly with the development team to manage project workflow and oversee the day-to-day milestones for projects. Assist in accomplishing fundraising goals and provide tactical and administrative support to achieve and surpass these goals. Track and manage reports on current and potential donors, providing regular updates on fundraising status across various campaigns. Assist with marketing to promote agency events and fundraising via print, email and social media channels. Work closely with the communications team to establish communication plans for fundraising and marketing events and programs. Research and identify prospective new donors and their interests. Coordinate logistics of fundraising events and activities as directed. Work directly with internal agency partners to collect impact data, stories, quotes/testimonials for future marketing and annual report. Provide general administrative support for the development team. Update and maintain the Development database, including timely and accurate data entry. Independently draft original, compelling, and professional donor correspondence, to include thank-you letters and acknowledgements, adhering to fundraising best practices. Support the SVP of Development in the preparation of proposals and materials for major donors and grant submissions. Support the Director of Special Events by helping to complete events contracts and requests, submitting online sponsorship requests, and fielding calls about the upcoming events. Be an enthusiastic ambassador for the agency with our community and corporate partners and expand our network through new connections and professional partnerships. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** College Degree or equivalent job experience. Experience in non-profit fundraising, event management and/or public relations required (1 - 3 years). Must have excellent written, oral and organizational skills. Proficiency in

Microsoft Office Suite, Blackbaud's Raiser's Edge and Luminate Online required. Publisher and Adobe Illustrator experience a plus. **Salary:** 40 to 45K annually. **Benefits:** Included. **Apply to:** <https://www.familyresourcenetwork.org/job-opportunities/>

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

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

Union County Educational Services Commission, Westfield, NJ: Paraprofessional

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

Our House Inc., Westfield, NJ: Paraprofessionals

Our House Inc is seeking motivated, dynamic individuals to join our team. We work with adults with developmental disabilities in our day programs and group homes. We are seeking individuals who are interested in helping our clients lead fun, fulfilling, and amazing lives. **RESPONSIBILITIES:** Teaching life skills, Community activities, Recreational activities. Taking clients to medical appointments and more. Candidates must have a valid driver's license and a high school diploma (or equivalent). **Salary:** **\$16.50/HR.** **Benefits:** Medical, dental, vision, generous PTO, life insurance, supplemental benefits, education assistance, Verizon discount, perks program. **Apply to:** hrdepartment@ourhousenj.org

SUMMER 2022 OFFERINGS

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



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

ACCOUNTING TECHNICIAN:

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

FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT:

SCPRO FUNDAMENTALS (CSCMP) CERTIFICATES IN:

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

PATIENT CARE TECHNICIAN:

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

ON THE JOB TRAINING:

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

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



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

Attend a Virtual Information Session hosted by Union County College

Second and Fourth Tuesdays at 11:00 am

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

<https://tinyurl.com/UCC2022>

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



UNION COUNTY
We're Connected to You!



Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

JOB CONNECTION



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

END OF LISTINGS

Please: Print only what you need. ♻️ Recycle what you print.

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

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

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

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

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

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

<http://bit.ly/UCCJobConnectionWebPage>

and on the County of Union website home page at www.ucnj.org.

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



UNION COUNTY
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A Service of the Union County
Board of County Commissioners

