

# JOB CONNECTION | UNION COUNTY COLLEGE

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

## JULY 25, 2022 – JULY 29, 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**

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

**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.

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

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

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

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

**Please check out our website at:** <https://www.facebook.com/pages/category/Employment-Agency/All-Staffing-Warehousing-LLCNJ-104858228252306/>. Contact our Recruiter, Sulia Mason. Call or text 215-932-7404. Or email [Sulia.m@aswlogistics.net](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 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](mailto:hrdepartment@ourhousenj.org)

**Union County Economic Development Corporation(UCEDC), Cranford, NJ: Jr. Accountant**

**RESPONSIBILITIES:** Record accounts payable transactions on an ongoing basis. Process payable invoices for payment. Scan and file documents for electronic record keeping. Manage monthly ACH payments from loan clients and enter in GMS & Financial Edge(BlackBaud). Prepare monthly loan status reports. Prepare monthly loan portfolio spreadsheets. Prepare quarterly loan receivable aging reports for CFO. Review and analyze tax returns of loan clients and prepare a summary memo to client files. Enter loan payments to the SBA. Record monthly investment activities. Process and pay electronic monthly expense reports. . **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Proficient in Microsoft Excel. Working knowledge of Microsoft Word. Data Entry. Strong written communication skills. **Requirements:** 1-2 years of accounting experience. Bachelor's degree in accounting. **Salary:** DOE

**Benefits:** Vacation, Sick, Personal days. Medical Insurance, company pays for a percentage of coverage. **Apply to:** Gregory Fabijanczuk CPA at [gfabijanczuk@ucedc.com](mailto:gfabijanczuk@ucedc.com).

### **A&M Industrial Rahway, NJ: IT Support Specialist**

As an IT Support Specialist who helps employees troubleshoot software and hardware problems your responsibilities and duties would include receiving technical support tickets, phone calls, or emails, contacting the user or customer, listening to their issue, diagnosing the problem, and walking them through the solution. Support primarily includes desktop computers, laptops, tablets, cell phones and printers. **Essential Duties and Responsibilities:** Meet user expectations and meet commitments. Provide excellent customer service to all customers. Interact with the Customer or user, and IT personnel in a respectful and courteous manner. Read and understand the description of the request and contact the user to clarify when needed. Work with the customer and thoroughly document the incident description, comments, and resolution to ensure customer satisfaction. Troubleshooting day to day technical issues and assisting with daily requests. Monitor and process incoming helpdesk service requests via telephone and e-mail to ensure courteous, timely, and effective resolution of end user issues and ensure all requests are documented. Perform fixes at the desktop level, including installing and upgrading software, installing hardware, and configuring systems and applications. Encourage compliance with IT policies that are applicable to end-users. Monitor and test fixes to ensure problems have been adequately resolved. Following up when necessary and documenting it in designated communication platforms. Evaluate user needs and make recommendations to enhance employee capabilities. Attend mandatory weekly IT department calls. Supporting our clients via phone, email, remote login and/or on-site as necessary via pro-active and reactive visits. Onboarding new users, configuring laptops and phones, and setting up their desks/workstations. Manage time effectively, meet personal goals and work effectively with other members of the team. Follows company policies and procedures. Presents a professional image at all times. **PREFERRED EXPERIENCE/QUALITIES/SKILLS: Computer Skills:** Knowledge of Microsoft Office Products, primarily Outlook, Excel and Word. Understanding Hardware and Software related to Desktop, Laptops and Mobile Devices. Knowledge of Microsoft Cloud and Desktop Services a plus. Understanding of VOIP Phone Systems a plus. Apple Mobile Device and IOS experience a plus. Aptitude in incident recognition and troubleshooting. **Personal Skills:** Strong verbal and written communication skills. Strong analytical and problem-solving skills. Ability to prioritize and handle multiple tasks and projects concurrently. **Work Environment:** This job operates in a mixed-use office/industrial building. There is also the opportunity of working from home. The office is a smoking/drug free environment. **Physical Demands:** This role is performed primarily while seated. However, certain duties also require standing, walking, and carrying. This position does require the ability to lift and carry boxes weighing an average of 40 lbs./box. The role requires occasional inter-office travel. **Apply to:**

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

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

**Responsibilities:** Accounts Receivables & accounts payables, billing and payroll. Answer phones and administration skills. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** General Bookkeeping skills

must have excellent organization skills. Would prefer someone who has at least 3 years of bookkeeping experience. **Salary:** TBD **Benefits:** Health & 401K. **Send resumes to:** Noel S. Musial at [nsmusial@themusialgroup.com](mailto:nsmusial@themusialgroup.com)

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

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

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

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

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

**Apply to:** [admin@apc401k.com](mailto:admin@apc401k.com)

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

PEG is searching for motivated individuals who are interested in learning about Energy Sustainability and Building Energy Performance of New Residential Construction. This position requires you to become a certified HERS Rater. Learn more at [www.resnet.us](http://www.resnet.us). In this position, new employees will be provided paid on the job training that will prepare them to perform Home Energy Audits in accordance with RESNET Guidelines. This will include visual inspections of materials, data collection and visual observation of energy efficient features, and the utilization of equipment to test system performance. Essential Function: Perform Home Energy Audits in accordance with RESNET Guidelines. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** High School Diploma or General Education Degree HERS Rater, BPI, NATE certification is helpful. 2 years of work experience in HVAC, home remodeling, or construction is helpful. Must be able to work outside during summer high temperatures Ability to work in attics, basements, and crawl spaces, ability to climb, balance, kneel, crawl, and lift ability to work on ladders and hand/power tools, ability to frequently lift and move 50 pounds unassisted. Must be personable, well-groomed, articulate, and able to convey technical information in plain language, Must be organized, self-motivated, and enthusiastic, Must be willing to obtain additional certifications/licenses as required. Valid driver's license in good standing with insurable driving record. Must have reliable transportation (Gas/Vehicle Allowance included). Must be able to



drive for long periods to and from job site locations. Pre-employment background check/drug testing. **Salary Range: 40K – 45K. Rewards and Benefits:** PEG LLC offers a comprehensive, total rewards package that includes competitive compensation and a flexible benefits package that reflects our commitment to creating a diverse and supportive workplace. Benefits include: • Company-issued Gas Card, Toll Pass, & Vehicle Maintenance Allowance • Company-issued Uniforms, iPhone/iPad, Field Equipment/Tools/PPE • Flexible Work Schedule • Year Round Employment • Paid Professional Development & Salary Incentives through Learning/Certification Opportunities • 20 Annual Paid Days Off (12 Days of PTO, Birthday PTO, & 7 Company Paid Holidays • Company Sponsored Medical Insurance that includes a contribution of up to 50% off the monthly premium • Dental & Vision Insurance • 401(k) Retirement Plan with up to a 4% company match vested immediately • Basic Life & Supplemental Life • Short-Term & Long-Term Disability • Accident & Pet Insurance • Corporate Sponsored Events. **Apply to:** <https://bit.ly/3yJ6DuT>

### **Accurate Bushing Company, Garwood, NJ: TWO POSITIONS**

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

### **Secondary Machine Operator**

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

Owens, Nichols Miller, Walker Turner, Precise, Atlas Copco, Excell-O, Kingsbury, Sunnen, Leblond, Warner Swasey, Kramer.

**For these roles Apply to:** [ABPersonnel@accuratebushing.com](mailto:ABPersonnel@accuratebushing.com)

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

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

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

**Responsibilities:** Keep office supplies on hand. Hang pictures as required. Perform minor repairs. Monitor and track life expectancy of projector bulbs. Set up conference rooms and assist with AV equipment. Maintain modular office furniture and make adjustments and or repairs to the configuration(s). Install and adjust computer keyboards at workstations. Assist with office furniture moves within the building. Move staff personnel from offices and work areas throughout the building by providing moving boxes, relocating the boxes to the new space, moving computer equipment and printers. Perform and oversee general and preventive maintenance tasks to include but not limited to: copiers and general office equipment. Monitor pantry areas and ensure all equipment is operable and area is neat and clean. Escort outside vendors. Check on progress of facilities related repairs performed by outside vendors. Report issues and status updates to the client. Other duties as assigned. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** High school diploma or equivalent preferred. Minimum of 1-2 years mail services related experience preferred with knowledge of commonly used Office Services procedures. Excellent customer service skills; must possess a "can do" attitude. Excellent communication skills both verbal and written. Ability to effectively work individually or in a team environment. Competency in performing multiple functional tasks. Ability to handle mail or hand cart, as well as flatbed. Must be able to lift up to 50 pounds. Knowledge of using UPS, FedEx, DHL shipping methods. Assertive and resourceful; self-motivated; willing to ask questions and take initiative. Be able to communicate clearly. Consistently demonstrates professional demeanor, appearance and attitude. Valid Driver's license, with reliable transportation/ vehicle. **Salary:** \$18.75/HR. **Apply to:** [www.tmgofficeservices.com](http://www.tmgofficeservices.com).

**Union County Rape Crisis Center, Westfield, NJ:**

**Volunteer Coordinator/Trainer**

**Responsibilities:** Recruit, train, support, and help supervise a cohort of professional and volunteer Confidential Sexual Violence Advocates (CSVAs). Identify and facilitate efforts to aid in volunteer recruitment, recognition, and retention. Schedule and act as main facilitator of 40+ Hour Confidential Sexual Violence Advocate training, as directed by Administrator. Assist with and/or initiate the



coordination and facilitation of monthly CSVAs meetings. Provide ongoing training and technical assistance to paid and volunteer CSVAs. Assist with the oversight of online volunteer scheduling for hotline shifts. Update and maintain all volunteer onboarding paperwork. Via the hotline, provide crisis intervention, emotional support, information and/or referrals; provide on-call coverage for the hotline and virtual and/or in-person accompaniments. Serve as after-hours consultant to CSVAs regarding hotline calls or accompaniments. Adhere to agency policies and work rules, including confidentiality and code of ethics. Participate in agency staff meetings and other team meetings, as required. Attend statewide and community-based meetings and task forces, as required. Effectively engage with allied stakeholders to increase capacity to prevent and respond to sexual violence. Other duties as assigned.

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

### **Bilingual Counselor/Outreach Coordinator**

**Responsibilities:** Conducts intakes, performs clinical assessments, and develops and maintains clinical treatment plans, case records, as well as relevant correspondence when working with other disciplines. Provides face to face short term counseling for primary and secondary survivors of sexual trauma on an individual and/or group basis in both English and Spanish (preferably).

Consults with other disciplines and provides institutional advocacy with law enforcement, social services, and healthcare systems to ensure comprehensive and coordinated service delivery.

Makes referrals to therapeutic, legal, medical, educational, and other social services, as necessary.

Provides crisis intervention in person and/or via a 24-hour telephone hotline to survivors of sexual violence. Ensures that survivors are informed regarding all procedures, options, and resources including rape care services, medical attention, and the reporting/criminal justice process.

Accompanies victims through medical and legal proceedings, as requested. Serves as Consultant to Confidential Sexual Violence Advocates (CSVAs) at the Union County Rape Crisis Center regarding hotline calls or accompaniments. **EXAMPLES OF WORK (OUTREACH COORDINATOR):**

With bilingual staff, helps redevelop the UCRCC's LEP (Limited English Proficient) program.

Acts as a coordinator between community groups in developing and/or expanding the Union County Rape Crisis Center's community outreach program. Helps evaluate Memorandums of Understanding (MOUs) contracted with target sites to ensure adherence to outlined mutually agreed upon stipulations. Conducts training at target implementation sites. **REQUIRED CREDENTIALS:**

Master's Degree in Counseling or Social Work from an accredited college. One year of counseling experience, minimum. Knowledge/experience working with victims of sexual violence.  
Professional Counseling License from the State of New Jersey (LAC, LPC, LSW, LCSW)  
Completion of state mandated Confidential Sexual Violence Advocate (CSVA) training with the Union County Rape Crisis Center. Bilingual, Spanish speaking (fluent); able to read/write in Spanish also. .  
**Salary:** \$48,000-\$58,000

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

**Part-time Program Coordinator – Grant Funded**

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

## SUMMER 2022 OFFERINGS

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



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

### ACCOUNTING TECHNICIAN:

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

### 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](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.

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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*



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



A Service of the Union County  
Board of County Commissioners

