

A source for jobs and employment-related events in the greater Union County area

Job Connection

A joint venture of Union County College and the Union County Board of Chosen Freeholders

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February 11 – February 17, 2019

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

UNION COUNTY COLLEGE OCCUPATIONAL TRAINING CLASSES FOR UNEMPLOYED THIS WINTER/SPRING: Our programs include job search support, such as resume writing, interview skills, online job search tips, creating your online profile, partnerships with area employers who look to Union County College as a recruitment resource. All our programs lead to industry-recognized certifications. Workforce Grant-Funded Career Certification Programs at Union County College. The programs are:

ADMINISTRATIVE ASSISTANT:

PLAINFIELD

Anticipated Start Date: **Postponed**

Alternative Start Date: February 25, 2019 to June 20, 2019

ELIZABETH

Anticipated Start Date: April 1, 2019 to July 29, 2019

Alternative Start Date: April 15, 2019 to August 12, 2019

ESSENTIALS OF SUPPLY CHAIN MANAGEMENT

Anticipated Start Date: **Postponed**

Alternative Start Date: February 25, 2019 to April 25, 2019

PATIENT CARE TECHNICIAN

Anticipated Start Date: March 4, 2019 to June 27, 2019

Alternative Start Date: March 18, 2019 to July 15, 2019

MEDICAL BILLING SPECIALIST

Anticipated Start Date: **Postponed**

Alternative Start Date: February 25, 2019 to June 20, 2019

COMPUTERIZED OFFICE SKILLS

Anticipated Start Date: April 1, 2019 to July 29, 2019

Alternative Start Date: April 15, 2019 to August 12, 2019

ACCOUNTING TECHNICIAN

Anticipated Start Date: **Postponed**

Alternative Start Date: February 25, 2019 to June 20, 2019

For additional information, contact your American Job Center or our Center for Economic and Workforce Development at **908-659-5114** or email us at: cewd-recruiting@ucc.edu

UNION COUNTY COLLEGE is hiring a **PT Job Developer** (Job Placement Services) for their Elizabeth Campus. The candidate will be part of the Center for Economic and Workforce Development. The schedule will be from 8:AM to 2:00PM, Monday thru Friday. This a Grant funded position. **Description of Responsibilities:** Assist CEWD students find employment (FT/PT jobs) that improve their chances for continuing employment, completing a UCC degree and /or to end dependency on

public assistance. Work with CEWD Student Services staff and Program Coordinators to develop individual employability/academic plans for students. Help to carry out skills assessment and other related activities that enhance the best student job match. Follow up on student placement success and provide retention documentation as required by grant funders. Contribute to the continuous expansion of the CEWD job database by establishing and maintaining close communication with employers. To apply go to: <https://ucc.peopleadmin.com/postings/4870>

ELIZABETH ONE STOP CAREER CENTER
921 ELIZABETH AVE., ELIZABETH, NJ 07201

JOB FAIR – Date: February 22, 2019. Time: 10 AM to 2 PM. Career opportunities. MERVICK Care and Rehabilitation. Certified Nursing Assistant: CNA License preferred. However, you may qualify for free training through funding provided by the Union County One Stop Career Center. **License Practical Nurse (LPN). Windsor benefits:** New Medical Plan, 401K Savings Account, Employee Referral Program, Employee of the Month, Close to Public Transportation, Company Provides Lunch. On the spot interviews. Contact Javier Cespedes at 908-355-2288 or jcespedes@workforceadvantageusa.com.

GET EMPLOYED NOW! FREE TRAINING AVAILABLE*. HUMANE CONCEPTS HEALTHCARE SCHOOL, 1767 Morris Ave, Union, NJ 07083. Obtain 2- in- 1 certifications as follows: Certified Nurse Aide (C.N.A), CPR certificate. Our employer- partners are waiting to hire you! Call: 908-416-0522. Pre-Registration is required. Humane Concepts Healthcare School is a LWD Opportunity Partnership training provider. High School Diploma or GED is a minimum requirement for this training. **Connect with your local one stop center or counselor.** To be eligible to receive training you must: Currently be registered with the One-Stop Career Center. Currently receiving UI or unemployed and UI ended within the past 52 weeks or, eligible unemployed individuals who meet the definition of WIOA dislocated worker.

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

ALL STAFFING WAREHOUSING – Unloaders. Earn More with Your Productivity. Edison, NJ/Middlesex County Area. Incentive pay rewards higher productivity with bigger pay. Be motivated to work harder and strive for better results. Your time equals better pay. You have control over the outcome and results. Experience, efficiency and accuracy is preferred. Heavy Lifting is req. (up to 75 lbs.). Fast paced environment. Incentive based pay (Paid by the truck). Ability to stand for long periods of time. Rethrow pallets. Shrink Wrap. Call or text **732-689-1805** for more information. Required for position: 2 forms of valid ID (State Issued Photo ID and Social Security Card or Birth Certificate) Or US Passport or Permanent Resident Card. Apply in person Monday to Thursday between 9am and 3pm: All Staffing Warehousing, 311 Raritan Avenue, 2nd Floor, Highland Park, NJ 08904.

COUNCIL FOR AIRPORT OPPORTUNITY is recruiting for the following open positions at Newark Liberty International Airport: Cooks \$12.45. Cashiers \$12.45. Sales Associates \$12.45. CDL A B \$13.00 +. CDL Hazmat \$20.00. CDL P Endorsement. Ramp Agents – Driver’s license required \$12.45. Security Guards – SORA required \$12.45 +. Apply at 17 Academy St. 5th floor 9:00 am – 1:30 pm Monday – Friday. Bring original social security card, valid photo i.d. and an updated resume. Call **973 622-4537** for additional information.

COUNCIL FOR AIRPORT OPPORTUNITY - Airline Customer Service Representative. Skills required: English proficient, other languages may be required. Basic Math Skills: Adding, Subtracting, Dividing, and Multiplying, Computer Literate. Able to stand, bend, squat, reach, grasp and pick up items; occasional lifting up to 70lbs. Reading & comprehension of reference materials, instructions, policies & procedures. Open availability, flexible schedule. HS Diploma or GED required. **Description of responsibilities:** Perform a broad range of duties depending on location and service demands while delivering a high-quality product. Daily functions may include rotating from ticket counter, lobby area, gate functions, customs, arrivals and other areas within the airport. Assist passengers in various areas throughout the airport. Verify flight

information and passenger documentation. Constant passenger & crew interaction. Operate jet bridge (if trained). Resolve issues with flight activity to ensure on-time departure. Some cash handling transactions, manifests, and labeling. **Salary:** \$10.45/hr. and up. **Benefits:** Medical, uniform and cleaning allowance, flight benefits. **To apply:** Go to 17 Academy St. 5th Floor. Bring original social security card/valid photo i.d. resume. Dress in professional attire. **For more information:** Contact: Amber Pierce at (973) 622-4537. **Email:** apierce@caonj.com

LINDEN FIRST EMPLOYMENT & TRAINING CENTER - Seeking employment opportunities? Let us assist you, Intake and Mandatory Orientation, Training Sessions are held **on Mondays at Linden City Hall - 301 N. Wood Avenue, 3rd Floor Planning Board Room**. Arrive at 9:45 am to sign in and obtain instructions. Sessions begin promptly at 10 am. Free parking City Hall Parking Garage (top level) with building access from the parking deck entrance. **For information: (908) 290 3107 For Linden residents. No sessions on City Holidays.**

MASIS STAFFING SOLUTIONS - Warehouse Clerk: Must be able to work in groups Must be able to lift up to 50lbs. Must be able to work on your feet for long period of time. Must be able to work up to 12-hour shifts (when necessary). **Salary:** \$11.00/ hour. **To apply:** Send resume to: kalvarado@masisstaffing.com. **Tel. No.:** (201) 463-3639. **Job Location:** 3 Slater Drive Elizabeth, NJ 07206

ROSELLE FIRST WORKFORCE CENTER - Seeking employment opportunities? Let us assist you at **The Roselle First Workforce Center. We are now located inside Borough Hall-Lower Level, 210 Chestnut Street, Roselle, NJ (908) 245-1735.** Walk-ins welcome on Thursdays at 10 am for intake with a mandatory orientation job readiness session to follow from 10:30 am to 12 noon. This is a free service for Roselle residents and other Union County municipalities.

GENERAL LISTINGS:

ARBONNE - Independent Consultant. Description of Responsibilities: This position requires communication skills and the ability to use social media. The ideal candidate is comfortable sharing information, answering client questions and completing orders via website. Independent Consultants are responsible for their own success, this includes identifying prospective clients, explaining products as well as opportunities and completing necessary orders. As an independent consultant, you will be sharing our business with consumers while building your own business. **Educational Requirements:** High School Diploma. **To apply send your resume to: Georgann Ferrie-Laffin at: georgannlaf@gmail.com. Tel.:** (908) 868-6488. **No. of positions:** Unlimited. **Address:** 144 Beech Ave. Fanwood, NJ.

ACCURATE BUSHING COMPANY - Assembly - Job Qualifications/ Minimum qualifications: High school education. Comfortable working in a light industrial/ manufacturing environment. Effective communication skills, detail-oriented, team player attitude. Ideal qualifications: One to three years of prior assembly experience. **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: 1. Components - Inspect visually for contaminate (rust, dirt), then wash/clean. Etch components as required by routing. 2. 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. 3. 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. 4. 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. 6. 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. **Benefits:** Vacation, Overtime. **Send resume to Christina Froelich at: CFroelich@accuratebushing.com. Tel.:** (908) 789-1121. **Job Location:** 443 North Ave. Garwood, NJ 07027.

BrightStar Care of Westfield – Certified Home Health Aides. Certified Home Health Aide / CHHA Seeking 30+ Hours a Week. Emerson, NJ. **Summary:** Come work for BrightStar Care, a company who believes in Serving with Passion and Doing the Right Thing. The CHHA is a member of the dedicated home care team who works under the supervision of a registered nurse and performs various personal care services as necessary to meet the client's needs. Our commitment to incorporating advanced technology has offered our employees an opportunity to deliver their best performance. Work as many or as few hours as you want, as our independently owned and operated team is looking for high-energy CHHA-certified individuals that are looking for full or part time work, nights, days, weekends and holidays. Our office is located in the heart of Bergen County in Emerson, NJ. **Benefits:** Weekly pay with direct deposit. GPS time and attendance technology enhances your access to key scheduling and care information. Free continuing education. Work as often as you want on a variety of assignments, procedures, and treatments. Weekend and evening opportunities, in-home and facility based. Joint Commission accredited. Referral Bonuses Offered. Verizon Discount. CPR Classes Provided. Live-In and Hourly positions available. **Responsibilities:** Provide client care according to approved Plan of Care. Assist clients with personal care and hygiene. Assist in providing a safe environment for client. Comply with all documentation and record keeping requirements. Follow principles of infection control and Universal Precautions. Identifies and participates in performance improvement activities. Participates in client teaching according to the client's plan of care. Assist in providing a safe environment and promote quality patient care through adherence to established policies, procedures and standards. Ensure client's rights are adhered to respond rapidly and appropriately in an emergency situation. Use equipment properly and in a safe manner. **Requirements:** High School diploma or GED. Successful completion of a Home Health Aide program in New Jersey. 1-year experience. Proof of eligibility to work in the US Reliable car / auto insurance. Clean background and criminal record. Be able to work 30+ hours a week. BrightStar Care - Emerson, NJ is an Equal Opportunity Employer M/F/D/V. If you have any difficulty using our online system and you need an accommodation due to a disability, you may use this alternative email address to contact us about your interest in employment: greater-hackensack.recruiting@brightstarcare.com. **Salary range:** \$12 - \$14 per hour. Apply to: <https://careers.hireology.com/brightstarcare-emersonnj/239542/description>. **Representative:** Lovena Emmanuel. **Company's address:** 450 Walnut Street, Apt 101. Elizabeth, NJ 07201. lovena.emmanuel@brightstarcare.com. **Tel.:** (201) 735-5781.

CENTURY 21 DEPARTMENT STORES – Retail. Hiring: Cashiers, Sales Team Members, MTM, Receiving. **Apply:** Century21.com. E-mail your resume to: asantana-alvarez@c21stores.com. **Tel.:** (908) 351-1212. **Education Requirements:** High School Graduate. **Job Location:** 651 Kapkowski Road Elizabeth, NJ, 07201.

CLARK NURSING & REHABILITATION CENTER - Activity Assistant. Description of Responsibilities: This position requires someone who is outgoing and enthusiastic. This individual needs to be able to transport persons in wheelchairs and work with various disciplines. This position requires planning recreation programs with arts n' crafts, playing games and assisting persons with afflicted dementia. You need to lead and be able to gather a group and lead the activity in this geriatric setting. Experience in long term care or adult medical day care a plus. The recreation Director supervises the activity assistant in coordinating and implementing an activities program that will meet the psychosocial, emotional, mental, spiritual and physical needs of all facility residents. The Assistant assures that delegated documentation is completed, and that all guidelines and regulations reading the Activities program are followed. **Salary Range:** \$11.50/ Hour. Available Health Insurance. **Educational Requirements:** High School Diploma. **To apply send your resume to: Susan Masterson at:** smasterson@clarkrehab.com. **Tel.:** (732-396) 7100. **No. of positions:** 1. **Address:** 1213 Westfield Avenue, Clark, New Jersey 07066

CMC FOOD, Inc. – 2nd Shift Maintenance Worker, Machinery. Job Summary: The 2nd shift Maintenance Worker/Machinery is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives. Basic Job Description: Lubricate machinery, change parts, or perform other routine machinery maintenance. **Duties & essential job functions:** Perform highly diversified duties to install and maintain production machines and the plant facility's equipment. Clean machines and machines parts, using cleaning solvents, cloths, air guns, hoses, vacuums, or other equipment. Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines. Diagnose problems, replace or repair parts, test and make adjustments. Perform regular preventive maintenance on machines, equipment and plant facilities.

Perform a variety of plumbing maintenance and carpentry functions. Use a variety of hand and power tools, electric meters and material handling equipment in performing duties. Detect faulty operations, defective material and report those and any unusual situations to proper supervision. Compliance with all company and regulatory sanitation food quality and food safety standards as well as employee safety and environmental standards. Perform other related duties in department as assigned from time to time. **Qualifications:** Knowledge of HVAC, plumbing and electrical system. Equipment Maintenance: performing routine maintenance on equipment and determining when and what kind of maintenance is needed. Troubleshooting: determining causes of operating errors and deciding what to do about it. Analytical. Math skills. Ability to detect problems and report the information. Ability to multi-task, prioritize and work efficiently. Ability to interact with wide range of people. Ability to lift and manipulate heavy objects. Ability to maintain exceptional degree of discretion regarding confidential information. Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings. Physical requirement: While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and job sites can be loud. Also, while performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 55 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to work in an environment where temperature is maintained at 35-40 degrees Fahrenheit. **Education:** High School diploma or GED equivalent. And/or entry-level position. Please send resume to: Janet Berrios at jberrios@cmcfood.com. Tel.: 732-382-5900.

COMMUNITY ACCESS UNLIMITED: Weekly Open House: Mondays 4:00PM-6:00PM, & Fridays 12:00PM-2:00PM 80 West Grand St. Elizabeth, NJ 07202 or fax your resume at (908) 354-0283 or email your resume and cover letter to recruit@caunj.org. Whether you are looking for a full-time position with advancement opportunities or a part-time position that offers flexibility and the chance to enrich the lives of CAU members, Community Access Unlimited could be the next step on your career path. Most of our positions in residential services are direct care in nature. Valid driver's license, a car for work and high school diploma or GED is required for all positions.

COMMUNITY ACCESS UNLIMITED - Certified Home Health Aide. We are seeking caring CHHA's for services within a 50-mile radius of Union County to work with the elderly, and or individuals with physical, or developmental disabilities. Responsibilities include but are not limited to: housekeeping, cooking, shopping assistance, laundry, and medication administration under the new NJ Board of Nursing guidelines, medication reminders, personal care, transfers and other daily household tasks. A qualified candidate must possess a HS Diploma/GED, CHHA certificate, driver's license and a vehicle to use for work purposes. EOE. **Responsibilities:** Ensures that all safety and infection control practices are followed. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provide housekeeping, cooking, shopping assistance, laundry and medication administration. Provide services within a 50-mile radius of Union County. **Qualifications:** Current Home Health Aide Certificate. At least one year experience preferred. Excellent communication skills, verbal and written. Excellent computer and Microsoft Office skills, especially Excel. Valid driver's license. Car to use for work purposes. High school diploma or GED required. **Benefits:** Medical Insurance. Dental Insurance, 401(K), Life Insurance. Paid Time Off (PTO). Tuition Assistance. Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Awake Overnight Direct Support Professional. We are currently seeking a qualified individual to provide direct supervision in a residential setting on the overnight shift for individuals with developmental disabilities. Positions are in Union County. Hours are typically 11:00 PM-9:00 AM, and days will vary depending on the program. Apply at www.caunj.org. **Responsibilities include:** Provides overnight supervision in a residential setting for individuals with developmental disabilities. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provides hands on

assistance with activities of daily living including bathing and hygiene, and helps with fire drills and/or other health and safety issues as needed. **Skills required:** High school diploma or GED required. Valid driver's license. Car to use for work purposes. Excellent communication skills, verbal and written. Previous experience working with individuals with developmental disabilities a plus. Willing and able to attend required trainings outside of normal hours. **Benefits:** Medical Insurance. Dental Insurance. 401(K). Life Insurance. Tuition Assistance. Paid Time Off (PTO). Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED - Direct Support Professional. We are currently seeking Direct Support professionals to provide supervision in a residential setting for individuals with developmental disabilities. Hours are typically 3:00 PM-11:00 PM includes weekends and days will vary depending on the program. Positions are in Union County. Full-time position. EOE. **Responsibilities:** Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provides hands on assistance with activities of daily living including bathing hygiene and helps with fire drills and/or other health and safety issues as needed. Food shopping menu planning and meal preparation. Helping to arrange and attend social activities. Transporting members to and from work or day program, a medical appointment, etc. **Qualifications:** High school diploma or GED required. Valid driver's license. Car to use for work purposes. Excellent communication skills, verbal and written. Previous experience working with individuals with developmental disabilities a plus. Willing and able to attend required trainings outside of normal work hours. **Benefits:** Medical Insurance. Dental Insurance. 401(K). Life Insurance. Tuition Assistance. Paid Time Off (PTO). Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED - Social Service Assistant Director. We are currently seeking a qualified individual to provide administrative oversight for our supervised apartment programs for individuals with developmental disabilities and to supervise the quality of support services provided. The salary starts at \$37,000 and is increased to \$39,000 after successful completion of the required orientation period and training. There is the potential to increase to \$40,000 one year after completing the orientation period. He or she must have a genuine desire to work with individuals with developmental disabilities. **Responsibilities:** 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. Helps establish and maintain standards and procedures that ensure the health and safety of everyone. Ensures that required documentation is complete and is in compliance with Agency and DDD regulations and standards. Performs other duties as required. **Qualifications:** Bachelor's degree (BA/BS) preferred. At least two years of experience working with people with developmental disabilities. Experience in supervising and managing staff. Knowledge of DDD regulations. Valid driver's license. Excellent communication skills, verbal and written. Willing and able to be on-call, which may include evenings, weekends, and holidays. Strong leadership skills. Excellent computer and Microsoft Office skills, especially Excel. **Benefits:** Employee of the Month/Outstanding Part Timer Recognition. Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Licensed Practical Nurse. Do you have a passion for nursing, but don't want to work in a hospital setting? We are seeking a qualified LPN for a full-time nursing opportunity with steady hours in a community-based setting working with individuals with developmental disabilities. The LPN provides nursing services to meet the needs of individuals with developmental disabilities and helps train staff. Full-Time and Part-Time positions available. **Responsibilities:** Provides nursing care following established nursing service objectives and standards. Ensures that all safety and infection control practices are followed. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. **Qualifications:** Current New Jersey license as a Licensed Practical Nurse

Two years of nursing experience required. Excellent communication skills, verbal and written. Excellent computer and Microsoft Office skills, especially Excel. Valid driver's license. Car to use for work purposes. **Benefits:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Youth Coordinator. We are currently seeking a qualified individual to provide administrative oversight for our community-based residential programs for youth at-risk. The ideal candidate for this position has a bachelor's degree (BA/BS), at least two years of experience working with youth at-risk, knowledge of DCP&P regulations, genuine desire to work with adolescents, previous supervisory or management experience and strong leadership skills. EOE. **Responsibilities:** 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. Ensures that required documentation is complete and is in compliance with Agency and DCP&P regulations and standards. Performs other duties as required. **Qualifications:** Bachelor's degree (BA/BS) required. At least two years of experience working with people with at-risk adolescents. Experience in supervising and managing staff. Valid driver's license. Knowledge of DCP&P regulations. Strong leadership skills. Excellent communication skills, verbal and written. Willing and able to be on-call, which may include evenings, weekends, and holidays. Excellent computer and Microsoft Office skills, especially Excel. **Benefits:** Medical Insurance. Dental Insurance, 401(K), Life Insurance. Paid Time Off (PTO). Tuition Assistance. Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Youth Assistant Support Counselor. Expanding social service agency is seeking an individual to work with at-risk adolescents in a residential setting. Responsible for providing direct supervision to adolescents including assistance with daily living skills and supportive counseling. The hours for the position vary but include evening and weekend hours. Full time. Apply at www.cauj.org. **Responsibilities include:** Ensures that required documentation is complete and is in compliance with regulations and standards. Helps ensure a safe, clean, organized, environment. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Ensures that the site, and equipment are maintained in a clean, sanitary, and safe condition. Provides training for daily living skills, supportive counseling and community integration for youth at-risk. Transport members to medical appointments, recreation activities, etc. **Qualifications:** Willing and able to attend required trainings outside of normal work hours. Highly organized and self-motivated. Able to work days, evenings, weekends, and holidays. Excellent computer and Microsoft Office skills. Valid driver's license. Access to a car to use for work purposes Willing and able to attend required training's outside of normal work hours (between the hours of (9am-5pm) 1 year experience working with at-risk adolescents. High school diploma or GED required. **Benefits:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMPASS GROUP - Waiter / Waitress. **Description of Responsibilities:** Promptly and warmly greet guests in the dining room; takes food and beverages in an efficient manner, following established steps of service. Delivers food promptly and professionally; maintains safe food handling and sanitation standards. Follows up periodically to assist with any additional needs or requests. Demonstrates complete understanding of menu items and ingredients. Advises guests on appropriate combinations of food and drinks when requested; accommodates reasonable requests and notes preferences. As needed, demonstrates knowledge of specialized diets and allergens. Communicates directly with back-of-the-house staff to ensure that orders are delivered correctly and special requests are accommodated. Learn Point of Sales computer system. Exhibits exceptional communications skills and demonstrates ability to get along well with others. Remains flexible and patient when communicating with guests and staff. Collects tickets and follow proper cash-handling procedures. Promotes

a clean, safe and neat environment for guests. Maintains a high level of sensitivity and confidentiality regarding personal or medical information that is shared. Promptly addresses complaints or issues; relays relevant information or complaints directly to supervisor. Ensures that the dining room is properly set up prior to and after the service period; keeps area clean and neat while meeting established sanitation standards. Operates a variety of equipment, including fire extinguishers, telephones, iced tea/soda machines, soup wells and coffee machines. Works with team members of other departments to perform job duties during special events and functions. Performs other duties as assigned. **Education requirements:** HS Diploma. **Position Reports to:** Dining Room Manager. **Job Location:** 8000 Fellowship Village, Basking Ridge, NJ 07920. **Tel.:** (908) 580-3863. **Salary range:** \$11.00 per hour. **No. of openings:** 5. **To apply, send resume to:** Shari Swansboro at SSwansboro@Unidine.com.

COMPASS GROUP - Food Service Worker. Description of Responsibilities: Experience not required. We will train the right individuals. Skills: hospitality; reliability; accuracy. Performs prep work such as washing, cutting fruits and desserts and scooping Ice cream. Carries pans, kettles and trays of food to and from work stations, stove and refrigerator in accordance with safety standards. Distributes supplies, utensils and portable equipment. Stores foods in designated areas in accordance with wrapping, dating, and food safety and rotation procedures. Cleans work areas, equipment and utensils. Ensures compliance with sanitation and safety requirements. Uses approved food recipes and production standards to ensure proper quality, serving temperatures and standard portion control. Serves customers in a friendly, efficient manner following outlined steps of service. Interacts with customers and resolves customer complaints in a friendly, service-oriented manner. Relays relevant information to supervisor. Performs sales transactions. Enters sales into the cash register to ensure purchases are accurately recorded. Makes change, accepts declining balance cards and other acceptable forms of payment. Issues receipts to customers. Follows standard procedures for issuing cash refunds. Responsible for all assigned change funds and cash receipts, ensuring that cash drawer is in compliance with overage/shortage standards. Replenishes condiments, beverages and general supplies while maintaining service area cleanliness. Performs other duties as assigned. **Education requirements:** HS Diploma. **Position Reports to:** Hospitality Manager. **Job Location:** 8000 Fellowship Village, Basking Ridge, NJ 07920. **Tel.:** (908) 580-3863. **Salary range:** \$11.00 per hour. **No. of openings:** 6. **To apply, send resume to:** Shari Swansboro at SSwansboro@Unidine.com.

CUSTOMIZED DISTRIBUTION SERVICES, INC. - Inventory Control Systems Clerk: Description of Skills/Experience Required/Desired: Ability to comply with Company policies, procedures, and expected standards of behavior to include the Company's tardiness and absenteeism policy. 1+ year(s) of recent experience in a similar role; preferably in a fast-paced distribution environment. 1+ year(s) of prior experience operating a forklift. High school diploma or GED required. Experience with an RF-based warehouse management system (WMS) is preferred. Proficient with an RF Scanner. Ability to read, count accurately, do simple math, and write legibly. This includes the ability to correctly interpret and log a large sequence of numbers in the correct order. Must have excellent communication skills; both written and verbal. This includes the ability to speak, read, and write the English language. **Description of Responsibilities:** Assist the Customer Service and Operations Department by maintaining an accurate count of all inventory. Ensure that any inventory loss is immediately reported. Receive, unpack, inspect, and count inbound materials and components. Enter all electronic customer inventory and order information. Communicate appropriately and professionally with all colleagues and client representatives. Perform reconciliations of current inventory as necessary and/or requested and immediately notify supervisory and management staff of any discrepancies. Operate a sit-down or stand-up forklift as necessary to move product. Maintain a competency and certification concerning the safe operation of forklift equipment, (i.e. stand-up, sit down forklifts, and pallet jacks). Comply with established procedures concerning equipment inspections and sign out. Assist with the training of newly hired personnel. Participate daily with general housekeeping of warehouse. Maintain a competency and working knowledge of the RF system and equipment. **Salary:** \$14.00 Hr. **To apply:** <https://usr54.dayforcehcm.com/CandidatePortal/EN-US/CDS/Posting/View/282>. **Education:** HS Diploma or GED. **Position reports to:** Customer Service Manager. **Job Location:** 301 Middlesex Center Boulevard, Monroe Township, NJ 08831. **Benefits:** Cigna- Medical, Dental, etc. **Representative:** Nicole Miller at nmiller@cdslogistics.com. **Address:** 20 Harry Shupe Boulevard, Wharton NJ, 07885. **Tel.:** (973) 366-5090

COMMUNITY FOOD BANK OF NEW JERSEY. Join the Community FoodBank of NJ's Food Service Training Academy. **New class starts January 7 - April 1, 2019. Monday – Friday 8:30 AM – 4:00 PM.** Tuition and public transit are free for those who qualify. Receive hands-on instruction from classically trained chefs in a commercial kitchen. Participants are placed in internships and provided with employment services. You must have a high school diploma or GED. For additional info call

(908) 355- 3663 ext.: 240. Community FoodBank of New Jersey | 31 Evans Terminal Rd | Hillside, NJ | 07205 | 908.
355.FOOD | cfbnj.org

DMS Express Inc - OTR Driver. Requirements: CDL-A, 2 yrs. local, regional or OTR experience. **Overview:** Drivers will deliver general dry van freight to NJ, PA, OH, upstate NY, Mass, CT, DE, MD and NC (on occasion) OTR Drivers normally from NJ to Florida (mostly East Coast). More than 95% of loads are drop and hook. Base terminal in Kearny, NJ. **Compensation:** \$40,000-\$80,000 Per year. Direct deposit. Paid weekly. Medical Benefits!!! **Apply at:** www.dmsexpressinc.com. **Job Location:** 350 Central Ave, Kearny, NJ 07032. **Tel.:** (201) 206-0465. **Representative:** Agnes James.

EDIBLE ARRANGEMENTS OF SUMMIT/SCOTCH PLAINS. Temp kitchen/driver help. Temporary hires needed for Valentine's day week at both my Summit and Scotch Plains Stores. Need approx. 20 drivers to deliver arrangements and need 10 individuals for kitchen help to help prep the fruit for our designers. **Description of responsibilities:** Dipping fruit, cutting fruit, skewering fruit. Customer service and cleanup. **Number of positions:** 300+. **Representative:** Steve Maffei. **Email:** smaffei1014@optonline.net. **Tel.:** (732) 266-6723. **Job Location:** 84 summit Ave., Summit, NJ 07901.

GEO GROUP – FT Security Monitors \$11.75 per hour. Open House: Tuesday, February 12, 2019 - 10am-1pm
Jersey City Dept. of Labor / One Stop Career office, 438 Summit Avenue, 2nd floor Jersey City, NJ 07306.

GEO GROUP – FT Security Monitors \$11.75 per hour – Kearny, NJ. Summary: This position maintains an orderly environment within the assigned unit or area of the facility and performs standard operating procedures in accordance with facility policies and procedures as required by Company and client contractual requirements. The operations counselor follows daily schedules and conducts him/herself in an exemplary manner at all times. **Primary Duties and Responsibilities:** Supervises all resident movement within the assigned unit/area. Reports resident accidents or injuries to supervisor. Provides orientation to new residents and discharges residents. Performs scheduled resident headcounts and completes written count reports. Conducts daily inspections and searches of resident sleeping quarters and body searches. Monitors eye drug testing. Reports all resident behavioral problem incidents in writing to supervisor and conducts appropriate crisis intervention. Collects urine samples for random and routine substance abuse screenings of residents as required. Transports residents by company vehicle to out-of-facility appointments. Remains at assigned security check point and monitors security cameras to maintain safe and secure orderly environment for residents during the daily scheduled activities. Enforces the facility rules of conduct with the residents. Supervises resident visitation. Performs other duties as assigned. We offer personal and professional growth along with extensive training and flexible schedules. So, if you are passionate, customer focused, have a high level of integrity.... come join our TEAM... We want to be your employer of choice!!!! Please apply online to jobs.geogroup.com

GLOBAL INSURANCE AGENCY, LLC a fast-paced Insurance Agency located in Elizabeth, NJ is looking to hire a Front Desk/Office Assistant. **Description of responsibilities:** Answer Phones, Data Entry, Receive and review office mail. Communicate with clients via E-mail /phone. \$10-\$12 per hour to start. Paid Vacation. Paid Sick Days. Group Health Insurance. Work Schedule: Monday-Friday 9AM to 5 PM. The ideal candidate will need to possess good customer service skills and basic computer knowledge. Bilingual Spanish/English a must. To apply for this position, please email us at alexa@globalinsurancenj.com or fax resume to 908-469-8460.

GRACELAND ADULT MEDICAL DAY CARE is seeking a **Social Worker. Description of Skills:** A minimum of bachelor's degree in social work. Must be certified social worker by the NJ State Board of Examiners. Capability to speak fluent Spanish is preferred but not required. **Description of Responsibilities:** Help older adults adjust and cope with different problems that they experience. Assess clients to determine their unique needs. This could be done through an interview with them, their family members, and other experts such as doctors and nurses. If the older adults still reside in their homes, home visits can become an integral part of your interaction with them. Once their needs are assessed, a plan is made to address their needs. Apart from diagnostic assessment of their needs, periodic evaluation is also done to monitor their well-being and any changes in their needs. You may also help them utilize services that could address their needs. For example, if your client is having financial problems, you could liaise between them and financial services or institutions. **Number of Openings:** 1. **Job Location:** 316 Madison Ave, Perth Amboy, NJ, 08861. **Representative:** Miss Lovina. **To apply:** Email your resume to: gracelandamdc@gmail.com. **Tel.:** (973) 699-4826.

GRACELAND ADULT MEDICAL DAY CARE is seeking a **Certified Nursing Assistant**. **Description of Skills:** High School diploma or GED Completion of a state-approved CNA certification training course. Basic computer skills. Ability to work as part of a team and to handle multiple tasks safely and effectively. Good communication skills, including the ability to communicate sensitive information with empathy (“bedside manner”). **Description of Responsibilities:** Assist with daily living activities. This includes delivering meals to patients, turning and ambulating patients and providing plenty of fresh water, as well as extra nourishment between meals. Help patients with personal hygiene. Provide patients with bedpans, help with baths, shampoos and showers. Provide adjunct care for the patient, including ice packs, non-sterile dressings and therapeutic baths. Check vital signs and record daily information in the patient’s chart. Helps patients by supporting personal hygiene and daily living needs, providing comfort, transportation, and vital sign monitoring. Assist the nurses and other staff as needed. Adhere to professional standards, follow policies and procedures and abide by federal, state and local requirements, as well as Joint Commission standards. **Number of Openings:** 1. **Job Location:** 316 Madison Ave, Perth Amboy, NJ, 08861. **Representative:** Miss Lovina. **To apply:** Email your resume to: gracelandamdc@gmail.com. **Tel.:** (973) 699-4826.

GRACELAND ADULT MEDICAL DAY CARE is seeking an **Activity Director**. **Education Requirements:** Completed ME PAPI course. **Description of Skills:** We are looking for someone who is a NJ Certified Activity Director or who has completed ME PAPI course. **Job Type:** Full-time Experience: Activities: 3 years (Preferred). **Description of Responsibilities:** The Activity Director shall plan, implement, supervise, and evaluate member activities, which encompass social, spiritual, psychological and cognitive aspects of the program. **Number of Openings:** 1. **Job Location:** 316 Madison Ave, Perth Amboy, NJ, 08861. **Representative:** Miss Lovina. **To apply:** Email your resume to: gracelandamdc@gmail.com. **Tel.:** (973) 699-4826.

GUEST SUPPLY A SYSCO FOODS COMPANY is seeking a **Warehouse Associate**. **Required Skills:** Ability to work very flexible hours, sometimes including Saturdays. Most of the work will fall in the first 10 days of the month, but there will be opportunities to work hours all year long. High School Diploma or equivalent. If you are currently enrolled in college courses - even better. Ability to frequently lift product that weighs up to 50 pounds. Ability to frequently reach up to 72 inches and constantly bend and twist while retrieving items from lower shelf areas. We prefer if you have one or more years’ experience in a warehouse environment but that is not necessary. Basic math, reading and computer skills needed for data entry, good communication skills with the ability to follow instructions and work under pressure. **Description of Responsibilities:** Ensure that the customer gets the right product at the right time and in the right condition by performing the physical tasks involved in the shipping, receiving, storing, and distribution of products and supplies; including: Unpacking and checking goods received against purchase orders. Pulling and filling customer orders. Operating state of the art devices to scan product, create labels; then place labels on product. Operating an electric pallet jack or forklift to transport product within the warehouse. Stack product on pallets in accordance with proper procedures (i.e.: no stacking heavy-on-light, labels facing out, etc.). **Address Job Location:** 409 Kennedy Drive, Sayreville, NJ. **Salary Range:** \$15.00/ Hour. **Educational Requirements:** High School Diploma. **To apply go to:** <https://careers-syscoguestsupply.icims.com/jobs/1914/part-time-warehouseassociate-%28%2415.29-hr.%29/job>. **Submitting Representative:** John Nestor. jnestor@guestsupply.com. **Tel.:** (609) 865-4624. **No. of positions:** 10. **Address:** 300 Davidson Avenue, Somerset, New Jersey 08873

HANDLER MFG., LLC is seeking a **CNC Machinist**. **Responsibilities and Duties:** Experience working with sheet metal, able to use CNC machines to bend and punch sheet steel. Able to use welding and fabrication equipment as well as all types of hand tools and power tools. Able to calculate using blue print drawing files and product templates. Leadership behavior, team player, solid work ethic, pay attention to detail and safety, be teachable. **No. of openings:** 1 – 2. **Benefits:** Medical, 401K, profit sharing, paid holidays and paid vacation. **Salary:** \$15 - \$20.00. **To apply send resume to:** rickladuca@handlermfg.com. **Tel.:** (908) 233-7796. **Job location:** 612 North Avenue, Westfield, NJ 07090.

HELEN KELLER INTERNATIONAL is seeking a **Project Assistant**. **Responsibilities and Duties:** One year certificate from college or technical school; plus 1-2 year’s related experience or equivalent combination of education and experience. Strong English language communications skills. Fluent Spanish preferred. Ability to work independently, but also coordinate effectively as part of a team. Excellent inter-personal skills. Demonstrating diplomacy and tact. Demonstrable respect for all persons regardless of religion, ethnicity, class or gender. Willingness to travel within state and use of a personal vehicle with adequate insurance for HKI business. **Description of Responsibilities:** Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) is dedicated to saving the sight and lives of the world’s most

vulnerable and disadvantaged. Headquartered in New York City, HKI currently conducts programs in 20 countries in Africa and Asia, as well as in the United States. Renowned for its reliability, efficiency and high level of technical expertise, HKI promotes the development of sustainable, large-scale programs that deliver effective preventative and curative services for nutrition, eye health and neglected tropical diseases. ChildSight® Program Overview Recognizing a lack of accessible, adequate vision care among low-income children in the United States, HKI established ChildSight® in 1994. The program identifies and treats refractive errors (i.e., nearsightedness, farsightedness and astigmatism) by providing in-school vision screenings, prescription eyeglasses, and ophthalmologic referrals to local partners for follow-up care as needed. In so doing, the program “brings education into focus”™ for children who would otherwise be left with poor vision – and unfulfilled potential. To date, ChildSight® has screened more than 1.9 million students in the U.S. and has provided free eyeglasses to over 290,331 children living in some of our country’s poorest neighborhoods. We are currently seeking a Project Assistant to join the program team in New Jersey. **Responsibilities:** Travel to schools/programs in target communities throughout the Greater New York City Community to administer screening assessments to students in accordance with ChildSight® guidelines. Assist consulting doctor in the implementation of vision assessment. Assist in the distribution of eyeglasses as prescribed by the eye doctor. Promote follow-up care by conducting educational information sessions to children, school personnel and/or parents/guardians regarding the screening assessment, vision health, potential vision difficulties and treatments. Ensure the proper maintenance of all files, records and documents of the program. Collaborate with Program Manager in outreach strategies with parents, students and school liaison. **Job Location:** Newark, NJ. **Rep.:** Nancy Prail. **Tel.:** (646) 356-1789 **To apply:** Send resume to: ChildSight.Recruitment@hki.org
No of openings: 3.

MACHINERY SERVICES CORP. - Welder. Send resumes to Dawne Beltramini at: apply@rapidservice.com. **Job Location:** PO Box AY. 285 Straight Street, Paterson NJ 07509. **Tel.:** 973-345-5600.

NEED IT NOW LOGISTICS - CDL A & CDL B Drivers. **Description of skills desired:** Applicant must be 21 or older. At least 1 year of verifiable experience as a CDL Class A Driver or CDL B Driver. Valid Class A driver’s license and valid medial (DOT) card. Clean driving & criminal record (No major violations or accidents). Reliable transportation to & from Warehouse (Avenel, NJ). A valid email address & working cell phone. Ability to pass a pre-employment drug test/background check. **Description of Responsibilities:** SOS Logistics (Need It Now Delivers) a leading logistics provider has immediate job openings for dependable CDL Class A Truck Drivers to safely operate a company provided tractor trailer and unload/deliver products to an assigned route schedule. Using a positive, friendly attitude, our drivers build relationships with each customer and become familiar with their operations to meet needs and expectations. **No of openings:** 10. **Benefits:** Medical Benefits After 6 months. **Job Location:** 29 Spring Street, West Orange, New Jersey 07050. **To apply:** Send resume to Alaya Bishop at: alaya.bishop@nindelivers.com. **Salary:** \$20.00/ hr.

NEW JERSEY INSTITUTE FOR DISABILITIES - is hiring for several positions throughout the state of NJ. **To apply, please go to** <http://www.cpamc.org/currentemployment.htm>

N.J. PRECISION TECHNOLOGIES, INC. – is hiring CNC Machinists. **Description of skills desired:** CNC Set-up. Blueprint reading CAD/CAM. 'Micrometer' measurement. Inspection - CNC Mill. CNC Lathe. Wire EDM. Surface Grinding. CNC Set up. CNC Program editing. CNC operations. Selection of Speeds & Feeds. Measurement and Inspection. Operating CNC Mills & CNC Turning centers. Operating CNC Wire EDMs. **No of openings:** 5. **To apply send resume to:** Bob.Tarantino@njpt.com. **Tel.:** (800) 409-3000. **Address of Job Location:** 1081 Bristol Road, Mountainside, New Jersey, 07092. **Benefits:** Yes. **Salary:** Negotiable \$15+.

ON TIME TRANSPORT – EMT. **Description of responsibilities:** On Time Transport has provided Caring in Motion since 1990, providing mostly non-emergent medical transport to patients to and from different medical providers. With multiple locations and over 350 employees, we are looking for EMT'S to join our On-Time Team. Full-Time, Part-Time, and Per-Diem positions available. Frequent Overtime Opportunities. Flexible shifts available. Paid Time Off Accrual. Shift Differentials. Free CEU courses also includes EMT Core Refresher. \$1000 Tuition Reimbursement for new Full Time EMTs within 90 days of certification. All ambulances have Stryker Power Cots. Multiple Stryker Power Loads. Multiple Power Stair Chairs. No experience needed as training is provided. Medical, Dental, Vision 401K. **Description of Skills desired:** must have an EMT certification. Driver’s License in good standing. Must successfully pass criminal history review and drug screening. An

AA/EEO Employer. **Number of openings:** 30. **Apply at:** ontimetransport.com. Email your resume to Malene Relvas at: mrelvas@ontimeambulance.com **Tel.:** (908) 445-2238. **Job Location:** 135 E Highland Parkway, Roselle, New Jersey 07203. **Driver's license requirement:** Type D.

ON TIME TRANSPORT – Medical Biller. Description of responsibilities: Medical Biller's role is to bill accurately and to perform collection and follow up activities related to claim payment for the Customer Care Billing Department. Responsibilities include posting payments to outstanding invoices, performing simple arithmetic computations, and checking EMT/driver logs for completeness and accuracy. Work is performed according to established procedures, and is reviewed or monitored frequently until familiarization with billing procedures is achieved.

Essential Functions: Post and Collect payments received from customers and clients for all charges. Search for patient demographics & insurance • Contact insurance companies & patients for eligibility & information verification. Run collection reports/workflows for all unpaid claims. Follow up with insurance companies on all denials. Reviews, corrects and classifies invoices for accuracy and completeness. Prepares credits or refunds when required and forward to accounts payable. Submit all bills timely and accurately. Verify all Medicare and Medicaid information. Maintain Medicare and Medicaid records are accurately filed. Maintain required documentation is received before bills are sent Review all driver logs/EMT Patient Care reports for all appropriate signatures before bills are sent. Determine if any additional documentation is required before bills are sent. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. **Required Knowledge, Skills and Abilities:** High School education. College education and/or equivalent work experience preferred. Understand RescueNet (RN), Navinet, Zirmed, EMS Charts and various insurance websites, preferred. Knowledge of Medicare rules and regulations; o Electronic claim submissions and remittance procedures Commercial insurance claim requirements. Health Insurance Portability and Accountability Act (HIPAA) requirements and record retention compliance. Excellent written and verbal communications skills required. Must be highly-organized Excellent (or established) inter-personal skills. Knowledge and expertise with Microsoft Products preferred, specifically Excel and Word. Computer proficiency preferred. Working knowledge of EMS systems/private ambulance and medical transportation systems preferred. An AA/EEO Employer. **Description of Skills desired:** must have a Medical Billing Certification. **Number of openings:** 1. **Apply at:** ontimetransport.com. Email your resume to Malene Relvas at: mrelvas@ontimeambulance.com **Tel.:** (908) 445-2238. **Job Location:** 135 E Highland Parkway, Roselle, New Jersey 07203.

OUR HOUSE INC – SEEKING A DIRECT SUPPORT MANAGEMENT/STAFF. Founded in 1980, Our House, Inc. (OHI) is a private, non-profit 501(c) 3 organization that provides residential, employment and recreational services to individuals with developmental disabilities. We have steadily grown to over 35 residences throughout Union, Essex, Somerset and Morris Counties. OHI seeks caring and dedicated staff to care for and to train the individuals served. Rates start at \$12/hour and increase after 6 months of employment.

POSITION	LOCATION	STATUS	REQUIREMENTS
<i>Direct Support Staff (Group Homes)</i>	Union and Somerset Counties	Part-Time Weekend, Evening, and Overnight positions	High school diploma, clean driving record and valid license, 1 yr experience
<i>Employment Specialist</i>	New Providence w/ 75% traveling	Full-Time	High School Diploma or equivalent; Bachelor's Degree preferred w/ at least 1 year experience preferred, NJ Driver's License w/ a clean record

CONTACT US TODAY ~ Fax: (908) 464-8263 ~ E-mail: hrmanager@ourhousenj.org. OHI JOB FAIR – Thursday, January 31st, 2019. Main Office Address: 76 Floral Avenue, Murray Hill, NJ 07974 (If using a GPS type in New Providence for the city). Our House Inc. is hosting a Job Fair on **Thursday, January 31st, 2019 from 10:00AM to 12:00PM**. We are seeking Direct Support Professionals in our Residential programs. Candidates should bring their resumes to the job fair. Walk-ins are welcome.

PEOPLE READY – Many hospitality jobs in various locations. People Ready has immediate opportunities for Hospitality Associates in your area to work with our premier customers. Full and Part Time. If you have worked as a Line cook, Prep cook, Grill cook, Banquet server, Dishwasher, Housekeeper, Barista, or Bartender we want to talk to you! **Salary:** Starting at \$10.00 per hour. Please submit your resume Kimberly Hoffert, Hospitality Recruiter at khoffert@peopleready.com Needs based on customer request. **Benefits:** Full time associates are eligible for benefits. **Address:** 220 Harrison Avenue, Suite 6, Kearny NJ 07032.

PROJECT READY - Tuesday, February 19, 2019: Start of a new session of Project Ready at **St. Joseph Social Service Center:** **Project Ready** is a free 5-week job readiness and computer skills training class designed for adults who are **actively** looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing, and search for jobs. Basic computer skills, including Microsoft Word and Excel, are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins **Tuesday, February 19, 2019 and ends on Thursday, March 21, 2019.** For more information, please call us at (908) 353-1045, Ext 8, or email Projectready@sjeliz.org. If you are interested in attending our program please join us for our Open House which is on **Wednesday, February 13, 2019 at 10:00am.** We are located at the Saint Joseph Social Service Center – **Church Building** 118 Division Street Elizabeth New Jersey 07201. **Seats are limited.**

SQUARELINK VIRTUAL SOLUTIONS, LLC – Now hiring **Customer Service Agents!** We are currently recruiting Work from Home customer services agents to provide customer service support for our clients. Take advantage of working from home and creating your own schedule. Pay rate varies between \$11-\$16+ per hour. TRAINING BEGINS SOON!! Must be 18 years or older. Customer Service experience preferred, but not required. Please visit our website to apply www.squarelinkvirtual.solutions

STARLIGHT CLEANERS is seeking a **Cashier.** **Skills:** We will train the right person. **Description of Responsibilities:** Taking in and giving out customers' garments. **Send resume to Michael Novello** at: mnovello@mac.com. **Salary:** \$11 to \$13 per hour. **Address:** 274 North Ave. Westfield, NJ 07090.

REAL ESTATE COMPANY – is seeking a **Real Estate Transactions Coordinator.** Offers quality experience learning the ins and outs of NJ Real Estate Transactions. Required skill set: Attention to detail. Ability to cross check spreadsheets. Proactive coordination across all files at all times. Able to follow exact directions. Work within a cloud to track and organize emails and documents. Able to field all situations that are presented from an influx of emails that could be 100 per day. Bilingual: Spanish is necessary. **Description of responsibilities:** Quality experience learning the ins and outs of NJ Real Estate Transactions. Location: Union, NJ. **To apply:** Email your resume to: lincastro3@yahoo.com

RIDER INSURANCE COMPANY is seeking a **Product Analyst.** **Reports to:** Production Manager. **Description of Skills:** Must have strong written and verbal communication skills. Proficiency with Excel, and strong math skills are required. Must be detail-oriented and able to work in a fast-paced environment. Must possess strong analytical and problem solving skills. **Description of Responsibilities:** Full-time, entry level opportunity for a Product Analyst. This position will work with business and systems partners to analyze and resolve problems with business processing discovered in production or in test environments. Monitor and manage rate adequacy to assure all products are delivering target underwriting margins. Develop and maintain a competitor knowledge base. Continual analysis of business and user needs. **Benefits Included:** Health insurance, paid vacation & sick days, 401k plan, flexible schedule. **Education requirements:** Bachelor's. **To Apply:** Send resume to: mwilkes@rider.com. Monica Wilkes, 120 Mountain Avenue, Springfield, NJ 07081. Tel.: (973) 564-5468.

RUTGERS UNIVERSITY – is hiring for faculty, staff, and counseling positions. Please search for positions at <http://uhr.rutgers.edu/>

SEA FRIGO is seeking a **Regional Truck Driver.** **Reports to:** Transportation Manager. **Location: Elizabeth, NJ.** Position Summary: The regional commercial driver is responsible for transporting frozen and/or refrigerated goods to various locations using Company trucks or tractor-trailers. **Essential Duties and Responsibilities:** Typical tasks performed include a combination of the following: Deliver goods while operating a commercial truck, sometimes over intercity routes or spanning several states. Keep a record of vehicle inspections and make sure the truck is equipped with safety. Maintain a clean work environment and equipment. Check tire pressure and ensure that there is enough fuel. Collect delivery instructions from appropriate sources, verifying instructions and routes. Maintain a logbook of their driving activities to

ensure compliance with federal regulations governing the rest and work periods for operators. Load and unload cargo. Report to dispatch any incidents encountered on the road. Follow all applicable traffic laws and DOT regulations. Follow accident procedures if an accident occurs. Take rest periods during trip. **Knowledge, Skills and Abilities:** Willingness to work occasionally outside of normal business hours. Must be able to lift at least 50-70lbs and to push pull a pallet jack with up to 2500lbs of freight. Self-motivated with the ability to prioritize, meet deadline, and manage changing priorities. Ability to complete all medical and safety screening. Able to work in a fast-paced environment. **Experience/Qualifications:** Minimum 3 years' experience or equivalent driving a Class B commercial vehicle. Clean MVR. No DUI/DWI, careless or reckless driving within the past 10 years, and 3 points or less. Basic knowledge of trucking units and refrigerated cargo. Fluency in English both orally and written. **Address:** 735, Dowd Ave., Elizabeth, NJ 07201. **Tel.:** 201-770-1143.

www.seafrigo.com

SEA FRIGO is seeking a **Commercial Long Haul Driver**. **Reports to:** Transportation Manager. **Location:** Elizabeth, NJ. **Position Summary:** The Long Haul commercial driver is responsible for transporting frozen and/or refrigerated goods to various locations using Company trucks or tractor-trailers. **Position Summary:** The Long Haul commercial driver is responsible for transporting frozen and/or refrigerated goods to various locations using Company trucks or tractor-trailers. **Essential Duties and Responsibilities:** Typical tasks performed include a combination of the following: Load and unload cargo. Obtain signatures from the party to whom the goods have been delivered to. Maintain a logbook of their driving activities to ensure compliance with federal regulations governing the rest and work periods for operators. Keep a record of vehicle inspections and make sure the truck is equipped with safety. Maintain a clean work environment and equipment. Check tire pressure and ensure that there is enough fuel. Collect delivery instructions from appropriate sources, verifying instructions and routes. Drive trucks to weigh stations before and after loading and along routes to document weights and to comply with state regulations. Check all load-related documentation to ensure that it is complete and accurate. Make sure that the goods are piled up in a secure manner so that they do not accidentally fall and get damaged en-route. Listens, follows directions and communicate well with customers and team members. Adaptable to change in environment. Perform other duties when assigned. **Knowledge, Skills and Abilities:** Must be able to lift at least 50-70lbs and to push pull a pallet jack with up to 2500lbs of freight. Willingness to work occasionally outside of normal business hours. Must have a solid work ethic, excellent interpersonal skills, and ability to work well with others. Excellent customer service skills. Self-motivated with the ability to prioritize, meet deadline, and manage changing priorities. **Education/Qualifications:** Must be at least 21 years of age. Must obtain a valid commercial driver's license. Ability to use transportation and delivery technologies. Driving record within MVR policy guidelines, no DUI/DWI, careless or reckless driving within the past 10 years, and 3 points or less. Basic knowledge of trucking units and refrigerated cargo. Fluency in English both orally and written. Able to drive heavy duty trucks for long periods of time and to be very agile with a great ability to sit and drive for long hours. **Address:** 735, Dowd Ave., Elizabeth, NJ 07201. **Tel.:** 201-770-1143. www.seafrigo.com

STATE FARM is seeking a **Part-Time Insurance Agent**. **Position Summary:** Rodriguez Insurance and Financial Services Inc., is looking to grow its family. We are offering part-time positions with flexible hours. The Ideal candidate should: Be Self-driven. Fluent in Spanish. Have Strong verbal, written and presentation skills. High energy and motivated **Requirement:** Candidate must obtain the NJ Property and Casualty license and Life/Health license within 30 days of employment. You will be put through an in-house, highly interactive training program to learn the necessary insurance and sales skills to succeed. Starting pay is \$12/hr. with opportunity to increase upon receiving license. All interested candidates please email your resume to isaias.rivera@ucc.edu and call Susan Gomez at 908-965-2992 to set up a prescreening interview. **Salary:** \$12-15 hr. DOE. **Job Location:** 815 Elizabeth Ave, Elizabeth, New Jersey 07201. **No. of position:** 1.

THE MIDLAND SCHOOL is seeking a **Support Counselor (FT)**. **Description of responsibilities:** Midland Adult Services, Inc., located in Branchburg, NJ is a non-profit social service agency serving adults with developmental disabilities in Somerset County. Our mission is to provide the highest quality services and supports to empower the individuals living in Midland's community homes to reach their highest level of independence and become contributing members of their communities. We are seeking Support Counselors to assist developmentally disabled adults with daily living skills such as cooking, cleaning, shopping, and attending activities. HS diploma/GED and computer skills are required. Prior DDD & DSP experience preferred. Flexible shifts, including weekends, overnights, and overtime available. **Salary:** \$ 10.50 per hour. **Send resumes to:** Stacey Gravina at aceti@midlandschool.org . **Tel.:** (908) 722-8222 x 128. **Job Location:** 94 Readington Road, Branchburg, NJ 08876. **Benefits:** Medical& Dental benefits, PTO, free training.

TURNING POINT – is hiring for several positions in different parts of New Jersey. **For more information and to apply, please go to <http://turningpointcareers.com/>**

UNION COUNTY COLLEGE – Campuses in Cranford, Elizabeth, Plainfield, and Rahway. **For job descriptions and to apply, please visit <https://ucc.peopleadmin.com/>. EOE/Affirmative Action Employer committed to diversity.**

UNION COUNTY VOCATIONAL - Technical Schools (UCVTS) located on Raritan Road in Scotch Plains, is now accepting applications for its Adult Full-Time and Post-Secondary Continuing Education Programs. UCVTS offers a wide range of vocational programs for persons interested in retraining, career advancement, continuing education, or personal improvement. Our philosophy is to provide high quality, low cost training to individuals interested in a vocational career. Our purpose is to develop responsible graduates who are academically, technically, and vocationally competent and prepared for the workplace and future success. Our Adult Full-Time classes run from September to June and accept students four times a year. The vocational courses offered include: Automotive Technology, HVAC/ Plumbing, Cosmetology, and Electrical Technology. **UCVTS** also offers continuing education and apprenticeship coursework in the evening three times a year. Please call the **UCVTS** Admissions Office at **(908) 889-8288 x 301** or visit www.ucvts.tec.nj.us for more information. We nurture your aspiration to find a career that's right for you!

UPS - Looking for a great part time job? Starting Pay-\$10.35- \$11.00/hr. Tuition Assistance Program- up to \$5,250/year Medical Benefits after 1 Year. 401K Savings Plan. Employee Stock Discount Program. Employee Discount Program Advancement Opportunities. **Hiring:** Package Handler. Tuesday- Saturday - 4am-9am - 5pm-10pm. Apply Online at upsjobs.com. **Rep.:** jesminburgos@ups.com. **Tel.:** (732) 563-2119. **Address:** 16 E Chimney Rock Rd., Bound Brook, NJ 08805.

VIKING PEST CONTROL - Full time/Part time Career Opportunities Available. Desired: Data Entry, Microsoft PowerPoint, Microsoft Office, Customer Service. Viking Pest seeks a **Part-Time/Full time Customer Service Representative** that will be responsible for representing Viking in a courteous, professional manner. The Customer Service Representative will develop positive relationships with our clients promoting Viking as the premier company within our industry. Exciting competitive starting pay \$13/hour and very flexible hours. **Skills and Duties Include:** Answer high volume of inbound calls and place outbound calls to current and potentially new customers. Communicates and explains the value of products and benefits of using the service. Schedule appointments for our Clients in a timely and efficient manner. Follow all collection protocols as directed by call center manager including phone calls, emails and letters. Provide stellar customer service from the greeting to the conclusion of the call to support a high level of retention. Be dressed and groomed appropriately in a manner which promotes professionalism. Maintain acceptable attendance and tardiness records. Ability to demonstrate flexibility when needed. When you join The Call Center we will: Start you off with an hourly pay, well above the minimum wage, with opportunities for quick advancement. Instantly make you part of our regional family of diverse associates. Rewarding Career Growth and Opportunity. Give you ways to earn more every single week through bonuses, and incentives. Major Benefits after 90 days, Medical, Dental, Vision ,401K, Paid Vacation and Holidays. **Ideal candidate will possess:** Strong verbal and written communication skills. Strong time management, organizational, and planning skills. Ability to demonstrate flexibility when needed. At Viking Pest, you have an opportunity to start a career and grow with us. If you are looking for a career that offers an exciting place to work at and a future limited only by yourself, we should talk. Viking Pest is an equal opportunity employer. EOE/AA M/F/D/V. Job Type: Full-time/Part-time (Flexible Scheduling) \$13/Hr Call Center Hours. Monday- Friday 8AM to 7PM and Saturday - 8am to 2pm. **Send your resume to Call Center Manager Glenn Williams: Glenn.Williams@vikingpest.com. Tel.:** (732) 560-1200 ext. 1129. **Job Location:** 711 E. Main St, Bridgewater NJ 08807. **Apply online:** <https://vikingpest.applicantpro.com/jobs/>

VIKING PEST CONTROL - Service Technician. Full-Time. Location: TBD. **Reports to:** Service or Branch Manager where applicable. **Job Objective/Summary:** The Service Technician is the person that drives the company in terms of quality, production and customer retention. The Service Technician is responsible for meeting or exceeding our clients' expectations by arriving at inspections and performing pest control services within the scheduled time frame. In addition, Service Technicians should clearly communicate all of the features and benefits Viking has to offer during their inspections and service visits. The Service Technician is the face to face contact, customers will have with our company. Therefore, he or she must act with professionalism and integrity while performing his or her job while complying with all applicable federal and state laws regulating activities within the job function. **Essential Functions:** To perform this job successfully, an individual

must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position. Establish a good working relationship with your branch/office/service manager, service coordinator(s) and fellow service technicians. Assure that all customers within the branch's territory receive the highest quality of service. Resolve all customer problems in a safe, legal and professional manner. Attend weekly branch huddle meetings. Pass pest control exams and become licensed in core and at least two categories of pest control in the state(s) he or she works. Clean and maintain equipment your company vehicle and maintain a safe driving record. Have the ability to read and interpret a map as well as follow instructions on pesticide labels. Follow instructions as given by a Service Coordinator, Branch, Service or Office Manager. Complete all paperwork neatly and in a professional manner according to Viking's policies and procedures in accordance with all State and Federal Regulations. Knowledge of Copesan Operation and ability to successfully pass all necessary Copesan & Viking University courses and annual re-certifications. Be dressed and groomed appropriately in a manner which promotes professionalism. Operate company vehicle in a safe and responsible manner which includes operating within the speed limit, wearing seat belts, using a hands-free headset if using a cell phone, complying with all state laws and taking any driver safety courses as directed by your Branch Manager. Locking up and securing any materials and equipment while not in use as required by law. Perform thorough and accurate inspections and services at all customer locations. Maintain an adequate attendance and tardiness record. Ability to sell add on services to customers. Collect payment for all services upon completion of work performed. Any other duties that may be assigned by management. **Competency/Position Requirements:** Knowledge, Skills, & Abilities. Strong verbal and legible written communication skills. Strong time management, prioritization, and planning skills. Strong organizational skills and be self-motivated. Ability to demonstrate flexibility when needed. Proficient working knowledge of PestPac and handhelds required. Proficient working knowledge of MS Office Suite (Excel, Word, PowerPoint, Outlook) preferred. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and draw and interpret graphs. Licensed in the necessary pest control categories and/or the ability to be licensed within three to six months of starting at the company. Must have valid Driver's License. Education/Experience: Service Technicians must possess a minimum of a high school diploma or equivalent. Working Environment/Conditions: This role is based in the field. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Service Technicians travel frequently within their assigned branch territory. Travel to other region's branches and customer locations may be necessary on an "as needed" basis. Ability to tolerate a variety of environmental conditions, including but not limited to seasonal weather (extreme heat or cold), damp and/or dusty locations. Must be able to work between the hours of 8:00am and 6:00pm regularly. In addition, the ability to work three Saturdays per month is required. Extended hours may be required based on customer needs, particularly during our busy season which is April through September. While performing the duties of this job, one is regularly required to do the following: Walk, sit, stand, drive, write & carry items (up to 40lbs) for extended period of times and work on ladders and/or in crawl spaces, use small hand/power tools and tolerate heights when necessary. Walking in and around residential and commercial structures. This may include climbing steps and walking up and down various grades around the interior and exterior of the structure/facility. Changing into coveralls to protect clothing and wearing equipment such goggles and respirators as needed. Opening and closing windows and doors. Reaching above shoulder height or over objects while using probing tools to inspect for insect damage and or activity. This list may not be all inclusive.

YMCA – Maintenance. Job Objective/Summary: The Five Points YMCA is currently looking for a skilled Maintenance/Housekeeping worker to perform upkeep tasks such as repairs and cleaning. You will be responsible for performing basic repair work to the facility as necessary, as well as ensuring that the building facilities is tidy and functional. Reliability and having a keen eye for detail is the first step to this job. The ideal candidate should have experience in maintenance and also possess the physical stamina to complete all duties. **Requirements:** Must live in close proximity to branches. Effective written and oral communication skills/Bilingual a plus. Physically capable of lifting 50 pounds unassisted. Ability to stand/walk through the full duration of shift. Basic knowledge of HVAC, plumbing, and electrical systems. Experience using hands and electrical tools. Must have own transportation. Experience in maintenance work. Able to work well with minimal supervision. Ability to prioritize tasks and follow specified procedure. **Responsibilities:** Maintain facility clean and tidy. Keep restrooms/locker rooms stocked and clean. Keep outside grounds clean and clear or any garbage/debris. Replace damaged bulbs/Ceiling Tiles. Minor sheetrock/wall repair. Minor plumbing/electrical repairs. Move/transport furniture when necessary. Assist management when needed. **Send your resume to Rene Santiago:**

rsantiago@tgfymca.org. Tel.: (908) 688-9622. **Job Location:** 201 Tucker Avenue, Union NJ.

THE GATEWAY FAMILY YMCA - Rahway - After-school Counselor. Job Objective/Summary: Must have 1 year of experience working in a recreational setting preferred and experience working with kids ages 4-13 school program. Assist in assuring the health, safety, and supervision of the children in their care by enforcing policies and procedures that govern school-age programs. Work collaboratively with all site personnel to facilitate and encourage positive peer interactions. Supervise and lead children in some age-appropriate activities. Adhere to YWCA Policies and Procedures as well as Risk Management Policies and Procedures. This includes reporting incidents to Site Supervisor. Meet with Site Supervisor on a regular basis and attend departmental and other staff meetings as requested. Attend recommended training, educational programs that would enhance YWCA programs. Maintain confidentiality regarding all personal information about children, families, and staff. **Representative: Tony Williams. Email: awilliams@tgfymca.org. Tel.: (732) 388-0057. Job Location:** 1564 Irving Street, Rahway, New Jersey 07065. Application at the Front Desk. **Benefits:** Free Employee Membership. **No. of openings: 5.**

The Gateway Family YMCA-Rahway – Summer Camp Counselor. Job Objective/Summary High school graduate or equivalent; one year or more of college preferred. Previous experience working with children preferably in a day camp setting. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc... Must be at least 18 years of age. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date. Previous experience with diverse populations preferred. Supervises a group of children. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values. Adheres to program standards including safety and cleanliness standards. Supports YMCA healthy eating and physical activities standards through coaching, mentoring, and monitoring menu quality. Attends staff meetings and trainings. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies. Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions. Performs other duties as assigned. **Representative: Tony Williams. Email: awilliams@tgfymca.org. Tel.: (732) 388-0057. Job Location:** 1564 Irving Street, Rahway, New Jersey 07065. Application at the Front Desk. **Benefits:** Free Employee Membership. **No. of openings: 20.**

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