

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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September 10 – September 16, 2018

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

ATTEND OPEN HOUSE: Come discover **Occupational Training Programs** at Union County College leading to industry-recognized certifications. Workforce Grant-Funded Career Certification Programs: Administrative Assistant, Accounting Technician, Computerized Office Skills, Fundamentals of Supply Chain Management (CSCMP) Medical Billing, Medical Coding, Pharmacy Technician (CPHT), and Welding (American Welding Society (AWS)). Classes scheduled to start this fall. You may qualify for educational vouchers covering: training, materials and exam fees. **Attend our Open House: Wednesday, September 12, 2018. Time: 9:30 am to 11:30 am. Location: Kellogg Building, Room K 414, 40 West Jersey Street, Elizabeth, NJ.** Pre-register: <https://form.jotform.com/IBlatUCC/InformationSessionOCCPrograms>. For additional information, contact your One Stop Career Center or our Center for Economic and Workforce Development: 908-659-5114 or cewd-recruiting@ucc.edu.

ATTEND INFORMATION SESSION: Essentials of Supply Chain Management Training Program for Unemployed Individuals at Union County College prepares you for positions in customer service, warehouse and transportation operations, and logistics. Includes four classes: Supply Chain Management Principles, Warehouse Operations, Transportation Operations and Customer Service Operations. Classes are held at the Elizabeth Campus. Each course is 40 hours long, M-Th., 8:30 am to 2:00 pm and leads to certification by The Council of Supply Chain Management Professionals (CSCMP) upon successful passing of the certification exam for each course. Classes are scheduled to begin in October 2018. Job Placement Support is provided throughout the program. **Must attend information session to qualify for program. Eligibility requirements:** Actively collecting unemployment insurance or recently exhausted benefits (in the last 52 weeks) or meet definition of WIOA dislocated worker. Have official proof of unemployment status. Requirements for participation: A New Jersey resident. 18 years or older. Be able to work immediately upon completion of training. Have reliable transportation. Submit required documentation. Earned a High school diploma or GED. TABE test may be required. (TABE 6th grade equivalent score minimum). Satisfactory background/drug screening for employment. Register for Information Session: <https://form.jotform.com/IBlatUCC/supplychain-info-session>. Information Session held at Union County College, Kellogg Building 40 West Jersey Street, Elizabeth, NJ 07202. **Date: Tuesday, September 18, 2018. Time: 9:30 am to 11:30 am. Room: K 517.** For information call: 908-527-7207. Bring to Information Session: 2 Copies of your Resume. Documentation of your unemployment status. Social Security Card. Proof of residency in New Jersey. Drivers' License.

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>

WORKFORCE INNOVATION BUSINESS CENTER HIRING EVENTS

ENJOY YOUR PARTY - 100 POSITIONS Full Time, Part Time, and Seasonal. Enjoy Your Party is a professional staffing firm for the food service, hospitality, and catering industries. They are currently looking to hire banquets servers, bartenders, dishwashers, chefs, food preps, and cooks. Interested? **Recruitment:** Thursday September 13, 2018 at 10:00am. **Where?** Union County College Kellogg Building, 5th floor, Room K-517, 40 W Jersey St. Elizabeth, NJ 07201. Pre-registration is required for this Event. To register go to www.ucnj.org/jobs. Must be able to pass a background check. Must have reliable transportation. For more information, please call the WIBC at 908-965-2992.

ORION – is Hiring **Delivery Drivers**. **Qualifications:** Valid Driver's License. Minimum 2 years' experience as **Delivery Driver**. Must have a clean driving record. Be able to pass company driving test, background check and drug test. Must have strong customer service skills. Must possess a positive and professional attitude. Must Speak Basic English. Two shifts are available 7:00am - 5:00pm & 7:00pm - 6:00am. Full time Positions. \$17-21/Hour. Two weeks paid vacation after 1 year of work. Company Vehicle is provided with insurance and maintenance. 1099 Independent Contractor. All interested candidates please email your resume to isaias.rivera@ucc.edu and call Susan Gomez for a pre-screening interview at 908-965-2992. **Description of responsibilities:** Conduct inspections of vehicle before departing. Driving passengers to their assigned routes. Unload goods as per client specifications. Obtain delivery confirmations from each customer. **Number of openings:** 2. **Driver's license:** Class A. **Job Location:** Elizabeth, NJ. **Tel.:** (908) 965-6037.

TRAFFIC PLAN – 50 F/T Union positions: Traffic Plan is a traffic management company dedicated to serving the community with safety innovations by safeguarding roadways and supporting stronger infrastructure. They are currently looking to hire full time Flagger for the Union County area. Interested? **Recruitment:** Wednesday September 26, 2018 at 10:00am. **Where?** Union County College Kellogg Building 5th floor Room K-517 40 W Jersey St. Elizabeth, NJ 07201. Pre-registration is required for this event. To Register go to <http://ucnj.org/jobs>. Please bring a copy of your resume at the event. No experience required. Must have a valid NJ Driver's license. For more information call the WIBC at 908-965-2992.

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

PRIMEFLIGHT - Now hiring! **Aircraft Cabin Cleaners**. Permanent Full Time. Full Time, Health Benefits, 401K, Paid Holidays. Pay rate \$10.45 per hr. Job Location: Newark Airport. Must Possess Valid NJ State ID or Driver's License and SS Card, Birth Certificate or Passport. Port Authority Requires Applicants to Read, Write and Comprehend English. Apply at: apply.primeflight.com prior to Event. Must Pass Integrity Assessment Questionnaire. **Recruitment:** Monday September 10th, 2018, 10am-2:00pm.

FEDEX - Now Hiring! **Permanent Part Time Package Handlers. (NJ1405181)**. **Job location:** Keasbey and Talmadge Rd, Edison NJ. Pay rate is \$13.10 to \$14.10 per hour. Some benefits are available. **Recruitment:** Tuesday September 11th, 2018, 1:00 – 3:00pm.

DURHAM SCHOOL SERVICES - NJ1439436. **School Bus Drivers** needed In Roselle. Must have clear criminal background, good driving record and able to pass pre-employment drug screen & physical. Pay rate for those needing CDL training is \$16.50 per hr. and pay rate with CDL is \$17.50 per hour. **Recruitment:** Friday September 14TH, 2018. **Time:** 9:30AM– 1:00PM. **Benefits:** Yes.

A&G DELIVERY SERVICES - Furniture Warehouse in North Brunswick is Hiring **Warehouse Workers**. Full Time Work Monday – Friday 7:30- 4:00pm. Pay Rate is \$12.00 per hour. Clean Driver's License is a plus. Moving and lifting furniture See **NJ1442678** for additional job duties. Health, Dental and Vision Benefits are available. Paid Holidays. **Recruitment:** Tuesday, September 18th, 2018. **Time:** 1:00pm – 3:00pm

THE ARC OF ESSEX COUNTY is hiring: **Direct Support Professionals** – NJ1444237 \$9.80 -\$10.15 per hr. **Agency Nurse** – NJ1444243 \$55,000 - \$62,000. **Residential Assistant Director** – NJ1444695 \$50,000 - \$58,000. **Recruitment:** Wednesday, September 19 2018 1:00pm – 3:00pm.

ACCREDITED HEALTH SERVICES - Hiring Certified Home Health Aides @ \$10.65 per hr. Skilled Registered Nurses - pay rate depends on a case. Skilled Licensed Practical Nurses @ \$21 -\$ 25.00 per hr.

Recruitment: Tuesday, September 25th. **Time:** 10am to 2pm.

CENTURY 21 - Department store. Delivering value to live better. Give your career a new look. C-21 is hiring for:

Cashiers NJ1442169. **Sales Floor** NJ1442172. **Beauty Advisor** NJ1442176. **Merchandiser** NJ1442177. **Visual**

Merchandiser NJ1442179. For current job opportunities, please visit us at: www.c21stores.com/careers

PLAINFIELD ONE STOP - 200 W 2ND STREET PLAINFIELD, NJ 07060

THE ARC OF ESSEX COUNTY is hiring: **Direct Support Professionals** – NJ1444237 \$9.80 -\$10.15 per hr. **Agency Nurse** – NJ1444243 \$55,000 - \$62,000. **Residential Assistant Director** – NJ1444695 \$50,000 - \$58,000. **Recruitment:** Thursday, September, 13, 2018 1:00pm – 3:00pm.

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

COUNCIL FOR AIRPORT OPPORTUNITY - Airline Customer Service Representative. Skills required: English proficient, other languages may be required. Basic Math Skills: Adding, Subtracting, Division, 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 per hour. **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

PROJECT READY - Tuesday, September 11, 2018: 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, September 11, 2018 and ends on Thursday, October 11, 2018.** 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, September 05, 2018 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.**

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:

AMERICAN CIVIL LIBERTIES UNION OF NEW JERSEY - Administrative Assistant. **Description of skills:** The ACLU-NJ seeks an Administrative Assistant who wants to make an impact on civil liberties and civil rights by providing top-notch administrative support and facilitating, coordinating, and supporting the activities of the office. Founded in 1960, the ACLU of New Jersey is the state's leading organization dedicated to defending and advancing civil liberties and civil rights. The ACLU-NJ fights for criminal justice reform, free speech, racial justice, privacy, immigrants' rights, LGBTQ rights, voting rights, and government transparency, among many others. The ACLU-NJ and its tens of thousands of members, activists, and supporters defend the principle that every individual's rights must be protected equally under the law. The position is based in the ACLU-NJ's downtown Newark office, which houses more than 20 full-time staff members and many volunteers. The ACLU-NJ values a diverse work environment and strongly encourages applications from all qualified applicants, including women, people of color, people who identify as LGBTQ, people with disabilities, people who have experienced poverty or homelessness, people who have had prior contact with the juvenile, criminal justice, child welfare, or immigration systems, and people who have personal experience with other issues we work on. **Experience and Qualifications:** The ACLU-NJ encourages candidates with various backgrounds to apply. Required skills and qualifications include: - Minimum of one year office administrative assistant experience; - Proficiency with Microsoft Office programs and Adobe Acrobat, including experience with mail merge, spreadsheets, and databases; - Spanish – spoken and written proficiency. - Excellent oral and written communication skills; - Attention to detail and accuracy; - Dependable and punctual; - Ability to maintain a high level of confidentiality; - Solution-oriented approach, with a willingness to take initiative, while juggling several priorities; - Ability to stay organized, manage a high volume workload and work under and meet deadlines; - Ability to work independently and as a team member; - Sensitivity to the needs and issues affecting people of diverse backgrounds; and - Capacity and willingness to work in an environment that encourages and includes individuals from diverse backgrounds and conflict-resolution styles. Helpful but not required skills and qualifications include: - Experience in public interest or social justice advocacy work. **Essential Duties and Responsibilities:** Greet the public and receive packages and deliveries; -Provide administrative and clerical support (e.g., copying, scanning, filing); Prepare written correspondence, expense reports and other documents; Create, organize and maintain paper and electronic files, and databases, ensuring that records are accurate, and up-to-date; Manage calendars, schedule meetings, and make travel arrangements; Retrieve mail from the post office and process incoming and outgoing mail, including express documents and packages daily; Run errands; Assist with events, mailings and other special projects; Arrange and prepare office as needed for meetings, including securing refreshments and post meeting clean up; Provide administrative support for the Development Department including processing donations; Attend departmental meetings, as appropriate, to stay updated on ongoing work and big picture items; Maintain literature, swag and office supply inventory; Other duties as assigned. **Position reports to:** Executive Assistant. **Salary:** Benefits currently include 16 days paid time off in addition to 11 office holidays and 12 health care leave days; medical, vision, and dental insurance; life and long-term disability insurance; pre-tax transit benefits; and 401(k) plan with employer match. To apply, visit: <https://www.aclu-nj.org/jobs> and complete the online application. Application materials will also be accepted via postal mail, but electronic filing is strongly preferred. Résumés reviewed upon receipt. Position will remain open until filled. **Email to:** Alicia Rogers at: arogers@aclu-nj.org. **Tel. No.:** (973) 854-1720. **Job Location:** Essex County.

AMERICAN CIVIL LIBERTIES UNION OF NEW JERSEY – Legal Administrative Assistant. **Description of skills:** Ability to think proactively, anticipate problems, analyze situations, develop solutions, and take initiative; - Solid communications skills, including strong writing ability and the ability to communicate effectively with all levels of staff, interns, volunteers, board members and community partners; - Ability to prioritize, stay organized, and complete assignments under deadlines; - Dependability, punctuality, a keen attention to detail, and ability to maintain a high level of confidentiality; - Proficiency with word processing, spreadsheets, email, and PDFs in a Windows environment - Ability to work independently and as a team member; - Excellent judgment, especially when dealing with sensitive issues/situations; - With sufficient notice, the ability to occasionally work offsite and/or beyond normal office hours; - Commitment to the mission of the ACLU; - Sensitivity to the needs and legal issues affecting people of diverse backgrounds; - Capacity and willingness to work in an environment that encourages and includes individuals from diverse backgrounds and conflict-resolution styles. Helpful but not required skills and qualifications include: - Proficiency with Microsoft Office programs and Adobe Acrobat - Familiarity with legal terminology and principles and/or New Jersey's court system - Fluency in Spanish - Experience in public interest or social justice advocacy work. **Description of Responsibilities:** The American Civil Liberties Union of New Jersey (ACLU-NJ) seeks a motivated, organized, and detail-oriented Legal Administrative Assistant. We are looking for candidates who want to make an impact on civil liberties and civil rights by providing top-notch administrative and clerical support to the ACLU-NJ's legal and policy teams, which currently include eight attorneys and two program assistants. The position is full time and is supervised by the Deputy Legal Director. Founded in 1960, the ACLU of New Jersey is the state's leading organization dedicated to defending and advancing civil liberties and civil rights. The ACLU-NJ fights for criminal justice reform, free speech, racial justice, privacy, immigrants' rights, LGBTQ rights, voting rights, and government transparency, among many others. The ACLU-NJ and its tens of thousands of members, activists, and supporters defend the principle that every individual's rights must be protected equally under the law. The position is based in the ACLU-NJ's downtown Newark office, which houses more than 20 full-time staff members and many volunteers. The ACLU-NJ values a diverse work environment and strongly encourages applications from all qualified applicants, including women, people of color, people who identify as LGBTQ, people with disabilities, people who have experienced poverty or homelessness, people who have had prior contact with the juvenile, criminal justice, child welfare, or immigration systems, and people who have personal experience with other issues we work on. **Essential Duties & Responsibilities:** Perform general clerical and administrative duties, including copying, scanning, filing, mailing, and keeping supplies stocked in assigned areas; - Meticulously maintain and organize physical and electronic case files; - Regularly update departmental databases and spreadsheets; - Prepare written correspondence, expense reports, and other materials as requested; - Schedule meetings and conference calls, manage calendars, and make travel arrangements; - Arrange and prepare for meetings, including arranging refreshments, premeeting set up, and/or post-meeting clean up; - Communicate and coordinate with clients, court personnel, co-counsel, and partner organizations; - Attend departmental and issue-oriented meetings to stay updated on ongoing work and take minutes; - Conduct internet research as assigned; - Demonstrate a commitment to diversity within the office using a personal approach that values all individuals and respects differences; - Other duties as assigned. **Salary** is \$45,000. Benefits currently include 16 days paid time off in addition to 11 office holidays and 12 health care leave days; medical, vision, and dental insurance; life and long-term disability insurance; pre-tax transit benefits; and 401(k) plan with employer match. To apply, visit: <https://www.aclu-nj.org/jobs> and complete the online application. Application materials will also be accepted via postal mail, but electronic filing is strongly preferred. Résumés reviewed upon receipt. Position will remain open until filled. **Position reports to:** Deputy Legal Director. **Email to:** Alicia Rogers at: arogers@aclu-nj.org. **Tel. No.:** (973) 854-1720. **Job Location:** Essex County.

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 resumé 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. EOE

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 and 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 - IT Support Specialist. Expanding social service agency is seeking a dynamic individual to provide computer training and support to staff. Responsibilities include: assisting in the maintenance and upgrading of computers and servers, design/update and maintain websites, monitor and analyze site performance, provide training in Microsoft Office programs, and the ability to troubleshoot equipment such as: computers, copiers, printers and facsimiles. Responsibilities also include general office activities. Requirements: HS Diploma/GED w/ technical school general certificate or two years' experience in hardware/software troubleshooting and networking. Position requires a driver's license and a car. **Responsibilities:** Provide hands-on and classroom training to staff on Microsoft office programs. Travel throughout the Union County area to provide IT support at our community-based programs. Troubleshoot equipment such as: computers, telephones, copiers, printers, scanners and facsimiles. Attends required training's, staff meetings, and other meetings/events as requested. Design and maintain websites. Ensure the web servers; hardware and software are operating accurately. Create and modify lay out content on web pages. **Qualifications:** High school diploma or GED required; some post high school education or training preferred. Excellent computer and Microsoft Office skills, especially Excel. Access to a car to use for work purposes. Two years' experience in hardware/software troubleshooting and networking. Proficient in HTML/CSS, XML; PHP, Word Press, Drupal, Dreamweaver and JavaScript. Knowledge of computer hardware, OS and networking. Strong troubleshooting, analytical abilities and organizational skills. Valid driver's license. **Benefits:** Tuition Assistance, Employee of the Month/Outstanding Part Timer Recognition, Employees of the Year Award, Legal Services, Longevity/Anniversary Recognition, Dental Insurance, Life Insurance, Long-term Disability Insurance, Medical Insurance, Short-term Disability Insurance, Employee Assistance Plan (EAP), 401(K), Project Assistance Loans/Grants, Staff Recruitment Incentive, Bereavement Days, Paid Time Off (PTO), Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED - Landscaper. Union County social service agency seeks a self-motivated In-house Landscaper for program facilities. Responsibilities include: lawn mowing, leaf removal, flower planting, shrubbery trimming and snow removal. Flexible hours & full paid benefits. RESPONSIBILITIES: Ensures the facility, grounds, and equipment are maintained in a clean, sanitary, and safe condition. Performs other duties as required. Paint and make repairs to all Agency properties as directed. QUALIFICATIONS: Able to bend, kneel, squat, stand, and lift heavy objects as needed. Excellent interpersonal skills to interact professionally with customers, vendors, and staff. Access to a car to use for work purposes. Valid driver's license. High school diploma or GED required. Willing and able to attend required trainings outside of normal work hours. One year of relevant experience. 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 CENTER IN SCOTCH PLAINS – After School Lead. **Description of Skills/Experience Required/Desired:** After School at the J is looking for motivated and responsible people who enjoy working with children. The program serves children from 2 years old – 6th grade. Hours range from 2:30 pm to 6pm; Monday through Friday. We offer flexible schedules for students. Previous childcare experience preferred. **Description of Responsibilities:** Lead job requirements include. Actively engage with children at all times. Oversee classroom management; providing a safe, clean, and organized environment. Supervise children and assistant counselors. Plan, organize, facilitate, and monitor the activities of children. Interact with students to keep them engaged in creative, fun, artistic, and physical activities. Communicate with parents

daily at pick up. Classroom clean up. Support enrichment specialists and participate alongside the children. Discipline as needed. Monitor, observe and report student behavior to the Director of After School. Ability to administer First Aid and CPR. Help with students' homework. Other tasks related to After School as needed. **Position Reports to: After School Director. Salary Range:** \$14- \$15 per hour. **To apply:** Send resume to: Natalia Bennett at nbennett@jccnj.org **Tel.:** (908) 889 – 8800. **Job Location:** 1391 Martine Ave Scotch Plains, NJ 07076-2516.

COMMUNITY CENTER IN SCOTCH PLAINS - After School Assistant. Description of Skills/Experience Required/Desired: After School at the J is looking for motivated and responsible staff who enjoy working with children. Our program serves children from 2 years old – 6th grade. Hours range from 2:30 pm to 6pm; Monday through Friday. We offer flexible schedules for students. **Description of Responsibilities:** Provide role-model behavior for students. Actively engage with children at all times. Participate and assist with the activities of children enrolled in the After-School program Support and participate with enrichment specialists. Help with students' homework. Assist in setup of activities in the classroom. Supervise children to enrichment specials throughout the building. Ability to administer First Aid and CPR Communicate with Lead about behavior issues and/or conflict between students. Other tasks related to After School as needed. **Position Reports to: After School Director. Salary:** \$11 per hour. **To apply:** Send resume to: Natalia Bennett at nbennett@jccnj.org. **Tel.:** (908) 889 – 8800. **Job Location:** 1391 Martine Ave Scotch Plains, NJ 07076-2516.

COMMUNITY FOOD BANK OF NEW JERSEY - Are you interested in working in the food service industry, but need job training? The Food Service Training Academy offers **Tuition-Free Training** through its 16-week culinary training program! What is the Food Service Training Academy? Receive FREE food prep and culinary arts job training with life skills, job readiness and employment services. Learn Culinary Terminology and Food Safety. Fundamentals of Baking, menu planning and nutritional skills. Hands on training in a commercial kitchen with professional kitchen equipment. ServSafe Certification upon completion. **New class starts July 16 to November 7, 2018.** You MUST obtain a High School diploma or GED. Paid tuition and public transportation for those who qualify! 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

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

FEDEX - Now Hiring! Package Handlers. Qualifications: Must be at least 18 years of age. Must be able to load, unload and sort packages, as well as perform other related duties. Package Handlers load, unload and sort packages, as well as perform other related duties. **Job location:** Street Address: 6000 Riverside Drive, Keasbey. New Jersey, 08832. **Pay rate is** \$13.10- \$15.10 per hour. Text FedEx to 69922 or go to GroundWarehouseJobs.fedex.com. **Contact:** Kathy Dalcourt. 25 Talmadge Road, Edison, New Jersey 08817. kathleen.dalcourt@fedex.com. **Tel.:** (732) 287-7887

GEICO - INSIDE SALES REPRESENTATIVE / INSURANCE SALES PRODUCER - Are you looking for a new opportunity to maximize your skills and help others? Working directly with a GEICO local office might be your answer. If you enjoy interacting with people, providing outstanding customer service and are looking for a rewarding career, GEICO may be the right place for you! Our Sales Representatives are licensed insurance professionals who delight customers every day by providing exceptional, personalized customer service. Through our industry-leading, paid training program, you will learn all about insurance policies and regulations, and how to best assist our customers. As an Inside Sales Representative, you will use your strong communication skills to answer calls and properly handle customer inquiries, explain insurance coverage and update policies. Duties for the Inside Sales Representative / Insurance Sales Producer may include: **Responsibilities and Duties:** Cross-selling existing customers with other products - Prospecting and generating new business through leads & referrals • Generating quotes • Providing excellent customer service - Relationship building. **Qualifications and Skills:** Property and Casualty License preferred - Proficient in Microsoft Office products - Exceptional communication skills - Sales motivated with proven cold calling skills - Ability to multi-task. If anyone is interested they can submit their resume to Ethan Sherman. Email: Esherman@geico.com.

INTERPORT MAINTENANCE CO., INC. Modification Shop Assistant. Department: Modification Shop Position Title: Modification Shop Assistant. **Reports To:** Modification Shop Manager. FLSA Status: Non-Exempt Job Location: Newark, NJ Union Affiliation: Non-union. **General Summary:** Responsible for performing various duties in the Modification Shop as directed by the Modification Supervisor including receiving deliveries, purchasing & inventory of parts and performing quality inspections of finished container projects. **Major Duties and Responsibilities:** Receive, unload and account for all incoming deliveries. Safely operate lift equipment working in and around the Modification Shop. Shop maintenance and cleaning as required. Perform quality work, individually and as a team member, with and without direct supervision. Purchase of and weekly inventory of Modification Shop parts. Perform quality inspections of finished containers ☐ Assisting with additional projects as needed. **Minimum Requirements:** High school diploma or general education degree (GED). Prior experience operating a forklift including heavy load forklifts. Ability to lift 50 pounds and sit, stand, or walk for extended periods at a time Ability to work between 7:00 AM and 5:00 PM weekdays, with occasional additional hours, including weekends. Ability to commute to Newark NJ, with driving privileges in good standing. English proficiency. Employment is subject to the completion of due-diligence inquiries, including a background check and a pre-employment medical examination including a drug and alcohol screen, which will take place after a conditional offer is made. Preferred. Demonstrated proficiency with hand and power tools. Knowledge of welding. Experience in warehousing and inventory. Bilingual in English/Spanish is a plus. Attributes that help make an individual successful in this role include: Quality-focused ☐ Positive attitude. Team-oriented. Time management. Flexibility. Work Environment While performing the duties of this position, the employee is frequently exposed to: • Heat and cold • Working outside • Noise • Working in confined spaces. **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the minimum requirements of this position: • Position often requires standing for long periods of time, climbing ladders, carrying heavy materials and requires the ability to lift 50 pounds and sit, stand, or walk for extended periods at a time. This position also requires driving to various locations purchase parts for the Modification Shop. Position Type/Expected Hours of Work This is a full-time position and the hours of work are between 7:00 AM and 5:00 PM weekdays, with additional overtime hours on occasion, including weekends. **Other Duties:** Please note that this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Send resumes to: Judy Elliott-Pugh at jep@iport.com. Tel.: 973.508.1618 or call Fatima Almeida @973-508-1617

JCC OF CENTRAL NJ is hiring an **Infant/Toddler Co Teacher** - **Skills required:** Previous childcare experience or course of study required. **Description of responsibilities:** 4 to 8-hour shift, working with infants and toddlers. **Educational requirements:** HS Graduate. **Salary Range:** 12/hour +. Position reports to: Robin Brous. To apply, send resume to: rbrous@jccnj.org. Tel.: (908) 889-8800. **Job Location:** 1391 Martine Ave, Scotch Plains, NJ 07076-2516.

LM AIR TECHNOLOGY, INC. - Carpenter/Welder. **Description of Skills:** Carpentry / Woodworking, Welding. Light Electrical Wiring. Trainee to 5 years experience. General assembly/ Fabrication - Polypropylene seam welding - Cabinet fabrication proficient using hand tools, tape measure, drill, jig saw, router. Trim & finishing work for Plastic lab cabinets. **Number of openings:** 3. **Benefits:** Yes after 30 days. **Salary:** \$12 to \$ 15 per hour. **Job Location:** 1467 Pinewood Street, Rahway, NJ 07065. **To apply, send resumes to:** Susan Szewczuk at susans@lmairtech.com. Tel.: (732) 381-8200.

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.

MOBILE Arq - Paid Internship - Marketing/Sales Intern: The intern will be involved in internet marketing and tele-marketing as well as sales activities. **Expected from the intern:** Ability to speak fluent English and basic understanding of using a mobile phone and computer. **Education requirements:** Undergraduate student Recent or Pending Graduate (post degree). **To apply:** Send your resume to: support@mobilearq.com. **Representative:** Anand Mhatre. **Tel.:** (908) 273-3458 **Job Location:** 26 Locust Drive, Summit, New Jersey 07901. **Position reports to:** Niru Mallavarupu.

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>

RIDER INSURANCE COMPANY is hiring for 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.

RISING TIDE CAPITAL – ESL and Office Skills. Rising Tide Capital is a non-profit organization whose mission is to assist struggling individuals and communities to build strong businesses which transform lives, strengthen families, and build sustainable communities. This 12-week course offers hands-on training in business planning and management: Teaches business fundamentals like budgeting, marketing, bookkeeping and financing Classes are taught in both English and Spanish on weeknights and Saturday mornings Consecutive 3-hour sessions that meet once per week Offered twice per year, with 14 concurrent classes in February and September. Classes are held in Spanish & English and currently held in Jersey City, the City of Orange Township, Union City, Elizabeth, and Newark. **Address:** 8 E. Kinney St Newark NJ 07102 **Contact:** Jessenia Silverio at jessenia@risingtidecapital.org. **Tel.:** (201) 432-4316.

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

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

THE T&L GROUP- is seeking a **Driver**. **Skills needed:** Valid Driver's License, Insurable. Good People Skills, Independent Worker. **Job Location:** 41 Orchard Street Edison NJ 08837. **Tel.:** (732) 744-1061. **Representative:** Judy Marsillo. Email: Judy@metuchentaxi.com. **Salary:** Open.

TIDY-UP SERVICES, LLC- Looking for **Commercial Cleaning Personnel** in the northern New Jersey area (Union County & Essex County). An ideal candidate will be able to successfully perform the following responsibilities: * Clean, sweep, dust mop, and wet mop floors, stairways, and corridors to ensure cleanliness. * Empty trash bins, wipe down mirrors and windows, disinfect doorknobs, light switches, et cetera * Determine type of chemicals and equipment necessary for specific

cleaning tasks. * Dust furniture and scrub surfaces clean * Clean and service restrooms with mops and disinfectants * Performs routine maintenance of housekeeping equipment. * Identifies cleaning problems and determines appropriate remedies. There are multiple part-time positions open, potentially leading to full-time positions. Hands on training available. Must have a valid driver's license and reliable transportation. Must be 18+ years old. To apply please e-mail your resume and availability to tidyupservicesllc@gmail.com

TREC – is seeking a **Real Estate Transactions Coordinator**. **Required Skills:** Apply for this posting if you currently have: Quality experience learning the ins and outs of NJ Real Estate Transactions. Attention to detail. Ability to cross check and triple 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 a plus. Real Estate, transactions coordinator, asset manager, assistant, paralegal, REO. **Description of responsibilities:** Quality experience learning the ins and outs of NJ Real Estate Transactions. Attention to detail, ability to cross check and triple 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. Job location: Union, NJ, 07083. **To apply:** Email your resume to: lincastro3@yahoo.com. **Tel.:** (908) 6751387.

TURTLE & HUGHES – is hiring a **Warehouse Associate - Product Verifier**. **Description of responsibilities:** Turtle & Hughes is an electrical and industrial distribution company with about 900 employees. Our primary business is supplying and servicing utilities, electrical contractors, construction managers, and end-users. We strive to provide the industry's most comprehensive range of services and solutions. This is how we have earned our ranking among the nation's largest independent electrical and industrial distributors. Turtle & Hughes, Inc., is searching for a Warehouse Associate/Product Verifier to join the team in Bridgewater, NJ. This is a part-time position, Monday thru Friday, 6:00pm to 11:00pm. **Job Description** •Verify products already picked ready for packing using RF Technology •Receive and count stock items and record data •Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment other labeling equipment. **Job Requirements** •1+ year of Warehouse experience, ability to lift 50 pounds •Electrical Product Knowledge •Distribution Experience •RF Technology a plus. Turtle and Hughes is an equal opportunity employer with a commitment to diversity in the workforce. A substance screening and background check are conditions of employment. **E mail resume to:** erin.turtle@turtle.com. **Tel.:** (732) 453-0464. **Education Requirements:** High School Diploma. **Job Location:** 1900 Lower Road, Linden, NJ 07036.

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) 889-8288x301 or visit** www.ucvts.tec.nj.us **for more information. We nurture your aspiration to find a career that's right for you!**

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<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.
