

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

Job Connection

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October 15 – October 21, 2018

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

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

INFORMATION SESSION: When: Monday, 10/15/2018. Where: One Stop Career Center, 921 Elizabeth Avenue, Elizabeth, NJ. Time: 10:00 am. See your One Stop Career Center. Or, contact us at 908-659-5114 or cewd-recruiting@ucc.edu.

Train to become a welder. Program Description: The Welding program provides contextualized instruction that incorporates basic skill development and hands-on welding training that will provide you the opportunity to gain the knowledge and support the development of the necessary skills for you to earn a national welding certification. Occupational Orientation and Safety. Principles of Welding. Welding, Drawing and Symbol Interpretation. "Shop Math" and Measurements. Visual Examination, Inspection and Testing. Shielded Metal ARC Welding (SMAW) (Stick welding). Gas Tungsten ARC Welding (GTAW) (TIG welding). Gas Metal ARC Welding (GMAW) (MIG welding). Student services counseling. Job search assistance and placement assistance. Certification Exam Fees. Books and class materials. Certifications: OSHA Safety – 10 Hour. Certified Stick (SMAW) Welder AWS D1.1/D1.1M. American Welding Society (AWS). Types of Jobs: Seam Welder, Mechanic Welder, Sheet Metal Assembler, Shop Assistant, welders/pipefitters, fabricator/assembler, MIG welder. Total Hours: 360 hours. **Program Schedule:** Tuesday - Friday, 4:30 – 9:30 pm.

Class Start Date: October 23, 2018. **Eligibility Requirements:** Unemployed or Underemployed. Collecting UI Benefits or Recently Expired. Age 18 or older. HS Diploma or GED. TABE Grade Equivalent Required: ESL Participants– Math and Reading 5th grade or above, all other participants—Math and Reading 7th grade or above. NJ Resident. **Eligibility Requirements:** Unemployed or Underemployed. Collecting UI Benefits or Recently Expired. Age 18 or older. HS Diploma or GED. TABE Grade Equivalent Required: ESL Participants– Math and Reading 5th grade or above, all other participants—Math and Reading 7th grade or above. Must be a NJ Resident. Option for self-paying students is available. Contact us at 908-659-5114 or 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>

WORKFORCE INNOVATION BUSINESS CENTER HIRING EVENTS

RECRUITMENT SESSION FOR SODEXO – 50 F/T positions: Thursday October 25, 2018 at 9:00am. Union County College Kellogg Building, 5th floor Room K-517, 40 W Jersey St. Elizabeth, NJ 07201. Pre-registration is required for this Event. Sodexo is one of the largest multinational food service and facilities management company. They are currently looking to hire ACA Cleaners, ACA Overnight Cleaners, Cooks and Dishwashers for Newark Airport. Interested? Interested? To register please go to www.ucnj.org/jobs. Must be able to pass drug test and background check. Interested candidates must bring

required documentation at the day of the event (see registration). For more information, please call the WIBC at 908-965-2992. “

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

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

CoWorx: Recruitment: Thursday October 18th, 2018 9am - 12noon. One Stop Career Center, 921 Elizabeth Avenue, Elizabeth, New Jersey 07201. Staffing Services is Hiring. **Job Location:** Elizabeth. **Job Titles:** Forklift Operator - \$13.50 per hr. NJ1456318. Machine Operator Embroidery - \$13.00 per hr. NJ1456319. Material Handler - \$12.00 per hr. NJ1456321. The openings are full time temp to perm. Health benefits are available as a CoWorx employee. **Representative:** Kathy Eaton. **Email:** kathleen.eaton@dol.nj.gov. **Tel.:** (908) 965-3924

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

ALLIES, INC. A non-profit supporting adult with developmental disabilities. **Open House/Hiring Event. When:** Wednesday, October 17, 2018 12:00pm to 2:30pm County of Union One-Stop Center, 200 West 2nd Street, 2nd Floor Plainfield, NJ 07060. **Tel.:** 609 689-0136 x 101. Full and Part-Time Direct Care Jobs (Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union and Warren Counties) Immediately available for: **NJ1442491**. Direct Support Professionals/Community Support Staff. Competitive Salary & FT Benefits. EOE. Please bring with you a copy of a Valid Driver's License, HS Diploma/GED, Social Security card, and resume, if available. To complete the required on-line application, visit: www.AlliesNJ.org/Careers **Job Location:** Headquarters Office: 1262 Whitehorse, Hamilton-Square Rd. Building A, Suite 101 Hamilton, NJ 08690. **Representative:** Kathy Eaton. **Email:** kathleen.eaton@dol.nj.gov. **Tel.:** (908) 965-3924

AMAZON RECRUITMENT – Integrity Staff is now hiring for Amazon. Warehouse Associates. **Job Location:** Edison and Carteret NJ. **Salary Range:** \$14-\$18 per hour. **Description of responsibilities:** Warehouse associates in Edison and Carteret - Day Shifts \$14/hr. Night Shifts up to \$15/hr. Reduced Time shifts up to \$16.50/hr. Part Time Shifts in Edison up to \$18/hr. Recruitment on Friday, Oct. 12 and Friday, Oct. 26 from 10am - 1pm. Must have high school diploma or GED to apply. Must be at least 18 years old. Walk-ins. No appointments needed. will take candidate on a first come, first served basis. Please be on time! Bring updated resume, pen, two forms of identification. Dress appropriately for interview. Employer will conduct a small presentation and will assist with online application on the spot. You can also apply online at: <https://jobs.integritystaffing.com>. **Representative:** Kathy Eaton. **Email:** kathleen.eaton@dol.nj.gov. **Tel.:** (908) 965-3924.

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

ALL STAFFING WAREHOUSING - All Staffing Warehousing is seeking **Unloaders** for sites in the Edison NJ/ Middlesex County area. Earn incentive rate pay unloading containers. This is not an hourly position but based on production. Experience, efficiency and accuracy is preferred. * Heavy Lifting is req. (up to 75 lbs.). * Fast paced environment. * Incentive Based Pay (Paid by the Truck). * Not an hourly job. * Faster production equals more money. * Ability to stand for long periods of

time. * Rethrow pallets. * Shrink Wrap. Must be reliable and Drug free. Uses manual pallet jack when needed. **Call or text** 732-689-1805 for more information. **Send resumes to** Steve.D@aswlogistics.net

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/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

PROJECT READY - Job Readiness Program 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, Excel and PowerPoint are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The **next session begins Tuesday, October 23, 2018 and ends on Thursday, November 29, 2018 (no classes Thanksgiving week - November 20, 2018 – November 23, 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, October 17, 2018 at 10:00 am**. 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:

BRIDGEWAY REHABILITATION SERVICES - Consultant Psychiatrist. 13-14 hours a week Schedule: Flexible Monday through Friday schedule. Must be able to attend one more meeting at 8:15 am and work an additional hour a month. (Plainfield, New Jersey). Salary: Negotiable. **Position Responsibilities:** Provide on-site and off-site psychiatric services to people served on the PACT team caseload. Provide on call coverage when not working specified hours with the team. Provide psychiatric evaluation, prescribe medication and crisis intervention services. Provide on-going assessment and mental status, monitor efficacy of medication and team interventions, and assessment of medication side effects. Participate in the Recovery Planning process for each person receiving services from the team. Document psychiatric evaluations, assessments and contacts with persons served, their families and significant others, and will document coordination of services with other medical providers who provide primary or other medical services to persons receiving services from Bridgeway. Help facilitate hospitalization, when necessary and coordinate care with inpatient psychiatrists as to ensure continuity of services

and expedite discharge to the community. Provide training on psychiatric diagnosis, treatment and medication to other members of the team. **Requirements:** Licensed to practice medicine in the state of New Jersey. Board Certified or Board Eligible. 2 years of work experience in the field. Must be able to work additional hour of work each month to sign plans. Must attend one morning meeting a week as part of schedule (8:15am). On-call (phone only). Community work, which is accompanied by nurse or clinical staff. Valid driver's license. Vehicle. No more than one moving violation within the past 12 months. **Full-time Peer Professional/Wellness Specialist.** Schedule: Tuesday through Saturday from 8:30 am to 4:30 pm PACT Team 1 (Elizabeth, New Jersey). Salary: Negotiable. **Position Overview:** As part of a multi-disciplinary, core services team, provides nursing assessment, direct-support services and primary health care to seriously and persistently mentally ill individuals who are enrolled in the PACT Program. Provides support and education to other team members in nursing/medical treatment and health care. **Requirements:** Individual must have lived experience utilizing mental health services. Master's degree and at least one year experience in the provision of MH services or, Bachelor's degree in counseling, psychology, social work or related area and at least two years' experience in the provision of mental health services, or An Associate's degree in Psychiatric Rehabilitation and two years' experience in the provision of mental health services, or The degree requirement may be waived for individuals who have or are receiving mental health services, two years' experience, paid or volunteer, in provision of mental health services required. Valid driver's license required. No more than one moving violation in the past twelve months. Vehicle required. **Full-time Psychiatric Nurse.** Schedule: Sunday through Thursday from 8 am to 4 pm on our PACT Team 2 (Plainfield, New Jersey). Salary: Negotiable. **Position Overview:** As part of a multi-disciplinary, core services team, provides nursing assessment, direct-support services and primary health care to seriously and persistently mentally ill individuals who are enrolled in the PACT Program. Provides support and education to other team members in nursing/medical treatment and health care. **Requirements:** Bachelor's degree in nursing preferred. Registered Nurse required with valid license in NJ. Two years paid post degree/certification/license work experience required. One year of psychiatric nursing required. Valid driver's license required. No more than one moving violation within the past 12 months. Vehicle required. **Per Diem Wellness Nurse.** Schedule: Sunday through Thursday from 8 am to 4 pm on our PACT Team 2 (Plainfield, New Jersey). Salary: Negotiable. **Position Overview:** As part of a multi-disciplinary, core services team, wellness nurse will be dedicated to providing and, when necessary, linking people accepted into the program to the in-home medical services necessary to manage the medical conditions which may be present. During the initial stages of community re-entry, the Wellness Nurse will assist persons served in taking their prescribed medications and will take the lead in ensuring that the recovery plan incorporates cognitive/behavioral interventions such as behavioral tailoring to assist them with medication adherence. Provides support and education to other team members in nursing/medical treatment and health care. **Requirements:** Bachelor's degree in nursing preferred. Registered Nurse required. Three years paid work experience in community nursing, experience in MH setting is preferred. Valid driver's license required. No more than one moving violation within the past 12 months. Vehicle required. **Full-time Wellness Specialist Peer.** Schedule: Tuesday through Saturday from 8:30 am to 4:30 pm on our PACT Team 1 (Elizabeth, New Jersey). Salary: Negotiable. **Position Overview:** As part of a multi-disciplinary, core services team, provides wellness assessment and direct services to people who have serious mental illness and who are enrolled in the PACT Program. **Requirements:** Master's degree and at least one year experience in the provision of MH services or, Bachelor's degree in counseling, psychology, social work or related area and at least two years' experience in the provision of mental health services, or An Associate's degree in Psychiatric Rehabilitation and two years' experience in the provision of mental health services, or The degree requirement may be waived for individuals who have or are receiving mental health services, two years' experience, paid or volunteer, in provision of mental health services required. Valid driver's license required. No more than one moving violation in the past twelve months. Vehicle required. **Full-time Co-occurring Community Navigator.** Schedule: Monday, Tuesday, and Thursday from 9 am to 4:30 pm, Wednesday from 9 am to 5 pm, and Friday from 9 am to 3:30 pm on our Partial Care Unit (Elizabeth, New Jersey). Salary: Negotiable. **Position Overview:** Under the direction of the licensed Director of Partial Care/RIST, provides community based outreach, advocacy and linkage for persons served in the PCU Co Occurring Disorder Unit. **Requirements:** Bachelor's degree in psychiatric rehabilitation, psychology, counseling, social work or related area or Associates Degree in Psychiatric Rehabilitation preferred. Understanding of psychiatric illness and co-occurring disorders and community resources. Valid driver's license required. No more than one moving violation within the past 12 months. **Full-time Vocational Specialist.** Schedule: Monday through Friday from 8 am to 4 pm with one late night from 10 am to 6 pm or 11 am to 7 pm on our PACT Team 3 (Union, New Jersey). Salary: Negotiable. **Position Overview:** As part of a multi-disciplinary, core services team, provides assessment and direct service to people with serious and persistent mentally illness who are enrolled in the PACT Program. Assesses persons served education and employment history and develops plans and interventions in conjunction with the individual and the team in the area of employment/career services. **Requirements:** Bachelor's degree in

counseling, psychology, social work or related area required. Two years paid post degree work experience in mental health and/or vocational rehabilitation. Experience with vocational services for people with disabilities required. Job development or sales experience preferred. Valid driver's license required. No more than one moving violation in the past twelve months. Vehicle required. **Full-time Senior Counselor.** Schedule: Monday through Friday from 9 am to 4:30 pm at our Partial Care Unit (Elizabeth, New Jersey). Salary: Negotiable. **Position Overview:** Under the direction of the Partial Care Intake Team Leader, responsible for the operation of a psychiatric rehabilitation prevocational unit; administrative, educational and evaluative aspects of supervision. **Requirements:** Master's degree in counseling, psychology, social work or related area. BA degree in counseling, psych rehab, social work or related field required. Working towards CPRP. Minimum of 3 years work experience in mental health services with Bachelor's degree. Valid driver's license required. Vehicle. No more than one moving violation within the past 12 months. If interested, please send resumes to: Human@BridgewayRehab.org. Melica Hampton, MSA, CPRP. HR Recruiter. 908-355-7886 ext. 1021

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. 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 - 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. **New class starts October 15, 2018 - January 30, 2019.** 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 - 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. **Description of Responsibilities:** Utilizes "hand-to-surface" methods for all package handling. •Loads and unloads packages onto or from delivery vehicles, trailers, pallets, conveyor system carts and load gratings. •Lifts, carries, pushes and pulls packages on a continuous and repetitive basis for approximate shifts of two to four hours. •Determines the appropriate conveyor system by scanning packages, reading labels and charts, verifying numbers and memorizing information and sorts packages accordingly. •Performs other duties as assigned.

Job location: Street Address: 6000 Riverside Drive, Keasbey. New Jersey, 08832. **Pay rate:** \$13.35-\$15.35/hr. eff. 9/30/18 + \$2/hr. peak wage enhancement 11/4/18 - 12/31/18. **To apply go to** Groundwarehousejobs.fedex.com. **Contact:** Kathy Dalcourt. **Address:** 25 Talmadge Road, Edison, New Jersey 08817. kathleen.dalcourt@fedex.com. **Tel.:** (732) 287-7887. **No. of positions:** 100.

GUEST SUPPLY A SYSCO FOODS COMPANY - 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

HELEN KELLER INTERNATIONAL - 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.

HEAVENLY TEMPLE CHURCH - Music Director. Responsibilities and Duties: Energetic Music Director to expand community music program, to facilitate and develop sanctuary choirs, worship services in an urban setting. Candidate should possess piano/organ prowess in hymns, traditional gospel, contemporary, praise and worship genres. This candidate should also possess an aptitude for fundraising and be willing to join the HT family. Please send resume to Heavenly Temple Church. **Immediate Opening Call:** Heavenly Temple Church, 15 Martin L. King, Jr Drive, Jersey City NJ 07305. **Tel.:** 201-332-8974. **Fax:** 201-332-3773. **Email:** heavenlytemple@earthlink.net. **Contact:** Elder Marc Bailey

HUMANE CONCEPTS HEALTHCARE is a training school based in Union, NJ where we are offering a FREE training course funded by the NJ Dept. of Labor and Workforce Development for a 2-in-1 certificate program. Individuals who sign up will earn a certificate as a Certified Nurse Aide (CNA), and in CPR. The individuals that would like to take the program must be unemployed or have exhausted their unemployment benefits within the last year. At the culmination of the 8-week-long program, job placement support is provided. Employer partners are awaiting to hire. If interested, please call **(908) 416-0522."**

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 and 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

INROADS TO OPPORTUNITIES - Part-time Temp Warehouse Workers to load/unload containers, move materials, assist in shipping/receiving, etc.- forklift experience is a plus. Part-time 25-30 hrs./wk., Mon-Fri. **To apply go to:** 301 Cox St, Roselle for application or **email resume to:** LBoyko@inroadsto.com . **Fax to** 908-241-2025.

LITTLE BEARS DAY CARE CENTER, Hillside NJ. **Teacher's aide** position available, full-time or part- time for Infant and Toddler classroom. The right candidate should have friendly personality, self-motivated, enjoy working with children. You will be placed based on your experience and availability. We offer flexible scheduling. All applicants must meet following requirements: Must have reliable form of transportation and pass a background check. Must be very reliable, mature, honest, and have genuine love of children. Drop off resume at Little Bears Day Care Center, 422 New York Place, Hillside NJ or email to "Littlebears.center@verizon.net"

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.

NATC DONUTS - is hiring 5 crew members for their Iselin location. **Location:** The Crew Member openings are in Union, Kenilworth and Cranford. **Responsibilities:** Work well and interacts with others respectfully. Respond positively to coaching and feedback. Communicate with team members. Able to learn and execute multiple tasks. Provide guest service. Resolve guest issues. Follow brand standards, recipes and systems. Follow safety, food safety and sanitation guidelines; comply with all applicable laws. Maintain clean and neat work environment. Execute restaurant standards and marketing initiatives. Handle cashier transactions. Prepare and deliver all products according to Brand standards. Basic computer skills. Strong communication skills. Desire to be part of a performance driven team. Ability to operate cash register effectively. Capable of counting money and making change. Able to operate restaurant equipment (minimum age requirement may apply). Minimum age 16+. **Benefits:** Full-time employees receive medical, dental, vision and 401k. **To apply, send** resume to Denise Meola at: dmeola@natcdonuts.com

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>

NEED IT NOW LOGISTICS - CDL A & CDL B Drivers. **Description of Skills/Experience Required/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.

OUR HOUSE INC - Direct Support Professional. **Qualifications:** High school diploma/GED Computer literate (e-mail, web, Microsoft Word, and Microsoft Excel). New Jersey driver's license and a clean driving record. Reliable transportation. **Description of Responsibilities:** Responsibilities include: Teaching social skills, money skills, travel training, safety skills and self-advocacy. Community integration. Meal planning and preparation. Medication administration. Personal grooming and hygiene. Recreation Household maintenance. **No of Openings:** Ongoing. **Salary:** Pay rate starts at \$12/hour and

increases to \$13/hour. **Benefits:** Yes. **Address of job location:** 76 Floral Ave., Murray Hill, NJ 07974. **To apply:** Send resume to Melissa Falletti-McCarthy at: mmccarthy@ourhousenj.org. **Tel.:** (908) 464-8008

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.

STARLIGHT CLEANERS – 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.

TIFFANY NATURAL PHARMACY - Customer Service Representative. The Customer Service Representative is responsible for interacting with patients and customers to provide answers to inquiries involving the company's products or services. We are looking for highly motivated individuals with: -Great communication skills -That can troubleshoot and effectively solve problems -Has great computer skills -Strong multi-tasking skills with high attention to detail -Strong work ethic with energetic positive attitude -The ability to manage inside sales/customer service tasks. **Minimum Qualifications** -High School Diploma or equivalent (preferred but not required). -Some Customer Service experience required. -Effective interpersonal, time management, and organizational skills. -Strong communication skills. -The ability to recognize and direct information. -Efficiently multi-task in a fast pace environment. **Description of responsibilities:** Responsibilities include, but are not limited to the following: 1. Implementing general cash register procedures. 2. Routing patients and customer to the appropriate department or individuals the company. 3. Determining correct resolutions to patient and customer complaints; take corrective actions, and monitoring results. 4. Ensuring proper billing to patients and customers for all products and services in store and delivered. 5. Answering phone calls in a clear and concise manner. 6. Representing the company in a professional and courteous manner in all interactions with patients and customers. Employees are regularly required to stand, walk, and sit. They must also occasionally lift and/or move up to 30 pounds as well as operate office equipment. **Education requirements:** High School Diploma or equivalent (preferred but not required). **Job Location:** 1115 South Ave. W, Westfield NJ 07090. **Email resume to:** Jackie Esteves at TiffanyNaturalPharmacy@yahoo.com. **Tel.:** (908) 233-2200. **No. of positions:** 2.

RIDER INSURANCE COMPANY - 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 – 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 – 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

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.

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!**

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.

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

