

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

Job Connection

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November 5 – November 11, 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

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

PRICE SAVER MARKET PLACE – 50 F/T positions: Price Saver Market Place is opening a new supermarket near the Plainfield area. They are currently looking to hire for various positions in the store, meat, deli, produce, dairy, frozen, bakery, and front end departments. **Interested?** Thursday November 29, 2018 at 9:00am. **Where?** Plainfield Public Library 800 Park Ave Plainfield, NJ 07060. Pre-registration is required for this Event. To register please go to tinyurl.com/wibcjobs. 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

UPS - Bound Brook - Hiring Full Time Package \$15.00 per hour! Must be available to work an 8-hour shift. Must be able to work from October 15th through January 10th. Must have reliable transportation. Job will require loading trucks. Must be a team player and work Safe. Variety of shifts available. Looks good on a resume. Transportation provided. Available shifts: 6-10 PM (Twilight), 10-11PM Lunch, 11-3AM (Night sort). Positive recruitment at: Union County One Stop, 921 Elizabeth Ave., Elizabeth, NJ 07201. **Recruitment:** Friday, November 9th, 2018. 10 AM to 1 PM. To schedule an interview, please contact: Area HR Manager, Chris Clark at 201-704-1768 or via email at cclark4@ups.com. The UPS Parsippany Facility is located at: 303 Waterloo Valley Road Budd Lake, NJ.

BrightStar Care of Westfield – FT/PT Certified Home Health Aides – Salary \$11.00 - \$15.00 per hour. NJ1456913. **Recruitment:** Friday, November 13, 2018 from 1:00PM to 3PM. Plainfield One Stop - 200 W 2nd Street Plainfield, NJ 07060. **Job Requirements:** Provide client care according to approved plan of care. Provide quality client care by complying to policies, procedures and standards. Assist in providing a safe environment for client. Comply with all documentation and record keeping requirements. Ensure clients rights are adhered to. Treat client, family and staff with courtesy and respect.

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

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Continue...

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

ALL STAFFING WAREHOUSING - Unloaders***Earn More with Your Productivity***Edison, NJ/Middlesex County Area.

Incentive pay rewards higher productivity with bigger pay. Be motivated to work harder and strive for better results. Your time equals better pay. You have control over the outcome and results. Experience, efficiency and accuracy is preferred. Heavy Lifting is req. (up to 75 lbs.). Fast paced environment. Incentive based pay (Paid by the truck). Ability to stand for long periods of time. Rethrow pallets. Shrink Wrap. Call or text **732-689-1805** for more information.

Required for position: 2 forms of valid ID (State Issued Photo ID and Social Security Card or Birth Certificate)

Or US Passport or Permanent Resident Card. Apply in person Monday to Thursday between 9am and 3pm:

All Staffing Warehousing, 311 Raritan Avenue, 2nd Floor, Highland Park, NJ 08904.

COUNCIL FOR AIRPORT OPPORTUNITY - 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

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.

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.

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

GRACELAND ADULT MEDICAL DAY CARE - CNA - Description of Skills: High School diploma or GED Completion of a state-approved CNA certification training course. Basic computer skills. Ability to work as part of a team and to handle multiple tasks safely and effectively. Good communication skills, including the ability to communicate sensitive information with empathy ("bedside manner"). **Description of Responsibilities:** Assist with daily living activities. This includes delivering

meals to patients, turning and ambulating patients and providing plenty of fresh water, as well as extra nourishment between meals. Help patients with personal hygiene. Provide patients with bedpans, help with baths, shampoos and showers. Provide adjunct care for the patient, including ice packs, non-sterile dressings and therapeutic baths. Check vital signs and record daily information in the patient's chart. Helps patients by supporting personal hygiene and daily living needs, providing comfort, transportation, and vital sign monitoring. Assist the nurses and other staff as needed. Adhere to professional standards, follow policies and procedures and abide by federal, state and local requirements, as well as Joint Commission standards. **Number of Openings:** 1. **Job Location:** 316 Madison Ave, Perth Amboy, NJ, 08861.

Representative: Miss Lovina. **To apply:** Email your resume to: gracelandamdc@gmail.com. **Tel.:** (973) 699-4826.

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

GUEST SUPPLY A SYSCO FOODS COMPANY - 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.**"

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 Beltrami at:** apply@rapidservice.com. **Job Location:** PO Box AY. 285 Straight Street, Paterson NJ 07509. **Tel.:** 973-345-5600.

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

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

Position	Location	Status	Requirements
Direct Support Staff (Group Homes)	Union, Middlesex, and Somerset Counties	Part-Time Weekend and Overnight positions	High school diploma, clean driving record and valid license, 1 yr. experience
Direct Support Staff (Day Programs)	Union, Middlesex, and Somerset Counties	Full-Time, Mon-Fri	High school diploma, clean driving record and valid license, 1 yr. experience
Day Services Specialist	Union, Middlesex, and Somerset Counties	Full Time, Mon-Fri	College degree w/2 yrs. experience preferred; advance proficiency in ECR (MyEvlov preferred); efficient reporting skills; excellent communication skills (written and verbal)
Day Program Director	Somerset County	Full-Time	College degree w/2 yrs. experience preferred; management experience; efficient reporting skills; excellent communication skills (written and verbal); demonstrated leadership skills.

Contact us today ~ Fax: (908) 464-8263 ~ E-mail: hrmanager@ourhousenj.org

www.ourhousenj.org. OHI Job Fairs, Thursdays - November the 1st and November the 15th . Our House Inc. is hosting a Job Fair on November 1, 2018 and November 15, 2018 from 10:00AM to 12:0PM. We are seeking Direct Support Professionals in our Day and Residential programs. We are also seeking a Day Program Director and Day Services Specialist. Candidates should bring their resumes to the job fair. Walk-ins are welcome. **Contact us today!!!**

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.

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.

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

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

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

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

YWCA STEP (Skills Training and Empowerment Program) is starting an Entrepreneur Program! Have YOU ever thought about starting your own business? Have a creative idea that you want to market? Want to expand your hobby into an income? Come to the Women's Empowerment 360° Program! YWCA in partnership with Rising Tide Capital is launching a new Women's Economic Empowerment Program. Open to all Women! Come hear from women entrepreneurs and find out how to launch your own business. Light refreshments will be served and parking is available. The event will be held on **Wednesday November 7th at 5pm- 6:30 PM in the CORE Building at Trinitas Hospital located on: 1164 Elizabeth Ave (Broad St) Elizabeth, NJ 07201**

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

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

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

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

<https://form.jotform.com/1BlatUCC/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.
