

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

Job Connection

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Jan 9 – Jan. 15, 2017

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

UNION COUNTY COLLEGE CENTER FOR ECONOMIC & WORKFORCE DEVELOPMENT PROGRAM FOR OUT OF SCHOOL YOUTH

Offering free occupational training courses in: **Office skills, Medical Billing and Coding Specialist.** Paid externships are offered in conjunction with training. Upon completion of both courses and paid externships, students will be able to meet the demands of a competitive occupations in high- growth industries such as Business and Health Care. **Union county youth success program for ages 16-24. For more information, please contact Monika Mack at (908) 659-5171. CENTER FOR ECONOMIC & WORKFORCE DEVELOPMENT 40 West Jersey Street Elizabeth, NJ 07202**

CAREER DAY COMING UP AT THE ESSEX COUNTY ONE-STOP CAREER CENTER 50 SOUTH CLINTON STREET, 2ND FLOOR, ROOM 2069 EAST ORANGE, NJ 07018

YCS Clinician Recruitment on Wednesday, January 25, 2017 from 10:00AM TO 2:00PM.

Intensive in Community, is seeking, part-time Clinicians to work with children, adolescents, and families by providing services based on individualized treatment plans. Provide individual assessments and individual, family and group therapy to adolescent, and children population. Demonstrates knowledge of principles and practices of psychotherapy, clinical social work, psychologists or Nurse Practitioner Demonstrated ability to establish and maintain effective working relationships Demonstrated ability to exercise good judgment in evaluating situations and choosing an appropriate course of action Demonstrated ability to communicate effectively both orally and in writing. **Job Requirements** ***Please Note: Applicants who do not meet the minimum requirements below will not be considered*** **Requirements:** Master's degree in Social Work or Counseling, Doctoral level psychologist, Masters level psychologist en route to completing doctorate, or related mental health discipline. Current NJ State licensure to practice; social work in the State of New Jersey as a Licensed Clinical Social Worker (LCSW) or Licensed Associate Counselor (LAC); Licensed Social Worker (LSW), or Licensed Professional Counselor (LPC) or Licensed Professional Counselor. Two (2) years of full-time clinical work experience. **Additional requirements:** Traveling is required. Valid NJ driver's license is required. Clinicians should have their own transportation. Work Schedule: Hours are based on

case assignment. Clinicians are expected to be flexible to family's availability, and thus, may include accommodating weekends. All new hires are required to attend a week orientation, upon hire, only on Monday 8:45-4:00pm. **Visit us at www.ycs.org and apply under employment opportunities.**

**CAREER DAY COMING UP AT THE UNION COUNTY ONE-STOP IN ELIZABETH,
921 ELIZABETH AVE. ELIZABETH, NJ 07201**

FedEx for Thursday, January 19th, 2017 from 1:00 pm – 3:00 pm was cancelled.

TNG will be on Monday, January 23rd, 2017 from 1:00 – 3:00 pm. Reset Merchandiser Jobs Are Available Immediately!!!! TNG is a leading merchandising company in the USA, servicing over 70,000 retail locations throughout the country. We currently have openings for part time Retail Reset Merchandisers to service retail locations in the following areas: Elizabeth Union WHAT WILL I BE DOING? As a Retail Reset Merchandiser you will be part of a team that resets certain areas of a (primarily grocery) store, taking down current displays and products and replacing them with new products and displays. **Responsibility:** Stock displays with new or transferred merchandise. Hang, attach or replace price tags on merchandise when missing or requested to change. Set up advertising signs and displays on shelves, counters, tables and other specified locations. Correctly separate and identify back stock, discontinued and unallocated items in boxes, bins, and crates in location(s) identified by Team Lead. Clean display cases, shelves and aisles. Provide continuity coverage based upon identified on-going schedule. Special projects or audits. WHAT DOES THE POSITION OFFER? \$12.00 an hour starting rate and Job growth opportunities. QUALIFICATIONS: Candidates must be at least 18 years of age. 6+ months experience as a merchandiser or equivalent experience is preferred but not required. Be punctual and be able to work late/overnight night and early morning shifts. Candidates must have reliable transportation necessary for local travel and proof of insurance. This is a physical job and requires candidates to lift up to 50 lbs. and perform tasks that involve stooping, walking, bending, searching for items and standing for long periods of time. Handle light power tools, (drills), and manual tools, (hammer, screw drivers etc.). In order to perform the job you must have access to a smart phone with the ability to take and upload pictures computer, internet, and email for regular communication with your supervisor. Basic math skills, ability to estimate quantities deal candidate should be responsible, provide great customer service, take direction from team lead, and be able to work well with minimal supervision. Maintain a professional appearance at all times. TNG is an Equal Opportunity Employer and we do perform background checks on perspective new hire candidates.

**CAREER DAY COMING UP AT THE UNION COUNTY ONE-STOP IN PLAINFIELD,
200 W SECOND STREET, PLAINFIELD, NJ 07062**

FedEx for Monday, January 9th, 2017 from 9:00 am – 12 noon was cancelled.

A GIVING HEART HOME HEALTHCARE SERVICES, INC. will be on Thursday, January 12th 2017 from 9:00 am – 12:00 pm. **Now hiring: Certified Home Health Aides** – F/T \$10.00-\$13.00 per hr work in clients home provide support with daily tasks 1 year experience NJ 1190158
Certified Nursing Assistant – F/T \$\$13.00 - \$15.00 per HR Provide personal healthcare in patient homes. NJ 1190171. LPN's – F/T \$28.00 - \$32.00 per HR Provide direct nursing care of assigned patients NJ1191738

**CAREER DAY COMING UP AT MIDDLESEX COUNTY ONE-STOP 550 JERSEY
AVENUE, NEW BRUNSWICK, NJ 08901**

Gold Medal Home Health will be on Tuesday, January 10, 2017 from 10:30 AM to 12:30 PM. No one admitted after 12:15 PM. Part Time positions available throughout Middlesex County Certified Home Health Aide. Job order number: NJ1175064. Pay: \$10.00 - \$13.00 hourly. MUST have Certified Home Health Aide Certification. NO CERTIFICATE REQUIRED. **Pre-registration preferred by completing the registration form:** <http://goo.gl/forms/iWU29AmFLL>. Questions email: middlesexcountybrc@dol.nj.gov. **PLEASE BRING TWO COPIES OF YOUR RESUME & DRESS APPROPRIATELY FOR INTERVIEW.**

Mr. Appliance will be on Thursday, January 12, 2017 from 10:00 AM to 12:00 PM. No one admitted after 11:45 AM. Hiring Appliance Repair Technician. Location: Parlin. Pay: \$500 - \$2,000 weekly. Duration: Full Time - First shift. Benefits: Vacation and Holidays. **Please Pre-register** <http://goo.gl/forms/iWU29AmFLL>. Questions email: middlesexcountybrc@dol.nj.gov. **PLEASE BRING TWO COPIES OF YOUR RESUME & DRESS APPROPRIATELY FOR INTERVIEW.**

RECRUITMENT AT MIDDLESEX COUNTY

Middlesex County is hiring for several positions. *Business Development Assistant*- Under the direction of the Business Solutions and Career Strategies (BSCS) Unit Manager, provide administrative support/assistance to the BSCS Manager and team members of the BSCS. **JOB DESCRIPTION REQUIREMENTS:** High School Diploma, GED, or HSE. Associates Degree a plus but not required. 1-2 years administrative assistant experience. Proficient in Microsoft Word, Excel, PowerPoint, and Access, a must. Great verbal and written communication skills required. Ability to work independently and within a group. Willingness to learn new skills to improve unit performance. Able to research, review, and analyze forms, of data to measure unit effectiveness. **OTHER REQUIREMENTS:** Valid New Jersey Driver's License. *Career*

Development Counselor - Under the general direction of the Deputy Manager or Operations and/or other high level supervisor, this individual will determine eligibility for services, provide career guidance, case management, mentoring, and retention services. **REQUIREMENTS:** Graduation from an accredited college and/or university with a Bachelor's Degree. BA/BS Social Sciences and 15 credits in vocational guidance or related courses. 1 year experience in counseling related area. Must be computer literate with knowledge of Microsoft, Word, Excel, and PowerPoint. Adaptable and able to take on new responsibilities as necessary. **OTHER REQUIREMENTS:** Valid New Jersey Driver's License and reliable automobile a must. Must be a resident of Middlesex County, New Jersey. Bi -lingual a plus but not required. Must be a resident of Middlesex County, New Jersey. Bi -lingual a plus but not required. **Applicants must submit a cover letter and current resume by no later than Friday January 6, 2017 to Kevin.Kurdziel@dol.nj.gov or mail to: Middlesex County Office of Workforce Development 550 Jersey Avenue New Brunswick, NJ 08901 ATTN: K. Kurdziel**

CAREER DAY COMING UP AT NJ TRANSIT

Bus Operators - Tuesday, January 10, 2017 9:30 am (please be prompt). Approximately 4 hours to complete paperwork and take pre-employment test. **Jersey City One-Stop Career Center 438 Summit Ave, 1st Floor Jersey City, NJ 07306.** Seating is limited and candidates will be processed on a first come, first served basis. **PLEASE BRING:** Two forms of identification (one with a picture). A COMPLETED employment application (can be downloaded from www.njtransit.com, click on careers). **CANDIDATES MUST:** Possess a High School diploma or GED. Be 21 years of age or older. Have at least 3 years non-provisional driving experience with valid NJ driver's license, NJ Commercial Driver's License (CDL) with airbrake & passenger endorsements, or PA/NY CDL license with airbrake & passenger endorsements. Have a safe driving record with less than 5 accumulated points. Be available for an intensive training program for 21-25 business days from 8:00 am to 4:30 pm, Monday-Friday. Perfect attendance is required throughout the training program. Be available, without restriction, all days and hours of the week to cover an assigned shift. **NJ TRANSIT will help you to obtain your CDL (Valid for NJ Drivers ONLY).**

BRIDGEWAY REHABILITATION SERVICES OPEN HOUSE for JOB SEEKERS OUR HOUSE, INC- OPEN HOUSE FOR DIRECT CARE PROFESSIONALS

Biweekly Open House, on Wednesdays, starting January 4, between 1-3:30pm at our Admin office, 76 Floral Avenue, Murray Hill, NJ. Minimum requirements-HS/GED, valid driver's license, own transportation and the ability to spend first 2 weeks in mandatory trainings. College grads interested in beginning a career should also visit our website for more information. Interested individuals need to visit our website, www.ourhousenj.org for more details and to download an application to bring with them to the open house. Positions

include are part time, full time and awake/overnight. We seek caring individuals who truly want to make a difference in someone else's life and those with experience preferred. **If unable to attend, fax: 908-464-8263 or email: recruiter@ourhousenj.org.**

OPEN HOUSE WEDNESDAYS: EXPRESS EMPLOYMENT PROFESSIONALS

Every Wednesdays from 9am to 2pm. Location is 140 Littleton Road, Suite 110, Parsippany, NJ
Come and Apply! Bring a Friend! 70+ openings available in Morris County. All shifts available. 7 delivery drivers, 10 machine operators, 50 pick/pack, 3 electronic solderer and warehouse workers. Please call 973-316-4885 with questions. **Apply online at Expresspros.com prior to coming in and select the Parsippany location.**



CONNECTIONS PERSONNEL_OPEN HOUSE

Tuesday and Thursday from 10am-2pm – Industrial: Pickers/ Packers, Warehouse Workers, Forklift Drivers, Shipping & Receiving clerks, Machine Operators, Assemblers, General Laborers. **Manual Machinist** – Middlesex Company seeking a manual machinist. Candidate must be familiar with operating and programming CNC machines. Tool making experience, a plus. **Electronic Assembler** – South Plainfield Company seeking an electronic technician / assembler. **Candidate** will diagnose and troubleshoot defective parts as well as assemble small electronic components. **Wire bonding and soldering** experience a plus. Knowledge of electronic circuits and components required. **Laborer- North Plainfield Company** seeking laborers to assist in their lumber department. **Candidate must be able to read a ruler / tape measure. Basic math skills required.** Experience operating table and radial saws needed. **Steel Production Operator-** Company in Whippany is in need of a heavy steel production operator. **Candidate will assemble products per engineering drawings, load and unload materials from trucks to the stock area then to the production floor as needed. Candidate will feed materials into the machines and inspect products as they finish.** Machinist- Somerset Company- 3rd shift. Candidate will operate a variety of production equipment. Must have the ability to verify dimensions of finished product visually or by using basic measuring devices, micrometers, caliper and gauges etc. Candidate should have the ability to read prints and verify that the product conforms to customers specifications. Candidate will keep inspection and documentation data.

Wednesday from 10am to 2pm - Office personnel: Clerical, Customer Service, Administrative, Assistants, Accounting Clerks, and Data Entry. **Please stop by one of our offices at: Connections Personnel 764 Easton Ave. Somerset, NJ 08873 Call to register and for directions 732-745-9955 Connections Personnel 1911 Westfield Ave. Connections Personnel 1911**

Westfield Ave. Scotch Plains, NJ 07076. For more information, go to www.connectionspersonnel.com. Call to register and for directions. 908-322-5200

New Brunswick, NJ Company is looking for a Die Bonder / Wire Bonder Operator. Set up, program and maintain both manual and automated wire bonding machines for assembly and packaging of semiconductor devices, specifically diode lasers. Set up, program and maintain automated die bonding machines for assembly and packaging of semiconductor devices, specifically diode lasers. Perform production wire bonding and die bonding for several diode laser products, including laser chips, laser arrays, photo diodes, ASICs, and similar micro components. Experience operating and working with Palomar, ASM bonders and Unitemp reflow equipment is a big plus. Experience handling and assembling small parts underneath a microscope with tweezers and or vacuum wands. **Please apply: Connections Personnel, 764 Easton Ave. Somerset, NJ or call for more information: 732-745-9955**

EVERY MONDAY: OPEN HOUSE AT COMMUNITY ACCESS UNLIMITED IN ELIZABETH

Community Access Unlimited is an expanding social service agency that wants you to apply to become part of a dynamic team leading the way to assisting people with disabilities or at-risk youth reach their goals! We have direct care positions available assisting individuals with developmental disabilities that live independently in the community. All positions require: valid driver's license; vehicle to use while working; original HS Diploma/GED. Prior experience working with individuals with developmental disabilities preferred. To apply for a position please attend an **Open House** held on **Mondays, 4 pm – 6 pm at 80 West Grand St, Elizabeth.** **To make an appointment for an Open House, call an HR rep at 908-354-3040 ext. 203. If you can't attend an open house, fax your resume to 908-354-0283 or email to rwright@caunj.org.** To learn more about the agency visit our website at www.caunj.org. Be prepared to fill out an application. Make sure you bring a resume! EOE.

EMPLOYMENT OPPORTUNITIES

AARON'S- is hiring Customer Service Representative in Perth Amboy, NJ. **Job Duties:** Personally support every customer to Own it. Customer Care & Service. Drive Sales through building authentic relationships with customers. Assist customers on the showroom floor. Accept & process current customer payments. Assist with store sales by in store marketing. Input customer information into the store computer for new lease agreements. Update customer information & account status in the store's computer system. Manage cash transactions with customers. Administrative Assistance. File & maintain customer folders and records. Answer incoming telephone calls. Maintain regularly mailing campaign. Process order forms and references. Maintain the appearance & organization of the customer transaction counter. Assist in the maintenance of the showroom through cleaning, organizing & merchandising. Additional duties as assigned by management. **Job Requirements:** High school diploma or equivalent. Excellent interpersonal skills are

required for daily customer contact. Working knowledge of electronic products (appliances, computers, etc.). Strong sales skills- showroom and telephone. Position may require lifting up to 50 lbs. without help. Excellent telephone manners. Strong communication skills. Strong computer skills. Maintain professional appearance. **For more information, please go to <https://jobs.aarons.com/job/-/-/1618/3696304?src=JB-10900&ss=paid>**

ACADIA HEALTHCARE - We are currently seeking a Full Time Office Assistant for our Strathmore Comprehensive Treatment Center. Hours are Monday - Friday 10:15AM - 6:15PM; available some Saturdays. The Office Assistant position requires someone who is professional, courteous, even-tempered and team-oriented. He/she should demonstrate empathy and personal commitment to excellence in serving patients, co-workers and other key customer groups. Other requirements include superior observational, problem solving and decision making skills. This individual must consistently maintain professional boundaries, ensure patient confidentiality and contribute to creating a positive therapeutic environment. We offer a competitive benefits package to all full-time employees including Medical, Dental, Vision, 401k, Company paid group term life insurance. **Position Responsibilities:** Types reports, business correspondence, forms and other written material. Answers telephone, answers questions within bounds of delegated authority. Coordinates the filing, retrieval, dissemination and storage of active and inactive patient records. Responds to requests for information in accordance with Federal Confidentiality laws, management policies and procedures. Greets visitors, patients and directs them to proper location. Assists with coordination of intake process. Our hours are earlier than many places, typically 5:00AM to 1:30PM, this gives our staff more time to pursue part-time schooling and hobbies in the evenings and weekends. Hours subject to change by location. **Necessary Qualifications:** Ability to read, write and speak English effectively. Ability to follow directions. Two years of related experience preferred. . Demonstrated ability to type 45 wpm and operate standard office equipment including fax, computers, etc. Ability to file or sort via alphabetical/ numerical criteria. Knowledge of, and proficiency in, MS word required. Great interpersonal skills. High School diploma or equivalent required. **For more information, please go to <http://www.acadiahealthcare.com/about/careers/career-listing>**

ACCREDITED HEALTH SERVICES - Immediate Placement Full Time Position - Home Care Agency seeking a full-time Clerk for our Perth Amboy office. Home Health Care Experience helpful but not required ***Individual must be energetic, reliable, hardworking, self-motivated with great work ethic***Must be computer literate***Must be bilingual English/Spanish***Work Schedule is M-F 9:00am-5:30PM. Resume without salary requirements will not be considered. We offer benefits which include Medical, Dental, Vision, Life Ins., Fully Vested 401k, (employer match). **Located at 313 State Street, Ste. 414 Perth Amboy, NJ 07601. EOE/M/F/V/D Pre-employment Drug Screen Required**

ADP – is hiring Technology Dev Program in Roseland NJ. **Job Description:** Unlock Your Career Potential: Technology at ADP. Do you enjoy exploring, identifying and inspiring the future of the workplace and the lives of millions of people? At ADP, the world's largest B2B cloud company, our Technology team is comprised of brilliant engineers, architects, data scientists, infrastructure experts, and more. We were first in our industry to offer a SaaS solution and continue to push the envelope utilizing the latest operating platforms to deliver the highly automated, intelligent and predictive solutions that are redefining what is possible. ADP is hiring summer interns and new grads for technical roles. In these positions you will contribute to project-based deliverables aligned to your field of study. You will interact with professionals who will guide and support you as you enhance your skills while gaining relevant experience. As an ADP IT team intern and full time associate, you will work with our technical team on a variety of projects and assignments in the areas of Information Technology, Information Systems, Computer Science, Computer Engineering and other technical disciplines. **For more information, please go to <https://jobs.adp.com/>**

ADREIMA- Job Summary: The Eligibility Specialist is responsible for assisting hospital patients with the completion of the application process for any applicable governmental medical assistance programs which could include Medicaid, Disability, or Charity programs. The Eligibility Specialist not only acts as an advocate for the patient, but also serves as a liaison to other Team members and to client hospital and government agency staff in a collaborative effort to facilitate eligibility coverage for incurred medical expenses. **Minimum Qualifications:** Requires 2-4 years of related experience. Experience in hospital business office and/or Medicaid casework is highly desirable. Knowledge of Government eligibility program requirements is highly desirable. Excellent communication skills, both verbal and written, with the ability

understand users' questions and effectively disseminate technical information is essential. Computer data entry and word processing skills and ability to operate routine office equipment are required. Working knowledge of computer programs, i.e., Microsoft Excel. Must be able to type at least 30 wpm. Needs to have a valid driver's license. **For more information, please go to <http://adreima.applicantstack.com/x/detail/a2r2jzxhcjew/aapv>**

ALTERNATIVE INC –New Jersey-based non-profit organization is committed to providing services and support to individuals with special needs. The agency is growing rapidly and is in need of qualified candidates! To provide individuals with comprehensive support services, they strive for candidates to make the right choice in choosing Alternatives, Inc. as their prospective employer. This agency offers generous benefit packages for employees, as well as rewards for performance and years of service. Operating in a competitive industry, Alternatives continues to be a leader with salaries, technology and services. They promote lifelong education and personal development within their company. We are in the process of opening THREE NEW GROUP HOMES! Currently seeking staff for Phillipsburg, Jackson & Brick! **To apply: Visit www.alternativesinc.org**

ARAMARK- is hiring Food Service Worker for Livingston Public School. **GENERAL RESPONSIBILITIES:** Prepare a daily report that verifies transactions. Be able to work quickly and concisely under pressure. Understand what is inclusive of a reimbursable meal. Ensure storage of food in a proper and sanitary manner Organize and assist in major cleaning of refrigerators, freezers, and cooking and serving equipment at the regularly scheduled intervals. Ensure food items and supplies are checked in as they arrive. Ensure daily cleaning and sterilization of all dishes, silverware, and cooking utensils. Promote good public relations. Attend in-service meetings as scheduled by the General Manager/Lead. Proper utilization of leftovers as required. Maintain a constant sense of cost control. Adhere to all HACCP regulations for sanitation, food handling, and storage. Adhere to the uniform policy. Communicate with the Kitchen Manager daily to understand and properly prepare menu for the day. Serve food at proper portions as requested. Adjust thermostat controls to regulate temperature of ovens, broilers, grills, roasters, steam kettles, and all other cooking and serving equipment. Measure and mix ingredients according to standardized recipes using blenders, mixers, grinders, slicers, and other preparation equipment to prepare entrees, soups, salads, sandwiches, gravies, desserts, sauces, casseroles, and other food items. Bake, roast, broil, boil, and steam meats, fish, vegetables, and other foods. Observe and test food being cooked by tasting, smelling, and taking temperature to assure it is cooked. May wash, peel, cut, and shred vegetables and fruits to prepare them for use. May bake bread, rolls, cakes, and pastries. Other related duties as assigned. **MUST BE ABLE TO:** Skillfully use hand tools or machines needed for your work.. Read instructions for items to be made. Use math to calculate change. Work with client(s) with tact and diplomacy. Perform work that is routine and organized. **QUALIFICATIONS:** Foodservice Sanitation Certificate as needed. High School diploma/GED. **For more information, please go to <http://www.aramark.com/careers>**

ARC OF UNION – is hiring for several positions. **Please apply at <http://www.arcunion.org/careers/opportunities.php>.** Use the Job Code when submitting your resume. **Submit your information to: The Arc of Union County Human Resources. The location is 70 Diamond Road Springfield, NJ 07081 Fax: (973) 315-0008 careers@arcunion.org**

ASHLEY FURNITURE HOMESTORE - NJ is a great place to work and shop! We offer personal and professional growth along with the best compensation plan in the furniture industry. We offer extensive training and flexible schedule So if you are passionate, customer focused, and have a high level of integrity, come join our TEAM...We currently have an opportunity for: **FT SALES ASSOCIATE – Paramus NJ & Secaucus ******* So if you are passionate, customer focused, have a high level of integrity and have great math skills....come join our TEAM. **Please submit your resume to Lakesha Turner Recruiter Factory Direct Enterprises LLC. d/b/a Ashley Furniture HomeStore 08837 Phone: 732-548-1278**

BAKER & TAYLOR- is hiring Receiving Clerk Bridgewater, NJ. **POSITION SUMMARY:** Responsible for receiving inventory in conformance with receiving requirements including verification of all essential title data (price, binding, publisher, purchase order number, ISBN, barcode) for proper maintenance of on-hand inventory and title file. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** (The following statements describe the general nature of work being performed in this job. They are not intended to be an exhaustive list of all duties. Additional responsibilities may be assigned by management):

Removes products from cartons. Scans barcode on product using surface mounted scanner. Verifies that title, price, and binding agrees with received product, using CRT screen. Forwards nonconforming goods to exception clerk. Accurately counts and enters quantities in CRT. Sorts products. **Requirements:** High school graduate or equivalent and up to three months experience. Knowledge of scanning equipment. PC and 10 key skills helpful. Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's and perform these operations using units of American money and weight measurement, volume, and distance. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions and deal with problems involving a few concrete variables in standardized situations. **For more information, https://s2verify.pstprod.peoplestrategy.com/jobseeker/main_intro.php?ERCESSID=tmmmse70ta9m9qvrknc2j530**

BARNABAS HEALTH- is hiring Teacher Assistant in Newark, NJ. **Description:** The teacher assistant is to assist in implementing the curriculum and in providing physical and emotional care to the children at the center. Also he/she is to work cooperatively with all staff members and maintain a level of professionalism. **Requirements:** Child Development Associate credential OR 2 years' experience working with children. **For more information, please go to https://saintbarnabas.hodesiq.com/job_detail.asp?JobID=5375486&user_id=&emid=3640**

BETTER TOMORROWS- is hiring Part-Time Social Services Coordinator in Newark, NJ. **KEY RESPONSIBILITIES:** Implement on-site programs and services aimed at promoting Better Tomorrows four- core focus areas: Healthy living, educational success, economic stability, and community strengthening. After-school and Summer Enrichment as well as adult education programs. Job Readiness programs, food banks, and financial literacy to promote economic stability and self-sufficiency. Health and wellness programs and seminars to promote physical and mental health and general well-being. Community-wide events and neighborhood watch focused on developing safe and strong communities. **Additional programs and services based on community needs:** Conduct one-on-one case management services to support residents of the community. Utilize community resources as additional support. Input data daily to track case management progress, demographic information, and program outcomes. Provide great customer service to all residents, partners, and the community. Engage and manage volunteers. Maintain community partners. **MINIMUM QUALIFICATIONS:** Bachelor's degree or 5 years of experience in social service field. Effective verbal and written communication, organizational, and inter-personal skills. Ability to work independently without day-to-day in-person supervision. Experience pro-actively connect and engage resident participation in programs and services. Proficiency in Microsoft office suite and other computer software database programs. Pre-employment checks are required before employment can begin. Better Tomorrows is an Equal Opportunity Employer. No phone calls please. **Please send resume and cover letter with salary requirements to: applytobaxter@bettertomorrows.org**

THE BOSS GROUP- is seeking a Junior Project Manager / Administrative Assistant for a temp to hire position in the Newark, NJ area. If you fit this description below and are available, APPLY NOW! We can't wait to talk to you!! **Key Responsibilities:** Utilize Microsoft Excel, Word, and Access to develop documents and correspondence as well as to create documents, data files and reports. Schedule presentations – coordinate logistics and handle details of local presentations with external certifiers. Schedule meetings – set-up conference calls, prepare meeting materials, and manage related meeting logistics. Help develop and maintain program database in Access. Additional duties will include providing project coordination and support on assigned projects. Serve as the point person for many department-wide responsibilities (e.g., ordering supplies, business continuation, records management, etc.). Effectively manage the program calendar via Outlook. **Requirements:** Excellent organizational skills and the ability to effectively juggle multiple priorities. Clear and concise written and oral communication skills- must have excellent grammar skills, will need to proofread written communications. Comfortable working in a fast-paced and evolving environment. Proficient in Microsoft Office Suite (Word, Excel, PPT), mail merge knowledge preferred. Proficient in Microsoft Office Outlook mail program. Have experience with Microsoft Access, proficient individual preferred. Demonstrated ability to develop and manage relationships with internal and external partners. **For more information, please go to <http://www.thebossgroup.com/detail/junior-project-manager-administrative-assistant/307043/>**

BRICK- is hiring Housing Counselor in Newark, NJ. **Position Summary:** Under the direction of the Program Director, the Housing Counselor will conduct a series of housing workshops centered on aiding families with securing more sustainable permanent housing. Additionally, the Housing Counselor will be instrumental in educating families on home ownership, thriving in the rental market, and navigating housing resources in the community to elevate their overall quality of life. **Essential Duties and Responsibilities:** Conduct a total of 5 housing workshops for the fiscal year ending June 30, 2017. Complete all relevant data reports and dashboards to monitor performance metrics. Other duties as a signed by Program Director. **Qualification, Skills and Knowledge Requirements:** A commitment to the mission and programs of the SWCA. Bachelor's degree with at least 2 years of relevant experience. HUD Certified Housing Counselor Certificate required. Outstanding interpersonal and communications skills, both oral and written. Passion for children and families and a strong connection to the community. We offer competitive salaries and a comprehensive benefits package. **To be considered, interested applicants must submit a cover letter and resume to Orlando Mendoza at omendoza@swcalliance.org.** No telephone inquiries or recruiters please. Replies will only be sent to qualified applicants.

BRIDGEWAY REHABILITATION SERVICES – is hiring for several positions. **Wellness Specialist (full-time) Cranford, NJ for the Residential Intensive Support Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related area required. CADC, CRC or BSW preferred. One year full-time work experience in the residential mental health field is required. **Wellness Specialist (part-time, 15 hours per week) Elizabeth, NJ for the PACT Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related area preferred. AS degree in Psychiatric Rehabilitation and Treatment will be considered in lieu of a Bachelor's degree. Two years full-time work experience in the mental health field is required. **Psychiatric Nurse (full-time) Hasbrouck Heights, NJ for the PACT Team. Requirements:** New Jersey Registered Nurse License required, BSN preferred. One year full-time work experience in the psychiatric nursing field is required. **Wellness Nurse (full-time) Washington, NJ for the PACT Team. Requirements:** New Jersey Registered Nurse License required, BSN preferred. One year full-time work experience in the psychiatric nursing field is required. **Family Support Specialist (full-time) Washington, NJ for the PACT Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related field required. Two years full-time work experience in mental health field is required. **Wellness Specialist Bilingual (full-time) Jersey City, NJ for the PACT Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related field required, Bilingual Spanish speaking a must. Two years full-time work experience in the mental health field is required. **Co-Occurring Specialist (full-time) two vacancies one in Plainfield and one in Washington, NJ for the PACT Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related area required. CAC or CADC required. Master's degree preferred. Two years full-time work experience providing mental health/substance abuse services is required. **ICMS Wellness Specialist (full time) Newton, NJ for the Community Support Team program. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related area required. Two years full-time work experience in the mental health field is required. **Wellness Nurse RN (part-time 15 hours per week) Flemington, NJ for the Supportive Housing Team. Requirements:** New Jersey Registered Nurse License required, BSN preferred. One year full-time work experience in psychiatric nursing is required. **Community LPN (part-time, 15 hours per week) two vacancies one in Elizabeth, NJ and one in Fords, NJ for the Residential Intensive Support Team. Requirements:** New Jersey Licensed Practical Nurse License required. Two years full-time work in the psychiatric nursing field is required. **Senior Counselor (Full time) Elizabeth, NJ for the Justice Involved Services Team. Requirements:** Master's degree in Counseling, Psychology, Social Work or related area required. CADC, CPRP or LAC/LSW preferred. A minimum of two years full-time related work experience, including supervision and/or service coordination/development in the community mental health setting is required for this position. **Wellness Specialist (full-time) Newton, NJ for the ICMS Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related field required. Two years full-time work experience in the mental health field is required. **All of our current vacant positions require a valid Driver's License with no more than one moving violation within the past year. Interested candidates should submit their cover letter and resume to Human.Resources@bridgewayinc.com or fax it to 908-355-6668.**

BROOK HEALTH CARE, LLC --- is hiring CNAs/CHHAs/PCAs to join our team and work in Middlesex County. Our caregivers provide any type of care necessary to our clients and help them stay safe and comfortable wherever they live. Duties will include, but not be limited to bathing, dressing, med reminders, assist with ambulation, meal prep, shopping,

errands, transportation, light housekeeping. **Job Requirements:** Certification and one year direct patients care experience; PPD2-Step; Dr.'s Note; Immunizations; CPR certification; Be able to lift, bend, reach, etc.; Clean criminal background check and driving record; Ability to travel per job requirement; Valid driver's license and reliable transportation at all times. **Hiring for:** Days/Evenings/Weekends/Live-in shifts. **Please apply to:** <http://brookhc.com/employees-applicants/>. **Instructions:** Scroll down to NJ Applicants, please press the red "NJ Job Applicant" button to complete an online application for our NJ office. Use the log in and password we have provided for you on the website.

CATHOLIC CHARITIES OF THE ARCHDIOCESE OF NEWARK- We are currently seeking Full Time - Vocational Rehabilitation Counselor for its Program for Assertive Community Treatment (PACT) located in Newark, NJ. PACT provides direct behavioral health and social service care to severely and persistently mentally ill (SPMI) patients who have failed in traditional outpatient treatment. The PACT model consists of psychiatrists, nurses, therapists, vocational specialists and substance abuse counselors conducting outreach to clients. The goals of the program are to help consumers to fully utilize all necessary community resources, avoid re-hospitalization, and maintain quality of life. **JOB DUTIES:** To provide individual/group integrated dual disorder treatment. **REQUIREMENTS:** Bachelor's Degree from an accredited institution in a behavioral science. 2 years of post-bachelor's experience with vocational assessment, job preparation, or job placement/job coaching with individuals with serious and persistent mental illness (SPMI). Valid NJ driver's license. **For more information, please go to ccannj.com**

CHURCH WORLD SERVICE (CWS) - is hiring Caseworker in Jersey City. **Primary Purpose:** The Immigration and Refugee Program Caseworker provides orientation and on-going case management services to U.S. Tie and non U.S. case refugees resettled through Immigration and Refugee Program. The Case Manager offers support and services to refugees to help them successfully make a new home in the United States. Core services include airport reception, initial housing, orientation to the community, and assistance with application for public benefits, children's school enrollment, adult English as a Second Language (ESL) enrollment, and obtaining employment. **Essential Duties:** Provides cultural and program orientation and information to newly arrived clients, including information regarding rights and responsibilities, as well as federal and local services available to clients. Creates comprehensive case plan with client and works together with client to help them meet self-sufficiency goals. Work with colleagues, volunteers and key stakeholders in the local community to ensure that refugees are offered all core services in a timely manner. Documents all contacts and services in client case files and maintain case note logs. Ensure that all core services are documented in the case notes as well as in the operational guidance report. Complete 90 day reports for all clients and additional reports as necessary. Offer interpretation and translation services to refugee clients, as well as transportation to interviews and appointments as necessary. (Compensation is paid by CWS for mileage when using personal vehicle.) Secures housing that is decent, safe, and sanitary; assists with establishing apartment and setting up utilities. Furnishes apartments with donated beds, sofas, tables, chairs, refrigerators, etc. in preparation for arrival of new clients. . Meets new arrivals at airport; transports to new apartment and provides home safety orientation. Provides on-going case management to clients according to the terms of the Cooperative Agreement with Department of Homeland Security. Provides one-on-one guidance and information in regards to financial responsibilities, budgeting, and short and long term financial planning. Provides referrals to social service providers and government agencies; schedules appointments. Conducts home visits to clients as required, paying special attention to cases that include minors. Performs other related duties as requested. Works evening and/or weekend hours on occasion as required. **Qualifications:** Language: Fluency in Arabic desired but not required. **Education:** High School graduate or equivalent. Some college preferred. **Experience:** The successful candidate must have a minimum of one year's previous work experience working with refugees and immigrants, providing familiarity with U.S. refugee and/or immigration issues and terminology. A background in case management or social work and/or professional interpretation is desirable. **Please visit the link below to apply directly online to this position.** <http://cws.applicantstack.com/x/apply/a2h9xboq8unl>

COLLEGE CENTRAL NETWORK – Go to www.collegecentralnetwork.com to gain access to a variety of employment opportunities. Check out CCN's Job Search Kit for tools to build your job search résumé. Find resources to: create concise and effective résumés; market yourself with professional cover letters; and prepare yourself for interviews. With

formats, guides and samples, CCN's Job Search Kit provides the basics to get you started if you are a student, as well as a refresher course if you have already graduated.

COLLEGE NANNIES – Full Time and Part Time Nannies, throughout New Jersey, which include Lincroft, Livingston, Maplewood, and West Orange. As a nanny, there are various positions available to you, whether full-time, part-time or on-call nanny positions for infants to school aged children. These positions are available to start with immediate hire, upon completing hiring and/or placement process. Nannies will be placed based on skill set, experience and availability. We offer flexible scheduling, ongoing support, and a variety of positions to fit your skills and preferences. Nanny positions may be full-time, part-time, hourly babysitting, summer only and/or after school. All applicants must meet following requirements: Must have reliable form of transportation and ability to travel distance, Be very reliable, mature, honest, and have genuine love of children, Have previous child care experience and valid reference (note: reference not allowed to be family members), CPR and First Aid training (not required before interview). Must be a role model for children at all times, Must have the ability to keep up with interactive play, depending on child(ren) age group. **Apply to the Livingston Center today! Interested candidates should fill out and submit their applications at: <http://www.collegenannies.com/livingstonnj>. Click on the "Join the Team" tab at the top of the page and then select the "Apply Now" link to start work at College Nannies and Tutors, Livingston Placement Center.**

COMMUNITY ACCESS UNLIMITED – Union County social service agency seeks a FT in-house Maintenance Worker to perform routine building maintenance and landscaping. Experience in basic plumbing, snow removal, painting, lawn maintenance, shrubbery trimming, debris removal, and valid driver's license and car required. Equipment and vehicle provided for business use. **Email your resume to RWright@caunj.org or fax to (908) 354-0283. EOE.**

COMMUNITY EDUCATION CENTER - We are searching for a highly motivated professional in the role of Program Counselor at Tully House located in Newark, New Jersey. Tully House is a 342 bed adult male Residential Community Release Program (RCRP) that contracts with the New Jersey Department of Corrections. As Program Counselor, you will focus on developing and implementing comprehensive treatment plans for a caseload of residents. Accordingly, you will assess and identify clinical issues for each resident and create clear objectives and goals. You will also track and document resident progress in case reports while working to meet all required internal and external standards and policies. Your primary duties include case management, individual and group counseling, crisis intervention, conflict resolution, assessment and treatment planning, monthly behavioral evaluations, case presentations, conducting interventions, giving individual/group lectures and didactic presentations, facilitating community meetings and developing aftercare treatment plans. Other areas of involvement can include Alumni Services, Family Services and Orientation. Bachelor's degree in a related field is preferred, however, an individual with a CADC (Certified Alcohol and Drug Counselor) and experience working in a corrections setting will be considered. Two years' experience in corrections or long term residential environment preferred. Knowledge of computers and word processing and spreadsheet software programs such as MS Word, MS Excel, MS Office required. LSW, LPC OR LCADC preferred. The ideal candidate will be well organized, and have strong leadership and interpersonal skills. **For more information, please go to http://cec.hodesiq.com/job_detail.asp?JobID=5375635&user_id=&emid=3640**

THE COUNCIL FOR AIRPORT OPPORTUNITY is recruiting for Special Recruitment for Customer Service Representatives at Newark Liberty Airport. **Customer Service Requirements:** Must be flexible and able to work all shifts. Must meet all Port Authority requirements to obtain Port Authority Badge. Must be able to lift and/or move items up to 50 pounds. Must speak English fluently, a second language is a plus. **Customer Service Responsibilities Include:** Greeting and supporting customers in a polite and friendly manner. **Apply www.caonynj.com : Bring original social security card non-laminated and valid photo ID dress in business attire. 17 Academy St. Newark, NJ 07102, FOR MORE INFORMATION (973) 622-4537**

DELTA T GROUP is a national behavioral education referral agency with over 20 years of experience in referral services. **Teacher Aide / Teacher Assistant / Paraprofessionals.** Where: Throughout the state of NJ (North, Central, and South). Schedule: Monday thru Friday 7a-3p. Requirements: One (1) year or more of experience working with students in a classroom setting. Updated TB (within the past year), willing to obtain the DOE prints. Compensation

varies based on work experience \$10 plus. **For more information please contact me directly: Kissy Narvaez, Staffing Coordinator and email most updated resume to knarvaez@deltatg.com. Substitute Teachers in Union and Essex Counties.** Mon-Fri school hours. Must be able to provide or acquire: Substitute Certification and **Unofficial** Transcripts for College Credit verification. GET REGISTERED TODAY: Below is a link to our website and online application. Please feel free to look it over and let me know if you have any questions. www.delta-tgroup.com. **Contact Information Phone: 732-791-4075 Email: ljordan@deltatg.com. School Nurse per diem or fulltime, contact Mesha Whitsett at The Delta T Group via email or telephone 973-791.4091 mwhitsett@deltatg.com.** Delta-T Group is currently seeking Teachers with a year or more experience in the field. We have full-time and part-time needs available!! **Delta-T Group staffs everything from Substitutes Teachers, Art Teachers, English Teachers, Etc.** We service all of New Jersey and have open positions in every county!! You must have the following requirements: NJ Teaching Certification and or Substitute Certification, College Degree, NJ Department of Education Fingerprints, and Experience working in a school setting with children. **Science, English, and Math Teachers with a year or more experience in the field.** We have full-time and part-time needs available!! **You must have the following requirements:** NJ Teaching Certification in the subject matter, College Degree, NJ Department of Education Fingerprints, and Experience working in a school setting with children. **If you are interested please reach out to Dana by any of the following: Fax Resume to: 732-636-8024 (Attention Dana). Call: Dana at 732-791-4067. Email Resume: Djoyce@deltatg.com. Special Education Teachers - a year or more experience in the field. You must have the following requirements:** NJ Teaching Certification, College Degree, NJ Department of Education Fingerprints, and Experience working in a school setting with children. **Apply now and speak with Charlie to hear about exciting teaching opportunities in your area! If you are in between jobs, looking for something more flexible, or just love to teach get in touch with me today so we can get you started! Call Charlie at 732-515-7062.**

DSV- is hiring Cash Manager/Treasury Analyst in Clark, NJ. **SUMMARY:** Responsible for daily cash management with the focus on cash forecasting, transfer of funds to meet requirements, and interact with Accounting Team, this role is part of the team responsible for the providing timely and accurate cash projections while enforcing and complying with DSV Air and Sea Inc. (DSV) financial policies & standard processes. Required to adopt a customer focused approach in fulfilling all tasks related to the daily cash management Effectively applies their knowledge and experience of DSV's policies, accounting standards, and regulatory requirements in their respective field of specialization. **ESSENTIAL Duties AND RESPONSIBILITIES:** Cash Management – Involves funds transfer, ACH payment, Check clearing. Check control number setup and maintenance. Administrator for all bank websites and secure access tools. Liaison between DSV, Banks & Financial Institutions. Assist in the maintenance of DSV's credit facility, while being the primary contact for all borrowings and repayments. Supervise and advise other employees who are associated with bank related issues. Administrate and oversee the automated check deposit system and online Credit Card payment system. Continually evaluate methods of improving efficiency in methods of payment and receipt of funds. Prepare cash forecast. Reconciling all bank accounts. Preparing quarterly cash schedules. Liaise with internal auditors and ensure controls are operating effectively to attain SOX compliant. Implementing changes to policies and procedures on issues within own area following discussions with the process manager to ensure a consistent approach. Teamwork is essential as this process is responsible for providing accurate and timely information to other lines of business within the Corporation. **For more information, please go to <http://www.us.dsv.com/about-DSV/career>**

DUN & BRADSTREET- is hiring Project Coordinator- Pricing Strategy in Short hills, NJ. The Project Coordinator is responsible for supporting the planning, coordination, execution, and reporting of projects for the Pricing team. Project Coordination (Project Autobahn, Pricing Launch meetings, etc.): Provide project support, including updating project roadmaps, ppt templates, taking minutes in Evernote and distributing follow up assignments to project team Manage project timeline to provide the team with progress reports; flag any problems or issues to Project Owner Attend & record minutes of meetings and schedule follow-on meetings for Project Team – manage follow on meetings to ensure execution of projects. Review timeline with group and highlight risks/gaps at regular meetings. Prepare and distribute agenda for regular meetings to teams. Assist in other onsite meeting prep including pre-meeting organization circulate materials, call for agendas, order materials, catering, rooms, if needed, set up phone and presentation details, etc. **For more information, please go to <http://www.dnb.com/about-us/careers-and-people.html>**

EDGEWOOD PROPERTIES - is seeking a talented Real Estate Transaction Coordinator/Paralegal Trained, whose hands-on effort will ensure smooth, through and efficient residential and commercial closing transactions within our in-house legal department. Reporting to the Principle Attorney, the Transaction (Manager, Coordinator, and Professional) will directly be responsible for every aspect of routine residential and sophisticated commercial real estate transactions from contract inception to closing, including whatever ongoing follow-up, tracking and reporting is deemed necessary. Top candidates will be self-starters with high degrees of common sense and good judgement as well as be highly organized with perfect attention to detail. They will be able to maintain composure under pressure; take full responsibility for bringing real estate transaction to closure while avoiding any and all business/legal exposures due to carelessness. We seek a paralegal who feels passionate about real estate and is willing to put in the effort to excel. Paralegals with significant residential and commercial real estate transactional experience are encouraged to apply. **DUTIES & RESPONSIBILITIES:** Be responsible for processing all real estate contracts step by step from inception through closing and maintain electronic and paper files. Coordinate due diligence for a variety of commercial and residential real estate transactions, including, acquisitions and dispositions, borrowings, etc. Prepare and file a variety of documents, including, deeds, mortgages, UCC financing statements, etc. Manage all timelines to ensure that deadlines are met. Review and summarize title commitments and surveys. Work closely with title companies to clear title and obtain title policies. Prepare and distribute closing binders Coordinate the closing process for various transactions commercial and residential real estate transactions. Coordinate inspections and closing with all parties. Maintain regular communication with clients, cooperating agents, and service providers to ensure and advise on progress toward closing. Be responsible updating the internal team on the progress of all contracts and advise agents of when they need to become involved in negotiations or issue resolution. Ensure that all post-closing disbursements, filing, and procedures take place. Obtains client testimonials following the transaction.* Acts as key relationship point of contact with all vendor and service providers. **REQUIREMENTS:** Bachelor's degree. Paralegal certificate strongly desired.* 5 - 7 years' experience in residential and commercial real estate transaction management, preferably in a large law firm setting, an in-house legal department or a title company.* Notary of the Public* Experience working in a fast-paced environment with a high volume of routine and sophisticated/complex closings.* Excellent communication skills, both written and verbal.* Strong attention to detail, organization, and analytic skills* Ability to organize and maintain systems for file management.* Independent, self-starter willing and not afraid to accept complete responsibility for process and outcomes. In return, we offer competitive compensation, along with comprehensive benefits, including medical and dental and vision benefits, life insurance, a 401(k) with company contribution, corporate fitness facility on site, discount on housing and home appliances and a corporate team environment. **For immediate consideration, please apply online or email your resume with salary requirements directly to resumes@edgewoodproperties.com. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.**

EDISON JOB CORPS - Job Corps is tuition-free to income-eligible young men and women ages 16 through 24. Job Corps offers hands-on training in high-demand industries like health care, information technology, automotive, culinary and many more. Training programs take approximately 8 to 15 months to complete. Job Corps works—80 percent of Job Corps graduates either enter the workforce, join the military, or go on to higher education or an apprenticeship. Edison Job Corps also provides tuition-free on campus housing, meals, placement services and more! **To apply contact Ingrid Coutinho at (732)393-3532 or visit <http://edison.jobcorps.gov>**

E&S ACADEMY – hiring for several position in South Plainfield. E & S Academy is a private Vocational school that offers multiple certification programs and licensing for healthcare professionals. E & S Academy is approved by the NJ Board of Nursing, Department of Education, NHA and Division of Consumer affairs. **Admissions Counselor: Job Description:** Fully understand and explain each academic program offered by E & S Academy. Provide information and assistance to prospective students based on the recruitment cycle that we offer. Evaluate all qualifications and requirements of applicants, registered students and prospective students. Fully implement the company's enrollment and recruitment procedure. Understand and work with other departments and counselors to ensure student registration acceptance, tuition reimbursement and increase in referrals. Establish positive and effective relationships with all students, prospective students, department counselors and instructors to increase the enrollment of students. Perform Office filing and duties needed. Ensure collection of all documents and tuition required by all students. **Requirements:**

Spanish/English is a must. Ability to work in fast paced environment. 1-year experience working in an office setting similar to job description. Experienced in using computers and professional. **Full-time and Part-time Admissions Representative: Job Description:** Fully understand and explain each academic program offered by E & S Academy. Provide information and assistance to prospective students based on the recruitment cycle that we offer. Evaluate all qualifications and requirements of applicants, registered students and prospective students. Fully implement the company's enrollment and recruitment procedure. Understand and work with other departments and counselors to ensure student registration acceptance, tuition reimbursement and increase in referrals. Establish positive and effective relationships with all students, prospective students, department counselors and instructors to increase the enrollment of students. Perform Office filing and duties needed. Ensure collection of all documents and tuition required by all students. **Requirements:** Spanish/English is a must, Ability to work in fast paced environment, 1-year experience working in an office setting similar to job description, Experienced in using computers and professional. **For consideration, please submit your resume via email. www.esacademy-usa.com**

FOOD SERVICE TRAINING ACADEMY- *Community Kitchen* partner of feeding America. We Have the Recipe for a New Start...learn more. Learn cooking and food preparation training, Knowledge of professional kitchen equipment, Culinary terminology, Institutional hands on training (bulk production), Cooking methods, Food Safety, Menu planning and nutritional skills, Baking Program, ServSafe® Certification, Job and Life skills counseling towards full time employment, Must possess a HS Diploma or GED to participate, Paid tuition for those who qualify, and Paid Public Transportation is available for those who qualify. Day Classes: Monday through Friday 8:30 am – 4:00 pm (16 weeks). **Please contact Ms. Murray, Administrator 908-355-3663 Ext. 240 31 Evans Terminal, Hillside, NJ 07205**

THE GATEWAY FAMILY YMCA- Rahway Branch has the following positions open: Part-time Lifeguard: We are looking for motivated and hardworking people to join our lifeguarding team! A YMCA lifeguard monitors pool activities and ensures member safety. Lifeguards need to possess knowledge of rescue procedures and emergency medical procedures. To help prevent incidents, lifeguards must enforce all safety guidelines as outlined by the YMCA. We currently have opening (5:30am), mid-day, and weekend shifts open. **Part-time Swim Instructor** The primary responsibility of this position is to instruct others on how to be safe in, and around water. Swim instructors lead group, private and semi-private swim lessons to all ages and ability levels. Instructors create a fun and inviting learning environment to ensure a positive member experience. Builds strong relationships with participants and continually recommends classes based on skill levels. Flexible scheduling; weeknights and Saturday mornings. Required experience: 1 year **Part-time Water Fitness Instructor.** Teach Water Aerobics classes of varying intensities at The Gateway Family YMCA- Rahway Branch. Provide high quality instruction and excellent communication with participants. Required experience: 1 year. **Please contact our Aquatics Director, Jaimie Hinshelwood at 732 388 0057 or by email (Jhinshelwood@tgfymca.org) to apply today! All hourly wages are competitive and based off of experience.**

GENUINE PARTS COMPANY – is hiring Part-time Customer Service Associate (P/T) in South Plainfield. **Job Description:** Keys class credit (parts coming back to DC) manually for stores as needed. Stocking parts and various warehouse responsibilities. Checks nightly billing report to ensure store has placed an order. Calls store to check if order was placed but did not go through. Takes incoming sales order or general customer service inquiry phone calls from independent and local NAPA stores. Ensures orders are completed that are keyed and purchased as factory special order from suppliers. Verifies that parts reported as damaged or is defective is within acceptable time period so part can be sent back to manufacturer or repair depot to get repaired. Ensures transfers go between a local and jobber or independent jobber when no account between the stores exists. Retrieves and distribute mail. Needs to come from stockroom in a timely manner. Performs filing as needed. Resolving orders not transmitted to RADS. Enters data for stock orders for Non-TAMS stores. Makes claims to carriers for damaged freight. Issues credit to store for miscellaneous reasons as needed. Creates manual hard copy of returns for items that do not have a specific AR number to be submitted to the correct supplier for credit issuance. **For more information, please go to <http://jobs.genpt.com/job/7015470/customer-service-associate-pt-south-plainfield-nj/>**

GLOBAL HEALTH CORPS- is hiring Program Manager in Newark, NJ. **Responsibilities:** Working alongside an in-house Social Worker, and co-managing the social work intern(s), the primary responsible are as follows: Identify and manage

children with behavioral health problems within the Boys & Girls Club of Newark. Provide skill-training through psycho-educational strategies and develop behavioral change plans for children. Develop organization wide protocols for children, staff, guardians, and families. Coordinate services being provided and determine if we are serving them in-house or referring them to a community based partners. Assist in the effort to forge strategic partnerships with organizations and institutions that relate to the Family Wellness Center and its goals and objectives. Monitor, track, and evaluate cases by verifying beneficiaries' attendance or follow-through with appointments, obtaining additional resources; intervening in crises; providing personal support. Improve the monitoring and evaluation plan to measure and communicate the impact of the Family Wellness Center to key stakeholders and potential funders. Co-develop trainings for the Youth Development Specialists on how to more effectively communicate with children. Oversee the implementation of the SMART Moves curriculum and the Social Work Interns who teach this series of resistance training workshops. This includes ensuring that pre- and post-tests are completed, along with surveys. Assist with the tracking and reporting of approved grants relating to the Family Wellness Center. Help to identify financial and programmatic resources to sustain the Family Wellness Center and help design a model that will support the long term vision for the program. Ensure that the Family Wellness Center program offerings are available at BGCN school-based sites, along with developing a model for integration with school counseling programs. Manage licensure requirements for BGCN to provide mental health services and procure Medicaid reimbursement. **Desired Skills and Experience: Items indicated with an asterisk (*) are required** - Bachelor's degree*. Background in social work, counseling, or psychology – preferably with a graduate degree*. Two to three years of work experience in a social service agency with a proven background in behavioral health management or related job*. Ability to document and analyze information*. Strong background in conflict resolution and people management* Must be able to connect with children from disparate backgrounds* Can take a big picture concept and work independently to cultivate opportunity*. Experience designing, implementing, and managing social service programs*. Proven computer skills and knowledge of Microsoft software (including MS Word, Excel), email programs, and databases*. Resourceful, flexible, and works with a sense of urgency in pursuing projects*. Proven verbal and written communication skills*. Team builder and player*. Experience building external partnerships*. Graduate level degree, preferably in public health or public administration. Experience with youth development or working with children. Supervisory experience. Community engagement. Fluency in Spanish

Fellowship Logistics: During the fellowship year, all fellows are provided with: A pre-tax living stipend of \$1100/month Housing and utilities Health insurance. A professional development grant of \$600. An award of \$1500 upon successful completion of the fellowship year. Travel costs covered to and from placement site, training and retreats. Living and Working in the US: Fellows are provided with basic housing and a utilities stipend during the fellowship year. GHC coordinates housing for fellows placed in the United States in shared apartments or houses that meet GHC's safety standards. Housing arrangements are assigned prior to departure from Training Institute. Fellows at the Boys & Girls Club of Newark will be housed in Newark, New Jersey, an urban city in the northeastern United States. **To apply to this position, please visit: <http://ghcorps.org/fellows/apply-to-be-a-fellow/application/>**

GRADSTAFF- is currently recruiting to fill a Business Administrator position in Morristown, NJ. This is a great entry level position with ample opportunities for professional growth and development. **Job Description:** The candidate will build a strong foundation of business operations through a structured internal rotation and develop an understanding of all areas of the company including: Marketing, Trend Analysis, Finance, Human Resources, Operations Support, and Planning and Purchasing. The Business Administrator will receive exposure to many areas in the company and provide constant support company-wide. This entry level position is a great stepping stone for a variety of career paths within the organization. Duties will require effective communication and organizational skills and the ability to work with people from different backgrounds and at different levels within the company. **Qualifications:** Bachelor's degree in Business or Liberal Arts from an accredited college or university. Strong customer service skills. Highly analytical and possess an entrepreneurial spirit. Strong, flexible, and creative problem solving and decision-making skills. Ability to build strong customer relationships. Excellent communication skills and strong attention to detail – can communicate with all levels. Good organizational skills with a demonstrated ability to prioritize work and meet agreed upon deadlines. If our team at GradStaff believes we can be a valuable resource to you in your job search, we will help you identify your transferrable skills, discuss potential career options, and coach you on your resume and interview skills. All of our services are free of charge to job seekers. **To learn more, visit our website at www.gradstaff.com.**

HDR – is hiring Engineering Project Manager in Newark, NJ. **Primary Responsibilities:** The primary duties of the Engineering Project Manager include responsibility for management and coordination of project administration, forecasting, staffing projections, project scheduling and overseeing integrity of relevant data in the enterprise business suite database for respective projects. See that all work is planned, organized, controlled and evaluated through a proactive project management system. Implement, monitor and support company policy. Train, develop and coordinate personnel to comply with operational requirements. **Qualifications:** Engineering degree in a related field such as Structural, Mechanical or Electrical Engineering is required. PE is preferred. 15+ years' project and/or operations management experience in the consulting engineering field. Preference is for a candidate with previous experience with heavy movable structures, such as movable bridges. Strong communication and listening skills. Demonstrated management and organizational skills. Experience with enterprise-wide management systems is required. An attitude and commitment to being an active participant of our employee-owned culture is a must. **For more information, please go to <https://hdr.taleo.net/careersection/ex/jobdetail.ftl?job=190703&src=JB-10063>**

HEART TO HEART HOME CARE - is looking to fill the following positions: **Board Certified Assistant Behavior Analyst** - Under the supervision of the BCBA, develop and implement Behavior Support Plans and corresponding skill programs, including, but not limited to training staff and parents and recording and reporting treatment data. **Qualifications:** Bachelor's degree in Psychology, Special Education, Guidance and Counseling, Social Work or a related field. At least one year of supervised experience developing and implementing behavior support plans for individuals who have intellectual/developmental disabilities. Board Certified Assistant Behavior Analyst (BCaBA) certification in good standing. Applicant must also pass Criminal Background check and pass TB test. **Preferred:** Crisis management training. Experience conducting or assisting with Functional Behavior Assessments under the direction of a BCBA. Experience creating function-based Behavior Support Plans. Experience training behavioral technicians to implement Behavior Support Plans. Knowledge of developmental milestones and learning sequences, Activities of Daily Living and Positive Behavior Supports. Familiarity with common assessments including the VB-MAPP, Vineland, AFLS and/or ABLLS. Experience writing and implementing skill programs including task analyses. (Physical abilities, reliable transportation) etc. Ability to graph using excel. **Responsibilities:** Be responsible for and ensure the safety of the individuals receiving services. Assist the BCBA in conducting assessments, including, but not limited to Functional Behavior Assessments and skill assessments such as the VB-MAPP, AFLS, etc. Develop individualized behavior support plans and skill development plans under the supervision of the BCBA. Provide ongoing training and support of behavior technicians implementing the plan through modeling, instruction and ongoing supervision and feedback. Provide support and training to parents and caregivers. Develop and oversee data collection systems related to plan goals and outcomes. Regularly report data and progress to the BCBA. Modify behavior support plans based on frequent, systematic evaluation of direct observational data. Provide written progress reports to the BCBA (weekly?). Participate in progress meetings with the BCBA at least once per month. Provide written quarterly data summaries of treatment progress. Maintain confidentiality in all records containing PHI according to HIPAA and Heart to Heart policy. **Behavior Technician - Qualifications:** Bachelor's degree in Psychology, Special Education, Guidance and Counseling, Social Work or a related field. At least one year of supervised experience implementing behavior support plans for individuals who have intellectual/developmental disabilities. High School Diploma or GED. At least three years of supervised experience in implementing behavior support plans for individuals who have intellectual/developmental disabilities. Reliable and available transportation. Successful Criminal Background Check. Community Support Staff will not be listed on the Central Registry. **Preferred:** Crisis management training. Enthusiastic, able to work independently, excellent written communication skills. Experience recording data on skill programs and behavioral interventions. Receptive to feedback, eager to learn. Ability to work independently and follow written instructions. Excellent communication skills, both verbal and written. Professional, reliable and punctual. **Position Responsibilities:** Be responsible for and ensure the safety of the individuals receiving services. Properly monitor and record behavior data, such as frequency, duration, common antecedents, etc. Implement Behavior Support Plan components as directed by the BCaBA or BCBA. Follow written skill program objectives and record data as appropriate and instructed. Communicate regularly with the case supervisor and participate in required meetings. Accept and make positive changes in response to feedback. Maintain confidentiality in all records containing PHI according to HIPAA and Heart to Heart policy. Develop and maintain an interactive relationship with individuals and their caregivers that reflect values and principles held by Heart to Heart Home Care. Exhibit proficiency and implement all tasks needed to serve the individuals appropriately including implementation of treatment plan goals and other tasks as needed. Complete all DDD

required trainings and continue to improve skills through trainings required by Heart to Heart Home Care. Must cooperate with Heart to Heart and Department of Human Services staff in any inspection or investigation. Follows through with additional responsibilities and tasks related to care and compliance as assigned by management or administration. **To apply, please contact either Carmen Medina or Carmen Perez at 973-678-5500.**

HUMANE CONCEPTS HEALTHCARE SCHOOL - FREE TRAINING Funded By NJ Dept. of Labor and Workforce Development 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 4-in-1 certificate program. Individuals who sign up will earn a certificate as a Certified Nurse Aide (CNA), Certified Home Health Aide (CHHA), Certified Medication Aide (CMA), 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 12-week-long program, job placement support is provided. **Employer partners are awaiting to hire. If interested, please call (908) 416-0522.**

ICONECTIV- is hiring Info. Security, App. & System Testing Analyst in Piscataway, New Jersey. **Responsibilities:** The Information Security, Application and System Testing Analyst will be responsible for maintaining a fully mature enterprise-wide IT Application and System Security Testing program. This role is challenged with the responsibility of identifying and safeguarding applications, systems, and emerging technologies while applying information security best practices. In addition, this role will be responsible for enhancing a robust cyber security Software Development Lifecycle (SDLC). This position will also have operational responsibility in the disciplines of: vulnerability management; incident response; malware analysis; audit and compliance schedules; security best practices to large database and high-transaction software systems in the Telecommunications space; advancing the program development of key risk and performance indicators with documented metrics. Some essential functions of the role include, but are not limited to the following: Work with sensitive and confidential information while maintaining the highest level of confidentiality, professionalism, and ethics. Maintain documented procedures and follow industry best practices for conducting application, system, and malware testing. Contribute to helping others learn industry security tradecraft. Perform application and system vulnerability assessments across the enterprise. Monitor overall IT Security Operations effectiveness. Assist with incident response and potential breach activities, on a 24x7 schedule, if necessary. Perform code reviews across a variety of programming languages and business units. Performing assessments of System Development Life Cycle (SDLC) processes. Developing test scripts and procedures to support the program's tactical and strategic initiatives. Other security-related projects that may be assigned according to skills. **Required Qualifications:** Candidates for this role must have direct experience with the following: Minimum of 6+ years work experience in application security. Minimum education requirement of B.S. degree in Computer Science. Strong ethics and understanding of ethics in business and information security. Experience performing secure code reviews. Experience remediating vulnerabilities with business partners. Knowledge of OWASP tools and methodologies. Understanding of Java, C++, Python, Pearl, HTTP and other web programming languages. Knowledge of secure system configurations for both Windows and Linux platforms. Ability to complete tasks and deliver professionally written and oral reports to clients at all levels of the organization. Possess current security certifications (e.g., CSSLP, CASS, OSWE). Participate and contribute to enterprise security breach response activities; 24x7 schedule, if necessary. Collaborate with both internal and external partners to develop and update Security Operations standards, procedures, guidelines, and best practices. Developing and reporting of key information, metrics, security performance, and driving enterprise processes. Excellent communication, collaboration, and strong project management skills. The ability to obtain a government clearance. **For more information, please go to <http://iconectiv.jobs/>**

IDEALIST FOR ANYONE INTERESTED IN NON-PROFIT – If you are seeking employment or volunteer opportunities in non-profit, please visit www.idealists.org for more information.

JERSEY JOB CLUB - To find a good job in challenging times, successful jobseekers look for opportunities to get an edge. Jersey Job Clubs give you the tools and support you need to find the right job, fast. We'll help you develop new skills and build up skills you already have. Attend workshops on resume wiring, job search, interviewing, networking and LinkedIn. Receive job leads in your email! Receive individual attention by making one-on-one appointments with the Jersey Job Club leader! **To be eligible to participate, attend the General Orientation any Tuesday at 9:30am or 2:00pm.**

Union County One-Stop Career Center 921 Elizabeth Ave Elizabeth, NJ 07201. For more information, email Kathleen.Eaton@dol.nj.gov

JP MORGAN & CHASE- is hiring Associate (Application Developer) in Jersey City. **Job Description:** Review business requirements. Identify dependencies between front office, middle office and back office apps. Design and develop stable, reliable and high throughput components of order management systems. Coordinate development and releases with global teams. Conduct global code reviews to ensure stable releases to production environment. Ensure applicable Electronic Trading Controls that are in line with company's compliance and regulatory policies are implemented and not violated. Handle compliance, regulatory (Finra, Oats) and other critical reporting. Ensure trading activity is reported in real time to middle office and back office applications for clearance and settlement. Coordinate with business, onshore and offshore team, quality assurance, global development, change management and operate teams. Work with operations for application support. Build automated tools for alerting operating and regulatory managers on potential control breaches. Conduct knowledge sharing sessions for new recruits and offshore team members. Conduct Project working Group (PWG) meetings with concerned teams. Participate in booking for middle office and back office feed for Cosmos and external applications in NA and EMEA regions. Support booking feeds globally. **Qualifications:** Minimum education and experience required: This position requires a Master's degree in Engineering, Information Technology, Computer Science or related field of study plus three (3) years of experience in the job offered or three (3) years of experience as Software Engineer, Software Developer, or related occupation. The employer will alternatively accept a Bachelor's degree in Engineering, Information Technology, Computer Science or related field of study plus five (5) years of experience in the job offered or five (5) years of experience as a Software Engineer, Software Developer, or related occupation in lieu of a Master's degree plus three (3) years of experience. **Skills Required:** The position also requires experience with: IBM iSeries (AS400) servers with OS400 operating system; Unix; Windows; C; C++; Java; CL on IBM iSeries servers; DB2 SQL; Aldon LM(i); Aldon LM(e); svn; Eclipse; Maven; Ant400; Standard Market Data APIs including Reuters RMDS and Bloomberg BPIPE; and delivering or supporting technology for Equities or Investment Banking in EMEA and Asia Pacific. **For more information, please go to <http://careers.jpmorgan.com/careers/home>**

KIPP New Jersey - looking for an Assistant Director of Special Education to support the special education department in Newark. The Assistant Director of Special Education will work in collaboration with the Director of Special Education, campus-based special education coordinators, social workers, and related service providers to ensure that all of our special education teachers are implementing high leverage instruction, that all of our students are receiving high-quality support that meets their needs, and that we operate in full compliance with state and local regulations governing special education. **For more information or search for other positions, please go to <http://kippcareers.force.com/JobDetail?id=a0Xd0000007yyVaEAI>**

MARRIOTT – Marriott International is consistently recognized as an employer of choice around the globe by FORTUNE and Working Mother magazines, Diversity Inc, Great Places to Work Institute, and the CRF institute among others. Benefits may include medical, dental, vision, 401(k) profit sharing, paid time off, tuition reimbursement, career advancement, hotel room discounts and more. **To begin your journey, go to www.marriott.com/careers.** Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state, or local laws.

MARSHALLS – is hiring Loss Prevention Detective in Watchung, NJ. **Responsibility:** Conduct surveillance to detect loss within a store environment. Conduct physical security checks. Make recommendations for ways to prevent loss. Conduct safety inspections and communicates hazards to Management. Participate in the training of new hire Associates to address the areas of Loss Prevention. Take an active role in identifying all forms of loss, motivating shortage control involvement and helping to identify creative shortage control solutions. Responsible for heightening store Loss Prevention awareness. Install and utilize CCTV equipment. Learn and use the latest in advanced interviewing and interrogation techniques. Work in a multi-unit work environment. This is an entry level position. This is an ideal position for those looking to grow and develop their loss prevention career in a multi-level loss prevention structure

where opportunities to move into investigations, district management and more are possible. A strong desire for a career in Retail Loss Prevention. The ability to work independently. Good written and verbal communication skills. Experience or a Criminal Justice background is a plus. **For more information, please go to https://career8.successfactors.com/career?_s.crb=%252f5V0Q78P2aRXF4KefXmf0cXfp1o%253d**

METROPOLITAN YMCA OF THE ORANGES – is seeking a part-time Administrative Assistant to support Accounts Receivable for the East Orange YMCA branch located in East Orange, NJ. Under the direction of the Finance department, the individual is responsible for ensuring 100% parent compliance with the New Jersey Department of Human Services Division of Family Development's automated child care tracking and attendance system call e-Child Care (ECC). The Administrative Assistant will be required to develop a thorough understanding of the specialized software and electronic interface of New Jersey's ECC Provider Web Portal. Compliance with the ECC attendance requirements directly impacts the financial reimbursement from the State of NJ to the YMCA for the Program for Parents (PFP) subsidized school age child care slots. Forms and agreements must be completed in full correctly and immediately upon receipt in order to fully service our families. Daily tracking and reporting of electronic attendance records from the ECC Provider Web Portal, daily distribution of attendance tracking reports to the East Orange YMCA school age child care sites, communication with Site Supervisors regarding parent noncompliance, communication with parents regarding missing attendance and daily communication with the Accounts Receivable Specialist to discuss parent noncompliance that may require escalated action by the YMCA. Regular collection procedures are to be utilized for Accounts Receivable balances due and action taken on those accounts not having a payment plan or making payments in full. **Minimum Qualifications:** Bachelor's degree in Business Administration or a related field or equivalent experience. Minimum of two years successful experience working within a business administration capacity. Excellent financial skills. Highly organized office management skills. Proficient in Microsoft Office and Internet search engines. Excellent customer service and interpersonal skills. Ability to master the State of NJ's specialized third party software for eChild Care. Ability to interact and relate well to various populations. Outstanding communication skills, both written and verbal. Valid driver's license and transportation is required. Ability to work 15-20 hours per week. Please send resume, cover letter and three professional references and two personal references with one being a direct family member. **For more information, please go to <http://www.metroymcas.org/index.php?src=jobs>**

MICHAEL BAKER INTERNATIONAL- is hiring entry level Bridge Engineer in Newark, NJ. **Responsibility:** As a part of our Transportation Engineering Team, the Entry Level Bridge Engineer will help deliver outstanding bridge design services. You will build and maintain critical relationships within the organization and with clients such as the New York and New Jersey Departments of Transportation, the New Jersey Turnpike Authority, and the Port Authority of NY and NJ. You will leverage your knowledge of Engineering fundamentals and technology to design and draft structural solutions. You will assist with the preparation of basic studies, construction documents, drawings, maps, reports, and supporting documentation and calculations. This includes assisting in the preparation of quantities and construction cost estimates, preparing routine reports and construction drawings, coordinating with technicians to ensure timely and accurate document or drawing preparation, and assisting with documents preparation for regulatory agencies to obtain required permits. The best part being an Engineer in Michael Baker's Newark office is that no two days will be the same. You will face different challenges every day, some of which will be extraordinarily complex. Some days will be field focused, visiting project work sites, gathering information, taking photos, and reporting findings to senior engineers or project managers. Other days will be spent in the office working in AutoCAD, MicroStation and structural software to design structural elements and complete drafting tasks. You will feel a sense of pride in knowing that you are helping Michael Baker International provide innovative solutions to transportation challenges, big and small, and Making a Difference for the clients and communities we serve! **Skills Requirement:** You'll need a Bachelor's degree, and 0-3 years of related experience. A Master's Degree in Civil or Structural Engineering is preferred. Experience with road and/or rail bridge rehabilitation design, seismic analysis, and rating analysis is also desired. You do not need to have a Fundamentals of Engineering certificate, but it is preferred. To be successful, you'll need to be bright, organized, and determined; you'll also need to be able to build relationships with a wide variety of people. You will need excellent time management skills, the ability to multitask and prioritize competing project obligations. Excellent English language skills, written and verbal, are essential to long term success in this role. You'll need to be able to quickly get up to speed on our policy, procedures and relevant software while acquiring an understanding of the company's service offerings, and the building

codes relevant to your projects. Naturally, you'll need excellent computer skills (Microsoft Office), with the ability to utilize CAD software like AutoCAD and MicroStation and complex structural analysis software like StAAD and LARSA. Proficiency in AASHTO LRFD design is a plus. It would be a plus if you already know how to use some of the software above. **For more information, please go to https://mbakerintl.taleo.net/careersection/mb_external/joblist.ftl**

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>**

NISSENBAUM LAW GROUP, LLC- Law firm on Morris Avenue in Union seeks full-time administrative assistant. Duties to include: reception and general support to attorneys and office manager. The candidate should be eager to augment his or her current skill set, and should also have sound judgment and a can-do attitude. Office experience required. Please submit resume and salary requirements. We have a warm and friendly atmosphere. Our firm, the Nissenbaum Law Group, LLC, focuses almost exclusively in commercial law. Our practice is full service for businesses, including (a) complex commercial litigation in the state and federal courts and (b) transactional matters, such as the sale of businesses, negotiation of commercial leases and filing trademarks and copyrights. We also advise clients with regard to Internet and Sports and Entertainment law. Our firm's main office is on Morris Avenue in Union New Jersey. We also have offices in Manhattan, Philadelphia and Dallas. **However, the job entails working in our New Jersey office.**
www.gdnlaw.com

NJ TRANSIT – PLEASE VISIT OUR WEBSITE (NJTRANSIT.COM) TO OBTAIN INFORMATION REGARDING OPEN POSITIONS, BUS OPERATOR OPEN HOUSES, AND JOB FAIRS. Applications can be obtained by visiting our website, www.njtransit.com/careers then click on 'NJ Transit Employment Application'. **Please apply to ONLY open positions. Please send your application to njtsr@njtransit.com or fax 973-665-7575.** Please ensure that the application is complete before sending to NJ Transit. Incomplete applications will NOT be reviewed by recruiters.

NJIT- is hiring Office Assistant. **Position Summary:** Student must be able to respond to the campus community's needs, facilitate dispatching various physical plant trades; have administrative skills; run campus errands. Assist with making office signage and with the data entry of the maintenance request system for the university. **Essential Functions:** Must have good communication and organizational skills. Pay attention to details, follow instructions and be responsible. Proficient in MS Office and have technical skills. **Prerequisite Qualifications:** Must have good customer service skills; be computer literate; a team player; follow instructions; create, organize & maintain work orders from the work order system; assist with the reconciliation of invoices from vendors/contractors & help process for payments; and help create status reports. **For more information, please go to <https://njit.jobs/applicants/jsp/shared/frameset/frameset.jsp?time=1483554650406>**

NEW YORK DEPARTMENT OF LABOR – is hiring Program Analyst. This position is located in the New York Regional Office, Region II, Office of the Solicitor (SOL), U.S. Department of Labor (DOL). The mission of the NY Regional SOL is to provide litigation and legal advisory services to Regional Administrators and other Department personnel in the States of New York and New Jersey, the Commonwealth of Puerto Rico and the U.S. Virgin Islands. The office has responsibility for trial of all civil litigation in the U.S. District Courts and for administrative proceedings before Administrative Law Judges arising under various laws and provisions related to DOL. **Qualifications Required:** Applicants must have 52 weeks of specialized experience equivalent to at least the next lower grade level, GS-07 in the Federal Service. GS-09: Applicants must have at least one year of specialized experience equivalent to the GS-07 level in the Federal Service. Examples of qualifying specialized experience include: Experience using a variety of computer software programs such as Word, Excel, PowerPoint etc. to generate correspondence, spreadsheets, presentations, and run a variety of automated reports. Experience developing a system to organize files so that information is readily accessible. Experience generating and reviewing MMS Time Distribution reports. Experience screening calls and visitors, forwarding as appropriate to the Regional Solicitor, staff attorney or support staff. Experience providing full range of administrative support in a fast-paced environment. **To search for more information and apply, please go to <https://www.dol.gov/general/jobs>**

ON THE BORDER MEXICAN GRILL AND CANTINA- is hiring part-time servers in New Brunswick, NJ. **POSITION SUMMARY:** OTB Servers are the key to delivering great guest Service. We call it No Borders Service. Servers ensure that they provide an Every Guest is My Guest experience, from greeting to departure. **RESPONSIBILITIES:** Greets guests promptly and courteously, reviews specials, Club Cantina program, and menu options. Service of food and/or beverage to include the order-taking, delivery and clearing of any food and/or beverage items. Maintains service station, before, during and after shift to ensure proper set-up and cleanliness. Takes the order and inputs the order into the Point of Sale computer. Confirms ready orders for accuracy, then runs them from kitchen to guest, as part of team service. Before departing table, ensure that guests have their complete order, cooked to their satisfaction and all their required items are delivered. Ensures Guest satisfaction throughout the meal service, including drink refills, pre-bussing and removal of empty plates. Delivers check promptly, completes transaction and thanks guests for coming to OTB. Abide by all state, federal regulations and restaurant liquor policies pertaining to serving alcoholic beverages to minors and intoxicated guests. **QUALIFICATIONS:** High School graduate or equivalent preferred. Must be 18 years of age or older. Ability to operate computerized POS system, make change and accurately conduct credit card transactions. Team Player, ability to work within a fast paced, team environment. Valid Food Worker Card (if required by state or county). Prefer a minimum of one year of serving experience. Ability to effectively communicate in English (verbal and written). Must have a courteous, friendly and professional demeanor with guests and coworkers. Ability to stand, walk, and carry food trays for prolonged periods of time. **For more information, please go to https://secure.jobappnetwork.com/apply/c_otb/l_en/hourly.go#s**

PANDA EXPRESS – is hiring Service and Kitchen Team in South Plainfield, NJ. **Responsibility:** Performs routine food service activities according to established operational policies and procedures. Demonstrates basic knowledge of menu and responds to guest inquiries and concerns in a courteous manner. People Oriented – enjoys working with our guests and fellow associates, possess good communication and interpersonal skills. Growth Oriented – knows that learning and growth are keys to personal and professional success and is willing and able to share with others. Greet and serve customers with quality food and service. Assist in ensuring a clean, safe and well-organized restaurant. Follow food and restaurant safety standards and guidelines. Attention to detail in food/service quality and cleanliness. Ensure a constant and adequate supply of ingredients are prepared according to company specifications and local health regulations. **We offer all Full-Time Associates:** Progressive Compensation Package and Bonus Opportunity. Paid Training to prepare you for success. On-Going Career & Leadership Development. Medical and Dental Insurance. 401 K with Company Match. Paid Time off Associate Discounts and free meals when you work. Opportunities for growth into Management positions. Some high school 0-1 year related experience. Applies basic knowledge of steam table operations and serving protocols. **For more information, please go to <https://pandarg.referrals.selectminds.com/>**

PARTNERSHIP FOR MATERNAL AND CHILD HEALTH OF NORTHERN NEW JERSEY, INC. – is hiring for several positions. **Family Support Worker – Health Families/TIP Program of Essex County Full Time - PRIMARY FUNCTION:** The Family Support Worker (FSW) is responsible for establishing and maintaining a regular and long-term relationship with the families enrolled in the Healthy Families/TANF Initiative for Parents Essex Program. The FSW conducts home visitation services from pregnancy through the child's third year. **MINIMUM EDUCATIONAL QUALIFICATIONS:** Minimum of a High School Diploma or GED equivalent with two years of experience in working with children (0-3 years of age) and families or Bachelor's Degree or higher. **MINIMUM EXPERIENCE REQUIRED:** Computer literacy required. Bi-lingual strongly preferred: English and Spanish/Creole/French/other. Knowledge of normal child. **TO APPLY: Send cover letter, resume, and salary requirements to: Misan Oroye-Lane, HF/TIP Essex Program Supervisor Email: mlane@partnershipmch.org.** **Quality Assurance & Data Entry Specialist – Healthy Families Program of Passaic County Full Time. PRIMARY FUNCTION:** Responsible for conducting quality assurance calls and entering appropriate Healthy Families (HF) data into the FamSys data management system. **MINIMUM EDUCATIONAL QUALIFICATIONS:** High School graduate; Associates Degree preferred. **MINIMUM EXPERIENCE REQUIRED:** Data entry experience preferred. Computer literacy. Good verbal and written communications skills. Bilingual individual proficient in speaking, reading and writing in English and Spanish. **TO APPLY: Send cover letter, resume, and salary requirements to: Marie Kinsella, Director of Community Programs Email: mkinsella@partnershipmch.org.** **Program Supervisor – Community Health Worker Program of Union & Passaic Counties Full Time. PRIMARY FUNCTION:** Responsible for developing and maintaining relationships with agencies that serve women of childbearing age for the purposes of establishing reciprocal referral networks and generating

representation on community advisory boards and coalitions. Supervises team of Community Health Workers and offers guidance to ensure education and outreach materials and services are clinically accurate and represent best practices.

MINIMUM EDUCATIONAL QUALIFICATIONS: Bachelor's of Science in Nursing or Master's Degree in Social Work. Valid RN or LCSW license. **MINIMUM EXPERIENCE REQUIRED:** Three years program management and supervisory experience, computer literacy, and experience in nonclinical environments required. Excellent written and verbal communication skills required; especially required is the ability to communicate accurate clinical information at a low health literacy level. High level of familiarity with Union/Passaic County health and social service resources required. **TO APPLY: Send cover letter, resume, and salary requirements to: Marie Kinsella, Director of Community Programs Email: mkinsella@partnershipmch.org. To apply or research other positions go to (www.partnershipmch.org).**

PROJECT READY - is a free 6 week job readiness and computer skills training class designed for adults who are actively looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing, and search for jobs. Basic computer skills, including Microsoft Word and Excel, are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins Tuesday, February 14, 2017 and Thursday ends on March 23, 2017. **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 Tuesday, January 24, 2017 at 1pm. We are located at the Saint Joseph Social Service Center – Church Building 118 Division Street Elizabeth New Jersey 07201. Seats are limited.**

PROJECT U.S.E. - is hiring Employment and Training Program Instructor in Newark, NJ. Employment and Training Program Instructors will work part-time (20 hours/week) and report directly to the Academic and Vocational Program Coordinator. The Instructors will provide small group instruction and individual tutoring to program participants in academic skills within the TABE curriculum leading to GED completion. Instructors will provide instruction at the Project U.S.E. Jersey City Facility and at partner community locations throughout various Jersey City neighborhoods. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, sex, color, national origin, religion or citizenship. **Qualifications:** Instructors will have at least a Bachelor's Degree. Instructors will have experience teaching or otherwise working with at-risk urban youth. Instructors will be comfortable teaching and tutoring in all types of urban neighborhoods. Instructors will be able to personally connect with at-risk urban youth. **For more information, please go to <http://www.projectuse.org/join-us/employment-opportunities/>**

PRUDENTIAL is hiring for several professional positions in several departments, such as Finance, Actuarial, Human Resources, Business Ethics department. **To find out more information and apply, please go to https://pru.taleo.net/careersection/external_actuary/jobdetail.ftl?job=258637&src=JB-10500**

QDOBA- is hiring Team member in Union, NJ. Dig in and live for the flavor of life. Rally around helping our guests create rave-worthy orders and educate them about their options. Lend a hand in keeping a clean and inviting restaurant that would make anyone want to kick back and stay a while. **The Finer Details:** Must feel life is about having fun and being curious. Must have a genuine desire to make others happy. Ability to communicate in English is required. Must be able to lift up to 50 lbs. May be required to operate/access equipment at standard heights while walking and standing during entire shift. Age requirements may apply in order to remain in compliance with State and Federal laws. **For more information, please go to https://secure.jobappnetwork.com/apply/c_qdo/l_en/Restaurant-Team-Member-job-Union-NJ-US-1170842.html?src=indeed&dt=1216#s**

RANDA ACCESSORIES- is hiring Client Services Specialist in Bloomfield, NJ. **JOB DESCRIPTION** Ability to optimize and grow key account/s. Responsible for managing all client/s projects execution and timelines. Coordinate details of client/s projects with sales and field team. Manage day to day service issues and communication from client/s. Assist with handling of daily call outs, monitoring of projects, and ensuring accuracy, & completion. Responsible for delivering on-time project reporting as per client/s expectations. Responsible for service budget for select accounts. Works closely with sales management, field services and account management to develop and maintain best practices for excellent customer satisfaction and execution of projects. Responsible for the logistical planning of monthly projects for specific

accounts. Responsible for achieving all financial objectives for all accounts within the structure. Must be a self-starter and be able to maximize business through building partnerships with clients developing opportunities. **REQUIREMENTS** Bachelor's Degree. Advanced knowledge of Microsoft Office -- Excel, word, Outlook. Strong written, verbal, and organizational skills. Highly motivated, professional, & dependable. Results Driven. Team player. Ability to problem-solve, work under pressure, & manage time appropriately. Ability to think out of the box. Energetic, enthusiastic, and prone to take action. Build relationships with the team, field services team, and customers. Ability to multi-task. Ability to analyze and interpret information promptly. Detailed oriented and excellent follow through skills. Project Management experience. 5+ years of experience in Retail Industry. 3+ years of sales experience. Prior knowledge of Merchandising Service Organizations a plus. Experience in working with manufactures and/or retailers. **For more information, please go to <http://www.randa.net/careers/>**

RANDSTAD – is hiring several positions. **Insert Machine Operator: \$13- \$14 (10AM-6PM or 12AM-8AM)**. Inserting materials via automated insertion machine, into outgoing envelopes and check component of the job. Prepare and be responsible of all paper work, which includes daily production sheet, meter head postage logs, and move logs. Set up inserter per job, which includes setting double / missing detection and always checking readers to be sure they are reading properly. Experience with Pitney Bowes Insertion devices: APS, MPS, FPS & 8 series highly preferred but not necessary. Training provided! Must be able to stand for extended periods of time and lift up to 50 lbs throughout the shift. **Receiving (Materials) Associate: \$14-\$15 (7AM-3PM)**. Coordinates the workflow of material throughout the Warehouse and ensures the integrity and accuracy of all reports both departmental and inter-departmental. Maintains a high level the efficiency and ensures that all warehouse personnel adhere to safety procedures. Packages orders according to set business rules, uses shipping software to produce shipping labels, and proofreads addresses for quality. Two years of experience in a warehouse environment and must have knowledge of warehouse management systems. Fork lift experience. **Shipping Clerk: \$13-\$14 (12AM- 8AM)**. Insure mail has been scanned and accounted for daily. Verify batch tickets for month end manifest mailings. Perform additional daily and/or monthly reconciliation tasks as needed. 1-3 Years Warehouse/Inventory Experience. Knowledge of Microsoft Excel. Package orders according to set business rules, using UPS ,Fed Ex, DHL, etc... software/terminal to produce shipping labels. Able to lift up to 50lbs. Typing 35 to 40 words per minute. **Material Handlers- \$11-\$13 (12AM-8AM)**. Responsible for the pickup of Carts & Rolls from all Print Room areas and delivery of printed material to warehouse locations. Manages overall floor inventory and insures cleanliness of Commodities Area. Performs a thorough inspection of inserted mail to ensure each skid is packaged correctly prior to being tendered to the USPS. Communicates all discrepancies to management upon detection. Must be able to lift up to 50lbs and stand for prolong periods of time. Ability to research orders, place orders in Warehouse Management System & use RF scan gun. Must have Pallet Jack or Forklift Experience. **Manual Insertion Clerks- \$11-\$12 (12AM-8AM)**. Check & Match all materials received against FMP ticket/IQ Tracking sheet/ Move log ensuring they match prior to inserting job. Complete all FMP tickets, Move log ensuring all information is filled out correctly and legible. Check the material ensuring that the correct envelope, Inserts if listed, are used as per instructions on FMP, Move Log, IQ tracking sheet. Ensure printed materials are correctly trimmed and no data is overlapping or missing prior to insertion. Complete quality checks and document reference checked. **Print Operator \$15 (12AM-8AM)**. Spool assigned jobs from servers to designated printers and produce output on appropriate paper stocks in the appropriate format (e.g., simplex versus duplex, roll to roll, fanfold or roll to cut, etc.). Will work with management to ensure that they are printed in priority order to meet all client Service Level Agreements (SLA's). Ensure that the quality of all work produced meets client standards. Will continually monitor print quality by reviewing work as it is printed. Bring quality issues/problems to the attention of the shift supervisor and the Print Quality Audit Team. Notify appropriate vendor technicians of problems requiring their support/intervention, and ensure that management is aware of downtime. Log all downtime incidents in the downtime database and in other logs/systems as required by management. **Quality Control Clerks- \$13-\$14 (10AM-6PM)**. Conduct sampling of work produced by Transactional and Commercial Print areas to verify that output meets client quality requirements. Document results of all audits/inspections. Conduct inspection of processes, the documentation supplied, and procedures used to produce the output inspected. Perform internal audits when requested as per our ISO guidelines. Document and report results to management. Analyze procedures and identify opportunities to improve productivity, quality and efficiency. Verify that information on all job documentation is complete and accurate (e.g., job tickets and transport tickets include accurate job name, IDF/MRDF and mail class). **For more information, please go to Location: 925 Paterson Plank Road. Secaucus, NJ 07094. Tel: 201.272.5064**

Juliette.saa@randstadusa.com or vaughn.johnson@randstadusa.com

REMEDY STAFFING - Light Industrial Production Line Operator, Union, NJ. Manufacturer of metal products needs line assembly workers for light, simple assembly and packing. This friendly company manufactures metal plates and boxes for light switches and electrical outlets. **Duties include:** Stand at assembly line, reaching up to remove items hanging on a line, manipulating items on assembly line, packing items into boxes, and Assembling and packing components. Lifting and/or carrying up to 15lbs occasionally during shift. Maintaining safe and clean working environment by complying with procedures, rules, and regulations. Physical requirements include the need to: grip, grasp or twist using your hands and wrists regularly during shift. Stand or sit (depending on the assignment) for long periods. **Skills/qualifications:** Previous production/manufacturing experience a plus. **Hours/Shifts/Days:** Monday to Friday, 7:00am – 3:30 pm. Steady work: \$9.00 per hour. Public Transportation close by English/Spanish. Clothing/PPE. Jeans and t-shirt and sneakers. Gloves & eye protection will be provided when necessary. **Please apply at www.RemedyStaffNow.com than call to be considered for an interview. 908.325.6095 Cranford Office / Application available in Spanish on line**

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 Tuesdays at 11 am for intake with a mandatory orientation job readiness session to follow from noon - 2 pm. This is a free service for Roselle residents and other Union County municipalities.

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

SANTANDER- is hiring Teller in Bayway location of Elizabeth NJ. **Description:** As a member of Santander retail banking division you'll help serve Santander retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank. [POSITION DUTIES] Establishes and maintains the bank way as the singular priority in all activities. Performs within the balancing guidelines, compliance and security procedures. Promotes, refers and sells bank products and services. Provides consistent world class customer service to internal and external customers which exceeds their expectations. Resolves customer issues with guidance. **Qualifications:** 3 Months cash handling experience or degree in accounting or finance. Retail or customer service experience preferred. Basic computer knowledge and Windows skills required. Strong interpersonal and organizational skills. [EXPERIENCE] At least 1 years [SPECIALIZED KNOWLEDGE] Able to apply knowledge of products, procedures and policies. Must understand, support and comply with all regulatory policies and procedures, CRA initiatives / goals and Sovereign Bank policies. Should demonstrate basic knowledge of Retail products when questioned by customers. **For more information, please go to <https://jobs.santanderbank.com/job/-/-/5842/3656309?src=JB-10122>**

SARKU SL INTERSTATE- is hiring Full-time Cook/Kitchen Prep in North Brunswick, New Jersey. **Duties and Responsibilities:** Cook food items according to cooking instructions at assigned position, and serving using the correct portioning. Ensure all menu items are prepared as per company guidelines. Receive/store/prepare/hold and serve food in compliance with the local Health regulations and company specifications. Provide Professional and Friendly customer service. **Work Conditions and Physical Capabilities:** Fast-paced environment; Work under pressure Handling heavy loads; Attention to detail Combination of standing for extended periods; walking, bending, crouching, kneeling. Must be able to work with heat or high temperature. **Requirements:** MUST HAVE 1 Years of Grill Cook+ Kitchen Prep Experience. Reliable Transportation. Able to work in a busy and fast speed environment. Available to work flexible hours, including evenings, on weekends and holidays. Benefits: \$10 to \$11 per hour. Training to prepare you for success. Medical, Dental and Vision Insurance for FT Employees and Eligible Dependents. Free Meals when you work. We are proud to be an Equal Opportunity Employer. Sarku Japan ofrece igualdad de oportunidades en el empleo. Pay is \$10 – \$11 hourly. **To apply, contact the employer by email: richard.arana@sarkujapan.com**

SEARS - HIRING MANAGERS ARE CURRENTLY INTERVIEWING FOR IN HOME APPLIANCE REPAIR TECHNICIANS

THROUGHOUT NJ, NY AND PA! Enter the keyword for the position you wish to apply to: To be considered for an interview, apply online at <http://jobs.sears.com>

684930BR – Refrigeration Technician (Lakewood, NJ)	686831BR - Laundry Technician (Pennsauken, NJ)
696032BR – Refrigeration Technician (Wall, NJ)	682100BR – Laundry Technician (Staten Island, NY)
696041BR – Small Engine Repair Technician (Wall, NJ)	664083BR – Refrigeration Technician (Staten Island, NY)
684916BR – Refrigeration Technician (N. Plainfield, NJ)	686673BR – Refrigeration Technician (Bensalem, PA)
684915BR – Laundry Technician (New Brunswick, NJ)	686879BR – Laundry Technician (Philadelphia, PA)
696015BR – Laundry Technician (Watchung, NJ)	686269BR – HVAC Technician (Bensalem, PA)
686777BR – Laundry Technician (Lawrenceville, NJ)	686831BR - Laundry Technician (Pennsauken, NJ)

SETON HALL UNIVERSITY- is hiring Admissions Counselor in South Orange, NJ. This position serves as a member of the Office of Undergraduate Admissions. The primary responsibility of this position is to assist in the recruitment and admission of new undergraduate students to Seton Hall University. The Admissions Counselor reports to the Associate Director of Undergraduate Admissions and develops and implements University recruitment programs and related initiatives designed to attract the best possible pool of candidates. He/she will design and coordinate admission outreach services and establish a wide range of advisement and liaison services. The Counselor oversees and coordinates the front-line customer service activities of the Admissions staff, to include the provision of in-person and telephone information services to prospective and current students and other members of the public. **Required Qualifications:** Bachelor's degree required; approximately 12 months previous Admissions work experience. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to analyze and interpret the needs of customers and offer appropriate solutions. Strong verbal and written communication skills and the ability to present information effectively to groups. Computer literacy in Microsoft Office and the Internet. Experience with customer service and student service. Flexible schedule /availability for some evening and weekend hours. **To learn more about the position, please go to <http://jobs.shu.edu/cw/en-us/job/492710/admissions-counselor>**

STAPLES- is hiring for Sales Associate Watchung, NJ. **Role Qualifications:** Must exhibit exceptional customer service at all times. Utilize operational interactivity to comfortably connect with our customers, understand their needs and present solutions. Embraces Staples values; Own it, Say it like it is, Be Caring, Keep it Simple, and Work Together every shift. **Position Responsibilities:** Delivers exceptional customer service. Responds resourcefully to customer requests and concerns. Processes accurate and efficient sale and return transactions. Understands and utilizes basic selling skills to properly engage and present solutions to our customers. Creates an inviting environment for customers by maintaining a neat and clean store. Perform front end responsibilities such as cashier, returns, and reserve online pick up in store with no impact to the customer experience. Adheres to all company policies procedures & safety standards. Able to multitask on assorted merchandising and sales responsibilities. Performs other related duties as assigned. **Qualifications: Basic Skills required:** Able to engage and speak to customers. Able to work a flexible schedule. **Preferred skills and experience:** Customer service experience in a retail environment. Cashier experience. **For more information, please go to <https://staples.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=1001389&src=JB-10064>**

TABATCHNICK- seeking a full time mechanic for maintenance and repair of heavy machinery in Somerset, NJ. We are a small company that prides itself on a family friendly atmosphere. It's important for all potential hires to be team players. Examples of machinery that will require maintenance and repair are as follows. Horizontal form-fill-seal, Cryovac, Adco, case packers, centrifugal & diaphragm pumps, refrigeration equipment, air compressors, fork lifts, pallet jacks, etc. We are looking for someone who has experience with these machines or can learn to work with them in a timely manner. Hours are from 6 AM to 2 or 3 PM with overtime offered as well. Because we are a food manufacturer, any new hires will be expected to know or learn basic food safety procedures and protocols. **Salary Range:** 25.00 - 30.00 /Hour. **Education:** Applicants should have a High School Diploma/GED. Applicants should have experience of 5 year(s). **Benefits: Leave:** Paid holidays, Sick, Vacation/paid time off. **Please have all interested jobseekers send their resume to: Jason Tabatchnick at Jason@tabatchnick.com**

TARGET- is hiring Loss Prevention Associate (Part-Time) in Clark, NJ. **Description:** Want to work with a team that has fun every day by helping guests and making them happy. Offering a fast checkout and genuine interaction with every guest by being friendly and respectful. Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner.

Educate guests on REDcard benefits and all the ways the guest can save, pay and shop through digital tools and services. Use excellent guest service skills. Strong work ethic and integrity. Inspired by the merchandise we sell. Learn new technology and enjoys solving problems. Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. Quickly and accurately scan and bag all items, handles money and collect payments. Target merchandise discount. Competitive pay. Flexible scheduling. **Qualifications:** Use excellent guest service skills. Strong work ethic and integrity. Inspired by the merchandise we sell. Learn new technology and enjoys solving problems. Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. Quickly and accurately scan and bag all items, handles money and collect payments. **For more information, please go to <https://jobs.target.com/job/-/-/1118/3699346?apstr=%26src%3DJB-10182>**

TRINITAS – is hiring Food Service Worker in Elizabeth, NJ. **Job Description:** Assist with the serving of meals and ensuring that the meals arrives to floor on time. Ensures sanitation is completed in the department, to meet Regulatory standards. Works in the dish room ensuring that all dish ware is properly cleaned and sanitized. Clean all food truck, ensuring that all food debris is removed. **Job Requirements:** High school diploma, GED or applicable previous experience; Must have the ability to read, write and speak English (or other languages as necessary); Follow written and verbal instructions. Experience in health care environment desirable, but not required. **For more information, please go to <https://careers.trinitasmc.org/jobsearch/job-details/foodserviceworker/1530/1/>**

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.**

THE UNION COUNTY DEPARTMENT OF PARKS AND RECREATION is now hiring full-time and part-time lifeguards for the Walter Ulrich Memorial Pool in Rahway and the John Russell Wheeler Pool in Linden, for the 2016 summer season. Applicants must be age 16 or older. Those taking classes for certification can be 15 during their training. **Call the Parks Department now at 908-298-7849 or email warinanco@ucnj.org to get more information and learn how to apply.**

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!**

UNITED HEALTH GROUP- is hiring Compliance Officer in Edison, NJ. The Compliance Officer will monitor changes to laws, regulations and contractual requirements to ensure compliance with State & Federal laws, regulations and mandates. This individual will develop, implement and maintain the compliance program within United Healthcare Community & State in order to ensure that we are meeting company guidelines as well as state and federal requirements. They will establish and implement standard policies, procedures, processes and best practices across UnitedHealth Group to promote compliance with applicable laws and contractual obligations. The Compliance Officer will collaborate with the health plan attorney to conduct state - specific research and monitor changes to requirements to mitigate risks and achieve compliance. Will also support the collection of data for regulatory filings, coordinate and develop reports, projects, and assessment tools to verify compliance. They will develop compliance communications and drive problem resolution for a business. To be considered for this position, applicants need to meet the qualifications listed in this posting. **Required Qualifications:** Bachelor's degree and 3+ years of experience in a role directly managing a compliance program. 3+ years of experience and understanding of

HIPAA and state privacy laws. 2+ years of experience in managed care and / or government programs. Experience leading audits and major program initiatives. Experience developing relationships with regulatory agencies. Ability to identify root cause issues and ensure appropriate corrective action. **For more information, please go to <https://careers.unitedhealthgroup.com/>**

UPS- is hiring Loader/Unloader, Loader/Unloader A.M., Loader/Unloader P.M. **Overview:** To unload and load parcels weighing up to 70 pounds each. **Essential Functions (must be able to):** Bend, stoop, crouch, crawl, climb, stand, walk and turn/pivot for 3-5 hours days per day, 5 days per week part-time or 8+ hours, 5 days per week full-time. Continuously lift and lower packages that range up to 70 pounds each. Lift and lower packages while “unloading” at a rate of 800 to 1,300 packages per hour and while “loading” at a rate of 500 to 800 packages per hour. Grasp and maintain control of packages. Lift packages to heights above the shoulder and lower packages to foot level. See and hear with sufficient capability to perform assigned tasks and maintain proper job safety conditions. Variable temperatures and humidity. Exposure to dust, dirt and noise. Confined work area. **Demonstrate cognitive ability to:** Follow directions and routines. Work independently with appropriate judgment. Exhibit spatial awareness. Read words and numbers. Concentrate, memorize, and recall. Identify logical connections and determine sequence of response. Process up to 2-3 steps ahead. Perform other functions that may be assigned. The essential functions of this position include, but may not be limited to those listed above. UPS retains the discretion to modify the duties of the position at any time. Job standards may vary by work assignment and location. **They are, also, hiring Drivers in multiple location. For more information or to schedule an interview, visit our website at: <http://www.upsjobs.com>.** - **Seasonal Car Washer - Bound Brook Facility.** Must be at least 18 years old, Must be able to Drive a Stick Shift, You Service the Package Car's for the following day by, sweeping them out, fueling them up (on the property) and Parking in the Hub. Hours Approx. 6PM to 2AM - Monday through Friday, Saturday & Sunday Hours Available as well - you could work 40-60 hours per week if you want the overtime. Rate \$10.15 per hour anything over 8 hours per day, paid at \$15.23. **If Interested Please Contact: Nancy McCarthy at email address: nancymccarthy@ups.com - (best form of contact) 732-560-2117 or 732-5602103- State that you are applying for the CAR WASH Position**

VILLA RESTAURANT GROUP - looking to add a Quick Service General Manager to our team at Villa Fresh Italian Kitchen at Menlo Park Mall! **Responsibility:** The General Manager is responsible for the daily operations of their assigned store. This includes many important duties such as operations excellence, guest satisfaction, employee relations, financials, etc. The role of the General Manager is vital to the success of the store's profitability and growth so the ideal candidate should have management level experience in the hospitality industry (preferably quick service) and be comfortable "wearing many different hats" when needed. The General Manager should be able to successfully: Hire, train and maintain “best in class” personnel. Manage all financials and cost controls (i.e. food cost, P&L, ordering, repairs, daily deposits, etc.). Manage weekly payroll and scheduling for all employees. Maintain store cleanliness at all times. Complete tasks in a timely manner. Communication well with customers, fellow employees, peers, and supervisors. Display superb supervisory, leadership, management and coaching skills. Work closely with District Manager to make sure he/she is informed on day to day operations and any major decision making. Plan, review, and obtain approval and pricing on any special promotion/corporate memos. Follow through to ensure all corporate requests are completed. Ensure compliance with all Federal and State laws and regulations. Continuously cross train, develop and mentor staff. **This position offers:** Competitive pay. Health and wellness benefits. Company matching 401(k). Training and development. Mentoring and coaching. As a General Manager, it is expected that you will have sufficient experience in: P&L statements Restaurant operations - Guest satisfaction. Staff management including mentoring, training, scheduling, recruiting, discipline and terminations. Partnering with Senior Management on business management and growth strategies. This location is open on the weekends and holidays. The GM will be expected to be available at those times. **Required education:** High school or equivalent. **Required experience:** Staff Management: 3 years, P&L Management: 3 years Quick serve restaurant: 5 years. Required license or certification: Driver's License. **For more information, please go to <http://www.villarestaurantgroup.com/careers>**

WELLS FARGO – is hiring Regional Banking Branch Manager 2 in Metuchen, New Jersey. Required Qualifications 3+ years of experience assessing and meeting the needs of customers and/or solving customer problems

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2+ years of management experience in retail or financial services. **Desired Qualifications:** Ability to effectively manage time and competing priorities in a retail environment. Ability to go above and beyond standard job responsibilities. Ability to navigate multiple computer systems, applications, and utilize search tools to find information. Ability to work effectively in a team environment and across all organizational levels; where flexibility, collaboration, and adaptability are important. Basic Microsoft Office skills. Experience complying with policies and procedures. Experience analyzing financial metrics. Experience developing strategic partnerships. Experience leading, motivating, coaching, training, and developing a team to meet performance objectives. Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies. High motivation with ability to successfully meet team objectives long term. Knowledge and understanding of laws and regulations pertaining to the banking industry. Knowledge and understanding of retail compliance controls, risk management, and loss prevention. Strong interpersonal skills with the ability to interact with all levels of an organization. Experience leading and motivating others in a work, military, or other formal organization. Ability to present to multiple levels of management. Management experience in a small or start-up branch office. An AA/AS degree or higher in business or finance. Experience leading or participating in events and activities for local networks or professional organizations, such as the chamber of commerce, professional business groups, or chapters of national organizations such as the United Way. **For more information, please go to <https://www.wellsfargojobs.com/>**

WESTFIELD ARE Y has P/T openings in Childcare/Education/Event Staff/ Pre-school/ Physical Programs. Please refer to our website for more detailed information. www.westfieldynj.org/about-us/job-opportunities or email a resume to humanresources@westfieldynj.org

WHOLE FOODS MARKET - We will be accepting applications through mid-January. We will also be interviewing for our other neighboring locations as well. Whole Foods Market Team Members perform all functions related to answering customers' questions, assisting customers in finding products, and providing excellent customer service. **We have positions available in the following departments:** **Bakery:** production (bread mixers, pastry production, cake decorators) and counter. **Customer Service:** cash registers, customer/cashier assistants (carts, bag groceries, general help) and customer service booth; facility/store maintenance and janitorial staff. **Grocery:** grocery, frozen foods, dry goods, dairy and bulk foods, may include housewares. **Meat:** fresh, frozen and smoked natural meats and poultry; butchers, wrappers and counter help. **Prepared Foods:** production, counter and runners (pizza, charcuterie, hot food, salad bar, sandwiches), utility workers/dishwashers. **Produce/Floral:** production (cut fruit) and retail - fresh and packaged produce items; may include cut fruit and vegetables, fresh juices, juice, bouquets and plants; may include gardening supplies, gift baskets. **Seafood:** fresh, frozen and smoked seafood. **Specialty:** cheese, beer; coffee bar, chocolate and housewares. **Whole Body:** nutritional supplements, body care and books/cards/magazines; may include gifts, housewares, natural lifestyle products (organic clothing and linens, etc.). **For more information, please go to <http://www.wholefoodsmarket.com/careers>**

THE WOODLANDS CENTER - GENESIS HEALTHCARE- is hiring Receptionist in Plainfield, NJ. **POSITION SUMMARY:** The Receptionist is responsible for operation of the switchboard and paging system. He/she answers all incoming calls, redirecting them as needed. The Receptionist greets visitors and gives directions to customers, visitors and guests, and supports clerical activities. **RESPONSIBILITIES/ACCOUNTABILITIES:** Receives and directs incoming calls in a professional and courteous manner. Prepares timecards and distributes them to appropriate departments. Arranges conferences, appointments, and travel reservations. Orders supplies in accordance with procedures and budget allocations. Compiles reports and types general or technical material. Maintains current list of customers by name and room number, list of telephone numbers for all personnel, list of department extensions, names of key personnel and their extension numbers, physician kardex, and mail cards. Coordinates outgoing and incoming mail to center. Puts Customer Service First: Ensures that customers and families receive the highest quality of service in a caring and compassionate atmosphere which recognizes the individual's needs and rights. Performs other duties as requested. **QUALIFICATIONS:** High school degree or equivalent with college/business school coursework preferred. Experience with medical terminology is preferred. 3. Must be able to read, write and understand the English language. **For more information, please go to <https://recruiting.adp.com/srccar/public/RTI.home?c=1134407&d=GHCECC&rb=INDEED&r=5000169898906>**

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YOUTH CONSULTATION SERVICE (YCS) is a private, not-for-profit, nonsectarian social services organization. YCS has been caring for children since 1918. As New Jersey's leading private non-profit provider of behavioral health and social services. YCS offers hope to the state's most vulnerable children, and adults in its special education and autism programs, foster care, residential safe havens, programs for developmentally disabled consumers, and community based programs. ****All candidates must be 21 years or older and all new hires are required to attend a week orientation: Monday through Monday 8:45am-4:00pm, upon hire. **** **Personal Assistants:** Requirements: High School Diploma or GED, DDD relevant experience and/or personal knowledge of developmental disabilities, and valid NJ driver's license are required. Preferred: Certificates in Pre-Service training, Danielle's Law and Positive Behavioral Supports, Overview of Developmental Disabilities, Medication Administration, Preventing Abuse and Neglect of Persons with Developmental Disabilities certifications are preferred. **Residential Assistants:** Requirements: H.S. Diploma/G.E.D. College preferred. Must have a valid driver's license and (2) two years psychiatric experience working with children in a group setting. **Teacher Aides:** Requirements: High School Diploma is required; associate's degree or college preferred. Experience working with students w/ special needs and able to follow directives. The primary purpose of this position is to intervene and assist students and staff in emotionally charged situations during the school day. Candidate will supervise, discipline, and advise special needs students. Role includes diffusing crisis and assisting with conflict resolution. **Fee for Service Clinicians:** Requirements: Master's degree in Social Work or Counseling, Doctoral level psychologist, Masters level psychologist en route to completing doctorate, or related mental health discipline. Current NJ State licensure to practice; social work in the State of New Jersey as a Licensed Clinical Social Worker (LCSW); Licensed Social Worker (LSW), Licensed Associate Counselor (LAC) or Licensed Professional Counselor (LPC). Experience required: Two (2) years of full-time clinical work experience. Clinicians will work with children, adolescents, and families by providing services based on individualized treatment plans. **Behavioral Assistants:** Requirements: High school diploma or GED. A minimum one year experience working with developmentally delayed children/youths and/or personal knowledge of development disabilities. A valid NJ driver's license and reliable vehicle. Must be comfortable working in the family's home. Able to drive up to 45 minutes to a client's home (travel reimbursement available). Part-time positions available up to 30 hours per week. Flexible work schedule - Hours and days will vary depending on the shift needed Weekends included. **Interested candidates should apply online:** <https://re21.ultipro.com/you1000/JobBoard/ListJobs.aspx>; for more information please visit www.ycs.org

Please: Print only what you need.  Recycle what you print.

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The Job Connection is updated on the first business day of each week on the UCC website at <http://www.ucc.edu/Community/CEWD/Weeklyjobs.aspx> and on the County of Union website home page at www.ucnj.org.
