

the Job Journal

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LET US KNOW ABOUT YOUR UPCOMING EMPLOYMENT OR TRAINING OPPORTUNITY in the Tri-County area. Please contact us to include your event in our next issue.

Tri-County Workforce Development Initiative
31901 Tri-County Way
Suite 110
Salisbury, Maryland 21804
410-546-6840

To subscribe to
THE JOB JOURNAL
call 410-546-6840



The Job Journal is brought to you by the Tri-County Workforce Development Initiative, in partnership with the Department of Human Services.

TIP OF THE WEEK

Accept That You Will Never Bore Anyone Into Hiring You

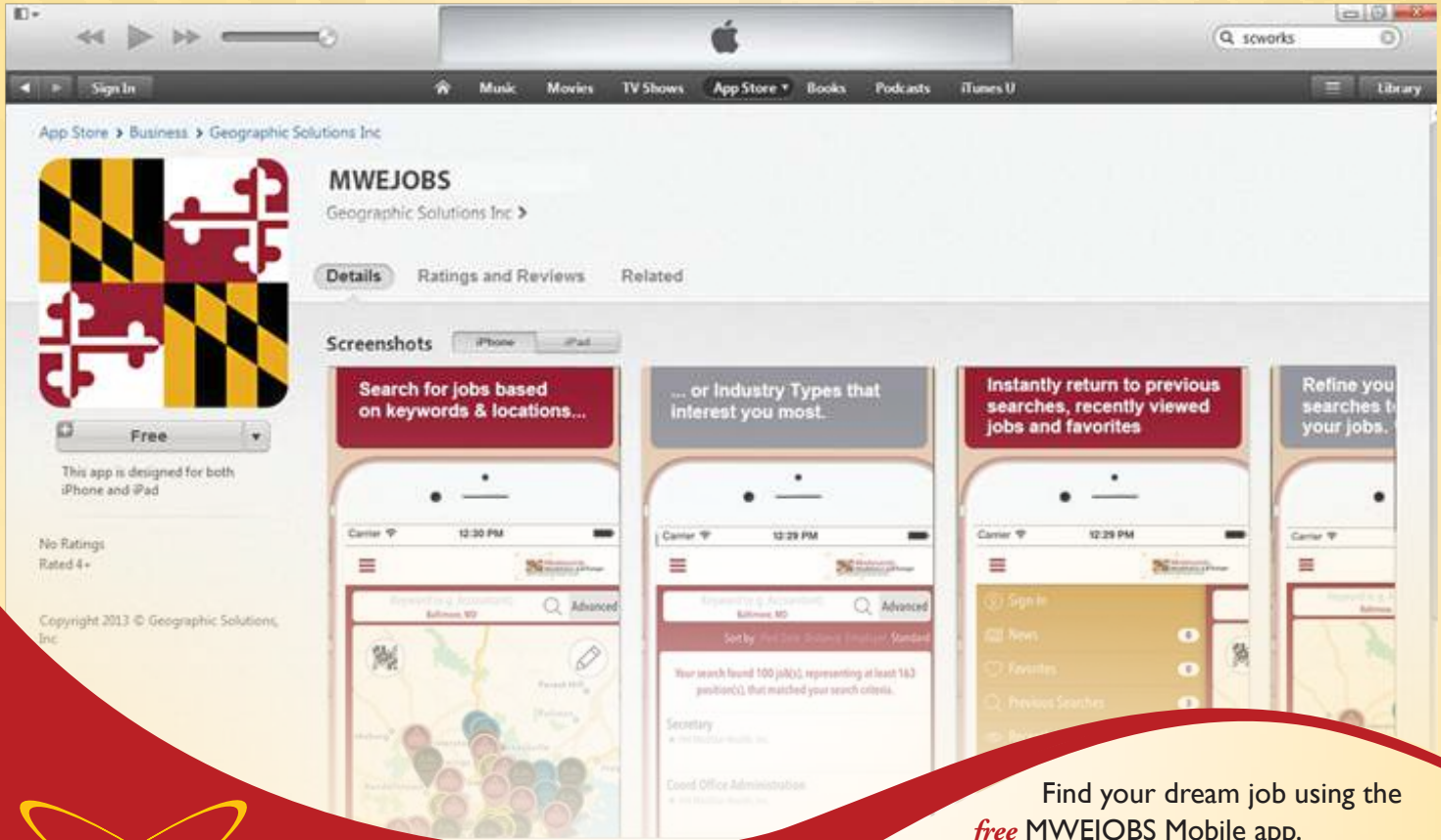
Don't get me wrong—you absolutely must come across as polished, articulate, and professional throughout your job search. However, many people translate this into: Must. Be. Boring.

Wrong, wrong, wrong. Realize that few people get hired because they had perfect white space on their cover letters, memorized all of the "correct" interview questions or used incredibly safe, common phraseology (i.e., clichés) throughout their resumes. All of this correctness is going to make you look staged and non-genuine. Instead, give yourself permission to be both polished *and* endearing. Memorable, likable candidates are almost always the ones who go the distance.

Foss, Jenny. "6 Job Search Tips That Are So Basic People Forget Them." *The Muse*, Daily Muse, Inc., <https://www.themuse.com/advice/6-job-search-tips-that-are-so-basic-people-forget-them>.



NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! **MWEJOBS Mobile App**



Find your dream job using the *free* MWEJOBS Mobile app. Instantly view any job posted to the web directly on your mobile phone or tablet. Simply search for “MWEJOBS” in the Apple iTunes or Google Play sites.

The latest job openings in your area from 16,000 websites are now at your finger tips. Save and share your favorite job via email, Facebook or Twitter.

With MWEJOBS Mobile’s unique “Jobs Nearby” function, you can easily map all of the latest jobs near your current location. Search for jobs around your neighborhood or at a different location. Simply tap color-coordinated pins to see more information or to apply for a job.

MWEJOBS Mobile lets you instantly return to previous searches, recently viewed jobs and your favorite jobs.



mwejobs.maryland.gov



Working Toward a
Brighter Future

Job Fair

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Available Positions

**Instructor/Driver • Personal Supports Facilitator
Residential Coordinator • Residential Counselor**

**Wednesday
February 6, 2019
9AM – 2PM**



Serving Somerset, Wicomico and Worcester Counties

ONE-STOP JOB MARKET
31901 Tri-County Way
Room 115-A
Salisbury, MD 21804

**935916 - Instructor/Driver
935920 - Residential Counselor
935922 - Residential Coordinator
935923 - Personal Supports Facilitator**

For Additional Information &
to Apply in Advance
Visit mwejobs.maryland.gov



**Positions available for
Newark, MD Location**

**Paper Applications Available
During Interview Process**



“Maryland’s American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations.”





Delmarva Shorebirds Casting Call 2019

The Delmarva Shorebirds will be hosting their annual casting call for gameday employment on Tuesday, February 12, 2019 from 4:00pm to 7:00pm at Arthur W. Perdue Stadium.

Spectra Food Services, the official food service company of the Shorebirds, will also be seeking gameday employees.

The Shorebirds are strongly encouraging all job seekers to print and fill out a job application in advance. The application can be found at <https://atmilb.com/2RLBsyu>.

The Shorebirds are looking for part-time “cast members” in the following roles: on field MC, “The Flock”, ushers, ticket takers, playball hosts, group hosts, parking attendants, and amusements as well as staff members in the box office, and gift shop. Job descriptions are available in the application found above.

Spectra Food Services are hiring concession cashiers, concession cooks, concession hawkers, banquet servers, and concession stand leads.

The ideal candidates must be trustworthy, outgoing, reliable and enthusiastic. All applicants must also be 16 years of age or older by the home opener (April 11th) to work for the Shorebirds or Spectra Food Services.

For more information about the casting call, contact the Shorebirds front office at 410-219-3112 or go to <https://atmilb.com/2sJY4At>.



Maryland Workforce Exchange








February 3, 2019 - February 9, 2019

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Job Order Number	Company	Position	Positions open
940526	U.S. Census 	Census Representative	99+
940527	U.S. Census 	Field Representative	50+
940538	Town of Ocean City (Ocean City Police Department)	Part-Time PSB Facility Specialist 	1
941065	Delmarva Shredding	Route Drive CDL-B 	1
941545	Town of Ocean City	Part-Time Golf Course Landscaper	2
941550	Sherwin Williams	Maintenance Technician 	3
941555	Sherwin Williams	Process Engineer II	1
941570	BioBee USA 	Office Manager & Bookkeeper	1
941601	Gateway Electric	Commercial Electrician 	1
941602	Gateway Electric	Commercial Electrician Helper	1

Visit mwejobs.maryland.gov for Additional Information & Instructions to Apply

"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	Courtesy Clerk	<i>Ongoing recruitment</i> Apply online at https://www.acmemarkets.com/career-location-finder-retail-positions/
	Deli/Meat Clerk	
	Pharmacy Clerk (Salisbury)	
	Pharmacy Tech/Clerk-Part-time (Salisbury)	
	Meat Cutter	
	Bakery Clerk	
	Cashier	
	Grocery Clerk	
	Night Crew Clerk	
	Produce Clerk	
American Eagle - Centre at Salisbury	Sales Associate	<i>Ongoing recruitment</i> Apply online at www.ae.com
	Stock Lead	
Atlantic General Hospital	CNA	Apply online at https://www.atlanticgeneral.org/Careers.aspx
	Certified Coding Specialist	
	Emergency Department Tech	
	Financial Operations Assistant	
	Housekeeping Aide	
	Medical Office Assistant	
	Medical Receptionist	
	Nurse Tech	
	Patient Safety Aide	
	Radiologic Technologist	
	Registration Specialist	
	RN	
	Secretary/Nurse Technician	
Atria	Dishwasher	Apply online at https://www.atriaseniorliving.com/careers/
	Housekeeper	
	Cook	
	Memory Care Activity Specialist	
	Caregiver	
	Driver	
	Engage Life Program Instructor	
	Server/Waitstaff	
	Memory Care Caregiver	
Bay Shore Services	Administrative Assistant/Receptionist	Download and print application at http://www.bayshoreservices.org/our-mission/job-opportunities/ . Return completed application to: Bay Shore Services, Inc. 1235 Pemberton Drive Salisbury, Maryland 21801 or email to: info@bayshoreservices.org
	CNA	
	Direct Support Professional	
	Residential Supervisor	
	RN Case Manager	
BesTemps	Administrative Assistant	Apply online at https://www.bestemps.com/looking-for-work/
	Banquet Server (Ocean City)	
	Construction Labor (Ocean City, Salisbury/Berlin)	
	Dishwashers (Ocean City)	
	Machine Operator	
	Skilled Construction Labor	
	Warehouse/Truck Unload	
Boscov's - Centre at Salisbury	Cosmetics Sales Consultant	Apply online at https://www.boscovs.com/static/about_boscov/about_boscov.html
	Customer Service Desk Associate	
	Department Manager	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Burlington - Centre at Salisbury	Retail Store Manager/Assistant Manager	Apply online at https://burlingtonstores.jobs/
	Retail Receiving Associate	
	Cashier Associate	
	Retail Sales Associate	
Charlotte Russe - Centre at Salisbury	Sales Associate	Apply online at https://www.charlotterusse.com/careers.html
	Supervisor	
Chesapeake Health Care	Medical Receptionist	These positions are open until filled. Email current cover letter and resume, or completed job application to Kristi Carmean, Human Resources Manager, at kcarmean@chesapeakehc.org or fax to HR at 443-210-2324.
	Medical Assistant	
	Dental Assistant	
	Dental Receptionist	
	Pharmacy Technician	
	RN/LPN	
	Interpreters (Hispanic & Haitian) Insurance Billers	
Chesapeake Shipbuilding	Fabricator/Ship Fitter	Apply online at http://www.chesapeakeshipbuilding.com/take-action/
	Carpenter	
	Electrician	
	Foremen	
	Supervisor	
	Welder	
Chick-Fil-A - North Pointe Plaza	Team Member	<i>Ongoing recruitment</i> Apply online at http://salisburychickfila.com/
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Sales Associate	Apply online at https://www.childrensplace.com/us/content/careers-us
	Seasonal Sales Associate	
Chuck E. Cheese's - Centre at Salisbury	Cast Member	<i>Ongoing recruitment</i> Apply online at https://www.chuckecheese.com/careers

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
City of Salisbury	Part Time Zoo Educator Wastewater Treatment Operator I Laboratory Technician Zookeeper I Materials Manager Wastewater Treatment Plant Utility Tech I Auto Mechanic III Utilities Superintendent Meter Reader I Revenue Clerk I or II Parks Maintenance Worker Plant Mechanic Meter Tech I Assistant Plant Mechanic Computerized Maintenance Management Service Technician Sign & Pavement Marking Technician I Part-time Parking Attendant Administrative Office Associate Education Technician-Zoo POLICE CAREERS: Police Communications Supervisor Officer Police Communications Officer Animal Control Officer Cadet Program	For job descriptions and to print application go to https://salisbury.md/departments/human-resources/careers **Some jobs require special licenses. Please check job description for more details.
Dollar Tree	Sales Floor Associate - positions in Salisbury, Berlin & Pocomoke Operations Assistant Manager (Salisbury)	Apply online at https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25600&siteid=5477#keyWordSearch=&locationSearch=21804,Salisbury&State%2FProvince:=Maryland
Dove Pointe	Behavior Health Supervisor Children's Program Aide Children's Program Mentor House Counselor Instructor Aide Banquet Host or Hostess Banquet Coordinator Driver	Apply online at http://dovepointe.org/Careers
Express - Centre at Salisbury	Store Associate	Apply online at https://www.express.com/g/careers
Express Employment Professionals	Claims Review Specialist General Laborer Parts Counterperson Diesel Mechanic Cleaner	Apply online at https://www.expresspros.com/
Finish Line - Centre at Salisbury	Assistant Manager Cashier Manager In Training Sales Associate Stock Associate Stock Lead Store Manager	Apply online at https://www.finishline.com/store/corporate/employment.jsp

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Food Lion	Customer Service Leader-Office Assistant (Snow Hill Road)	Apply online at https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx?__SVRTRID=1183B9E9-7AC6-4449-B963-37B049A11B2D
	Cake Decorator (Nanticoke Road)	
	Produce Associate (Nanticoke Road, Snow Hill Road)	
	Center Store (Grocery) Associate (Tilghman Road, Snow Hill Road)	
	Center Store (Grocery) Lead (Snow Hill Road)	
	Assistant Customer Service Manager (Snow Hill Road)	
	Evening Manager (Tilghman Road, Nanticoke Road)	
	Sales Associate (Cashier) (Tilghman Road, Snow Hill Road)	
Foot Locker - Centre at Salisbury	Sales Lead	Apply online at https://www.sneakerjobs.com/
	Assistant Manager	
	Sales Associate	
GameStop - All locations (Salisbury, Fruitland, Pocomoke, Ocean City)	Assistant Store Manager	Apply online at https://careers.gamestop.com/
	Senior Game Advisor (Shift Leader)	
	Game Advisor (Sales Associate)	
	Store Manager	
	District Manager	
Gillin Tree Service	Experienced Tree Climber #1073292	Call 410-629-0295 Berlin, Ocean City, MD area (Details at www.theguide.com)
GNC - Centre at Salisbury	Retail Senior Store Manager	Apply online at https://jobs.gnc.com/locations/locations
	Sales Associate, Retail Part Time	
	Retail Store Manager	
Grace of God Trucking	Dump Truck Driver #1073435	Call 410-397-3929 and ask for Leus/Louie In Fruitland area (Details at www.theguide.com)
The Green Turtle - Salisbury and Ocean City	Cook	Apply online at https://thegreenturtle.com
	Dishwasher	
	Host	
	Server	
H&M	Sales Advisor	Apply online at http://career.hm.com/content/hmcareer/en_us.html
Hot Topic	Key Holder	Apply online at https://www.workatht.com/stores/
	Sales Associate	
Journeys - Centre at Salisbury	Assistant Store Manager	Apply online at https://www.journeys.com/careers
	Sales Associate (part-time)	
	Store Manager	
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Lids - Centre at Salisbury	Assistant Manager	Apply online at https://www.lids.com/help-desk/corporate/career-opportunities
	District Manager In Training	
	Sales Help	
	Store Manager	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Longhorn Steakhouse	Dishwasher	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
	Host	
	Server	
	Line Cook	
	Bartender	
Market Street Inn	Full-time, experienced Manager	Print out application from http://www.marketstreetinnsalisbury.com/employment/ . Fill out application and take to Market Street Inn, 130 W Market St, Salisbury, MD 21801 Visit http://www.marketstreetinnsalisbury.com/employment/ for more details about job requirements
	<i>Ongoing recruitment for:</i>	
	Line Cook/Sous Chef	
	Servers Bartenders	
Men's Wearhouse - Centre at Salisbury	Retail Store Manager In Training	Apply online at https://careers.tailoredbrands.com/
	Retail Sales Consultant	
	Retail Store Tailor-Alterations	
New York & Company	Sales Associate	Apply online at http://newyorkcompany.apploi.com/
	Assistant Manager	
	Seasonal Sales Associate	
Olive Garden	To Go Specialist	Apply online at https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25377&siteid=5160#keyWordSearch=salisbury,%20md
	Line Cook	
	Prep Cook	
	Dishwasher	
	Host	
	Server	
	Busser	
	Bartender	
Payless Shoesource - Centre at Salisbury	Store Associate	Apply online at https://www.paylesscorporate.com/careers/browse-openings/
PRMC	Administrative Assistant	Apply online at https://www.peninsula.org/employment-opportunities
	CAT Scan Technologist	
	Clinical Dietician	
	Community Health Worker	
	Food Service-Cafeteria Aide	
	Food Service-Catering Associate	
	Food Service-Food Production Assistant	
	Food Service-Cashier	
	MRI Technologist	
	Parking Attendant	
	Patient Service Representative	
	Radiologic Technologist	
	Representative-Billing/Collection- Medical Group	
	Representative-Patient Account	
	Staffing Coordinator	
	Supply Chain Ops Assistant	
Transporter		
Unit Secretary		
Pep Boys	Customer Service Advisor	Apply online at http://careers.pepboys.com/
	Mechanic	
	General Service Technician	
	Commercial Driver	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Pepsi Bottling Ventures	Fountain Installer Fleet Technician	Apply online at https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Princess Anne Auto	Mechanic #1072258	Call 410-651-1164 (Details at www.theguide.com)
Quality Staffing	Assemblers Boiler Operator Certified Forklift Chemist Corporate Controller Electrician-Certified Electronic Technician II Electronics Technician Forklift/Pallet Jack CNC Machinist/Setup Electronic Assembler General Labor Injection Molding Technician Inventory Processing Clerk Lead Carpenter/Manager Machinist Maintenance Manager Maintenance Person Maintenance Technician Manufacturing Assembler/Shop Labor Material Handler/Forklift Manufacturing Packer Plumbing Service Technician Production Associate Production Supervisor Production/Manufacturing Workers Security Officer Stock Room Clerk/Manufacturing Utility Maintenance Mechanic Warehouse Associate Warehouse Supervisor Wastewater Operator	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801
R & N Welding Fabrications, Inc.	Welder #1072087 Fabricator #1072087 Laborer #1072087 Material Handling Equipment Operator (Bending/Shearing/Punching) #1072087	Call 410-546-0811 or send resume to sales@rnc-co.com (Details at www.theguide.com)
Red Lobster	Line Cook Server Assistant/Busser Prep Cook Dishwasher/Utility Server Host/Hostess Bartender	Apply online at https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	Bartender	Apply online at https://careers.rubytuesday.com/
	Cook	
	Dish Machine Operator	
	Expo	
	Garden Bar Prep/Utility	
	Garden Bar Specialist	
	Server	
	Server Assistant	
Salisbury University	Food Service Assistant (Part-time, Contingent I) <i>Applications accepted through June 30, 2019</i>	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities
	Housekeeper (Part-time Contingent I) <i>Applications accepted through June 30, 2019</i>	
Sears	Service Technician-Refrigeration and Appliance Repair	Apply online at https://jobs.sears.com/search
	Service Technician-Appliance Repair	
Shore Up!	Family Service Worker	Apply at Shore Up! Inc. 520 Snow Hill Rd. Salisbury, MD 21804. Call Main Office at 410-749-1142 for qualifications. Online employment application at http://www.shoreup.org/eastern-shore-md-services-careers
	Family Advocate	
	Site Coordinator	
	Bus Aide	
	Bus Driver	
	Custodian	
	Teacher	
	Teacher Aide	
	Substitutes	
	Interpreter	
SP Industries - Pocomoke	Director of Supply Chain	Apply online at https://careers-spindustries.icims.com/jobs/search?ss=1&searchLocation=12781-12804-Pocomoke+City
	Mechanical Assembler	
	Picker/Packer	
	Mold Repair Tech	
	Material Handler	
	Machine Operator	
Spencer's - Centre at Salisbury	Sales Associate	Apply online at https://www.spencersandspiritjobs.com/?IPath=TNCNTPG
	Sales Supervisor	
	Store Manager	
	Assistant Store Manager	
State of Maryland	Community Health Outreach Worker II (Wicomico County Health Department) Filing deadline: Feb. 12, 2019	Apply online at https://jobapscloud.com/MD/
	Maintenance Mechanic Senior (Wicomico County) Filing deadline: Feb. 7, 2019	
	Patient/Client Driver (Worcester County Health Department) Filing deadline: Feb. 12, 2019	
	MCE Officer Trainee Soft Goods (Somerset County Maryland Correctional Enterprises) Filing deadline: Feb. 11, 2019	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Subway - All	Sandwich Artist - Ongoing recruitment	Apply online at https://www.mysubwaycareer.com/
Sun Communities, Inc.	Activities Supervisor (Fort Whaley Campground)	Apply online at https://careers.suncommunities.com/viewalljobs/
Sysco-Pocomoke	CDL A Delivery Truck Driver	Apply online at https://careers.sysco.com/jobs?stretch=40&stretchUnit=MILES&location=21804%2C+MD&woe=11&page=1
	Finance Associate	
	Facility Technician I	
Taco Bell - Ocean City	Shift Lead	<i>Ongoing recruitment</i>
	Team Member	Apply online at http://jobs.tacobell.com/
	Assistant Manager	
	Restaurant General Manager	
Target	Apparel & Accessories Team Member	Apply online at https://jobs.target.com/
TCC	Bus Operators-Fixed Route	Apply online at http://lowershore.org/Departments/HumanResources.aspx
Texas Roadhouse	Host	Apply online at https://careers.texasroadhouse.com/
	Server	
Things Remembered - Centre at Salisbury	Store Manager	Apply online at https://www.thingsremembered.com/employment-opportunities
	Sales Lead	
TM Associates Management, Inc. Princess Anne	Maintenance Tech #1069320	Send resume to somersetmeadows@tmamgroup.com (Details at www.theguide.com)
Torrid - Centre at Salisbury	Assistant Manager (Full-time and part-time)	Apply online at https://jobs.jobvite.com/torrid
	Keyholder	
	Sales Associate	
	Store Manager	
Town of Ocean City	Firefighter/EMS Provider (Part-time)	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	EMT - Intermediate, CRT, Paramedics (Part-time)	
	Part-time Golf Course Landscaper Filing deadline: March 1, 2019	
	Part-time Public Safety Building (PBS) Facility Specialist Filing deadline: Feb. 28, 2019	
	Temporary Police Data Clerk Filing deadline: Feb. 15, 2019	
	Tennis Supervisor (Seasonal) Filing deadline: Feb. 15, 2019	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	2019 SEASONAL EMPLOYMENT Bus Driver Bus Maintenance Tech I Dispatcher Tram Conductor Tram Driver Ticket Seller Account Clerk	
Tuesday Morning - Centre at Salisbury	Store Associate (Part-time)	Apply online at https://careers.tuesdaymorning.com/
	Assistant Manager (Part-time)	
Vernon Esham Builders	General Contractor #1069602	Call Vernon Esham at 443-783-5792 (Details at www.theguide.com)
Victoria's Secret - Centre at Salisbury	Sales & Support Generalist	Apply online at https://www.victoriassecret.com/careers
Villa Fresh Italian Kitchen - Centre at Salisbury	Ongoing recruitment	Print application at http://www.villarestaurantgroup.com/careers and apply in person
WCDC	Residential Counselor	For detailed job descriptions and to apply, download and print application go to http://wcdcservices.org/employment-opportunities/ Mail completed applications to: WCDC Attn: Human Resources P.O. Box 70 Newark, MD 21841
	Residential Coordinator	
	Food Services Instructor/Driver	
	Personal Supports Facilitator (part-time)	
Wicomico County	Correctional Officer I <i>Ongoing recruitment</i>	Apply online at http://www.wicomicocounty.org/jobs.aspx
	Assistant Maintenance Foreman <i>Open until filled</i>	
	Assistant Operations Manager <i>Open until filled</i>	
	Deputy Sheriff (Certified, Non-Certified) Filing deadline: Feb. 8, 2019	
	Audio Visual Technician Filing deadline: Feb. 28, 2019	
	Mason/Bricklayer <i>Open until filled</i>	
	Mechanic I <i>Open until filled</i>	
	Motor Equipment Operator IV <i>Open until filled</i>	
	Motor Equipment Operator I <i>Open until filled</i>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Wilfre Company - Hebron	Plumber #1068882	Applications accepted at 8161 Memory Gardens Lane Hebron, MD 21830 Call 410-749-0496 for directions (Details at www.theguide.com)
	Plumber Helper #1068882	
	Sheet Metal Mechanic #1068882	
	HVAC Service Tech #1068882	
Worcester County	Communications Clerk Trainee	Download and print application from http://www.co.worcester.md.us/department/s/hr/jobs Mail completed application to: Human Resources Worcester County Government Center 1 W. Market St. Room 1301 Snow Hill, MD 21863 Or fax application to: (410) 632-5614
	Communications Clerk I	
	Building Maintenance Mechanic III	
	General Labor/Maintenance Worker I	
	Landfill Operator II	
	Vehicle & Equipment Mechanic III	
	Maintenance Worker III	
	Roads Worker I and II	
	Welcome Center Greeter	
	Part-Time Deputy Sheriff-School Division	
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Zumiez - Centre at Salisbury	Seasonal Sales Associate	Apply online at https://www.zumiez.com/jobs
	Sales Part-Time	
	Assistant Manager	
	Store Manager	

WORKFORCE INNOVATION AND OPPORTUNITY ACT TRAINING SERVICES



Do you need skills training to start a new career or advance in your current career?

Speak with a career counselor to see how the Lower Shore Workforce Alliance could help you reach your goals through a free CAREER TRAINING SCHOLARSHIP

WHO ARE WE?

The Lower Shore Workforce Alliance receives funding to provide Workforce Innovation and Opportunity Act Title I training services. These funds are used to pay tuition, fees, books and supportive services for individuals who receive a career training scholarship.

WHAT ARE THE STEPS TO APPLY?

- ✓ Register in MWE (mwejobs.maryland.gov/) and create a resume.
- ✓ Speak with a career counselor at the American Job Center to learn about available programs, eligibility and the enrollment process.

WHAT COURSES ARE ELIGIBLE?

Wor-Wic Community College
Non-Credit Courses (6-14 weeks)
www.worwic.edu

Healthcare

- ⇒ Certified Nursing Assistant

Trades

- ⇒ Intro to A/C & Refrigeration
- ⇒ Intro to ARC Welding

Logistics

- ⇒ Class A Commercial Driver's License
- ⇒ Class B Commercial Driver's License

Other

- ⇒ Child Care Training



Wor-Wic Community College
Credit Courses (1- and 2-year programs)
www.worwic.edu

Healthcare

- ⇒ Chemical Dependency Counseling
- ⇒ Nursing
- ⇒ Radiologic Tech

Other

- ⇒ Business Management
- ⇒ Criminal Justice
- ⇒ Early Childhood Education
- ⇒ Hotel - Motel - Restaurant Management



Delaware Technical Community College
Owens Campus
www.dtcc.edu

Healthcare

- ⇒ Medical Office Specialist w/Electronic Health Records

MedCerts
Online Courses (12-24 weeks)
www.medcerts.com

Information Technology

- ⇒ IT Helpdesk Admin
- ⇒ PC Technician
- ⇒ IT Network Technician
- ⇒ Healthcare IT Technician



MedCerts
Online Courses (12-24 weeks)
www.medcerts.com

Healthcare

- ⇒ Medical Front Office Assistant & Administration Specialist
- ⇒ Medical Billing Specialist
- ⇒ Medical Front Office Admin Specialist
- ⇒ Medication Care Coordinator
- ⇒ Pharmacy Technician Specialist
- ⇒ Medical Front Office & Electronic Health
- ⇒ Electronic Health Records Specialist
- ⇒ Electronic Health Records & Reimbursement
- ⇒ Professional Coder



You may also inquire about other courses listed on the Eligible Training Provider List, accessible here: www.dlir.state.md.us/employment/train/. Information about the courses can be obtained through the school website or phone number.

Don't forget to check for any admission instructions that may be required.



Lower Shore Workforce Alliance
Located at the American Job Center
31901 Tri-County Way, Salisbury, MD
(410) 341-6010 — train4jobs.org



CNAs - The future health of our community depends upon you!

The career options in healthcare are varied and exciting as the booming aging population will place an unprecedented demand on healthcare services. By 2030, each Lower Shore county will have at least 23 percent of its population made up of people 60 years old and older. (Source: Maryland Dept. of Aging)



MEDICAL

Are you ready for the challenge?

The future health of our community depends upon it!

Wor-Wic has scholarships for CNAs interested in securing stackable credentials in phlebotomy, EKG and clinical medical assistant. You must be a CNA in Maryland in good standing with the Board of Nursing with at least one year's experience. Information sessions covering eligibility, application process and scholarship awarding will be held in Room 109 of Shockley Hall on:

Monday, Jan. 14, 9 to 10:30 a.m.

Monday, Feb. 11, 1:30 to 3 p.m.

Monday, March 11, 3 to 4:30 p.m.

Only individuals interested in this scholarship opportunity should attend these sessions. Please arrive on time. Doors close at the start of each session and no further admittance will be allowed.

Stack Your Credentials to Build Your Career



A stackable credential is part of a sequence of credentials that can be accumulated over time to build up your qualifications and help you to move along a career pathway to potentially higher-paying jobs. (Source www.doleta.gov)

Carpentry Training



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a construction training program funded by a Department of Labor, Licensing and Regulation EARN Maryland grant in partnership with industry representatives, Quality Staffing Services and the Lower Shore Workforce Alliance.

For more information about course content & schedule, contact Wor-Wic at 410-334-2815 or visit their website at <http://www.worwic.edu/Academics/ContinuingEducation/CarpentryTraining.aspx>.

To be considered for the training, please contact Quality Staffing Services at 410-742-2600 or visit their website at EasternShore.Jobs.com and apply for "Carpentry Training."

To be eligible for consideration, candidates must:

- Be a Maryland resident (Lower Shore preferred)
- Have a High School Diploma or GED (Minimum age 17)
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Be able to recognize and solve problems
- Be able to adjust controls with precision
- Be able to lift 50 lbs unassisted
- Possess good depth perception and manual dexterity
- Be able to purchase and wear safety equipment (e.g. safety glasses, gloves, hearing protection)
- Have reliable transportation

Basic Construction Techniques is designed to prepare students with the basic skills required to enter the construction industry.

Experience "hands-on" instruction on proper and safe use of hand and power tools. Focus on basic safety standards for construction. Review basic math & measurement as they relate to construction (mathematical functions, decimal-fraction conversion and basic geometry), reading a tape measure and print reading. Review drawing plans to determine materials and fasteners needed.

Discover the importance of work ethic from the employer's perspective. Demonstrate critical thinking and problem solving skills by working through issues related to the construction industry. Focus on construction career paths and understand how a construction team works together. Topics include floor systems, wall systems, basic stair layout, doors and door hardware, drywall installation, drywall finishing, suspended ceilings, trim (window, floor & ceiling) and cabinet installation.



Welding Training (FREE)

The welding industry is in the midst of a worker shortage that is expected to intensify as baby boomers age and the need for skilled welders grows.

Through a partnership with Arczon Welding Services and Quality Staffing Services, Wor-Wic Community College is offering a welding training program funded by the Department of Labor, Licensing and Regulation EARN Maryland grant.

The next classes are projected for Jan. 22-April 23, 2019 and May 13-Aug. 14, 2019.

For information about the course content, policies, procedures and schedule, contact Wor-Wic at (410) 334-2815 or visit the website at www.worwic.edu.

To be considered for the training, please contact Quality Staffing Services at 410 742-2600 or visit their website, easternshorejobs.com, and apply for "Welding Training."

To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to stand, stoop, bend, reach, push, pull, sit, kneel, work on the ground and work overhead
- Work in confined spaces
- Be able to work in extremely hot, dusty and noisy environments
- Be able to work inside with fumes or outside in direct sunlight
- Be able to lift at least 50 lbs. unassisted
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, hearing protection, steel toe boots, jacket (100% wool, leather or cotton or hybrid of these materials) and 100% cotton long sleeve shirt - est. cost \$250) for up to 7 hours per day.
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

Basic ArcFluxed Core Welding is a 455 hour course (full time for 13 weeks), designed to provide the entry level welder with the skills necessary to secure employment in the welding industry. Students will progress from basic arc / flux cored welding to the welder qualification test for structural welders. Includes basic safety for welders and an introduction to hand and power tools. Develop knowledge to work safely within industry standards and to recognize and avoid hazards.

Safely establish and utilize an oxy-fuel outfit for cutting of steel and the basics of the thermal cutting processes. Use power tools for preparation of base metals prior to welding. Be able to use measuring devices and fit-up tools effectively.

Identify the AWS classification of electrodes and their application to the various welding procedures as well as the limitations of filler metals. Select the proper polarity and current requirements for various electrodes and identify the common welding processes used.

Recognize common weld discontinuities, defects and successfully inspect weld to industry standards set forth in the "AWS D1.1 Structural welding code." Be aware of the requirements of a "Welder Procedure Specification." Students will be required to pass a written evaluation as well as a destructive bend test prior to seeking employment.

A welder qualification record (WOR) will be issued to successful completers. Training includes both classroom and shop instruction with the division of time being 20% class instruction and 80% shop instruction.



WOR-WIC

COMMUNITY COLLEGE

Free Self-Paced Computer Classes

At the
American
Job Center

31901 Tri-County Way
Salisbury, MD 21804
Phone: (410) 341-6515

Lab Training Hours:

Mon., Tues., & Thurs.

8:30 a.m.-12:30 p.m.

and

1:30 p.m.-4:30 p.m.

Wed. 8:30 a.m.-12 Noon

Fri. Closed

Funding provided by:



**OBTAIN
A
REFERRAL
and
REGISTER
TODAY!**

Keyboard Skills

Develop skills in typing and effectively using the keyboard. Practice drills to increase your accuracy and speed. *No previous experience is required.*

Introduction to Computers and Technology I

Obtain the workplace skills you need in using Microsoft Office 2013 (Word, Excel and PowerPoint) and Internet basics with SAM, a web-based training program. *Prerequisite: "Keyboard Skills" or basic knowledge of a keyboard.*

Introduction to Computers and Technology II

Advance to the next level and go beyond the basics. Increase your skills in using all the Microsoft applications to complete self-paced capstone projects. *Prerequisite: "Introduction to Computers and Technology I."*

Applied Computers & Technology

Combine all skills learned in "Introduction to Computers and Technology Levels I & II" and prepare to use Microsoft Office in the workplace by completing twelve Skills Assessment Manager (SAM) projects using Microsoft Office 2013. *Prerequisite: "Introduction to Computers and Technology Levels I and II."*

Keyboard Skills: Document Formatting

Apply your keyboarding skills to create basic business documents using Microsoft Word to format business reports, letters, emails, memos, tables, resumes and other communications. *Prerequisite: "Keyboard Skills" or basic knowledge of Microsoft Word.*

In order to participate, stop by the front desk at the American Job Center to be referred by an agency.

- ◆ Set your own schedule and start building your resume today by updating your computer skills.
- ◆ Receive a Wor-Wic Document of Participation and Recognition upon successful completion.
- ◆ Prepares you for additional college-level courses. Earn requirements toward Wor-Wic's Continuing Education Certificate in Computer and Office Technology Essentials.

For additional information about the courses, call Wor-Wic at 410-334-2815.

AREA ADULT EDUCATION PROVIDERS

**** You may enroll with any program that is convenient for you no matter which Maryland county that you live in.****

DORCHESTER COUNTY

Chesapeake College/Cambridge Center
416-418 Race Street
Cambridge, MD 21613
Phone: 410-443-3002

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages, GED® Test Preparation and National External Diploma Program

SOMERSET COUNTY

Somerset County Public Schools
Somerset County Adult Education Program
Marion Sarah Peyton School
28573 Hudson Corner Road
Marion, MD 21838
Phone: 410-623-3328

Services Offered: Classes in reading, writing, math, English for Speakers of Other Languages (ESOL), and GED® Preparation

WICOMICO COUNTY

Wor-Wic Community College
32000 Campus Drive, Salisbury, Maryland 21804
Phone: 410-334-2815
NEDP: 410-749-3217

Services Offered: Adult Basic Education Classes/ GED® Preparation/ English as a Second Language (ESL) Classes and the National External Diploma Program

WORCESTER COUNTY

Worcester County Board of Education
6270 Worcester Highway
Newark, MD 21841
Phone: 410-632-5071

Services Offered: Classes in reading, writing, math, English for Speakers of Other Languages (ESOL), and GED® Preparation

Need information for another county?

Maryland's providers are listed at www.dllr.state.md.us/gedmd/programs

ABE & ESL

Registration Dates:

Tuesday, March 12, 2019
1:00 pm & 5:00 pm
Wednesday, March 13,
2019
10:00 am & 2:00 pm



Wor-Wic offers **FREE** day and evening classes for those interested in Adult Basic Education (ABE) or English as a Second Language (ESL) classes.

New Class Placement, Testing, and Registration will be held at the Wor-Wic office located at the downtown branch of Wicomico Public Libraries on the lower level.

Students must attend the testing session in person.

Registration is mandatory for new students.

Students only need to attend one session from the provided options. Please arrive on time to the session and plan to be there for 2 hours. Students more than 15 minutes late will not be admitted.

Please make your own arrangements for childcare and transportation—only registered students will be allowed inside the testing room.



For more information:

Phone: **443-260-1703**

E-mail: adulthoodeducation@worwic.edu

WOR-WIC
COMMUNITY COLLEGE

Adult Education Program

Earn your High School Diploma or improve your English skills!

WOR-WIC
COMMUNITY COLLEGE



Earn Your Maryland High School Diploma **The National External Diploma Program®**

You will work through online activities and with an advisor to complete your program.



Looking for a different way to earn your high school diploma? The National External Diploma Program could be right for you!

- ◆ Earn a Maryland High School Diploma
- ◆ Flexible and confidential
- ◆ Aligned with the college and career readiness standards
- ◆ Work at home, the library, or wherever you have a computer
- ◆ Complete program in 6 – 15 months

Consider NEDP's Innovative Approach

Use the skills you've gained from life and work experience to demonstrate your reading, writing and math high school level skills.

This web-based program for adults and out-of-school youth offers flexibility to earn your diploma even if you are employed full time, enrolled in job training, or have other commitments.

You will work through online activities and with an advisor to complete your program. You have multiple opportunities to demonstrate your mastery of academic skills in core subject areas.

Leonique Miles Advisor/Assessor * (443) 260-1702 * Denise Burton Advisor/Assessor



Legal Clinic

**DOWNTOWN LIBRARY
FEBRUARY 13, 2019
2:00 PM - 4:00 PM**

Join us at the Wicomico Public Library to get free legal advice from lawyers in the field. Some of the issues the legal experts can address:

- Bankruptcy-Chapter 7
- Expungements & Shielding
- Birth Certificates
- Debt and Consumer Disputes
- Foreclosures
- Deed Changes
- Name Changes
- Income Tax Disputes
- Divorce & Custody

Please come in to the Downtown Branch or call (410) 749-3612 ext. 127 to sign up.

LEGAL RESOURCES

Maryland Courts Self-Help Centers
410.260.1392
mdcourts.gov/selfhelp

Monday-Friday, 8:30 AM to 8:00 PM

Family Law Hotline
800.845.8550

Monday-Friday, 9:30 AM to 4:30 PM

Legal Forms Hotline
800.818.9988 (English)
877.293.2507 (Spanish)

Tuesday, Wednesday & Friday: 9:00AM - 12:30PM
Thursday: 9:00AM - 4:00PM



These organizations may assist you with free or reduced cost legal representation:

Disability Rights Maryland

800.233.7201
disabilityrightsmd.org

Legal Aid Bureau Inc.

800.444.4099
mdlalab.org

Maryland Volunteer Lawyers Service, Inc.

800.510.0050
mvlslaw.org

Pro Bono Resource Center of Maryland, Inc.

800.396.1274
probonomd.org

Family Law Assistance

Divorce • Domestic Violence
Custody • Adoption
Visitation • Child Support
Guardianship • Name Change

**Dorchester County
Circuit Court**
206 High Street
Cambridge, Maryland

Mondays, Noon to 3:30 PM
410.228.1395

**Somerset County
Circuit Court**
11770 Somerset Avenue
Princess Anne, Maryland

Fridays, 9 AM to Noon
410.651.4618

**Wicomico County
Circuit Court**
101 North Division Street
Salisbury, Maryland

Mondays, 9 AM to Noon
410.334.3127

**Worcester County
Circuit Court**
1 West Market Street
Snow Hill, Maryland

Mondays, 9:30 AM to 2:30 PM
410.632.5638



FREE FINANCIAL EDUCATION CLASSES

**COME AND LEARN WHERE YOUR MONEY IS GOING
THE HOME BUYING PROCESS
HOW TO QUALIFY FOR A LOAN AND MORE ...**

- * BUDGET
- * CREDIT
- * PRE-PURCHASE
- * POST-PURCHASE
- * RENTAL RIGHTS & RESPONSIBILITIES

**EVERY MONDAY FROM 5:30 – 7:30 PM &
EVERY WEDNESDAY FROM 9:00 – 11:00 AM**

PLEASE CALL @ (443) 397 – 9239 TO RESERVE YOUR SEAT

**TELAMON CORPORATION (ONE STOP JOB MARKET)
31901 TRI-COUNTY WAY, SUITE 112
SALISBURY, MD 21804**

2019 Worcester County Community Access to Resources Expo

Do you have questions about resources in Worcester County? Do you need utility or food assistance, child or adult care or other help? Do you have a health concern? Do you need educational resources?

Find answers at Worcester County CARE from community service providers, educators and area businesses.

**Saturday, March 30, 2019
9:00 am until 12:00 pm**

To be held at Berlin Intermediate School
309 Franklin Avenue, Berlin, MD

Sponsored by:

