

# 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

## Thank You Matters

I once placed a candidate into an engineering role with a company that manufactures packaging equipment. He was competing head-to-head with another engineer, who had similar talents and wanted the job just as badly. My candidate sent a thoughtful, non-robotic thank you note to each person with whom he'd interviewed, within about two hours of leaving their offices. The other candidate sent nothing.

Guess why my candidate got the job offer? Yep, the thoughtful, non-robotic thank you notes. They sealed the deal for him, especially considering the other front-runner sent nothing.

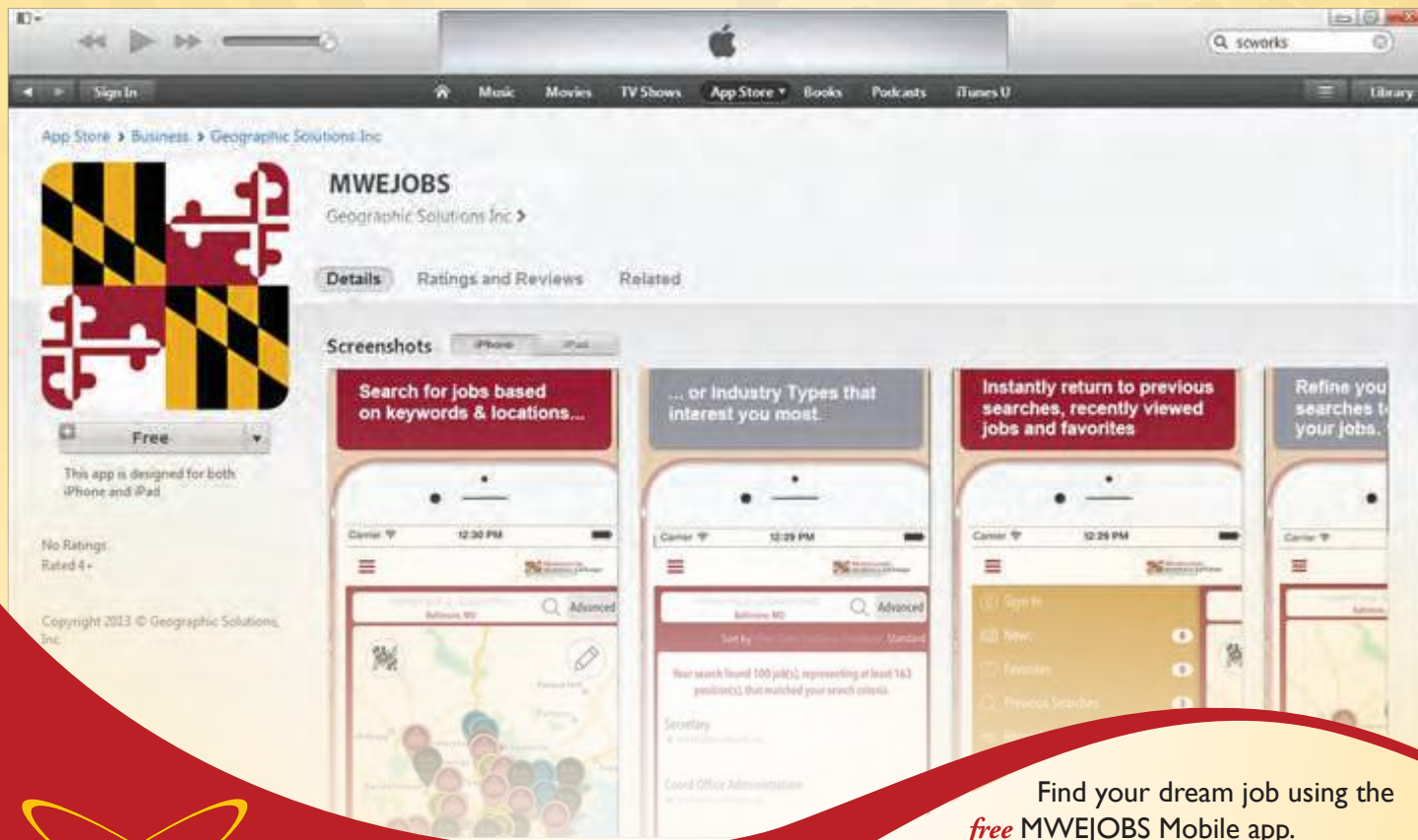
### Tip

Consider crafting, original, genuine thank you notes (one for each interviewer) the moment you get back to a computer, following the interview. The speed with which you send the notes, and the quality, will make an impact.

And finally, remember that the interviewer cares much more about what you can do for them than what you want out of the deal. Certainly, they're going to care a bunch about what you want once you establish your worth. But during the interview, you must demonstrate why you make business sense to hire, period.

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



## **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 11<sup>th</sup>) 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>.



# Job Fair

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*Positions Available*

Live Haul Driver • Dress Haul Driver • Garage “Diesel” Mechanic  
\*\*\* General Labor \*\*\*  
(Cone Debone, Tray Pack, Experience Live Hang, Cut-Up, Thigh Debone)

**Wednesday**  
**February 20, 2019**  
**10AM – 2PM**



*Serving Somerset, Wicomico and Worcester Counties*

31901 Tri-County Way, Room 115-A  
Salisbury, MD 21804

**930685 - Live Haul Driver**  
**930690 - Dress Haul Driver**  
**943155 - Garage Mechanic**  
**930691 - General Labor**

*(Cone Debone, Tray Pack, Experience Live Hang, Cut-Up, Thigh Debone)*

For Additional Information &  
to Apply in Advance  
Visit [mwejobs.maryland.gov](http://mwejobs.maryland.gov)



**Positions available for  
Selbyville, DE Location**

**Dress to Impress  
Come Early - Come Prepared**



“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.”





STATE OF MARYLAND

**DLLR**

DEPARTMENT OF LABOR, LICENSING AND REGULATION



**AROCON**

Home Improvement. Simplified.

# Hiring Event

*Available Positions at Arocon Roofing and Construction "Arocon Holding"*

## Technician & Site Supervisor

**Wednesday  
February 27, 2019  
10AM – 2PM**

*Lower Shore*  
**AmericanJobCenter**

*Serving Somerset, Wicomico and Worcester Counties*

**31901 Tri-County Way  
Room 115-A  
Salisbury, MD 21804**



**939903**



**Technician & Site  
Supervisor**

For Additional Information &  
to Apply in Advance  
Visit [mwejobs.maryland.gov](http://mwejobs.maryland.gov)



**Positions available for  
Eastern Shore of MD**

**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."

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# Maryland Workforce Exchange

February 10, 2019 - February 16, 2019

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Job Order Number	Company	Position	Positions open
943074	Salisbury University	Housekeeping Supervisor 	1
943155	Mountaire Farms	Garage "Diesel" Mechanic 	2
944109	Town of Ocean City 	Recreation Manager 	1
944388	J. Talabert Trucking	Dump Truck Driver 	2
944923	Davis Brother Concrete LLC	Dump Truck Driver 	2
944990	City of Pocomoke 	Public Works CDL Truck Driver/ Laborer 	1

Visit [mwejobs.maryland.gov](http://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>
	Deli/Meat Clerk	Apply online at
	Pharmacy Clerk (Salisbury)	<a href="https://www.acmemarkets.com/career-location-finder-retail-positions/">https://www.acmemarkets.com/career-</a>
	Pharmacy Tech/Clerk-Part-time (Salisbury)	location-finder-retail-positions/
	Meat Cutter	
	Bakery Clerk	
	Cashier	
	Grocery Clerk	
	Night Crew Clerk	
	Produce Clerk	
Adecco	Forklift Operator (Salisbury) #1076487	Apply online at <a href="http://www.adeccousa.com">www.adeccousa.com</a> or call 302-430-7439 (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
American Eagle - Centre at Salisbury	Sales Associate	<i>Ongoing recruitment</i>
	Stock Lead	Apply online at <a href="http://www.ae.com">www.ae.com</a>
Atlantic General Hospital	CNA	Apply online at
	Emergency Department Tech	<a href="https://www.atlanticgeneral.org/Careers.aspx">https://www.atlanticgeneral.org/Careers.aspx</a>
	Housekeeping Aide	x
	Medical Office Assistant	
	Medical Receptionist	
	Nurse Tech	
	Patient Safety Aide	
	Radiologic Technologist	
	Registration Specialist	
	RN	
Secretary/Nurse Technician		
Atria	Dishwasher	Apply online at
	Housekeeper	<a href="https://www.atriaseniorliving.com/careers/">https://www.atriaseniorliving.com/careers/</a>
	Cook	
	Memory Care Activity Specialist	
	Caregiver	
	Driver	
	Engage Life Program Instructor	
	Server/Waitstaff	
	Memory Care Caregiver	
	Registered Medication Aide/Med Tech	
Bath & Body Works - Centre at Salisbury	Sales Associate	Apply online at <a href="https://www.bathandbodyworks.com/customer-care/careers.html">https://www.bathandbodyworks.com/customer-care/careers.html</a>
Bay Shore Services	Administrative Assistant/Receptionist	Download and print application at
	CNA	<a href="http://www.bayshoreservices.org/our-mission/job-opportunities/">http://www.bayshoreservices.org/our-</a>
	Direct Support Professional	mission/job-opportunities/.
	Residential Supervisor	Return completed application to:
	RN Case Manager	Bay Shore Services, Inc. 1235 Pemberton Drive Salisbury, Maryland 21801  or email to: <a href="mailto:info@bayshoreservices.org">info@bayshoreservices.org</a>
BesTemps	Administrative Assistant	Apply online at
	Banquet Server (Ocean City)	<a href="https://www.bestemps.com/looking-for-work/">https://www.bestemps.com/looking-for-</a>
	Construction Labor (Ocean City, Salisbury/Berlin)	work/
	Dishwashers (Ocean City)	
	Machine Operator	
	Skilled Construction Labor	
	Warehouse/Truck Unload	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Boscov's - Centre at Salisbury	Cosmetics Sales Consultant	Apply online at <a href="https://www.boscovs.com/static/about_boscov/about_boscov.html">https://www.boscovs.com/static/about_boscov/about_boscov.html</a>
	Customer Service Desk Associate	
	Department Manager	
	Loss Prevention Detective	
Burlington - Centre at Salisbury	Retail Store Manager/Assistant Manager	Apply online at <a href="https://burlingtonstores.jobs/">https://burlingtonstores.jobs/</a>
	Retail Receiving Associate	
	Cashier Associate	
	Retail Sales Associate	
Car Store Service Center	Maryland State Inspector #1073043	Apply in person at: 202 Kiley Drive Salisbury, MD or call Duane at 410-334-3500 for a confidential interview. (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Charlotte Russe - Centre at Salisbury	Sales Associate	Apply online at <a href="https://www.charlotterusse.com/careers.html">https://www.charlotterusse.com/careers.html</a>
	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 <a href="mailto:kcarmean@chesapeakehc.org">kcarmean@chesapeakehc.org</a> 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 <a href="http://www.chesapeakeshipbuilding.com/take-action/">http://www.chesapeakeshipbuilding.com/take-action/</a>
	Carpenter	
	Electrician	
	Foreman	
	Supervisor	
	Welder	
Chick-Fil-A - North Pointe Plaza	Team Member	<i>Ongoing recruitment</i> Apply online at <a href="http://salisburychickfila.com/">http://salisburychickfila.com/</a>
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Sales Associate	Apply online at <a href="https://www.childrensplace.com/us/content/careers-us">https://www.childrensplace.com/us/content/careers-us</a>
	Seasonal Sales Associate	
Chuck E. Cheese's - Centre at Salisbury	Cast Member	<i>Ongoing recruitment</i> Apply online at <a href="https://www.chuckecheese.com/careers">https://www.chuckecheese.com/careers</a>



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 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 Water Plant Operator I or II POLICE CAREERS: Police Communications Supervisor Officer Police Communications Officer Animal Control Officer Cadet Program	For job descriptions and to print application go to <a href="https://salisbury.md/departments/human-resources/careers">https://salisbury.md/departments/human-resources/careers</a> **Some jobs require special licenses. Please check job description for more details.
Delmarva Shredding	Class B CDL Driver #1075773	Apply in person with driving record to: Delmarva Shredding 300 Moss Hill Lane, Ste. D Salisbury, MD 21804 410-860-1425 (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Dollar Tree	Sales Floor Associate - positions in Salisbury, Berlin & Pocomoke Operations Assistant Manager (Salisbury)	Apply online at <a href="https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25600&amp;siteid=5477#keyWordSearch=&amp;locationSearch=21804,Salisbury&amp;State%2FProvince:=Maryland">https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25600&amp;siteid=5477#keyWordSearch=&amp;locationSearch=21804,Salisbury&amp;State%2FProvince:=Maryland</a>
Dove Pointe	Behavior Health Supervisor Delegating Nurse Children's Program Aide Children's Program Mentor House Counselor Instructor Aide Banquet Host or Hostess Banquet Coordinator Driver	Apply online at <a href="http://dovepointe.org/Careers">http://dovepointe.org/Careers</a>
Express - Centre at Salisbury	Store Associate	Apply online at <a href="https://www.express.com/g/careers">https://www.express.com/g/careers</a>
Express Employment Professionals	Counter/Warehouse Associate General Laborer Plating Shop Assistant Customer Service Coordinator Cleaner	Apply online at <a href="https://www.expresspros.com/">https://www.expresspros.com/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Finish Line - Centre at Salisbury	Assistant Manager Cashier Manager In Training Sales Associate Stock Associate Stock Lead Store Manager	Apply online at <a href="https://www.finishline.com/store/corporate/employment.jsp">https://www.finishline.com/store/corporate/employment.jsp</a>
Food Lion	Customer Service Leader-Office Assistant (Nanticoke Road, Snow Hill Road) Cake Decorator (Nanticoke Road) Store Manager (Nanticoke Road) Produce Associate (Nanticoke Road, Snow Hill Road) Center Store (Grocery) Associate (Tilghman Road, Snow Hill Road) Assistant Customer Service Manager (Tilghman Road, Snow Hill Road) Evening Manager (Tilghman Road) Sales Associate (Cashier) (Tilghman Road, Snow Hill Road)	Apply online at <a href="https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx?__SVRTRID=1183B9E9-7AC6-4449-B963-37B049A11B2D">https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx?__SVRTRID=1183B9E9-7AC6-4449-B963-37B049A11B2D</a>
Foot Locker - Centre at Salisbury	Sales Lead Assistant Manager Sales Associate	Apply online at <a href="https://www.sneakerjobs.com/">https://www.sneakerjobs.com/</a>
GameStop - All locations (Salisbury, Fruitland, Pocomoke, Ocean City)	Assistant Store Manager Senior Game Advisor (Shift Leader) Game Advisor (Sales Associate) Store Manager District Manager	Apply online at <a href="https://careers.gamestop.com/">https://careers.gamestop.com/</a>
Gillin Tree Service	Experienced Tree Climber #1073292	Call 410-629-0295 Berlin, Ocean City, MD area (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
GNC - Centre at Salisbury	Retail Senior Store Manager Sales Associate, Retail Part Time Retail Store Manager	Apply online at <a href="https://jobs.gnc.com/locations/locations">https://jobs.gnc.com/locations/locations</a>
Grace of God Trucking	Dump Truck Driver #1073435	Call 410-397-3929 and ask for Leus/Louie In Fruitland area (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
The Green Turtle - Salisbury and Ocean City	Cook Dishwasher Host Server	Apply online at <a href="https://thegreenturtle.com">https://thegreenturtle.com</a>
H&M	Sales Advisor	Apply online at <a href="http://career.hm.com/content/hmcareer/en_us.html">http://career.hm.com/content/hmcareer/en_us.html</a>
Home Depot (Salisbury, Berlin)	Merchandising Freight/Receiving Asset Protection Specialist Deliveries/Driver Lot Associate Designer-Kitchen/Bath Cashier Department Supervisor Store Support Customer Service/Sales	Apply online at <a href="https://careers.homedepot.com/">https://careers.homedepot.com/</a>
Hot Topic	Key Holder Sales Associate	Apply online at <a href="https://www.workatht.com/stores/">https://www.workatht.com/stores/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Journeys - Centre at Salisbury	Assistant Store Manager	Apply online at <a href="https://www.journeys.com/careers">https://www.journeys.com/careers</a>
	Sales Associate (part-time)	
	Store Manager	
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
Lids - Centre at Salisbury	Assistant Manager	Apply online at <a href="https://www.lids.com/help-desk/corporate/career-opportunities">https://www.lids.com/help-desk/corporate/career-opportunities</a>
	District Manager In Training	
	Sales Help	
	Store Manager	
Longhorn Steakhouse	Dishwasher	Apply online at <a href="https://jobs.longhornsteakhouse.com/locations/locations">https://jobs.longhornsteakhouse.com/locations/locations</a>
	Host	
	Server	
	Line Cook	
	Bartender	
Lowe's	Store Seasonal Employee - Assembler, Receiver/Stocker, Customer Service Associate (Pocomoke, Salisbury)	Apply online at <a href="https://jobs.lowes.com/">https://jobs.lowes.com/</a>
	Facility Service Associate (Pocomoke)	
Market Street Inn	Full-time, experienced Manager	Print out application from <a href="http://www.marketstreetinnsalisbury.com/employment/">http://www.marketstreetinnsalisbury.com/employment/</a> . Fill out application and take to Market Street Inn, 130 W Market St, Salisbury, MD 21801  Visit <a href="http://www.marketstreetinnsalisbury.com/employment/">http://www.marketstreetinnsalisbury.com/employment/</a> 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 <a href="https://careers.tailoredbrands.com/">https://careers.tailoredbrands.com/</a>
	Retail Sales Consultant	
	Retail Store Tailor-Alterations	
New York & Company	Sales Associate	Apply online at <a href="http://newyorkcompany.apploi.com/">http://newyorkcompany.apploi.com/</a>
	Assistant Manager	
	Seasonal Sales Associate	
Ocean Pines Association	Assistant Facility Maintenance Worker	Apply online at <a href="http://oceanpines.org/administration/work-here/">http://oceanpines.org/administration/work-here/</a>
	HR Representative	
Olive Garden	To Go Specialist	Apply online at <a href="https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25377&amp;siteid=5160#keyWordSearch=salisbury,%20md">https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25377&amp;siteid=5160#keyWordSearch=salisbury,%20md</a>
	Line Cook	
	Prep Cook	
	Dishwasher	
	Host	
	Server	
	Busser	
	Bartender	
Payless Shoesource - Centre at Salisbury	Store Associate	Apply online at <a href="https://www.paylesscorporate.com/careers/browse-openings/">https://www.paylesscorporate.com/careers/browse-openings/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
PRMC	Administrative Assistant CAT Scan Technologist Clinical Dietician Community Health Worker Environmental Services Aide 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 Access Representative-Patient Account Staffing Coordinator Supply Chain Ops Assistant Transporter Unit Secretary	Apply online at <a href="https://www.peninsula.org/employment-opportunities">https://www.peninsula.org/employment-opportunities</a>
Pep Boys	Commercial Driver Mechanic	Apply online at <a href="http://careers.pepboys.com/">http://careers.pepboys.com/</a>
Pepsi Bottling Ventures	Fountain Installer Fleet Technician	Apply online at <a href="https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do">https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do</a>
Perdue Farms - Salisbury	Vegetable Oil Refinery Operator General Laborer Fleet Technician Evisceration Team Leader Maintenance Mechanic Oil Refinery Production Supervisor Live Haul Driver	Apply online at <a href="http://perdue.balancetrak.com/">http://perdue.balancetrak.com/</a>
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
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 Person Maintenance Technician Manufacturing Assembler/Shop Labor Material Handler/Forklift Manufacturing Packer	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	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	
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 <a href="https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352">https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352</a>
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	Bartender Cook Dish Machine Operator Expo Garden Bar Prep/Utility Garden Bar Specialist Server Server Assistant	Apply online at <a href="https://careers.rubytuesday.com/">https://careers.rubytuesday.com/</a>
Salisbury University	Food Service Assistant (Part-time, Contingent I) <i>Applications accepted through June 30, 2019</i> Housekeeper (Part-time Contingent I) <i>Applications accepted through June 30, 2019</i> University Police Officer I <b>Filing deadline:</b> <b>Feb. 17, 2019</b> Housekeeping Supervisor I <b>Filing deadline:</b> <b>Feb. 18, 2019</b>	Apply online at <a href="https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities">https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities</a>
Sears	Service Technician-Refrigeration and Appliance Repair Service Technician-Appliance Repair	Apply online at <a href="https://jobs.sears.com/search">https://jobs.sears.com/search</a>
Shore Up!	Family Service Worker Family Advocate Site Coordinator Bus Aide Bus Driver Custodian Teacher Teacher Aide Substitutes Interpreter	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 <a href="http://www.shoreup.org/eastern-shore-md-services-careers">http://www.shoreup.org/eastern-shore-md-services-careers</a>
SP Industries - Pocomoke	Mechanical Assembler Mold Repair Tech Material Handler	Apply online at <a href="https://careers-spindustries.icims.com/jobs/search?ss=1&amp;searchLocation=12781-12804-Pocomoke+City">https://careers-spindustries.icims.com/jobs/search?ss=1&amp;searchLocation=12781-12804-Pocomoke+City</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Spencer's - Centre at Salisbury	Sales Associate	Apply online at <a href="https://www.spencersandspiritjobs.com/?IPath=TNCNTPG">https://www.spencersandspiritjobs.com/?IPath=TNCNTPG</a>
	Sales Supervisor	
	Store Manager	
	Assistant Store Manager	
State of Maryland	Community Health Outreach Worker II (Wicomico County Health Department) <b>Filing deadline:</b> <b>Feb. 15, 2019</b>	Apply online at <a href="https://jobapscloud.com/MD/">https://jobapscloud.com/MD/</a>
	Police Communications Operator I (MD State Police Wicomico County) <b>Filing deadline:</b> <b>Feb. 19, 2019</b>	
	Maintenance Mechanic Senior (DGS Facilities Operations & Maintenance Wicomico County) <b>Filing deadline:</b> <b>Feb. 21, 2019</b>	
	Office Clerk II, Contractual (Wicomico County DSS) <b>Filing deadline:</b> <b>Feb. 21, 2019</b>	
	Patient/Client Driver (Worcester County Health Department) <b>Filing deadline:</b> <b>Feb. 12, 2019</b>	
	MCE Officer Trainee Soft Goods (Somerset County Maryland Correctional Enterprises) <b>Filing deadline:</b> <b>Feb. 11, 2019</b>	
	Interviewer/Translator (Somerset County Dept. of Health) <b>Filing deadline:</b> <b>Feb. 21, 2019</b>	
Subway - All	Sandwich Artist - Ongoing recruitment	Apply online at <a href="https://www.mysubwaycareer.com/">https://www.mysubwaycareer.com/</a>
Sun Communities, Inc.	Activities Supervisor (Fort Whaley Campground)	Apply online at <a href="https://careers.suncommunities.com/viewalljobs/">https://careers.suncommunities.com/viewalljobs/</a>
	Guest Services Coordinator (Castaways RV Resort)	
	Snack Bar Attendant (Castaways RV Resort)	
	Sore Clerk (Castaways RV Resort)	
	Resort Groundskeeper (Frontier Town Campground)	
	Store Supervisor (Castaways RV Resort)	
Sunglass Hut - Centre at Salisbury	Sales Associate	Apply online at <a href="https://careers.sunglasshut.com/na">https://careers.sunglasshut.com/na</a>
Sysco-Pocomoke	CDL A Delivery Truck Driver	Apply online at <a href="https://careers.sysco.com/jobs?stretch=40&amp;stretchUnit=MILES&amp;location=21804%2C+MD&amp;woe=11&amp;page=1">https://careers.sysco.com/jobs?stretch=40&amp;stretchUnit=MILES&amp;location=21804%2C+MD&amp;woe=11&amp;page=1</a>
	Warehouse Order Selector	
Taco Bell - Ocean City	Shift Lead	<i>Ongoing recruitment</i> Apply online at <a href="http://jobs.tacobell.com/">http://jobs.tacobell.com/</a>
	Team Member	
	Assistant Manager	
	Restaurant General Manager	
Target	Apparel & Accessories Team Member	Apply online at <a href="https://jobs.target.com/">https://jobs.target.com/</a>
	Beauty Team Member	
	Electronics Team Member	
	Logistics Team Member-Flow	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Texas Roadhouse	Host	Apply online at <a href="https://careers.texasroadhouse.com/">https://careers.texasroadhouse.com/</a>
	Server	
Things Remembered - Centre at Salisbury	Sales Lead	Apply online at <a href="https://www.thingsremembered.com/employment-opportunities">https://www.thingsremembered.com/employment-opportunities</a>
Thornes Marine	Full-time Parts Counter Person #1076412	Contact Kevin at Thornes Marine in Stockton, MD 410-957-4481 or 443-235-4874 (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Torrid - Centre at Salisbury	Assistant Manager (Full-time and part-time)	Apply online at <a href="https://jobs.jobvite.com/torrid">https://jobs.jobvite.com/torrid</a>
	Keyholder	
	Sales Associate	
	Store Manager	
Town of Ocean City	Firefighter/EMS Provider (Part-time)	Get detailed job description and apply online at <a href="https://oceancitymd.gov/oc/departments/human-resources/employment/">https://oceancitymd.gov/oc/departments/human-resources/employment/</a>
	EMT - Intermediate, CRT, Paramedics (Part-time)	
	Recreation Manager <b>Filing deadline:</b> <b>Feb. 27, 2019</b>	
	Part-time Golf Course Landscaper <b>Filing deadline:</b> <b>March 1, 2019</b>	
	Part-time Public Safety Building (PSB) Facility Specialist <b>Filing deadline:</b> <b>Feb. 28, 2019</b>	
	Temporary Police Data Clerk <b>Filing deadline:</b> <b>Feb. 15, 2019</b>	
	Tennis Supervisor (Seasonal) <b>Filing deadline:</b> <b>Feb. 15, 2019</b>	
	2019 SEASONAL EMPLOYMENT Bus Driver Bus Maintenance Tech I Dispatcher Tram Conductor Tram Driver Ticket Seller Account Clerk	
	Bus Operators-Fixed Route	
	Dispatcher	
Tri-County Council for the Lower Eastern Shore of Maryland	Accounting Associate	Apply online at <a href="http://lowershore.org/Departments/HumanResources.aspx">http://lowershore.org/Departments/HumanResources.aspx</a>
	Mechanic #1074826	Apply at: Tri-County Council 31901 Tri-County Way, Ste 201B Salisbury, MD 21804 or Fax: 410-341-8979 or email <a href="mailto:jobs@tcclesmd.org">jobs@tcclesmd.org</a> (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Tuesday Morning - Centre at Salisbury	Store Associate (Part-time)	Apply online at <a href="https://careers.tuesdaysmorning.com/">https://careers.tuesdaysmorning.com/</a>
	Assistant Manager (Part-time)	
Vernon Esham Builders	General Contractor #1069602	Call Vernon Esham at 443-783-5792 (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Victoria's Secret - Centre at Salisbury	Sales & Support Generalist	Apply online at <a href="https://www.victoriasscret.com/careers">https://www.victoriasscret.com/careers</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Villa Fresh Italian Kitchen - Centre at Salisbury	Ongoing recruitment	Print application at <a href="http://www.villarestaurantgroup.com/careers">http://www.villarestaurantgroup.com/careers</a> and apply in person
WCDC	Residential Counselor Residential Coordinator Food Services Instructor/Driver Personal Supports Facilitator (part-time)	For detailed job descriptions and to apply, download and print application go to <a href="http://wcdcservices.org/employment-opportunities/">http://wcdcservices.org/employment-opportunities/</a> Mail completed applications to: WCDC Attn: Human Resources P.O. Box 70 Newark, MD 21841
Wicomico County	Correctional Officer I <i>Ongoing recruitment</i> Assistant Maintenance Foreman <i>Open until filled</i> Assistant Operations Manager <i>Open until filled</i> Ferry Operator (Part-time) <i>Open until filled</i> Court Security-Civilian <i>Open until filled</i> Communications Operator I (911 Call Taker and Dispatcher) <b>Filing deadline:</b> <b>Feb. 22, 2019</b> Audio Visual Technician <b>Filing deadline:</b> <b>Feb. 28, 2019</b> 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> Parks Facility Worker I (Westside) <b>Filing deadline:</b> <b>July 31, 2019</b>	Apply online at <a href="http://www.wicomicocounty.org/jobs.aspx">http://www.wicomicocounty.org/jobs.aspx</a>
Wilfre Company - Hebron	Plumber #1068882 Plumber Helper #1068882 Sheet Metal Mechanic #1068882 HVAC Service Tech #1068882	Applications accepted at 8161 Memory Gardens Lane Hebron, MD 21830 Call 410-749-0496 for directions (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Worcester County	Communications Clerk Trainee 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	Download and print application from <a href="http://www.co.worcester.md.us/departments/hr/jobs">http://www.co.worcester.md.us/departments/hr/jobs</a> 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



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Wor-Wic Community College	Part-time Adult Education Information Specialist <b>Filing deadline:</b> <b>Feb. 17, 2019</b>	Apply online at <a href="https://www.schooljobs.com/careers/worwic?">https://www.schooljobs.com/careers/worwic?</a>
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales</a>
Zumiez - Centre at Salisbury	Seasonal Sales Associate	Apply online at <a href="https://www.zumiez.com/jobs">https://www.zumiez.com/jobs</a>
	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/](http://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](http://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](http://www.worwic.edu)

### Healthcare

⇒ Chemical Dependency Counseling

⇒ Nursing

⇒ Radiologic Tech

### Other

⇒ Business Management

⇒ Criminal Justice

⇒ Early Childhood Education

⇒ Hotel - Motel - Restaurant Management



### Interested in other trainings?

Please visit the Maryland Eligible Training Provider list located at [www.dllr.state.md.us/employment/train/](http://www.dllr.state.md.us/employment/train/)



Who do YOU want to be?



Information about the courses above 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](http://train4jobs.org)



# 2019 Dates for the Lower Shore Career Development Center JOB SKILLS TRAINING PROGRAMS



Computer and Clerical Program	Medical Billing and Coding	Microsoft Office Bundle	Microsoft Technology Associate Training	NRF Customer Service Training	Quick Books
<p>*Orientation for all programs starts at 9 am on the dates below</p> <p>Mon-Thurs. 9 am-12:30pm or 1pm -4pm</p>	<p>Mon-Thurs. 9 am-12:30 am or 1 pm- 4 pm</p>	<p>Mon-Thurs. 9 am -12:30 pm or 1 pm -4pm</p>	<p>Monday – Friday self-paced</p>	<p>Mon., Tues., Wed. 9 AM-12 PM or 1PM-4 PM</p>	<p>Fridays 9am-12pm</p>
January 7	1/07/2019	01/07/2019	01/11/2019		01/11/2019
February 11	02/11/2018 AM	02/11/2018 PM	02/15/2019	02/11/2019 PM	02/15/2019
March 11	03/11/2019AM	03/11/2019 PM	03/15/2019		03/15/2019
April 15	04/15/2019PM	04/15/2019 PM	04/19/2019	04/15/2019 AM	04/19/2019
May 13	05/13/2019AM	05/13/2019 AM	05/13/2019		05/13/2019
June 17	06/17/2019	06/17/2019	06/17/2019	06/17/2019 PM	06/21/2019

To sign up: CALL 410-219-9118 for more info / 700 S. Salisbury Blvd (next to the Goodwill store)

Computer and Clerical Program	Medical Billing and Coding	Microsoft Office Bundle (online)	Microsoft Technology Associate Training	NRF Customer Service Training	QUICKBOOKS
<p>Coursework includes: MS Word, Excel, PowerPoint, resumes, job readiness, Length: 6 weeks, self-paced Requirements: Reading and Math Assessment completed BEFORE ORIENTATION</p>	<p>Course Work includes: Medical Terminology, Introduction to Medical Billing, CPT Coding for Beginners, ICD-10 Medical Coding, HIPPA Length 8wks, 7-8 C.E.U.s that fit today's workforce Requirements: HS Diploma, Reading and Math Assessments</p>	<p>Coursework includes: Office Bundle 2016, Word, Excel, PowerPoint and Outlook (self-paced) Length: 8 wks ,3.2 C.E.U.s (Continuing Education Units) that fit today's workforce Requirements: H.S. Diploma, Reading and Math Assessment</p>	<p>Coursework includes: Windows Fundamentals, Database Administration, Networking Fundamentals, Security Fundamentals, and more Requirements H.S. or GED, Reading and Math Assessment Length: 6-8 weeks, self-paced</p>	<p>Coursework includes: Learn and practice the principles of providing quality customer service, understands what adds value to customer Requirements Reading assessment completed Length 3 weeks</p>	<p>Coursework includes: Basic Accounting principles, starting a new company, invoicing, purchase orders, payroll, billing statements Requirements Quick Books assessment, accounting vocab and basic computer knowledge)</p>

# 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.

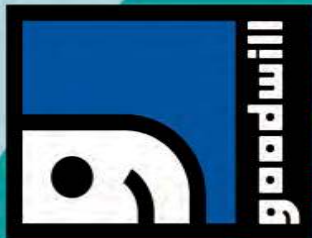
Only individuals interested in this scholarship opportunity should attend these sessions. Please arrive on time. Doors close at the start of each session and no further admittance will be allowed.

## 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](http://www.doleta.gov))





GoodwillChes.org

## Retail Certification Training

Goodwill and the National Retail Federation (NRF) have partnered to offer a 3 week Retail Certification Training!

Learn the following skills:

- Retail Fundamentals
- Communication & Teamwork
- Problem Solving
- Customer Service
- Inventory Tracking
- Payment Procedures *and more!*

Participants must pass an exam at the completion of training to be NRF certified.

**Visit The Lower Shore Career Development Center!**

**Where:**  
Lower Shore Career Development Center  
700 S. Salisbury Blvd.

**When:**  
Mondays  
Tuesdays  
Wednesdays

**Time:**  
1 pm - 4pm  
**Length:**  
3 weeks

**Start Date:**  
MONDAY, February 11, 2019

Contact 410-219-9118 for more information.

# Medical Billing & Coding

The Lower Shore Career Development Center offers an online training in billing and coding in a variety of medical settings. If you want to jump start learning a new career, taking these courses online is a convenient way to start your education.

## INTRO

1. Medical Terminology for Medical Coders
2. Introduction to Medical Billing
3. CPT Coding for Beginners
4. ICD-10: Medical Coding
5. HIPAA Compliance 101



EARN Online CEU Certificates for each course.  
Great for your resume

## COURSES

## DATES/TIME

Class Starts March 11<sup>TH</sup> at 9 am  
Monday – Thursday 9 am to 12:30 pm  
Length: Eight weeks (self-paced)

## REQUIREMENTS

HS Diploma or GED. Reading and Math Assessment. Must register by class start date. Bring two forms of ID.



700 S. Salisbury Blvd. Salisbury, MD  
Call 410-219-9118 for more information

# 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 [EasternShoreJobs.com](http://EasternShoreJobs.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 Arcon 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](http://www.worwic.edu).

To be considered for the training, please contact Quality Staffing Services at 410-742-2600 or visit their website, [EasternShoreJobs.com](http://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 Arc/Fluxed 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 welding. 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 work 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 (WQR) 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

**OBTAIN  
A  
REFERRAL  
and  
REGISTER  
TODAY!**



**Free Self-Paced Computer Classes**

At the American Job Center

31901 Tri-County Way  
Salisbury, MD 21804  
Phone: (410) 341-5515

**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:



**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.*

# Microsoft 2016 Online Training Course

The Online training course in Microsoft Office 2016 offered by the Lower Shore Career Development Center is an introduction to help you enhance current skills or provide a new foundation in office technology. If you want to jump start a new career, taking these courses online is a convenient way to advance in your educational pursuits.

**Classes start: January 7th with Orientation at 9 am  
Monday – Thursday 1 pm to 4 pm  
Length: Eight weeks (self-paced)**



**The course bundle includes the following courses:**

.....	.....
Microsoft Word	Microsoft Excel
.....	.....
Outlook	PowerPoint
.....	.....

**EARN Online CEU Certificates for each course. Great for your resume!**

**Requirements: HS Diploma or GED. Intake form, Reading and Math Assessment. All requirements completed by Orientation. Bring two forms of ID, state, driver's license, valid passport, birth certificate**

**ACCREDITED IACET PROVIDER**

**Goodwill**  
Industries of the Chesapeake, Inc.

**700 S. Salisbury Blvd. Salisbury, MD      Call 410-219-9118 for more information**

## 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](http://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.

Wicomico Public Libraries  
122. S. Division St.  
Salisbury, MD  
(Wor-Wic Classroom is on the lower level)

### For more information:

Phone: **443-260-1703**  
E-mail: [adulteducation@worwic.edu](mailto:adulteducation@worwic.edu)

**WOR-WIC**  
COMMUNITY COLLEGE

### Adult Education Program

**Earn your High School Diploma or improve your English skills!**

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.



**WOR-WIC**  
COMMUNITY COLLEGE



State of Maryland  
**DLDR**  
Department of Labor, Licensing and Regulation

## *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](http://mdcourts.gov/selfhelp)

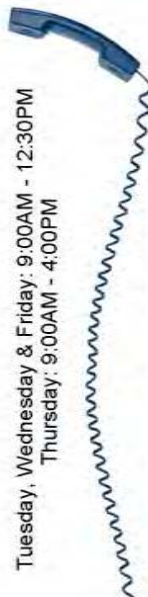
Monday-Friday, 8:30 AM to 8:00 PM

**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](http://disabilityrightsmd.org)

**Legal Aid Bureau Inc.**

800.444.4099  
[mdlaborg](http://mdlaborg)

**Maryland Volunteer Lawyers Service, Inc.**

800.510.0050  
[mvlslaw.org](http://mvlslaw.org)

**Pro Bono Resource Center of Maryland, Inc.**

800.396.1274  
[probonomd.org](http://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



*Job Fair*

**PREPARATION**



**WORKSHOP**

Do you want to attend a Job Fair or apply for a job but have no idea how to prepare? Our workshop will give you the tools you need to succeed!

- Resume help
- Interview skills
- What to wear
- Do's & Don'ts
- Tips & much more!

**March 5, 5-7:30**

**March 13, 2-4:30**

**Upcoming local Job Fairs:**

**3/20 ... Stephen Decatur High School**

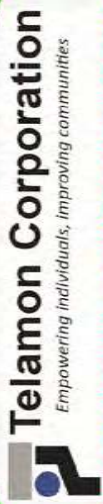
**3/23 ... Ocean Pines**

**3/30 ... Ocean City Job Fair**



**Call us now to Register!**  
**Worcester Youth & Family**  
**124 North Main St. Berlin, MD**  
**410-641-4598**





# 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:*

