

# 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

## How to Answer “Tell Me About Yourself”

So, the first question you’re probably going to get in an interview is, “Tell me about yourself.” Now, this is not an invitation to recite your entire life story or even to go bullet by bullet through your resume. Instead, it’s probably your first and best chance to pitch the hiring manager on why you’re the right one for the job.

A formula I really like to use is called the Present-Past-Future formula. So, first you start with the present—where you are right now. Then, segue into the past—a little bit about the experiences you’ve had and the skills you gained at the previous position. Finally, finish with the future—why you are really excited for this particular opportunity.

Let me give you an example:

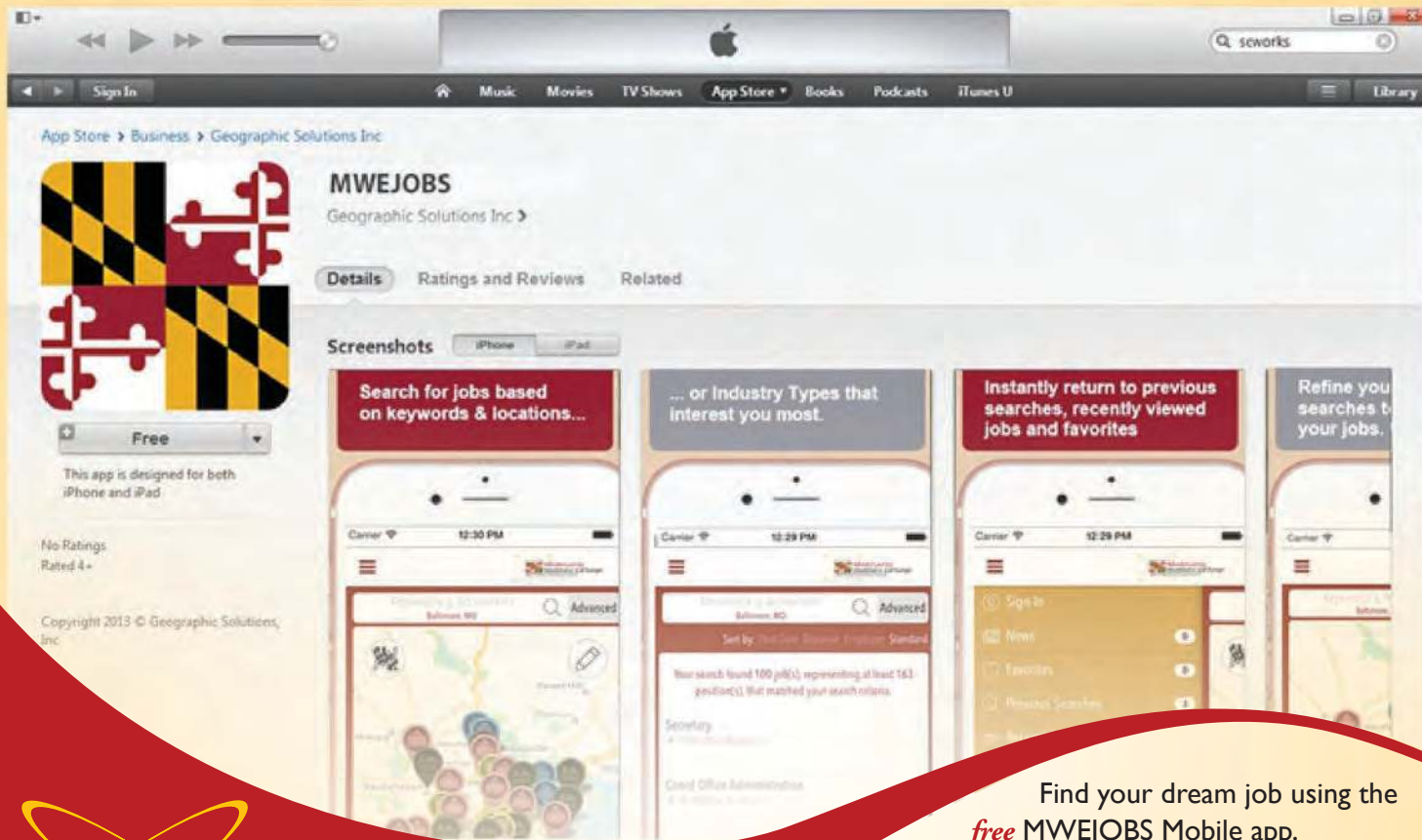
If someone asked, “tell me about yourself,” you could say:

“Well, I’m currently an account executive at Smith, where I handle our top performing client. Before that, I worked at an agency where I was on three different major national healthcare brands. And while I really enjoyed the work that I did, I’d love the chance to dig in much deeper with one specific healthcare company, which is why I’m so excited about this opportunity with Metro Health Center.”

Remember throughout your answer to focus on the experiences and skills that are going to be most relevant for the hiring manager when they’re thinking about this particular position and this company. And ultimately, don’t be afraid to relax a little bit, tell stories and anecdotes—the hiring manager already has your resume, so they also want to know a little more about you.

Minshew, Kathryn. “How to Answer “Tell Me About Yourself.” *The Muse*, Daily Muse, Inc., <https://www.themuse.com/advice/a-simple-formula-for-answering-tell-me-about-yourself>.

# 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



STATE OF MARYLAND  
**DLIR**  
 DEPARTMENT OF LABOR, LICENSING AND REGULATION

United States <sup>TM</sup>  
**Census**  
 Bureau

Over 400  
 Positions Available

**JOB FAIR**

**U.S. Census will be Interviewing for Census Takers/Enumerators**

These positions provide the perfect opportunity to earn some extra income while helping your community. The results of the 2020 Census will help determine each state's representation in Congress, as well as how certain funds are spent for schools, hospitals, roads, and more. This is your chance to play a part in history and help ensure that everyone in your community is counted! No Experience Needed

Wednesday, March 6, 2019  
 10AM – 2PM

**AmericanJobCenter**  
*Lower Storie*  
 Serving Somerset, Wicomico and Worcester Counties

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

**To be eligible for a 2020 Census job, you must:**

- Be at least 18 years old.
- Have a valid Social Security number.
- Be a U.S. citizen.
- Have a valid email address.
- Pass a Census-performed criminal background check and a review of criminal records, including fingerprinting.
- Commit to completing training.
- Be available to work flexible hours, which can include days, evenings, and/or weekends.

**Most jobs require employees to:**

- Have access to a vehicle and a valid driver's license, unless public transportation is readily available.
- Have access to a computer with internet and an email account (to complete training).

MWE Job Order #949367 - Census Takers/Enumerators

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

United States  
**Census**  
 2020

Positions available for  
 The Eastern Shore of MD, DE & VA

**Q&A Interviews and assistance**  
 with applications will be  
 available



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.

**J O B S E E K E R S**

**MARYLAND**  
 Workforce Exchange  
 Where Business meets America's Workforce

**MARYLAND JOBS NOW**  
 A proud partner of the American Job Center network.

Rev: 4/2017

STATE OF MARYLAND  
**DLIR**  
 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

**AmericanJobCenter**  
*Lower Storie*  
 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)

**AROCON**  
 PLATINUM  
 CONTRACTOR

Positions available for  
 Eastern Shore of MD

**Paper Applications Available**  
 During Interview Process



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**J O B S E E K E R S**

**MARYLAND**  
 Workforce Exchange  
 Where Business meets America's Workforce

**MARYLAND JOBS NOW**  
 A proud partner of the American Job Center network.

Rev: 4/2017



# Ocean Pines JOB FAIR

## Hiring:

- Pool Lifeguards\*
- Pool Front Desk Staff
- Swim Instructors
- Racquet Center Attendants
- Snack Bar Attendants
- Camp Asst. Director
- Camp Counselors
- Junior Camp Counselors

# 2019

\*Lifeguard certification class offered in April



**Seasonal Job Opportunities!**

Spend the summer in Ocean Pines, MD, a premier residential waterfront community located just minutes from the beach. It's a great place to live, play AND work!



## SATURDAY, MARCH 23 9AM-12PM

### OCEAN PINES COMMUNITY CENTER

235 Ocean Pkwy, Ocean Pines, MD | 410.641.7052 | OceanPines.org



# Maryland Workforce Exchange

February 24, 2019 - March 2, 2019

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Job Order Number	Company	Position	Positions open
949193	Salisbury University 	Academic Program Specialist Sociology and Political Science	1
949323	Total Lawn Care of Delmarva LLC	Lawn Technician 	1
949367	U.S. Census 	Census Takers/ Enumerators (No Experience Necessary)	99
949719	Town of Ocean City OC :) SUMMER CAMPS!	Day Camp Director	1
949729	Town of Ocean City OC :) SUMMER CAMPS!	Day Camp Assistant Director	1
949749	Town of Ocean City OC :) SUMMER CAMPS!	Camp Counselor	3
948904	River Run Golf Course	Golf Course Mechanic 	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	<i>Ongoing recruitment</i> Courtesy Clerk Deli/Meat Clerk Pharmacy Clerk (Salisbury) Pharmacy Tech/Clerk (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk	Apply online at <a href="https://www.acmemarkets.com/career-location-finder-retail-positions/">https://www.acmemarkets.com/career-location-finder-retail-positions/</a>
Adecco	Forklift Operator (Salisbury) #1078671	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	<i>Ongoing recruitment</i> Sales Associate Stock Lead	Apply online at <a href="http://www.ae.com">www.ae.com</a>
Atlantic General Hospital	CNA Emergency Department Tech Medical Office Assistant Medical Receptionist Nurse Tech Patient Safety Aide Radiologic Technologist Registration Specialist RN Secretary/Nurse Technician	Apply online at <a href="https://www.atlanticgeneral.org/Careers.aspx">https://www.atlanticgeneral.org/Careers.aspx</a>
Atria	Dishwasher Housekeeper Cook Memory Care Activity Specialist Caregiver Driver Engage Life Program Instructor Server/Waitstaff Memory Care Caregiver Nurse Supervisor	Apply online at <a href="https://www.atriaseniorliving.com/careers/">https://www.atriaseniorliving.com/careers/</a>
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 CNA Direct Support Professional Residential Supervisor RN Case Manager	Download and print application at <a href="http://www.bayshoreservices.org/our-mission/job-opportunities/">http://www.bayshoreservices.org/our-mission/job-opportunities/</a> . Return completed application to: Bay Shore Services, Inc. 1235 Pemberton Drive Salisbury, Maryland 21801  or email to: <a href="mailto:info@bayshoreservices.org">info@bayshoreservices.org</a>
Bed Bath & Beyond - Salisbury, Ocean City	Retail Cashier Retail Stock Associate Retail Sales Associate	Apply online at <a href="https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs">https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
BesTemps	Administrative Assistant Banquet Server (Ocean City) Construction Labor (Ocean City, Salisbury/Berlin) Dishwashers (Ocean City) Machine Operator Maintenance Technician Skilled Construction Labor Warehouse/Truck Unload	Apply online at <a href="https://www.bestemps.com/looking-for-work/">https://www.bestemps.com/looking-for-work/</a>
Boscov's - Centre at Salisbury	Cosmetics Sales Consultant Customer Service Desk Associate Department Manager	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>
Burlington - Centre at Salisbury	Retail Store Manager/Assistant Manager Retail Receiving Associate Cashier Associate Retail Sales Associate	Apply online at <a href="https://burlingtonstores.jobs/">https://burlingtonstores.jobs/</a>
Charlotte Russe - Centre at Salisbury	Sales Associate Supervisor	Apply online at <a href="https://www.charlotterusse.com/careers.html">https://www.charlotterusse.com/careers.html</a>
Chesapeake Health Care	<i>Ongoing recruitment</i> Medical Receptionist Medical Assistant Dental Assistant Dental Receptionist Pharmacy Technician RN/LPN Interpreters (Hispanic & Haitian) Insurance Billers	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.
Chesapeake Shipbuilding	Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder	Apply online at <a href="http://www.chesapeakeshipbuilding.com/take-action/">http://www.chesapeakeshipbuilding.com/take-action/</a>
Chick-Fil-A - North Pointe Plaza	<i>Ongoing recruitment</i> Team Member	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 Seasonal Sales Associate	Apply online at <a href="https://www.childrensplace.com/us/content/careers-us">https://www.childrensplace.com/us/content/careers-us</a>
Chili's Grill & Bar	<i>Ongoing recruitment</i> To-Go Specialist Expeditor Prep Cook Host Dishwasher Server Bartender Manager Line Cook	For job descriptions go to <a href="https://www.chilisjobs.com/">https://www.chilisjobs.com/</a>  Apply via email to <a href="mailto:chilis523@chilis.net">chilis523@chilis.net</a>
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at <a href="https://jobs.chipotle.com/?utm_source=chipotle&amp;utm_medium=redirect&amp;src=CWS-10120&amp;_ga=2.53355563.262077282.1550590572-371616934.1550590572">https://jobs.chipotle.com/?utm_source=chipotle&amp;utm_medium=redirect&amp;src=CWS-10120&amp;_ga=2.53355563.262077282.1550590572-371616934.1550590572</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Chuck E. Cheese's - Centre at Salisbury	Ongoing recruitment Cast Member	Apply online at <a href="https://www.chuckecheese.com/careers">https://www.chuckecheese.com/careers</a>
City of Pocomoke	Automotive/Equipment Mechanic Public Works CDL Truck Driver/Laborer	Apply online at <a href="https://www.cityofpocomoke.com/info/jobs">https://www.cityofpocomoke.com/info/jobs</a>
City of Salisbury	Part Time Zoo Educator Wastewater Treatment Operator I Laboratory Technician Zookeeper I Materials Manager Wastewater Treatment Plant Utility Tech I 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 Zoo Concession Associate Part Time Administrative Assistant Water Plant Assistant Superintendent 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.
Comfort Keepers	CNA Caregivers (Wicomico, Worcester & Somerset County) PRN Nurse (Salisbury, Ocean Pines, Berlin) Long-Term Live-In Caregiver (Salisbury, Ocean Pines, Berlin)	Apply online at <a href="https://salisburymd.com/comfortkeepers.com/home/careers">https://salisburymd.com/comfortkeepers.com/home/careers</a>
Crothall Healthcare- PRMC	Laundry Service	Apply online at <a href="https://www.crothall.com/careers/all">https://www.crothall.com/careers/all</a>
Delmarva Shredding	Class B CDL Driver #1079177	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> )
Delmarva Trucking	CDL Live Haul Driver Class A #1077742	Email <a href="mailto:delmarvatrucking@gmail.com">delmarvatrucking@gmail.com</a> or 410-726-3547 (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Dick's Sporting Goods - Centre at Salisbury	Sales Associate - Footwear Customer Service Specialist	Apply online at <a href="https://www.dickssportinggoods.jobs/">https://www.dickssportinggoods.jobs/</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate - positions in Salisbury, Berlin & Pocomoke	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>
Douglas Repairs, Inc. - Snow Hill	Millwright #1076627 Pipe Fitter/Welder #1076627 Maintenance Mechanic #1076627	Call 410-632-1346 or 443-783-4125 (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Dove Pointe	Kitchen Staff 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 <a href="http://dovepointe.org/Careers">http://dovepointe.org/Careers</a>
Dressbarn	Stylist	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
DTLR - Centre at Salisbury	Sales Associate Assistant Manager Store Manager	Apply online at <a href="https://www.dtlr.com/careers/">https://www.dtlr.com/careers/</a>
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at <a href="https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx">https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx</a>
Earthbound Trading Co. - Centre at Salisbury	<i>Ongoing recruitment</i> Key Holder Sales Associate	Apply online at <a href="https://www.earthboundtrading.com/">https://www.earthboundtrading.com/</a>
Eastern Pile Driving	Supervisor #1077712 Laborer #1077712 Carpenter #1077712 Boat Lift Installer #1077712	Email resume to <a href="mailto:jim@easternpiledriving.com">jim@easternpiledriving.com</a> or fax to 410-873-2483 (Details at <a href="http://www.theguide.com">www.theguide.com</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	Accounting Clerk Temporary CDL Driver Customer Service Representative General Labor Carpenter Helper Payroll Clerk Service Helper Machine Operator	Apply online at <a href="https://www.expresspros.com/">https://www.expresspros.com/</a>
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> 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>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Fletcher Diesel	CDL A or B Driver #1075093	Apply in person at Fletcher Diesel 520 Marvel Rd, Unit A Salisbury, MD or call 410-548-2155 (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Food Lion	Customer Service Leader-Office Assistant (Nanticoke Rd, Snow Hill Rd) Center Store (Grocery) Lead (Snow Hill Rd, Nanticoke Rd) Frozen Food/Dairy Associate (Tilghman Rd) Cake Decorator (Nanticoke Rd) Retail Pricing Coordinator (Tilghman Rd) Produce Associate (Nanticoke Rd, Snow Hill Rd)  Center Store (Grocery) Associate (Tilghman Rd, Snow Hill Rd) Assistant Customer Service Manager (Tilghman Rd, Snow Hill Rd) Evening Manager (Tilghman Rd) Specialty Merchandise Associate (Tilghman Rd)  Sales Associate (Cashier) (Tilghman Rd, Snow Hill Rd)	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)	<i>Ongoing recruitment</i> 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	<i>Ongoing recruitment</i> 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>
The Green Turtle - Salisbury and Ocean City	Cook Dishwasher Host Server	Apply online at <a href="https://thegreenturtle.com">https://thegreenturtle.com</a>
Holt	Delivery Driver Receiver/Stocker Material Handler/Order Selector	Apply online at <a href="http://holtpaper.com/About-Us/Careers">http://holtpaper.com/About-Us/Careers</a>
Home Depot (Salisbury, Berlin)	Merchandising Freight/Receiving Asset Protection Specialist Deliveries/Driver Lot Associate Designer-Kitchen/Bath	Apply online at <a href="https://careers.homedepot.com/">https://careers.homedepot.com/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Cashier Department Supervisor Store Support Customer Service/Sales	
Hot Topic	Key Holder Sales Associate	Apply online at <a href="https://www.workatht.com/stores/">https://www.workatht.com/stores/</a>
J Talabert Trucking	Dump Truck Driver #1076787	Apply at: 2521 Old Ocean City Rd Salisbury, MD or call 443-359-6001 (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate (part-time) Store Manager	Apply online at <a href="https://www.journeys.com/careers">https://www.journeys.com/careers</a>
Justice - Centre at Salisbury	Style Advisor	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
Kay Jewelers - 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>
Kohl's	Assistant Store Manager Full-time Sales Lead	Apply online at <a href="https://careers.kohls.com/">https://careers.kohls.com/</a>
Lane Bryant	Sales Associate Part-time	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
LensCrafters	Lab Technician Optician	Apply online at <a href="https://jobs.luxottica.com/go/Lenscrafters-Jobs/1022801/">https://jobs.luxottica.com/go/Lenscrafters-Jobs/1022801/</a>
Lids - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager District Manager In Training Sales Help Store 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>
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at <a href="https://jobs.longhornsteakhouse.com/locations/locations">https://jobs.longhornsteakhouse.com/locations/locations</a>
Lowe's	Store Seasonal Employee - Assembler, Receiver/Stocker, Customer Service Associate (Pocomoke, Salisbury) RTM Clerk (Salisbury) Cashier (Pocomoke) Facility Service Associate (Pocomoke)	Apply online at <a href="https://jobs.lowes.com/">https://jobs.lowes.com/</a>
Market Street Inn	Full-time, experienced Manager <i>Ongoing recruitment</i> Line Cook/Sous Chef Servers Bartenders	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
Marshalls - Ocean City	Merchandise Associate	Apply online at <a href="http://www.tjxjobs.com/search.asp">http://www.tjxjobs.com/search.asp</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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>
	Payroll & Human Resources Coordinator	
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	
PRMC	Administrative Assistant	Apply online at <a href="https://www.peninsula.org/employment-opportunities">https://www.peninsula.org/employment-opportunities</a>
	CAT Scan Technologist	
	Clinical Dietician	
	Coder Abstractor I	
	Community Health Worker	
	Food Service-Catering Associate	
	Medical Assistant	
	MRI Technologist	
	Parking Attendant	
	Patient Portal Liaison	
	Patient Service Representative	
	Radiologic Technologist	
	Representative-Patient Account	
	Revenue Cycle Technician	
	Security Police	
	Service Desk II-Technician	
	Staffing Coordinator	
Supply Chain Ops Assistant		
Unit Secretary		
Pep Boys	Commercial Driver	Apply online at <a href="http://careers.pepboys.com/">http://careers.pepboys.com/</a>
	Mechanic	
	Store Manager of Service	
Pepsi Bottling Ventures	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>
	Forklift Operator/Loader	
	Bulk Driver	
	Key Account Manager	
Perdue Farms - Salisbury	Chick Delivery Driver Class A	Apply online at <a href="http://perdue.balancetrak.com/">http://perdue.balancetrak.com/</a>
	Garage Lead	
	Oil Refinery Production Supervisor	
	PAA Tech	
	QA Compliance Auditor	
	Accounting Manager	
	General Laborer	
	Transportation Supervisor	
	Customer Service Coordinator	
Egg Setter		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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	Alarm Technician Assembler 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 Jockey Truck Driver 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 Quality Inspector 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
Racetrack Auto & Marine - Berlin	All positions	Apply in person at Racetrack Automotive 10834 Ocean Gateway Berlin, MD 21811 from 8am-8pm
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>
Rice's Inc. Termite & Pest Control	Service Technician #1078516	Apply in person at: 306 Tilghman Rd Salisbury, MD or send resume to <a href="mailto:ricepest@aol.com">ricepest@aol.com</a> to schedule your confidential interview. NO PHONE CALLS (Details at <a href="http://www.theguide.com">www.theguide.com</a> )

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Royal Farms - Salisbury, Princess Anne, Berlin, Ocean City	<i>Ongoing recruitment</i> Assistant Store Leader Customer Service Associate Customer Service Leader Food Service Leader	Apply online at <a href="https://my.peoplesmatter.com/mja/royalfarms/JobApp/GetBusinessUnits">https://my.peoplesmatter.com/mja/royalfarms/JobApp/GetBusinessUnits</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> Maintenance Mechanic <b>Filing deadline:</b> <b>March 1, 2019</b> Legal Assistant <b>Filing deadline:</b> <b>Feb. 28, 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 HVAC Service Tech II 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 Nutrition 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>
Somers Cove Marina and Red Shell Shanty	Seasonal employment	Applications available at the Marina Office 715 Broadway Crisfield, MD 21817 Mon-Fri, 8am-4:30pm. NO online applications accepted. Applicants must be at least 18 years old, possess a valid Driver's License & high school diploma or GED by June 2019.
SP Industries - Pocomoke	Mold Engineer Machine Operator	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>
Spencer's - Centre at Salisbury	Sales Associate Sales Supervisor Store Manager Assistant Store Manager	Apply online at <a href="https://www.spencersandspiritjobs.com/?IPath=TNCNTPG">https://www.spencersandspiritjobs.com/?IPath=TNCNTPG</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
State of Maryland	Office Secretary II, Contractual (Wicomico County Animal Health Unit) <b>Filing deadline:</b> <b>Feb. 25, 2019</b>	Apply online at <a href="https://jobapscloud.com/MD/">https://jobapscloud.com/MD/</a>
	Building Services Worker, Part-time (Deer's Head) <b>Filing deadline:</b> <b>Feb. 27, 2019</b>	
	Office Secretary II (Holly Center) <b>Filing deadline:</b> <b>March 1, 2019</b>	
	Cook II (Lower Eastern Shore Children's Center) <b>Filing deadline:</b> <b>March 3, 2019</b>	
	Food Service Worker (Deer's Head) <b>Filing deadline:</b> <b>March 8, 2019</b>	
	Child Care Provider I Part-time Contractual (Worcester County Health Dept) <b>Filing deadline:</b> <b>Feb. 27, 2019</b>	
	Office Clerk II (Worcester County Health Dept) <b>Filing deadline:</b> <b>March 1, 2019</b>	
	Child Care Provider I, Part-time, Contractual (Worcester County Health Dept) <b>Filing deadline:</b> <b>Feb. 27, 2019</b>	
Subway - All	<i>Ongoing recruitment</i> Sandwich Artist	Apply online at <a href="https://www.mysubwaycareer.com/">https://www.mysubwaycareer.com/</a>
Sun Communities, Inc.	<i>Frontier Town Campground:</i> Snack Bar Attendant - Deli Store Clerk Guest Services Coordinator Gate Attendant Snack Bar Supervisor - Deli Animal Care Attendant Zip Line Operator Attractions Supervisor Activities Assistant Barista Restaurant Cook Resort Groundskeeper Guest Services Coordinator Shuttle Driver Lifeguard	Apply online at <a href="https://careers.suncommunities.com/viewalljobs/">https://careers.suncommunities.com/viewalljobs/</a>
	<i>Fort Whaley Campground:</i> Resort Housekeeper Store Clerk Senior Resort Manager Activities Assistant RV Ranger Guest Services Coordinator	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Castaways RV Resort:</i> Guest Services Coordinator Shuttle Driver Bartender Activities Assistant Barista Store Clerk Resort Groundskeeper Gate Attendant Snack Bar Attendant Store Supervisor Resort Housekeeper	
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 Delivery Service Supervisor	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>
Taco Bell - Ocean City	<i>Ongoing recruitment</i> Shift Lead Team Member Assistant Manager Restaurant General Manager	Apply online at <a href="http://jobs.tacobell.com/">http://jobs.tacobell.com/</a>
Target	Apparel & Accessories Team Member Beauty Team Member Electronics Team Member Logistics Team Member-Flow	Apply online at <a href="https://jobs.target.com/">https://jobs.target.com/</a>
Taylor Termite & Pest Control	Pest Control Technician #1073113	Call 410-742-4005 (Details at <a href="http://www.theguide.com">www.theguide.com</a> )
Texas Roadhouse	Host Server	Apply online at <a href="https://careers.texasroadhouse.com/">https://careers.texasroadhouse.com/</a>
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>
T.J. Maxx - Ocean City	Merchandise Associate	Apply online at <a href="http://www.tjjobs.com/search.asp">http://www.tjjobs.com/search.asp</a>
Torrid - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Keyholder Sales Associate Store Manager	Apply online at <a href="https://jobs.jobvite.com/torrid">https://jobs.jobvite.com/torrid</a>
Town of Berlin	Seasonal Laborer Police Communications Operator/Dispatcher	Apply online at <a href="https://berlinmd.gov/employment-opportunities/">https://berlinmd.gov/employment-opportunities/</a>
Town of Ocean City	Firefighter/EMS Provider (Part-time) EMT - Intermediate, CRT, Paramedics (Part-time) Recreation & Parks Crew Leader <b>Filing deadline:</b> <b>Feb. 25, 2019</b> Recreation Manager <b>Filing deadline:</b> <b>Feb. 27, 2019</b> Tennis Supervisor, Seasonal <b>Filing deadline:</b> <b>Feb. 28, 2019</b>	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>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Part-time Public Safety Building (PSB) Facility Specialist <b>Filing deadline:</b> <b>Feb. 28, 2019</b>	
	Camp Horizon Day Camp Counselor <b>Filing deadline:</b> <b>March 1, 2019</b>	
	Camp Horizon & Scamper Day Camp Director <b>Filing deadline:</b> <b>March 1, 2019</b>	
	Camp Horizon & Scamper Day Camp Assistant Director <b>Filing deadline:</b> <b>March 1, 2019</b>	
	Part-time Golf Course Landscaper <b>Filing deadline:</b> <b>March 1, 2019</b>	
	Security Guard Impound Lot-Temporary/Seasonal <b>Filing deadline:</b> <b>March 14, 2019</b>	
	Tennis Assistant Supervisor Seasonal <b>Filing deadline:</b> <b>March 22, 2019</b>	
	Part-time Women's Tennis Coordinator (T-Recreation Leader) <b>Filing deadline:</b> <b>March 22, 2019</b>	
	Solid Waste Worker <i>Open until filled</i>	
	2019 SEASONAL EMPLOYMENT Bus Driver Bus Maintenance Tech I Dispatcher Tram Conductor Tram Driver Ticket Seller Account Clerk	
Tri-County Council for the Lower Eastern Shore of Maryland	Bus Operators-Fixed Route	Apply online at <a href="http://lowershore.org/Departments/HumanResources.aspx">http://lowershore.org/Departments/HumanResources.aspx</a>
	Dispatcher	
	Accounting Associate	
Tuesday Morning - Centre at Salisbury	Store Associate (Part-time)	Apply online at <a href="https://careers.tuesdaymorning.com/">https://careers.tuesdaymorning.com/</a>
	Assistant Manager (Part-time)	
UPS	Package Handler Part-Time	Apply online at <a href="https://www.jobs-ups.com/">https://www.jobs-ups.com/</a>
Victoria's Secret - Centre at Salisbury	Sales & Support Generalist	Apply online at <a href="https://www.victoriassecret.com/careers">https://www.victoriassecret.com/careers</a>
Villa Fresh Italian Kitchen - Centre at Salisbury	<i>Ongoing recruitment</i>	Print application at <a href="http://www.villarestaurantgroup.com/careers">http://www.villarestaurantgroup.com/careers</a> and apply in person
WCDC	Residential Counselor	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>
	Residential Coordinator	
	Food Services Instructor/Driver	
	Personal Supports Facilitator (part-time)	



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY	
Wicomico County	Correctional Officer I <i>Ongoing recruitment</i>	Apply online at <a href="http://www.wicomicocounty.org/jobs.aspx">http://www.wicomicocounty.org/jobs.aspx</a>	
	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>		
	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>		
	Pemberton Nature Camp Director <i>Open until filled</i>		
	Revenue Specialist-Finance Department <b>Filing deadline:</b> <b>March 1, 2019</b>		
	Parks Facility Worker I (Westside) <b>Filing deadline:</b> <b>July 31, 2019</b>		
	Branch Assistant (Part-time)		Apply online at <a href="http://www.wicomicolibraries.org/employment">http://www.wicomicolibraries.org/employment</a>
	Job Search Center Assistant (Part-time)		
Wilfre Company - Hebron	Plumber #1075033	Applications accepted at 8161 Memory Gardens Lane Hebron, MD 21830 Call 410-749-0496 for directions	
	Plumber Helper #1075033		
	Sheet Metal Mechanic #1075033		
	HVAC Service Tech #1075033		
Worcester County	Communications Clerk Trainee	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	
	Communications Clerk I		
	Building Maintenance Mechanic III		
	Landfill Operator II		
	Vehicle & Equipment Mechanic III		
	Carpenter/Maintenance Worker III		
	Roads Worker I and II		
	Welcome Center Greeter		
Part-Time Deputy Sheriff-School Division			
Wor-Wic Community College	Part-time Administrative Associate I (Continuing Education & Workforce Development) <b>Filing deadline:</b> <b>March 1, 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/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</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)



**FREE** *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**



Join Google for **free workshops** to help you grow your skills, career, or business.

**WHEN:**

**March 1**

**WORKSHOPS INCLUDE:**

- Digital Skills for Your Community
- Get Found on Google Search and Maps
- Reach Customers Online with Google
- Get Started with Email, Spreadsheets, and Presentations

**WHERE:**

**Wicomico Public Libraries -  
 Downtown Branch**

122 S. Division Street  
 Salisbury, MD 21801

**RSVP:**

[g.co/GrowMaryland](http://g.co/GrowMaryland)

Grow with **Google**

MARYLAND







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

	Computer and Clerical	Medical Billing and Coding	Microsoft Office Bundle	Microsoft Technology Associate Training	NRF Customer Service Training	Quick Books
*Orientation for all programs starts at 9 am on the dates below	Mon-Thurs. 9 am-12:30pm or 1pm-4pm	Mon-Thurs. 9 am-12:30 am or 1 pm- 4 pm	Mon-Thur. 9 am -12:30 pm or 1 pm -4pm	Monday - Friday self-paced	Mon., Tues., Wed. 9 AM-12 PM or 1PM-4 PM	Fridays 9am-12pm
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	03/11/2019 PM	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	05/13/201 AM	05/13/2019PM	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><b>Coursework includes:</b> MS Word, Excel, PowerPoint, resumes, job readiness, <b>Length: 6 weeks, self-paced</b> <b>Requirements: Reading and Math Assessment completed BEFORE ORIENTATION</b></p>	<p><b>Course Work includes:</b> Medical Terminology, Introduction to Medical Billing, CPT Coding for Beginners, ICD-10 Medical Coding, HIPPA <b>Length 8wks, 7.8 C.E.U.s that fit today's workforce</b> <b>Requirements: HS Diploma, Reading and Math Assessments</b></p>	<p><b>Coursework includes:</b> Office Bundle 2016, Word, Excel, PowerPoint and Outlook (self-paced) <b>Length: 8 wks ,3.2 C.E.U. s (Continuing Education Units) that fit today's workforce</b> <b>Requirements: H.S. Diploma, Reading and Math Assessment</b></p>	<p><b>Coursework includes:</b> Windows Fundamentals, Database Administration, Networking Fundamentals, Security Fundamentals, and more <b>Requirements H.S. or GED, Reading and Math Assessment</b> <b>Length: 6-8 weeks, self-paced</b></p>	<p><b>Coursework includes:</b> Learn and practice the principles of providing quality customer service, understands what adds value to customer <b>Requirements Reading assessment completed Length 3 weeks</b></p>	<p><b>Coursework includes:</b> Basic Accounting principles, starting a new company, invoicing, purchase orders, payroll, billing statements <b>Requirements Quick Books assessment, accounting vocab and basic computer knowledge)</b></p>



# Medical Billing & Coding

The Lower Shore Career Development Center offers an online training in billing and coding is an introduction to help you find an entry level position 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)**

## REQUIRE- MENTS

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

## 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)

#### 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))





# 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 math & measurement as 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 Arcen 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 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 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

### 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.*

## 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**



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**

Wicomico County Library Main Branch  
122 S. Division Street  
Salisbury, MD 21801  
Phone: 443-260-1703  
NEDP: 443-260-1702

**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.

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.



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!**

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



**WOR-WIC**  
COMMUNITY COLLEGE



*Earn Your Maryland High School Diploma*

**The National External Diploma 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**

# 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:



**Telamon Corporation**  
*Empowering individuals, improving communities*

## 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



# 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

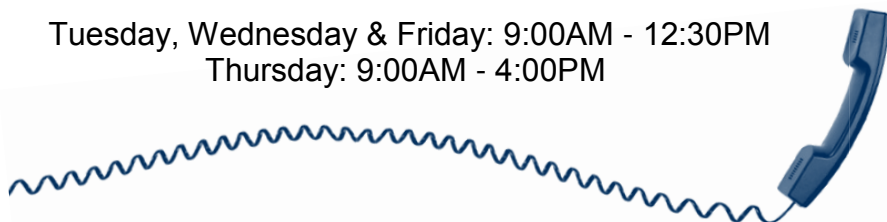
800.845.8550

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  
mdlaborg

### Maryland Volunteer Lawyers Service, Inc.

800.510.0050  
mvslaw.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