

# the Job Journal

**TIP  
OF THE  
WEEK**

## The 5 Personalities Who Never Succeed in Interviews

I'll start this off with something we all know: job interviews are stressful. No matter how long you've been doing them, there's no anxiety like walking into a room and realizing you're going to be judged by the people who hold your future in their hands. Interview pressure can bring out the worst in all of us, revealing the part of our personality that we keep deep, *deep* down inside.

While good interviewers are empathetic to the pressure you're feeling, there are certain interview personalities that are difficult to accept. Thankfully, we can recognize our worst tendencies and work to change them. Here are five personalities that never succeed in interviews. Do you have one when you're under pressure?

### 1. The kiss up

The kiss up starts schmoozing from the second they enter the interview room, hoping overt flattery will help them out in a tough interview. They know and love anything and everything about the organization, the job and the interviewers. They focus more on the accomplishments of their interviewers than on their own resume. And they spend more time name dropping than dropping any memorable insights into their interview. While everyone appreciates a little bit of love, the kiss up takes flattery to the next level. While they may make it past the first interview on honeyed words alone, it's hard for them to beat candidates who show real potential.

### 2. The too cool for school

This personality glides into an interview with the impression that they have this one in the bag — without trying. Often the result of denying their true emotions (read: fear), the "too cool for school" convinces themselves that they're too qualified for this role (or for the employer they're interviewing with). They don't show any sign of doing extra research, they are short and cold with their answers, and they inject sarcasm into all of their interactions. Standoffish, brutish and a bit rude, their confidence isn't the convincing kind. Their demonstrated lack of interest leaves out one of the primary qualities interviewers are looking for: well... interest. This results in the too cool for school never landing a second interview.

### 3. The victim

The victim has a knack for deflecting every hard question



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they're asked in an interview, often because they feel insecure in their abilities. When asked about a challenge they've faced at work, they throw a former colleague under the bus. When asked about a career gap, they bash a former boss with a vendetta. And when asked about a weakness, they assure you that they don't have any... except being too trusting or too perfect. The victim is unable to see their flaws or work towards their solutions, one of the top qualities interviewers are looking for. This results in most victims getting rejected — ASAP.

### 4. The slacker

You know the slacker from the second they step in the room. They are *not* prepared for the interview. Not out of malice, but because that's how they are. The slacker knows little about the company, doesn't understand the role and shows other signs that they just don't care about the details. For example, they might have the wrong name for the interviewer... who emailed them a million times. Everyone can tell they aren't living up to their potential and that really hurts their chances of landing the job.

### 5. The brick wall

As the result of nerves, the brick wall takes professionalism to a whole other level. Their demeanor and communication are rigid, and they avoid any opportunities to small talk. They have obviously rehearsed answers to the common interview questions and are caught off guard by colorful questions. Their true personality — the one that lives underneath this one — is basically indecipherable. Their interviewer is unable to tell if they would enjoy working with this candidate, landing their application in the no-go bin instantly.

Dabiero, Una. "The 5 Personalities Who Never Succeed in Interviews." *Fairygodboss*, The Fairygodboss, <https://fairygodboss.com/articles/5-personalities-that-never-succeed-in-interviews>.

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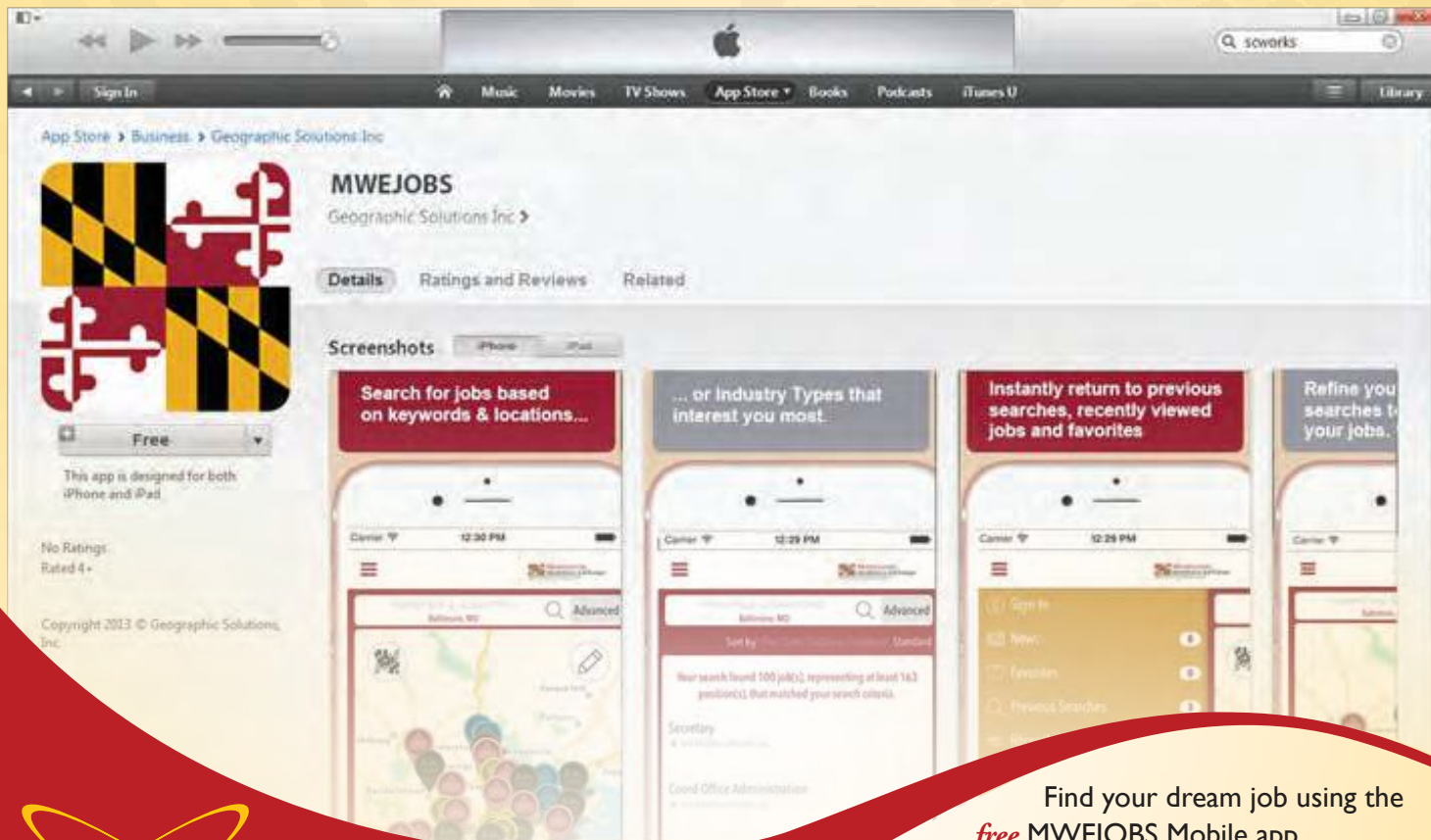
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# JOB FAIR



**PLYMOUTH TUBE CO USA**  
Has Open Positions for: Machine Operators

**Entry Level  
Position**

**J  
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**Wednesday  
August 14, 2019  
10AM – 2PM**



*Serving Somerset, Wicomico and Worcester Counties*

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

**Job Order # 1012502 - Machine Operator**

- Pay for Knowledge – Robust Training Program
- Minimum of 40 hours of Personal Development Training Per Year
- Monthly Incentive
- Quarterly Gain Sharing (Profit Sharing)
- Suggestion Program – Receive a payout for a suggestion that is applied
- 401(k) Match
- Tuition Assistance
- Medical, Prescription, Dental & Vision



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Visit [mwejobs.maryland.gov](http://mwejobs.maryland.gov)



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- ✓ Personal Development Training
- ✓ Monthly Incentive
- ✓ Incentivized Suggestion Program
- ✓ 401(k) Match
- ✓ Tuition Assistance
- ✓ Medical, Prescription, Dental & Vision

### Free Wellness Programs

- Telemedicine Program
- Teladoc
- Weight Loss
- Stop Smoking
- Annual Health Checks
- Preventative Care (mammogram, colonoscopy, etc)

### Employee Assistance Program provides assistance with

- Relationship Issues
- Drug & Alcohol Abuse
- Stress Management
- Family/parenting
- Work Relationships
- Legal Assistance

Wellness Information....and much more



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Pharmacy Tech (Salisbury) Courtesy Clerk Deli/Meat Clerk Pharmacy Clerk (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk Night Crew Boss (Ocean City)	Apply online at <a href="https://www.albertsoncompanies.com/careers/acme-careers.html">https://www.albertsoncompanies.com/careers/acme-careers.html</a>
ALDI	Store Associate	Apply online at <a href="https://careers.aldi.us/">https://careers.aldi.us/</a>
American Eagle - Centre at Salisbury	Overnight Merchandising Associate Merch Lead Brand Ambassador	Apply online at <a href="http://www.ae.com">www.ae.com</a>
Atlantic General Hospital	CDI Assistant Charge Pass Examiner CNA Collections Specialist Communication Assistant Diet Aide Housekeeping Aide Maintenance Specialist Medical Office Assistant Medical Receptionist Nurse Tech 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	Caregiver Memory Care Activity Specialist Registered Medication Aide/Med Tech Server/Waitstaff Receptionist	Apply online at <a href="https://www.atriaseniorliving.com/careers/">https://www.atriaseniorliving.com/careers/</a>
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Sales Associate (Centre, White Marlin) Assistant Manager (Centre) Key Holder (Centre) Sales Support (White Marlin)	Apply online at <a href="https://www.bathandbodyworks.com/customer-care/careers.html">https://www.bathandbodyworks.com/customer-care/careers.html</a>
BayRunner Shuttle	Part-time Driver	Print application and apply online at <a href="https://bayrunnershuttle.com/about/career-opportunities/">https://bayrunnershuttle.com/about/career-opportunities/</a>
Bay Shore Services	Administrative Assistant CNA Direct Support Professional Residential Supervisor	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>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Bed Bath & Beyond - Salisbury, Ocean City	Retail Sales Associate Retail Stock Associate Retail Cashier	Apply online at <a href="https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs">https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs</a>
BesTemps	Banquet Server (Ocean City) Construction Labor (Ocean City, Salisbury/Berlin) Dishwasher (Ocean City) Dog Treat Production Associate (Berlin) Front Desk Receptionist Housekeeping (Ocean City) Machine Operator Maintenance Associate (Salisbury, Princess Anne) Maintenance Technician Pool Technician Assistant (Berlin) Production Machine Operator Production (Berlin) Warehouse/Truck Unload	Apply online at <a href="https://www.bestemps.com/looking-for-work/">https://www.bestemps.com/looking-for-work/</a>
Big Lots	Store Associate/Stocker Freight Processing Lead	Apply online at <a href="https://careers.biglots.com/">https://careers.biglots.com/</a>
Bob Evans Restaurant	<i>Ongoing recruitment</i> Grill Cook Server Host/Cashier Kitchen Preparation Carryout Bus Person Dishtank Operator Key Supervisor	Apply online at <a href="http://careers.bobevans.com/?_ga=2.159178803.804186696.1555685152-1534936397.1555685152">http://careers.bobevans.com/?_ga=2.159178803.804186696.1555685152-1534936397.1555685152</a>
Boscov's - Centre at Salisbury	Cosmetic Sales Consultant Department Manager Leisure Travel Sales Consultant Loss Prevention Detective Receiving & Stock Associate Sales Associate	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	<i>Ongoing recruitment</i> Retail Store Manager/Assistant Manager Cashier Associate Retail Sales Associate Retail Receiving Associate Loss Prevention Security Associate	Apply online at <a href="https://burlingtonstores.jobs/">https://burlingtonstores.jobs/</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. Link for job application at <a href="https://chesapeakehc.org/md-eastern-shore-healthcare-careers/">https://chesapeakehc.org/md-eastern-shore-healthcare-careers/</a>
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>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Chick-Fil-A - Salisbury, Berlin	Ongoing recruitment-Salisbury Team Member	Apply online at <a href="http://salisburychickfila.com/">http://salisburychickfila.com/</a>
	Ongoing recruitment-Berlin Kitchen Team Member Drive-Thru Team Member Dining Room Team Member Leadership	Apply online at <a href="http://cfawestoceancity.com/">http://cfawestoceancity.com/</a>
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Ongoing recruitment 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	Ongoing recruitment Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook Manager Server	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	Ongoing recruitment Restaurant Team Member - Crew	Apply online at <a href="https://jobs.chipotle.com/">https://jobs.chipotle.com/</a>
Chuck E. Cheese's - Centre at Salisbury	Ongoing recruitment Cast Member	Apply online at <a href="https://chuckejobs.com/">https://chuckejobs.com/</a>
City of Fruitland	Building Maintenance/Custodial <b>Filing deadline: August 15, 2019</b>	Get application online at <a href="http://www.cityoffruitland.com/employment.aspx">http://www.cityoffruitland.com/employment.aspx</a> and drop off in person to the Fruitland Police Department, or email to 1st Sgt. Blaine Guard at <a href="mailto:bguard@fruitlandpolice.com">bguard@fruitlandpolice.com</a> .
City of Salisbury	Wastewater Treatment Operator I	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.
	Plant Mechanic	
	Computerized Maintenance Management System Technician	
	Water Plant Operator I or II	
	Utility Technicians I, II & III	
	Parks Maintenance Worker	
	Auto Mechanic II	
	Biosolids Operator I	
	Administrative Assistant	
	Motor Equipment Operator II	
	Bus Driver	
	Motor Equipment Operator I	
	POLICE CAREERS: Entry Level Police Officer Police Communications Officer Animal Control Officer Maryland Certified Police Officer	
Comfort Keepers	CNA Caregivers (Wicomico, Worcester & Somerset County)	Apply online at <a href="https://salisburymd.com/comfortkeepers.com/home/careers">https://salisburymd.com/comfortkeepers.com/home/careers</a>
	PRN Nurse (Salisbury, Ocean Pines, Berlin)	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Long-Term Live-In Caregiver (Salisbury, Ocean Pines, Berlin)	
Crothall Healthcare - PRMC	Laundry Service	Apply online at <a href="https://www.crothall.com/careers/all">https://www.crothall.com/careers/all</a>
Dakota Watch Co. - Centre at Salisbury	Part-time Associate	Apply online at <a href="https://apply.jobappnetwork.com/dakotawatc h">https://apply.jobappnetwork.com/dakotawatc h</a>
Delaware Elevator	Project Coordinator Welder Marine Sales Representative	Apply online at <a href="https://delawareelevator.com/about/careers/j ob-opportunities/">https://delawareelevator.com/about/careers/j ob-opportunities/</a>
Dick's Sporting Goods - Centre at Salisbury	Sales Associate - Lodge Operations Associate Sales Associate - Team Sports Cashier Sales Associate-Footwear Bicycle Technician	Apply online at <a href="https://www.dickssportinggoods.jobs/">https://www.dickssportinggoods.jobs/</a>
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Berlin & Pocomoke) Operations Assistant Manager (Berlin, Pocomoke) Operations Assistant Manager In Training (Salisbury, Princess Anne)	Apply online at <a href="https://www.dollartree.com/careers-stores">https://www.dollartree.com/careers-stores</a>
Dove Pointe	Job Developer Aide Children's Program Mentor House Counselor Children's' Program Aide Instructor Driver	Apply online at <a href="http://dovepointe.org/Careers">http://dovepointe.org/Careers</a>
Dressbarn - Centre at Salisbury, White Marlin Mall	Stylist (White Marlin)	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-Retail 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/j oinourteam.aspx">https://www.delmarvadd.net/DunkinDonuts/j oinourteam.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>
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	General Laborer (Fruitland)	Apply online at <a href="https://www.expresspros.com/">https://www.expresspros.com/</a>
	Receptionist	
	General Labor (Hebron)	
	General Labor (Hebron)	
FedEx	Retail Customer Service Associate	Apply online at <a href="https://careers.fedex.com/fedex/?">https://careers.fedex.com/fedex/?</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Store Associate	Apply online at <a href="https://finishline.wd1.myworkdayjobs.com/Store_Careers">https://finishline.wd1.myworkdayjobs.com/Store_Careers</a>
Food Lion	<i>Snow Hill Road (Salisbury)</i> Quality Assurance Associate Sales Associate (Cashier) Produce Associate Frozen Food/Dairy Associate Perishable Associate <hr/> <i>Tilghman Road (Salisbury)</i> Produce Manager Produce Associate Cake Decorator Center Store (Grocery) Associate Sales Associate (Cashier) Meat Cutter Quality Assurance Associate Specialty Merchandise Associate Deli Bakery Associate <hr/> <i>Fruitland</i> Sales Associate (Cashier) Quality Assurance Associate Perishable Associate <hr/> <i>Princess Anne</i> Assistant Customer Service Manager Sales Associate (Cashier) <hr/> <i>Berlin</i> Sales Associate (Cashier) Produce Associate Perishable Associate Customer Service Leader - Office Assistant <hr/> <i>Ocean City</i> Sales Associate (Cashier) Deli Bakery Associate Perishable Associate <hr/> <i>Ocean Pines</i> Deli Bakery Associate Sales Associate (Cashier) <hr/> <i>West Ocean City</i> Perishable Associate Grocery Sales Manager	Apply online at <a href="https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx">https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx</a>
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	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>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Genesis HealthCare	Non-Certified Nursing Assistant Aide-Geriatric Nurse Certified Medicine Aide Dietary Aide Laundry Aide Coordinator-Employee Payroll & Benefits Recreation Assistant Receptionist Maintenance Assistant	Apply online at <a href="https://www.genesiscareers.jobs/">https://www.genesiscareers.jobs/</a>
GNC	Sales Associate Retail Store Manager	Apply online at <a href="https://jobs.gnc.com/search/searchjobs">https://jobs.gnc.com/search/searchjobs</a>
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Porter Server	Apply online at <a href="https://thegreeneturtle.com">https://thegreeneturtle.com</a>
H&M	Sales Advisor	Apply online at <a href="https://career.hm.com/content/hmcareer/en_us.html">https://career.hm.com/content/hmcareer/en_us.html</a>
Harbor Freight Tools	Retail Stocking Associate Retail Sales Associate Retail Stocking Manager Retail Stocking Supervisor	Apply online at <a href="https://harborfreightjobs.com/">https://harborfreightjobs.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)	<i>Ongoing recruitment</i> Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Designer-Kitchen/Bath Lot Associate	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>
Hudson Health Services, Inc.	Behavioral Health Aide Substance Abuse Counselor Maintenance I Maintenance II	Apply online at <a href="http://www.hudson-health.org/index.cfm?ref=99000">http://www.hudson-health.org/index.cfm?ref=99000</a>
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at <a href="https://www.journeys.com/careers">https://www.journeys.com/careers</a>
Jubilant Cadista	Maintenance Technician Line Leader, Packaging 1st Shift Process Operator-3rd Shift	Apply online at <a href="https://jubilantcareer.jubl.com/">https://jubilantcareer.jubl.com/</a>
K&L Microwave	CNC Machine Operator Electronic Assembler Electronic Technician Production Equipment Operator	Apply online at <a href="http://www.klmicrowave.com/employment.php">http://www.klmicrowave.com/employment.php</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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>
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at <a href="https://www.sneakerjobs.com/us/en">https://www.sneakerjobs.com/us/en</a>
Kohl's	Stockroom Operations Associate Retail Sales Associate Area/Department Supervisor	Apply online at <a href="https://careers.kohls.com/">https://careers.kohls.com/</a>
LensCrafters	Sales Associate	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://blog.lids.com/jobs/">https://blog.lids.com/jobs/</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 - Salisbury, Pocomoke	<i>Salisbury</i> Facility Services Associate Customer Service Associate/Loader Front End Department Supervisor Receiver/Stocker Customer Service Associate Customer Service Associate IV Pro-Loader Back-End Department Supervisor Merchandising Service Associate Sales Specialist Millwork Operations Assistant Store Manager Overnight Supervisor <u>Overnight Receiver/Stocker</u> <i>Pocomoke</i> Cashier Customer Service Associate IV Receiver/Stocker Merchandising Service Associate Load Puller	Apply online at <a href="https://jobs.lowes.com/">https://jobs.lowes.com/</a>
Macy's - Centre at Salisbury	Retail Cosmetics Sales Associate	Apply online at <a href="https://www.macysjobs.com">https://www.macysjobs.com</a>
Marshalls - Salisbury, Ocean City	Merchandise Associate (Ocean City)	Apply online at <a href="https://www.tjx.com/careers/">https://www.tjx.com/careers/</a>
Maryland Courts	Judiciary Clerk (Wicomico, Worcester) <b>Filing deadline: August 12, 2019</b>	Apply online at <a href="https://mdcourts.gov/careers">https://mdcourts.gov/careers</a>
Maryland Department of Transportation	MVA Customer Agent I (Wicomico Co.) <b>Filing deadline: August 14, 2019</b>	Apply online at <a href="https://www.governmentjobs.com/careers/mdotmd">https://www.governmentjobs.com/careers/mdotmd</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
McCready Health	Certified Medication Aide Cook/Supervisor Geriatric Nursing Assistant LPN RN	Apply online at <a href="https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/">https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/</a>
Men's Wearhouse - Centre at Salisbury	Retail Sales Consultant Retail Store Tailor-Alterations	Apply online at <a href="https://careers.tailoredbrands.com/">https://careers.tailoredbrands.com/</a>
New York & Company	Sales Lead Sales Associate Seasonal Sales Associate	Apply online at <a href="http://newyorkcompany.apploi.com/">http://newyorkcompany.apploi.com/</a>
Ocean Pines Association	Police Officer Part-time Swim Instructor	Fill out application at <a href="http://oceanpines.org/administration/work-here/">http://oceanpines.org/administration/work-here/</a> and email to <a href="mailto:HR@oceanpines.org">HR@oceanpines.org</a> or mail to: Ocean Pines Association Attention: HR 239 Ocean Parkway Ocean Pines, MD 21811
Olive Garden	Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender	Apply online at <a href="https://jobs.olivegarden.com/search/searchjobs">https://jobs.olivegarden.com/search/searchjobs</a>
Outback Steakhouse - Salisbury, Ocean City	<i>Ongoing recruitment</i> Delivery Driver Bartender Dishwasher Prep Cook Restaurant Busser Line Cook Server Host To-Go Specialist	Apply online at <a href="https://www.outback.com/careers">https://www.outback.com/careers</a>
Peninsula Home Care	Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at <a href="https://www.peninsulahomecare.com/careers/">https://www.peninsulahomecare.com/careers/</a>
Peninsula Regional Health System	Administrative Assistant	Apply online at <a href="https://www.peninsula.org/employment-opportunities">https://www.peninsula.org/employment-opportunities</a>
	Code Abstractor I	
	Environmental Services Aide	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Utility Aide	
	Mechanic-Facilities	
	Medical Assistant	
	Nursing Assistant (CNA)	
	Patient Care Assistant	
	Patient Care Tech II-Emergency Department	
	Patient Care Technician I	
	Patient Service Representative	
Preventative Maintenance Mechanic		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Radiologic Technologist Registrar-Emergency Admittance Representative-Billing/Collection Representative-Patient Account Scheduler-Surgical Security Police Staffing Coordinator Supervisor - Security Technician-Pharmacy Certified Transporter Unit Secretary	
Pep Boys	Mechanic Commercial Driver	Apply online at <a href="https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&amp;_icx=v021nc41E1jd3q_9ToFQ4b31uqrxtgGFKrizzx6hg685vEl7yerQ%2FSc9DzyViJzuSZV&amp;c=1153251&amp;_dissimuloSSO=IPtEagtcsgA:qGscblalhsLnMKWA6uMuStCWY_E">https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&amp;_icx=v021nc41E1jd3q_9ToFQ4b31uqrxtgGFKrizzx6hg685vEl7yerQ%2FSc9DzyViJzuSZV&amp;c=1153251&amp;_dissimuloSSO=IPtEagtcsgA:qGscblalhsLnMKWA6uMuStCWY_E</a>
Pepsi Bottling Ventures	Beverage Equipment Shop Support Fountain Installer Forklift Operator/Loader	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	Maintenance Mechanic General Labor Lead Maintenance Mechanic Grain Operator (Berlin) Weighing & Grading Operator Fleet Tech QA General Labor Premium Grain Operator Senior Grain Operator Edible Oil Refinery Operator Maintenance Mechanic C Live Haul Driver Customer Support Specialist 2 General Labor-Live Hang	Apply online at <a href="https://www.perduecareers.com/">https://www.perduecareers.com/</a>
Pier 1	Sales Associate	Apply online at <a href="https://www.pier1.com/careers-stores">https://www.pier1.com/careers-stores</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>
Pugh's Patient Care Services - all the Lower Counties	<i>Ongoing recruitment</i> CNA CMT	Apply in person at Pugh's Patient Care Services 11793 Somerset Ave Princess Anne, MD 21853 410-621-5705
Quality Staffing	Alarm Technician Alignment Technician Electrical Maintenance Mechanic Electrician-Certified Electronic Technician II Electronics Technician Forklift/Pallet Jack	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	CNC Machinist/Setup Electronic Assembler General Labor Hair Stylist HR/Finance/Office Assistant Lead Carpenter/Manager Machine Operator/Mill Associate Maintenance Manager Maintenance Person Maintenance Technician Manufacturing Assembler/Shop Labor Manufacturing Packer Material Handler/Forklift/Production Line Tech Production Associate Production Specialist Production Technician Production Worker Production/Manufacturing Worker Quality Inspector Stock Room Clerk/Manufacturing Technical Customer Service Representative Utility Maintenance Mechanic Warehouse Supervisor	
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser Host/Hostess Bartender Server Restaurant Manager Prep Cook Dishwasher/Utility	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>
Rite Aid - Salisbury, Princess Anne, Berlin, Pocomoke, Ocean City	Pharmacy Technician (Salisbury, Pocomoke) District Leader (Ocean City)	Apply online at <a href="https://careers.info.riteaid.com/en-US/#careers">https://careers.info.riteaid.com/en-US/#careers</a>
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.peplematter.com/mja/royalfarms/JobApp/GetBusinessUnits">https://my.peplematter.com/mja/royalfarms/JobApp/GetBusinessUnits</a>
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Cook	Apply online at <a href="https://www.rubytuesday.com/careers">https://www.rubytuesday.com/careers</a>
Salisbury University	Catering Assistant, Part-time <i>Application reviewed upon receipt</i> Food Service Assistant, Part-time <i>Application reviewed upon receipt</i> Digital Marketing Assistant, Part-time <i>Open until filled</i> Gull Card Assistant, Part-time <i>Open until filled</i> Police Communications Operator, Part-time <i>Open until filled</i>	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>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Storekeeper I, Part-time <i>Open until filled</i> Housekeeper <i>Applications accepted through December 20, 2019</i> Office Clerk II <b>Filing deadline: August 15, 2019</b>	
Sam's Club	Prepared Food Lead Member Support Prepared Food II Member Team Lead Merchandise & Stocking Associate Customer Service Associate Maintenance Associate Fresh Food Associate	Apply online at <a href="https://careers.walmart.com/?xid=fr:careers">https://careers.walmart.com/?xid=fr:careers</a>
Sherwin Williams - Salisbury, West Ocean City, Crisfield	<i>Salisbury, West Ocean City:</i> Sales Associate <i>Crisfield:</i> Packer Maintenance Mechanic Production Operator-Knot Assembly	Apply online at <a href="https://careers.sherwin-williams.com/home">https://careers.sherwin-williams.com/home</a>
Shore Up - Wicomico, Worcester, Somerset	Family Service Worker Family Advocate Site Coordinator Bus Aide Bus Driver Custodian Teacher Teacher Aide Nutrition Aide Substitute Interpreter	Apply online at <a href="http://www.shoreup.org/eastern-shore-md-services-careers">http://www.shoreup.org/eastern-shore-md-services-careers</a>
Smiths Interconnect	Alignment Technician Assembler	Apply online at <a href="https://www.smithsinterconnect.com/careers-en/current-opportunities/">https://www.smithsinterconnect.com/careers-en/current-opportunities/</a>
Somerset County	Dog Control Supervisor Zoning & Nuisance Enforcement  <i>Ongoing recruitment</i> Correctional Officer I	Apply online at <a href="https://www.somersetmd.us/services/employment_opportunities.php">https://www.somersetmd.us/services/employment_opportunities.php</a>
Spencer's - Centre at Salisbury	Store Manager Assistant Store Manager Sales Associate Sales Supervisor	Apply online at <a href="https://www.spencersandspiritjobs.com/?IPath=TNCNTPG">https://www.spencersandspiritjobs.com/?IPath=TNCNTPG</a>
Staples	Sales Associate Print & Marketing Associate	Apply online at <a href="https://careers.staples.com/">https://careers.staples.com/</a>
State Of Maryland	Geriatric Nursing Assistant II (Deer's Head) <b>Filing deadline: August 15, 2019</b> Administrative Specialist I (Wicomico Co.) <b>Filing deadline: August 19, 2019</b> Revenue Examiner I (Wicomico Co.) <b>Filing deadline: August 22, 2019</b>	Apply online at <a href="https://jobapscloud.com/MD/">https://jobapscloud.com/MD/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Building Security Officer II (Holly Center) <b>Filing deadline: August 22, 2019</b>	
	Fiscal Accounts Clerk Supervisor (Somerset Co.) <b>Filing deadline: August 22, 2019</b>	
	Direct Care Trainee (Holly Center) <b>Filing deadline: August 23, 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> Gate Attendant Restaurant Server RV Ranger Resort Groundskeeper Guest Services Coordinator Cafe Barista Resort Housekeeper Resort Pool Attendant Snack Bar Attendant Dishwasher Guest Services Supervisor Busser Restaurant Cook Bartender Lifeguard  <i>Castaways RV Resort:</i> Store Clerk Gate Attendant Snack Bar Attendant Resort Housekeeper Guest Services Coordinator Cafe Barista Resort Groundskeeper Shuttle Operator	Apply online at <a href="https://careers.suncommunities.com/viewalljobs/">https://careers.suncommunities.com/viewalljobs/</a>
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	Material Handling Technician I Diesel Fleet Mechanic Technician II Kitchen Assistant CDL A Delivery Truck Driver Warehouse Order Selector Diesel Fleet Mechanic Technician III - Master	Apply online at <a href="https://careers.sysco.com/?">https://careers.sysco.com/?</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	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant) GM and Food (General Merchandise, Closing, Presentation, Fulfillment, Inbound, Food Service, Starbucks Barista or Food & Beverage)	Apply online at <a href="https://jobs.target.com/">https://jobs.target.com/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Texas Roadhouse	Host Server Server Assistant-Busser Line Cook Line Cook-Broil/Grill Prep Cook	Apply online at <a href="https://careers.texasroadhouse.com/">https://careers.texasroadhouse.com/</a>
T.J. Maxx - Ocean City	Merchandise Coordinator Merchandise Associate Customer Experience Coordinator	Apply online at <a href="http://www.tjxjobs.com/search.asp">http://www.tjxjobs.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 Meter Technician Wastewater Plant Operator Trainee	Apply online at <a href="https://berlinmd.gov/employment-opportunities/">https://berlinmd.gov/employment-opportunities/</a>
Town of Ocean City	Boardwalk Comfort Station Attendant <i>Open until filled</i>	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>
	After School Activities Coordinator <i>Open until filled</i>	
	Office Associate III <i>Open until filled</i>	
	Casual Labor (Convention Center) <i>Open until filled</i>	
	Security Guard <i>Open until filled</i>	
	Temporary Concessions Worker <i>Open until filled</i>	
	Maintenance Worker <i>Open until filled</i>	
	Solid Waste Worker <i>Open until filled</i>	
	Golf Course Maintenance (Eagle's Landing) <i>Open until filled</i>	
	Electronics Technician <b>Filing deadline: August 30, 2019</b>	
	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	Child Support Case Worker Bus Operators-Fixed Route	Apply online at <a href="http://lowershore.org/Departments/HumanResources.aspx">http://lowershore.org/Departments/HumanResources.aspx</a>
Tuesday Morning	Store Associate Assistant Manager	Apply online at <a href="https://www.tuesdaymorning.com/">https://www.tuesdaymorning.com/</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
UMES	Administrative Assistant I <b>Filing deadline: August 14, 2019</b>	Apply online at <a href="https://umes.peopleadmin.com/postings/2106">https://umes.peopleadmin.com/postings/2106</a>
	Administrative Assistant I <b>Filing deadline: August 19, 2019</b>	Apply online at <a href="https://umes.peopleadmin.com/postings/2116">https://umes.peopleadmin.com/postings/2116</a>
UPS	Package Handler	Apply online at <a href="https://www.jobs-ups.com/">https://www.jobs-ups.com/</a>
	Package Delivery Driver	
Verizon	Retail Sales Representative	Apply online at <a href="https://www.verizon.com/about/work/">https://www.verizon.com/about/work/</a>
Victoria's Secret - Centre at Salisbury	Lingerie Manager Brand Operations Supervisor Sales & Support Generalist Events Team	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 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	Assistant Maintenance Supervisor <i>Open until filled</i>	Apply online at <a href="http://www.wicomicocounty.org/jobs.aspx">http://www.wicomicocounty.org/jobs.aspx</a>
	Chef/Kitchen Manager <i>Open until filled</i>	
	Crew Leader <i>Open until filled</i>	
	Motor Equipment Operator II <i>Open until filled</i>	
	Motor Equipment Operator IV <i>Open until filled</i>	
	Motor Equipment Operator I <i>Open until filled</i>	
	Revenue Specialist <b>Filing deadline: October 31, 2019</b>	
	Athletic Complex Seasonal Worker <i>Open until filled</i>	
	Court Security-Civilian <i>Open until filled</i>	
	Ferry Operator (Part-time) <i>Open until filled</i>	
	Happy Timers Program Coordinator <i>Open until filled</i>	
Wicomico Public Libraries	STEAM Instructor (Part-time)	Apply online at <a href="http://www.wicomicolibraries.org/employment">http://www.wicomicolibraries.org/employment</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Wicomico Public Schools	Construction Manager <b>Filing deadline: August 27, 2019</b>	Apply online at <a href="https://www.applitrack.com/wcboe/onlineapp">https://www.applitrack.com/wcboe/onlineapp</a>
WMDT	Studio Technician (Part-time) Media Specialist (Full-time)	Apply online at <a href="https://www.wmdt.com/about-us/job-openings/">https://www.wmdt.com/about-us/job-openings/</a>
Worcester County	Communication Clerk I Communication Clerk-Temporary, Part-time Communication Clerk Trainee License Permit Clerk I Correctional Officer Trainee Building Maintenance Mechanic III Grounds Worker II Landfill Operator II Maintenance Worker I Maintenance Worker III Roads Worker II and III Transfer Station Attendant Vehicle and Equipment Mechanic I Parks Worker II-Temporary, part-time Accounting Clerk II Document Imager II	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
Worcester Public Library	Library Service Assistant (Part-time)	Print application online at <a href="http://www.worcesterlibrary.org/about/jobs">http://www.worcesterlibrary.org/about/jobs</a> and return to the Administrative Office at the Snow Hill Branch, 307 North Washington St., Snow Hill, MD 21863 or email to <a href="mailto:employment@worcesterlibrary.org">employment@worcesterlibrary.org</a> .
Worcester Public Schools	After School Academy Site Director <b>Filing deadline: August 13, 2019</b> Secretary Grade 4 <b>Filing deadline: August 14, 2019</b>	Apply online at <a href="https://worcestermd.tedk12.com/hire/index.aspx">https://worcestermd.tedk12.com/hire/index.aspx</a>
Wor-Wic Community College	Part-time Testing Center Aide <b>Filing deadline: August 18, 2019</b>	Apply online at <a href="https://www.worwic.edu/About-Wor-Wic/Work-at-Wor-Wic">https://www.worwic.edu/About-Wor-Wic/Work-at-Wor-Wic</a>
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Camp Counselor Membership Services Representative Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Swim Team Admin Assistant Lifeguard Swim Instructor Sports Staff Cleaning Staff	Apply online at <a href="http://www.ymcachesapeake.org/employment">http://www.ymcachesapeake.org/employment</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Lower Shore Family YMCA - Pocomoke City Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Camp Counselor Child Watch Outdoor Program Specialist Cleaning Staff	
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 Sales Part-Time Assistant Manager Store Manager	Apply online at <a href="https://www.zumiez.com/jobs">https://www.zumiez.com/jobs</a>



## FOOD AND SERVICE PROGRAM MANAGER

Manage a high-integrity Food and Service Training (FAST) Program that incorporates an innovative social enterprise arm where motivated trainees receive hands-on food service training in a fully operating kitchen to address the needs of the local food and service industry; create a friendly, enthusiastic and supportive environment for all customers, staff, volunteers and trainees; and partner with food service employers and industry representatives in this fulfilling position.

### Education and Experience Requirements

- An Associate's Degree is required.
- An equivalent combination of education and experience may be substituted for an Associate's Degree.
- Current ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP) Required or ability to obtain within 30 days of hire.
- Current ServSafe Dual Certified Instructor/Registered Proctor, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP) Required or ability to obtain within 90 days of hire. (<https://www.servsafe.com/instructors-proctors/learn>)
- Minimum of four years of related work experience.

**For more details and to submit your application, visit [Telamon.org](http://Telamon.org) and click *Careers* in the *Who We Are* menu.**

Telamon is an equal opportunity employer. Auxiliary aids available upon request.



# Maryland Workforce Exchange

August 11, 2019 - August 17, 2019

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Job Order Number	Company	Position	Positions open
1017376	Worcester County Government	Judicial Assistant	1
1018617	Farmers Bank of Willards	Mortgage Loan Processor	1
1020324	Lower Shore Enterprise	Document Destruction Operator	1
1020326	Lower Shore Enterprise	Custodial Supervisor	1
1020328	Lower Shore Enterprise	Utility Staff Person	2
1020345	Lower Shore Enterprise	Part-time Driver	3
1022299	Salisbury University	Office Clerk II	1
1022306	Salisbury University	Assistant Director of Physical Plant, Building Trades	1
1022311	Salisbury University	Storekeeper I (Part-time Contingent I)	2
1022331	Town of Ocean City	Electronics Technician	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.”



## 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)



## Looking for alternatives to college?



**We have training opportunities to get you employed **FAST** making a living wage and without the debt of college.**

**Scholarships are available for the programs listed below!**

- |                                     |                           |
|-------------------------------------|---------------------------|
| ⇒ Certified Medical Assistant       | ⇒ Medicine Aide           |
| ⇒ Certified Nursing Assistant (CNA) | ⇒ MIG/TIG and Arc Welding |
| ⇒ Child Care                        | ⇒ Personal Trainer        |
| ⇒ Dental Assistant                  | ⇒ Pesticide Applicator    |
| ⇒ Electrical Wiring Technician      | ⇒ Pharmacy Technician     |
| ⇒ EKG                               | ⇒ Phlebotomy Technician   |
| ⇒ HVACR                             | ⇒ Truck and Bus Driver    |
| ⇒ Medical Coding/Billing            | ⇒ Veterinary Assistant    |

\*Must be a resident of Wicomico, Worcester or Somerset County\* \*Must be 18 years of age\*  
 \*Must demonstrate financial need\* \*Must meet certain eligibility requirements\*

Get a job

Get ahead

Get a life



Contact our Continuing Education and Workforce Development Office for more information:  
 (p) 410.334.2815 (f) 410.334.2952 [www.worwic.edu/financialassistance](http://www.worwic.edu/financialassistance) [abrumfield@worwic.edu](mailto:abrumfield@worwic.edu)



Let's get to work!

## 2019 Job Skills Training Programs for the Lower Eastern Shore Community

### Lower Shore Career Development Center

Call 410-219-9118 for info or visit 700 S. Salisbury Blvd. Salisbury

*Orientation 9 AM	Medical Billing and Coding	Computer and Clerical	Microsoft Office Bundle	Quick Books
July 15		07/15/2019	07/15/2019	07/15/2019
August 12		08/12/2019		08/15/2019
September 16	09/16/2019	09/16/2019	09/16/2019	09/19/2019
October 14		10/14/2019		10/14/2019
November 4	11/04/2019		11/04/2019	11/04/2019

\*All requirements must be met prior to ORIENTATION

### What you need to bring with you – two forms of ID

#### Computer and Clerical / Microsoft Office Bundle 365

Requirements for programs Reading and Math Assessment\*

MONDAY –THURSDAY MORNINGS—9 AM-12:30 PM OR AFTERNOONS -1 PM-4:30 PM

In 6 short weeks YOU'LL have some job and computer skills that fit today's workforce

Coursework includes: MS Office 2016 Word, Excel and PowerPoint, Outlook (Bundle only) and more

### QUICKBOOKS

FRIDAY MORNINGS ONLY 9 AM -12 PM (\* Quick Books accounting vocab and basic computer knowledge)

If you enjoy working with numbers, the desire to learn accounting principles. then, QUICKBOOKS is the program for you!

WHAT YOU WILL LEARN Starting a New Company, Invoicing, Sales Receipts, Purchase Orders, Inventory, Payroll, Track income and expenses

### MEDICAL BILLING AND CODING 9 AM – Noon/ PM 1-4 Monday-Thursday

Requirements – HS Diploma, no criminal record, pass Reading and Math Assessment, Interview with instructor

Earn 7.2 CEUs (continuing education credits) for you resume.

Five Modules, Medical Terminology, Introduction to Medical Billing, CPT coding for beginners, ICD-10 coding, and HIPPA Compliance

# Goodwill Industries of the Chesapeake, Inc. has the tools for you to start your CAREER JOURNEY TODAY!



"I have never in my life worked with such good people (at Goodwill). In spite of my background, they have welcomed me with open arms and no restrictions."  
-Jimmy C.

## Providing a Second Chance to Returning Citizens

- Paid On-the-Job Training
- Transportation
- Housing
- Legal
- Employment Placement Assistance

## Free Skilled Training and Tuition Assistance

- Building Trades
- IT
- Retail
- Manufacturing
- Culinary
- Healthcare
- AND MORE!!!

## How it Works

- To participate, you must be:
- Age 25 or older
- AND
- Released from prison/jail within the last 180 days
- OR
- Currently under parole or probation



The Goodwill® Reentry Opportunities to Work (GROW) program is made possible with a grant award of \$4.5 million, covering 92 percent of costs, from the U.S. Department of Labor Employment and Training Administration. Eight percent of GROW program activities and services will be supported with \$373,275 in leveraged resources.



Contact: Ellen Willingham  
(410) 219-9118 ext. 205  
ewillinghan@goodwillches.org



## M.A.D.E.

MANUFACTURING & DESIGN EXPLORATION



## MANUFACTURING SKILLS

8 WEEK CAREER EXPLORATION IN DESIGN & MANUFACTURING

This exploratory career course will introduce you to 2D and 3D design and fabrication methods providing you modern skills that employers need today.

CLASSES START  
FALL 2019

Call Telamon to see if you meet program eligibility requirements:  
**(443) 397-9414**



31901 Tri-County Way, Ste 135  
Salisbury MD 21804

443-736-2113  
info@M4Reactor.org

M4Reactor.org

Telamon is an equal opportunity employer. Auxiliary aids available upon request. Funded by the Department of Labor and Lower Shore Workforce Alliance. Telamon is a proud partner of the American Job Center.

# FREE 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 EARN Maryland grant in partnership with industry representatives, Quality Staffing Services and the Lower Shore Workforce Alliance.

A new cohort is scheduled to begin Sept. 2019.

For more information about course content & schedule, contact Wor-Wic at 410-334-2815 or visit the 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 work in hot, cold, dusty and noisy environments
  - Possess good depth perception and manual dexterity
  - Be able to adjust controls with precision
  - Be able to recognize and solve problems
  - Be able to lift 50 lbs. unassisted
  - 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. safety glasses, gloves, hearing protection)
  - Be job ready
  - 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.

The intent behind the carpentry training is to obtain carpentry employment.



# Welding Training (Free)

Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to a grant from the Department of Labor EARN Maryland grant.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit [www.worwic.edu](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu). For the course schedule and to be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit [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 work in extremely hot, dusty and noisy environments
  - 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 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.

The intent behind the welding training is to obtain welding employment.







## Prepare for a Career at Delmarva Power

Step 1- If you are interested in a career with Delmarva Power (focus is on linesmen at this time), please call Wor-Wic to reserve a seat in a free information session.

Step 2- At the end of the information session, you are welcome to take a free basic English and math assessment to determine if you are ready for the next step.

Step 3- For students who pass the assessment, you are able to prepare for Delmarva Power's pre-employment exam by taking a preparation course: "Get Into Energy Math Revised Course" through Wor-Wic at a total tuition cost of \$25 during day or evening times.

Step 4- Students who pass the assessment are able to take the pre-employment exam through Delmarva Power for potential employment.



Delmarva Power has multiple job opportunities in our area!

Reserve your seat in one information session by calling Wor-Wic at 410-334-2815.

Registration for information sessions will be accepted on a first come, first serve basis.

## New, Free Metal Fabrication Training During Evenings!



### Metal fabricators are in demand!

Metal fabricator training is ongoing through a partnership of Wor-Wic Community College, Arcon Welding Services, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to grants from Maryland Department of Labor EARN Maryland and Maryland Energy Administration.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit [www.worwic.edu](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu). For the course schedule and to be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit [easternshorejobs.com](http://easternshorejobs.com) and apply for Metal Fabrication 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 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 work in extremely hot/cold, dusty & noisy environments
- Be able to lift at least 50 lbs. unassisted
- Be able to stand for long periods of time
- 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, steel toe boots and 100% cotton long sleeve shirts) for up to 3.5 hours per day at a total cost around \$250 (Gear List will be provided)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

The new Basic Metal Fabrication course will provide 250 hours of evening (5:30 pm - 9:15 pm) instruction and practice Monday through Friday over 14 consecutive weeks. Graduates of the training will be job and career ready and have entry level metal fabricator skills that are necessary to secure employment in the metal fabrication industry.

Students will progress from basic blue print reading and industry math to fundamental A.I.S.C. fitting practices for a variety of metal shapes. This course includes safety for fabricators and an introduction to hand and power tools. Students will develop knowledge for working safely within the industry standards, and recognize and avoid potential hazards.

Students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes. Through instruction and practice, students will be able to use basic lay-out and measuring tools effectively to prepare main members for cutting and fit-up.

Metal fabrication students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Tack welding and tack welding techniques and procedures will be discussed, modeled and practiced.

Students will be introduced to industry structures and processes and discover requirements to qualify as a metal fabricator. Metal fabrication training includes 50% classroom and 50% shop time. Passing written and hands-on skills exams are necessary to graduate.



## 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:



# WOR-WIC COMMUNITY COLLEGE



**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.*

## 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)

**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.**



### 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

### ABE & ESL

#### Registration Dates:

Tuesday, August 6  
1:00 or 5:00

Wednesday, August 7  
10:00 or 2:00

Saturday, August 10  
10:00

Tuesday, August 13  
1:00 or 5:00

Wednesday, August 14  
10:00 or 2:00

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: [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu)



### 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 2-4 hours.**

**Students more than 15 minutes late will not be admitted. Children are not permitted, and only registering students will be allowed to remain during testing.**



# Worcester County Public Schools Adult Education Program Berlin/Ocean City



**FREE CLASSES OFFERED!**



The Worcester County Public Schools Adult Education Program provides education, literacy activities and employment programming to the adult learners of their community through two different programs: Adult Basic Education (ABE) and English As a Second Language (ESL).

Classes will:

- Increase English language acquisition
- Build numeracy (math) skills for everyday life
- Strengthen workforce and career readiness skills
- Prepare for your GED® exam, where applicable



### REGISTRATION FOR ABE/ESL:

#### Day Classes: 9:00 am-12:00 pm

Holy Savior Catholic Church (1705 Philadelphia Ave, OC)

- September 10 and 11
- September 17 and 18
- September 24 and 25

#### Evening Classes: 6:00 pm-8:00 pm

Stephen Decatur High School (9913 Seahawk Rd, Berlin)

- September 9 and 11
- September 16 and 18
- September 23 and 25

Adult Education Office:  
410-632-5071  
410-251-3326 (en español llame)  
adulthoodeducation@worcesterk12.org

*Education-Diploma-Employment*

Adult Education Programs Worcester County Public Schools

Funding for the Adult Education program is provided by the Department of Labor, Licensing, and Regulation.

# Worcester County Public Schools Adult Education Program Pocomoke/Snow Hill



**FREE CLASSES OFFERED!**



The Worcester County Public Schools Adult Education Program provides education, literacy activities and employment programming to the adult learners of their community through two different programs: Adult Basic Education (ABE) and English As a Second Language (ESL).

Classes will:

- Increase English language acquisition
- Build numeracy (math) skills for everyday life
- Strengthen workforce and career readiness skills
- Prepare for your GED® exam, where applicable



### REGISTRATION FOR ABE/ESL:

#### REGISTRATION DATES:

Thursday, August 8: 10:00 am

Saturday, August 10: 11:00 am

Monday, August 12: 3:00 pm

Please note the intake process may take up to three hours.

Pocomoke Public Library  
(301 Market St, Pocomoke City)

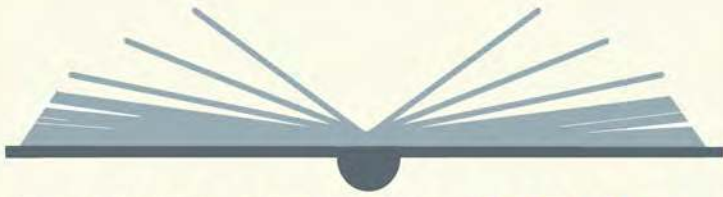
If none of the above times work for you, please contact the Adult Education Office (see below) to make other arrangements prior to the start of classes in September.

Adult Education Office:  
410-632-5071  
410-251-3326 (en español llame) adulthoodeducation@worcesterk12.org

*Education-Diploma-Employment*

Adult Education Programs Worcester County Public Schools

Funding for the Adult Education program is provided by the Department of Labor, Licensing, and Regulation.



# PROJECT READ

**Need Help Reading?  
Enroll in Project READ!**

Do you need to improve your reading, math or other literacy skills in order to get a job or earn your GED? Find out how to enroll in Project READ.



**Want to become an Adult Literacy Coach?**

Would you like to help an adult learn how to read? Find out how you can make a difference in someone's life by becoming a volunteer Adult Literacy Coach.



For more information ask a staff member or contact the Project READ Coordinator at 410-749-3612 x159  
[www.wicomicolibraries.org](http://www.wicomicolibraries.org)



Project READ is funded by the Wicomico Public Libraries in partnership with Rotary Club of Wicomico County, The United Way of the Lower Eastern Shore, and The Richard A. Henson Foundation, Inc.

**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
- FAIR HOUSING

**EVERY WEDNESDAY FROM 9:00 – 11:00 AM**

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

**TELAMON CORPORATION  
31901 TRI-COUNTY WAY, SUITE 112  
SALISBURY, MD 21804**



# Legal Clinic

**DOWNTOWN LIBRARY**  
**AUGUST 14, 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.

## 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

# LEGAL RESOURCES

**Maryland Courts Self-Help Centers**  
 410.260.1392  
[mdcourts.gov/selfhelp](http://mdcourts.gov/selfhelp)

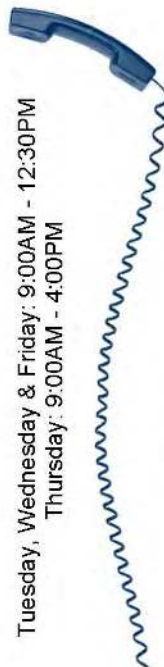
Monday-Friday, 8:30 AM to 8:00 PM

**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  
[mdlab.org](http://mdlab.org)

### Maryland Volunteer Lawyers Service, Inc.

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

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

800.396.1274  
[probonomd.org](http://probonomd.org)