

the Job Journal

**TIP
OF THE
WEEK**

How to Get a Job: A Step-by-Step Guide

1. Identify your skillset to find the right job for you.

Instead of focusing on a job title in your job search, focus on the required skills. Job titles are evolving and changing – while you might be searching for a particular title, there may be other, more suitable positions available with a slightly different title. By identifying your skills – those performed in the job, the tools you have experience using and personal attributes that support your ability to perform your work – and matching them to the skills employers are seeking, you can expand and better target your job search.

2. Use online resources and company websites to identify opportunities.

Search for jobs on job search sites such as Glassdoor, along with on company career pages. When using job sites like Glassdoor, start with a specific job title that you are interested in, and then use the “suggested jobs” or “similar jobs” feature to identify additional opportunities.

3. Narrow down to a few high-quality job opportunities to apply to.

Applying to jobs is more about *the quality than the quantity* of opportunities. Research each company before applying to ensure it is a company that you’re interested in working for. When reviewing jobs, some questions to keep in mind are: “Where is the job located?” “What are the company values?” and “Do employees like working there?” Use sites like Glassdoor to learn what current and past employees have said about their workplace experience, along with your professional networks to see if you might know or be connected to someone who can offer added perspective.

4. Download and save attractive job listings for future reference.

Copy and paste or print the job listing and description for each position you want to apply to so that you can reference it at a later time. Many employers may remove a job listing before a position is filled if they believe they have the right candidates in their applicant pool. By saving the job description, you have the qualifications to look back when preparing for a potential interview.

5. Customize your resume for each job application.

It’s important to tailor your resume to fit the job you’re applying for. While your resume will contain many of the same elements from job to job – skills, experience, education, etc. – customization based on the job description can often give you a competitive edge.

6. Ensure your cover letter doesn’t restate your resume.

Your cover letter is a supplement to your resume, not a copy of it. In your cover letter, you should share a bit more about who you are, what you have to offer and why you are the right fit for the position and employer. You should also include a call to action such as, “I look forward to connecting to discuss next steps.” Not sure if you even need a cover letter? When in doubt, draft and send it on with your resume. It can give a hiring manager more detail into who you are and further separate you from the competition.

7. Study hard for your interview.

Preparing for your interview is threefold – (1) know about the company, the work they do and the job you are interviewing for; (2) practice answering common and tough interview questions you may receive with friends or family; and (3) if you know the individuals you are interviewing with, look them up online to learn about their background.

8. Always ask your interviewer questions.

Be prepared for your interviewer to ask you if you have any questions for him or her. It is important to have some questions ready – if you don’t ask questions, you can run the risk of unintentionally appearing disengaged or uninterested. Some questions may include: “what are growth opportunities at this company?” or “what is your favorite thing – and biggest challenge – about working here?”

9. Send a thank you note after your interview.

Always follow up with the people who you interviewed with to share an appreciation for the time they took to meet with you. How you send the note is up to you – email or snail mail – but be sure to include your thanks and reiterate your interest in the position. Be timely in sending your thank you note.

10. When offered the job, don’t accept on the spot.

Congratulations – you got the job! Most employers will call you to make the official job offer. On the call, you should thank the employer for the offer and confirm when you will need to accept by. Some may request your acceptance later that day, others may give you a bit more time. Take the time they give you to carefully review the offer, and if necessary, go back to them to negotiate. Use Glassdoor’s Know Your Worth tool to ensure you are receiving fair market pay for where you live, based on your job title, relevant work experience and other factors.

Jackson, Amy Elisa. “How to Get a Job: Your 2019 New Year, New Job Guide.” *Glassdoor*, Glassdoor, Inc., 14 January 2019, <https://www.glassdoor.com/blog/new-year-new-job-guide/>.

IN THIS ISSUE

2 MWE JOBS Mobile App

JOB FAIRS

3 Perdue Job Fair; MD Dept. of Public Safety & Correctional Services Job Fair

4 Job Fair at Centre at Salisbury

5 EMPLOYMENT OPPORTUNITIES

TRAINING SERVICES & OPPORTUNITIES

22 Workforce Innovation and Opportunity Act Training Services; Wor-Wic Community College Job Training Programs

23 Lower Shore Career Development Center Training Programs; Goodwill Reentry Opportunities to Work Program

24 Carpentry Training; Welding Training

25 Delmarva Power Career Prep; Metal Fabrication Training

26 Computer and Office Technology Classes

EDUCATION SERVICES & OPPORTUNITIES

26 Area Adult Education Providers

27 National External Diploma Program

28 Worcester County Adult Education Programs

29 Project READ

30 Credit Repair and Financial Literacy Classes

31 Legal Clinic; Legal Resources



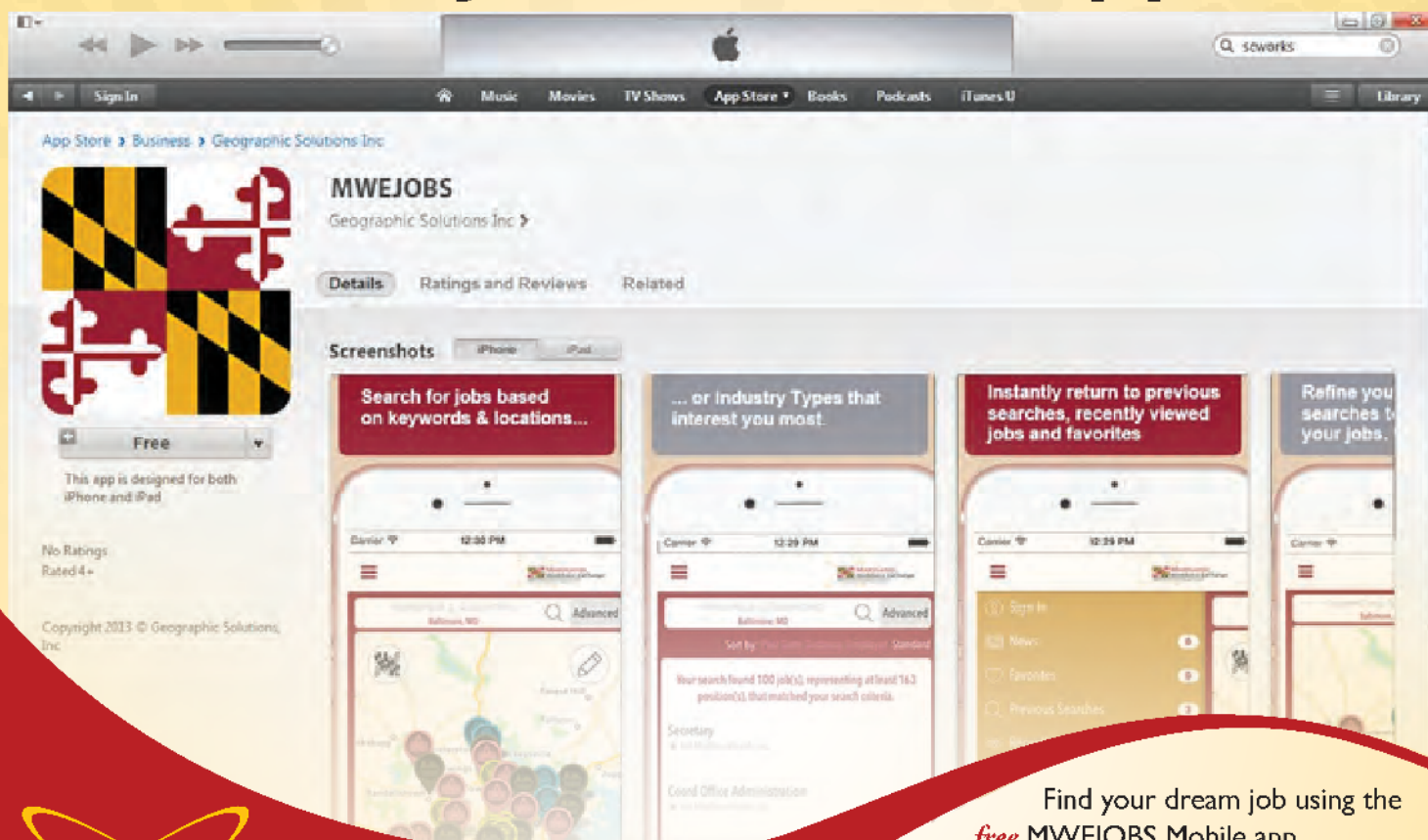
To subscribe to
THE JOB JOURNAL
call 410-546-6840

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

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

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



 **MARYLAND**
Workforce Exchange
Where Business and People Connect

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



Job Fair

Available Positions at Perdue Farms – Accomac VA
General Laborers – Night Shift

Wednesday
Sept. 25, 2019
9 AM – 1 PM

AmericanJobCenter
Lower Shore
 Serving Somerset, Wicomico and Worcester Counties

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

1035343 – General Laborers

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



Full Time Positions
Transportation
Available

\$13.55 DOE



"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."



MARYLAND JOBS NOW
 A proud partner of the americanjobcenter network

Rev: 4/2017

americanjobcenter



Maryland
 DEPARTMENT OF LABOR

MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES



Same Day Apply & Test!! Monday, October 7, 2019

Apply: 9AM – 11AM * Test: 11:30am – 3:30PM**

American Job Center: Lower Shore
31901 Tri-County Way Salisbury, MD. 21804-1708
410-341-8533 Room #111-F

CORRECTIONAL OFFICER I

Earn up to \$54,186/yr.

Must be at least 21 and have a high school diploma or GED. No Experience Necessary. Excellent Benefits!
 For Additional information, please visit mwejobs.maryland.gov and search Job Order #1035317

PUBLIC SAFETY HAS YOU COVERED

Health Insurance, Paid Vacation, Holidays, Sick Leave, Military Leave, 20 Yr. Service Retirement, Credit for Military Service, 401k & 457 Retirement Plans, Free Transportation on MD MTA, Uniforms Provided, Education/Training Credit, Numerous Promotional Opportunities and more!

Learn more about us at www.dpscs.maryland.gov

Or call our information line at (410) 585-3560

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."





Quality Staffing Services

JOB AND CAREER FAIR

Hosted by the Salisbury Area
Chamber of Commerce &
Lower Shore American Job Center

JOB SEEKERS

Hundreds of job openings in a wide range of industries!

The Job & Career Fair is FREE for attendees &
open to the community

Resume assistance is available at event

Bring multiple copies of your resume &
don't forget to dress for success!

Visit www.salisburyarea.com
for more information.

Friday
October 11, 2019
3:00 - 6:00 pm
The Centre at Salisbury

2300 N. Salisbury Blvd.,
Salisbury, MD 21801

SPONSORSHIPS AVAILABLE!

Receive the highest level of
exposure to all attending vendors
and attendees with a **PREMIUM**
BOOTH LOCATION, your company
logo on signage, print materials,
social media posts, press releases,
SBYBiz and Chamber websites.
See registration form
for details!

BUSINESSES

Open to any business
seeking employees in the
Lower Shore Area

To register for a space, contact
LeVita Bragdon at 410-749-0144
or lbragdon@salisburyarea.com



Accepting Applications

www.tailoredstaffingmd.com

Apply online and email Debra Nelson

dnelson@tailoredstaffingmd.com or call 410-519-4733

- **Service Technician Salisbury, MD.**
- **Delivery Driver Seasonal Salisbury, MD.**
- **HVAC Service Technician Salisbury, MD.**
- **Customer Service Representative Salisbury, MD.**
- **CNC Machine Operators with one year experience Salisbury, MD.**
- **Electronic Technicians with one year experience Salisbury, MD.**
- **Electronic Assemblers with one year experience Salisbury, MD.**
- **Mechanical Drafter Associates degree in Mechanical CAD or directly related job experience preferred Salisbury, MD.**
- **Lube Technician/Driver Salisbury, MD.**
- **General Auto Technician/Driver Salisbury, MD.**

Individuals with a disability are encouraged to apply

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 https://www.albertsoncompanies.com/careers/acme-careers.html
American Eagle - Centre at Salisbury	Overnight Merchandising Associate Merch Lead Brand Ambassador Stock Associate	Apply online at www.ae.com
Atlantic General Hospital	Certified Coding Specialist Coding Supervisor Emergency Department Tech Housekeeping Aide Maintenance Specialist (HVAC) Medical Office Assistant Medical Receptionist Medicare Collections Specialist Nurse Tech Polysomnographer Public Safety Officer RN Registration Specialist Secretary/Nurse Technician	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atria	Caregiver Memory Care Activity Specialist Server/Waitstaff Memory Care Caregiver Registered Medication Aide/Med Tech Maintenance Technician Cook Engage Life Program Instructor	Apply online at https://www.atriaseniorliving.com/careers/
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Sales Associate (Centre, White Marlin) Seasonal Associate (Centre, White Marlin) Assistant Manager (Centre) Key Holder (Centre)	Apply online at https://www.bathandbodyworks.com/customer-care/careers.html
BayRunner Shuttle	<i>Ongoing recruitment</i> Part-time Driver	Print application and apply online at https://bayrunnershuttle.com/about/career-opportunities/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Bay Shore Services	Administrative Assistant/Receptionist CNA Direct Support Professional Residential Supervisor RN Case Manager	Download and print application at http://www.bayshoreservices.org/our-mission/job-opportunities/ . Return completed application to: Bay Shore Services, Inc. 1235 Pemberton Drive Salisbury, Maryland 21801 or email to: info@bayshoreservices.org
Bed Bath & Beyond - Salisbury, Ocean City	Retail Sales Associate Retail Stock Associate Retail Cashier	Apply online at https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs
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 Mobility Sales Specialist Writer Production Machine Operator Production Operator (Berlin) Store Clerk (Pocomoke) Warehouse/Truck Unload	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Seasonal Store Associate/Stocker Freight Processing Lead	Apply online at https://careers.biglots.com/
Bob Evans Restaurant	<i>Ongoing recruitment</i> Key Supervisor Assistant Manager Host/Cashier Grill Cook Dishwasher Kitchen Prep Server Bus Person Carryout	Apply online at http://careers.bobevans.com/?_ga=2.159178803.804186696.1555685152-1534936397.1555685152
Boscov's - Centre at Salisbury	Leisure Travel Sales Consultant	Apply online at https://www.boscovs.com/static/about_boscov/about_boscov.html
Burlington - Centre at Salisbury	<i>Ongoing recruitment</i> Seasonal Retail Receiving Associate Cashier Associate Retail Sales Associate Retail Receiving Associate	Apply online at https://burlingtonstores.jobs/
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 kcarmean@chesapeakehc.org or fax to HR at 443-210-2324. Link for job application at https://chesapeakehc.org/md-eastern-shore-healthcare-careers/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Chesapeake Shipbuilding	Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder	Apply online at http://www.chesapeakeshipbuilding.com/take-action/
Chick-Fil-A - Salisbury, Berlin	<i>Ongoing recruitment-Salisbury</i> Team Member	Apply online at http://salisburychickfila.com/
	<i>Ongoing recruitment-Berlin</i> Kitchen Team Member Chicken Breeder Dining Room Team Member Leadership	Apply online at http://cfawestoceancity.com/
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	<i>Ongoing recruitment</i> Sales Associate	Apply online at https://www.childrensplace.com/us/content/careers-us
Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook Manager Server	For job descriptions go to https://www.chilisjobs.com/ Apply via email to chilis523@chilis.net
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at https://jobs.chipotle.com/
City of Salisbury	Wastewater Treatment Operator I	For job descriptions and to print application go to https://salisbury.md/departments/human-resources/careers **Some jobs require special licenses. Please check job description for more details.
	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	
	Motor Equipment Operator II	
	Bus Driver	
	Motor Equipment Operator I	
	Part-time Zoo Educator	
	Administrative Assistant	
	Filing deadline: September 27, 2019	
	Operations Support Staff	
	Fire Department Testing (Fire Fighter/EMT, Fire Fighter/EMT-P) Filing deadline: November 1, 2019	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	POLICE CAREERS: Entry Level Police Officer Police Communications Officer Animal Control Officer Maryland Certified Police Officer Records Management Technician	
Comfort Keepers <i>Ongoing recruitment</i>	CNA Caregivers (Wicomico, Worcester & Somerset County)	Apply online at https://salisburymd.comfortkeepers.com/home/careers
	PRN Nurse (Salisbury, Ocean Pines, Berlin)	
	Long-Term Live-In Caregiver (Salisbury, Ocean Pines, Berlin)	
Dakota Watch Co. - Centre at Salisbury	Part-time Associate	Apply online at https://apply.jobappnetwork.com/dakotawatch
Delaware Elevator	Administrative Representative Skilled Apprentice	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Sales Associate - Lodge Operations Associate Sales Associate - Team Sports Cashier Bicycle Technician Sales Associate-Footwear	Apply online at https://www.dickssportinggoods.jobs/
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Princess Anne, Berlin & Pocomoke) Operations Assistant Manager (Berlin, Pocomoke) Operations Assistant Manager In Training (Pocomoke)	Apply online at https://www.dollartree.com/careers-stores
Dove Pointe	Aide Children's Program Mentor House Counselor Children's' Program Aide Instructor Driver	Apply online at http://dovepointe.org/Careers
Dressbarn - Salisbury, White Marlin Mall	Stylist (Salisbury, White Marlin) Assistant Manager (Salisbury)	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
DTLR - Centre at Salisbury	Sales Associate Assistant Manager-Retail Store Manager	Apply online at https://www.dtlr.com/careers/
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 https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx
Earthbound Trading Co. - Centre at Salisbury	<i>Ongoing recruitment</i> Key Holder Sales Associate	Apply online at https://www.earthboundtrading.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Encompass Health	Rehab Nursing Tech Maintenance Technician RN LPN	Apply online at https://www.encompasshealth.com/careers
Express - Centre at Salisbury	Store Associate	Apply online at https://www.express.com/g/careers
Express Employment Professionals	Administrative Assistant	Apply online at https://www.expresspros.com/
	General Laborer	
	Customer Service Coordinator	
	Office Assistant (Berlin)	
FedEx	Sr Global Vehicle Technician/DOT (Mechanic)	Apply online at https://careers.fedex.com/fedex/?
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Store Associate	Apply online at https://finishline.wd1.myworkdayjobs.com/Store_Careers
Food Lion	<i>Nanticoke Road (Salisbury)</i> Specialty Merchandise Associate Deli Bakery Associate Center Store (Grocery) Lead Customer Service Leader-Office Assistant Sales Associate (Cashier)	Apply online at https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx
	<i>Snow Hill Road (Salisbury)</i> Center Store (Grocery) Associate Perishable Associate Deli Bakery Associate	
	<i>Tilghman Road (Salisbury)</i> Center Store (Grocery) Associate Customer Service Leader-Office Assistant Cake Decorator Sales Associate (Cashier) Retail Pricing Coordinator	
	<i>Fruitland</i> Deli Bakery Associate Center Store (Grocery) Associate Center Store (Grocery) Manager Sales Associate (Cashier) Produce Associate Perishable Associate Quality Assurance Associate	
	<i>Princess Anne</i> Assistant Customer Service Manager Center Store (Grocery) Associate Customer Service Leader-Office Assistant Deli Bakery Associate Sales Associate (Cashier)	
	<i>Berlin</i> Sales Associate (Cashier) Assistant Store Manager Customer Service Leader-Office Assistant	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Ocean City</i> Center Store (Grocery) Associate Quality Assurance Associate Frozen Food/Dairy Associate Sales Associate (Cashier) Perishable Associate Produce Associate <u>Deli Bakery Associate</u> <i>Ocean Pines</i> Deli Bakery Associate Perishable Associate Produce Associate Cake Decorator Sales Associate (Cashier) Meat Market Associate <i>West Ocean City</i> Deli Bakery Associate Sales Associate (Cashier) Center Store (Grocery) Associate	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at https://www.sneakerjobs.com/
Genesis HealthCare	Aide-Geriatric Nurse Receptionist Certified Medicine Aide Non-Certified Nursing Assistant Cook Dietary Aide Laundry Aide Recreation Assistant	Apply online at https://www.genesiscareers.jobs/?
GNC	Sales Associate Retail Store Manager	Apply online at https://jobs.gnc.com/search/searchjobs
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Porter Server	Apply online at https://thegreenturtle.com
Harbor Freight Tools	Retail Stocking Associate Retail Sales Associate Retail Sales Supervisor	Apply online at https://harborfreightjobs.com/
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	Certified Medication Technician (Salisbury) Long Term Care -Chef/Cook (Snow Hill) RN (Snow Hill) LPN (Snow Hill)	Apply online at https://harrisonseniorliving.com/careers
Holt Food and Paper Company	Customer Service Representative Delivery Driver Receiver/Stocker Material Handler/Order Selector	Apply online at http://holtpaper.com/About-Us/Careers

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 https://careers.homedepot.com/
HomeGoods	Merchandise Associate Backroom Coordinator	Apply online at https://jobs.tjx.com/
Hot Topic	Key Holder Sales Associate	Apply online at https://www.workatht.com/stores/
Hudson Health Services, Inc.	Behavioral Health Aide Substance Abuse Counselor Maintenance I Maintenance II	Apply online at http://www.hudson-health.org/index.cfm?ref=99000
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at https://www.journeys.com/careers
Jubilant Cadista	Facilities Maintenance Mechanic Process Operator SME Process Operator-various shifts Line Leader, Packaging 1st Shift Warehouse Associate	Apply online at https://jubilantcareer.jubl.com/
K&L Microwave	CNC Machine Operator Electronic Assembler Electronic Technician Manual Machine Operator Mechanical Drafter Production Equipment Operator	Apply online at http://www.klmicrowave.com/employment.php
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at https://www.sneakerjobs.com/us/en
Kohl's	Seasonal Stockroom Operations Associate Seasonal Retail Sales Associate Area/Department Supervisor	Apply online at https://careers.kohls.com/
Lids - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager District Manager In Training Sales Help Store Manager	Apply online at https://blog.lids.com/jobs/
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Overnight Supervisor Customer Service Associate II	Apply online at https://jobs.lowes.com/
	<i>Pocomoke</i> Customer Service Associate II Delivery Coordinator	
Macy's - Centre at Salisbury	Merchandise Team Manager Retail Customer Service Lead Retail Cosmetics Sales Associate	Apply online at https://www.macysjobs.com
Marshalls - Salisbury, Ocean City	Merchandise Associate (Salisbury, Ocean City) Customer Experience Coordinator (Ocean City)	Apply online at https://jobs.tjx.com/
McCready Health	Certified Medication Aide CNA Transportation Aide Cook/Supervisor Delegating Nurse-Assisted Living Dietary Aide-PRN Environmental Services Attendant Geriatric Nursing Assistant LPN RN	Apply online at https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/
Men's Wearhouse - Centre at Salisbury	Retail Sales Consultant Retail Store Tailor-Alterations	Apply online at https://careers.tailoredbrands.com/
New York & Co. - Centre at Salisbury	Sales Associate Sales Lead	Apply online at https://usr56.dayforcehcm.com/CandidatePortal/en-US/rtw
Ocean Pines Association	<i>Ongoing recruitment</i> Police Officer Part-time Swim Instructor	Instructions to apply at https://www.oceanpines.org/administration/work-here/
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's - Salisbury	Freight Flow Supervisor Seasonal Sales Associate	Apply online at https://www.ollies.us/careers/
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 https://www.outback.com/careers
Peninsula Home Care	Home Health Aide (HHA) LPN Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Peninsula Regional Health System	Administrative Assistant	Apply online at https://www.peninsula.org/employment-opportunities
	Assistant-Executive	
	CAT Scan Technologist	
	Coordinator-Information-Laboratory	
	Coordinator-Referral	
	Environmental Services Aide	
	Food Service-Cafeteria Aide	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Food Production Assistant	
	Food Service-Cashier	
	Mechanic-Facilities	
	Medical Assistant	
	Nursing Assistant (CNA)	
	Nursing Office Coordinator	
	Patient Care Assistant	
	Patient Care Tech II-Emergency Department	
	Patient Care Technician I	
	Patient Service Representative	
	Preventative Maintenance Mechanic	
	Radiologic Technologist	
	Registrar-Emergency Admittance	
	Registrar/Coder-Trauma	
	Representative-Billing/Collection	
	Representative-Patient Account	
	Security Police	
	Staffing Coordinator	
	Technician-Central Processing Equipment	
	Technician-Pharmacy Certified	
	Transporter	
	Unit Secretary	
Pep Boys	Customer Service Advisor	Apply online at https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&_icx=v021nc41E1jd3q_9ToFQ4b31uqrxtgGFKrizzx6hg685vEl7yerQ%2FSc9DzyViJzuSZV&c=1153251&_dissimuloSSO=IPtEagtcsgA:qGscblalhsLnMKWA6uMuStCWY_E
	Master Technician	
	Assistant Service Manager	
	Mechanic	
Pepsi Bottling Ventures	Beverage Equipment Shop Support	Apply online at https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do
	Bulk CR	
	Swing Merchandiser	
Perdue Farms - Salisbury	Associate Telecom Services Analyst	Apply online at https://www.perduecareers.com/
	Customer Support Specialist II	
	Edible Oil Refinery Operator	
	Fleet Tech	
	General Labor	
	General Labor Lead	
	Grain Operator	
	Grain Operator (Berlin)	
	Lead Maintenance Mechanic	
	Live Haul Driver	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Maintenance Mechanic Maintenance Mechanic C Mentor-Night Shift Offal Operator Refrigeration Operator Senior Grain Operator Shipping Clerk-Night Shift Social Media Specialist Wastewater Operator C Weighing & Grading Operator	
PetSmart - Salisbury, Berlin	<i>Ongoing recruitment</i> Retail Custodial Associate Early Morning Stocker Customer Engagement Manager Merchandising and Inventory Manager Retail Store Manager Associate Manager Assistant Store Manager Pet Trainer Pet Groomer Pet Grooming Salon Manager Bather/Groomer Trainee (Salisbury) Retail Sales Associate	Apply online at https://careers.petsmart.com/
Pier 1	Sales Associate	Apply online at https://www.pier1.com/careers-stores
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Plymouth Tube Co.	Machine Operator-Production	Apply online at https://www.plymouth.com/careers/
Quality Staffing	Administrative Assistant Alarm Technician Alignment Technician Electrical Maintenance Mechanic Electrician-Certified Electronic Technician II Electronics Technician Forklift/Pallet Jack 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 Production Associate Production Specialist Production Technician Production Worker Production/Manufacturing Worker Quality Inspector	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Stock Room Clerk/Manufacturing	
	Utility Maintenance Mechanic	
	Warehouse Supervisor	
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352
RGIS - Salisbury, Ocean City	Part-time Retail Inventory Associate	Apply online at https://www.rgis.com/careers
Rite Aid - Salisbury, Princess Anne, Berlin, Pocomoke, Ocean City	Pharmacy Technician (Salisbury, Delmar, Pocomoke, Berlin) Cashier (Salisbury) Shift Supervisor (Salisbury)	Apply online at https://careers.info.riteaid.com/en-US/#careers
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 https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Cook	Apply online at https://www.rubytuesday.com/careers
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> Storekeeper I, Part-time <i>Open until filled</i> Housekeeper <i>Applications accepted through December 20, 2019</i> Housekeeping Supervisor I Filing deadline: September 27, 2019 Recruitment Specialist CAMP Filing deadline: September 30, 2019	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities
Sam's Club	Prepared Food II Member Team Lead Merchandise & Stocking Associate Customer Service Associate Maintenance Associate Fresh Food Associate	Apply online at https://careers.walmart.com/?xid=ftr:careers
Sherwin Williams - Salisbury, West Ocean City, Crisfield	<i>Crisfield:</i> Packer Maintenance Mechanic Production Supervisor	Apply online at https://careers.sherwin-williams.com/home

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 http://www.shoreup.org/eastern-shore-md-services-careers
Smiths Interconnect	Alignment Technician Assembler	Apply online at https://www.smithsinterconnect.com/careers-en/current-opportunities/
Somerset County	Correctional Officer I Zoning & Nuisance Enforcement Building Custodian Filing deadline: September 25, 2019	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
SP Industries	Picker/Packer	Apply online at https://www.spindustries.com/employment/
Spencer's - Centre at Salisbury	Store Manager Assistant Store Manager Sales Associate Sales Supervisor	Apply online at https://www.spencersandspiritjobs.com/?IPath=TNCNTPG
Staples	Sales Associate, Technology Sales Associate, Copy & Print & Marketing	Apply online at https://careers.staples.com/
State Of Maryland	Medical Care Program Associate I (Worcester Co. Health Dept.) Filing deadline: September 24, 2019 Office Secretary I (Worcester Co. DSS) Filing deadline: September 24, 2019 Fiscal Accounts Technician Supervisor (Wicomico Co. Dept. Public Safety & Correctional Services) Filing deadline: September 25, 2019 Fiscal Accounts Technician Supervisor (Somerset Co. Dept. Public Safety & Correctional Services) Filing deadline: September 25, 2019 Maintenance Mechanic Senior (Wicomico Co. Health Dept.) Filing deadline: September 25, 2019 Office Services Clerk (Wicomico Co. Health Dept.) Filing deadline: September 27, 2019 MSP Commercial Vehicle Safety Inspector I (MSP-Wicomico Co.) Filing deadline: September 30, 2019 Food Service Worker (Deer's Head) Filing deadline: October 3, 2019 Peer Recovery Specialist I, Certified (Somerset Co. Health Dept.) Filing deadline: October 3, 2019	Apply online at https://jobapscloud.com/MD/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Family Support Worker I (Worcester Co. DSS) Filing deadline: October 4, 2019	
Sun Communities, Inc.	<i>Frontier Town Campground:</i> Resort Groundskeeper Attractions Manager Restaurant Server Golf Cart Attendant Activities Assistant Resort Housekeeper	Apply online at https://careers.suncommunities.com/viewalljobs/
	<i>Castaways RV Resort:</i> Resort Groundskeeper Cafe Barista Resort Housekeeper Gate Attendant Store Clerk Snack Bar Attendant	
Sunglass Hut - Centre at Salisbury, Ocean City	Sales Associate	Apply online at https://careers.sunglasshut.com/na
Sysco-Pocomoke	Diesel Fleet Mechanic Technician II CDL A Delivery Truck Driver Warehouse Order Selector Diesel Fleet Mechanic Technician III - Master	Apply online at https://careers.sysco.com/?
Taco Bell - Ocean City	<i>Ongoing recruitment</i> Shift Lead Team Member Assistant Manager Restaurant General Manager	Apply online at http://jobs.tacobell.com/
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 https://jobs.target.com/
Texas Roadhouse	Line Cook Line Cook-Broil/Grill	Apply online at https://careers.texasroadhouse.com/
T.J. Maxx - Salisbury, Ocean City	Merchandise Associate (Ocean City)	Apply online at https://jobs.tjx.com/
Torrid - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Keyholder Sales Associate Store Manager	Apply online at https://jobs.jobvite.com/torrid
Town of Berlin	Seasonal Laborer	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Afterschool Activities Assistant (Temporary) <i>Open until filled</i>	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Temporary Parks Worker <i>Open until filled</i>	
	Golf Course Landscaper <i>Open until filled</i>	
	After School Activities Coordinator <i>Open until filled</i>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Casual Labor (Convention Center) <i>Open until filled</i>	
	Security Guard <i>Open until filled</i>	
	Temporary Concessions 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 http://lowershore.org/Departments/HumanResources.aspx
	Child Support Service Clerk (Somerset Co.) Filing deadline: September 23, 2019	
	Work Opportunities Counselor (Worcester Co.) Filing deadline: October 2, 2019	
Tuesday Morning	Store Associate Assistant Manager	Apply online at https://www.tuesdaysmorning.com/
Ulta Beauty	Hair Stylist Brow Waxing Expert Beauty Advisor Prestige Beauty Advisor Skin Therapist Design Team Master Stylist	Apply online at https://careers.ulta.com/
UMES	Agriculture Technician (Research) Filing deadline: September 23, 2019	Apply online at https://umes.peopleadmin.com/postings/2130
UPS	Package Handler Package Delivery Driver	Apply online at https://www.jobs-ups.com/
U.S. Census Bureau	Various jobs available	Apply online at https://2020census.gov/en/jobs
Victoria's Secret - Centre at Salisbury	Seasonal Associate Beauty Supervisor Sales & Support Generalist Events Team	Apply online at https://www.victoriassecret.com/careers
Walgreens	Customer Service Associate	Apply online at https://jobs.walgreens.com/
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 http://wcdcservices.org/employment-opportunities/
Wicomico County	Assistant Maintenance Supervisor <i>Open until filled</i>	Apply online at http://www.wicomicocounty.org/jobs.aspx
	Chef/Kitchen Manager <i>Open until filled</i>	
	Crew Leader <i>Open until filled</i>	
	Human Resource Specialist II-Payroll <i>Open until filled</i>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Motor Equipment Operator II <i>Open until filled</i>	
	Revenue Specialist	
	Filing deadline: October 31, 2019	
Wicomico Public Libraries	Administrative Assistant (Part-time) STEAM Instructor (Part-time)	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Media Specialist (Full-time)	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Communication Clerk I	Download and print application from http://www.co.worcester.md.us/departments/hr/jobs Mail completed application to: Human Resources Worcester County Government Center 1 W. Market St. Room 1301 Snow Hill, MD 21863 Or fax application to: (410) 632-5614
	Communication Clerk-Temporary, Part-time	
	Communication Clerk Trainee	
	Correctional Officer Trainee	
	Building Maintenance Mechanic III	
	Grounds Worker II	
	Landfill Operator II	
	Maintenance Worker I	
	Maintenance Worker III	
	Plant Operator	
	Roads Worker II and III	
	Transfer Station Attendant	
	Vehicle and Equipment Mechanic I	
	Parks Worker II-Temporary, part-time	
	Animal Control - Kennel Attendant	
	Document Imager II	
Worcester Public Library	Library Service Assistant (Part-time)	Print application online at http://www.worcesterlibrary.org/about/jobs and return to the Administrative Office at the Snow Hill Branch, 307 North Washington St., Snow Hill, MD 21863 or email to employment@worcesterlibrary.org .
Wor-Wic Community College	Building Attendant (Night) Filing deadline: September 24, 2019	Apply online at https://www.worwic.edu/About-Wor-Wic/Work-at-Wor-Wic
	Part-time Adult Education Information Specialist Filing deadline: October 6, 2019	
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 http://www.ymcashesapeake.org/employment

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Lower Shore Family YMCA - Pocomoke City</i> 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 https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at https://www.zumiez.com/jobs

WORKFORCE INNOVATION AND OPPORTUNITY ACT TRAINING SERVICES



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

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

WHO ARE WE?

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

WHAT ARE THE STEPS TO APPLY?

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

WHAT COURSES ARE ELIGIBLE?

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

Healthcare

⇒ Certified Nursing Assistant

Trades

⇒ Intro to A/C & Refrigeration

⇒ Intro to ARC Welding

Logistics

⇒ Class A Commercial Driver's License

⇒ Class B Commercial Driver's License

Other

⇒ Child Care Training



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

Healthcare

⇒ Chemical Dependency Counseling

⇒ Nursing

⇒ Radiologic Tech

Other

⇒ Business Management

⇒ Criminal Justice

⇒ Early Childhood Education

⇒ Hotel - Motel - Restaurant

Management



Interested in other trainings?

Please visit the Maryland Eligible Training Provider list located at 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



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 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

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

Free Skilled Training and Tuition Assistance

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



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.

Goodwill
Industries of the Chesapeake, Inc.

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

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 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.

WOR-WIC
COMMUNITY COLLEGE

EARN
MARYLAND

LOWER SHORE
WORKFORCE ALLIANCE

QSS
Quality Staffing Services

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 or email Dr. Rhonda Banks at 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 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.

WOR-WIC
COMMUNITY COLLEGE

ARCON
WELDING SERVICES
TRAINING CENTER

QSS
Quality Staffing Services

LOWER SHORE
WORKFORCE ALLIANCE

WOR-WIC
COMMUNITY COLLEGE



An Exelon Company

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!
Start Date for the next course is: Dec. 3, 2019.



Metal fabricators are in demand!

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

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at 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 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 30% classroom and 70% shop time. Passing written and hands-on skills exams are necessary to graduate.

WOR-WIC
COMMUNITY COLLEGE

ARCON
WELDING SERVICES
TRAINING CENTER

CRYSTAL STEEL
FABRICATORS, INC.

QSS
Quality Staffing
Services

LOWER SHORE
WORKFORCE ALLIANCE

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

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

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

Get
your
GED®!

Learn
English!

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 Programs

Adult learners seeking to earn a Maryland high school diploma (**GED®**), improve literacy and numeracy skills, or strengthen workforce skills are welcome to join any of our free classes. There are both day and evening sessions throughout the county. We also offer **ESL** Classes.

**Worcester County Public Schools
Adult Education Programs**

6270 Worcester Highway

Newark, MD 21841

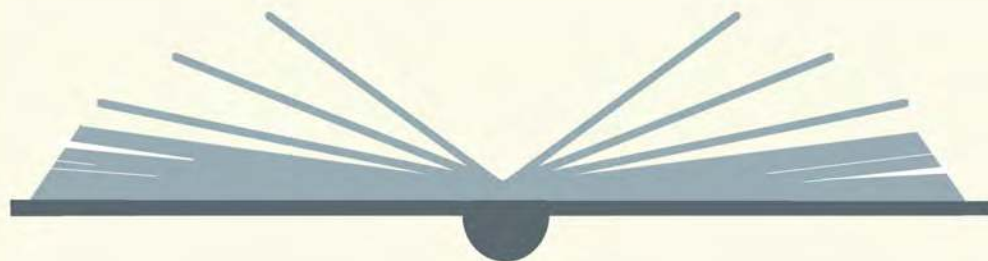
410-632-5071

410-251-3326 (en español)



Call today for more information:

WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)
---	---	---	---	---



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



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.

independence / confidence / stability



Want to learn how to improve your credit score to obtain more affordable housing, car payments & insurance?

join us

free credit repair classes

Every 1st Friday
10 AM
(ENGLISH & CREOLE)

Every 2nd Saturday
9 AM
(ENGLISH ONLY)

reserve your seat

908 W. ISABELLA STREET
SALISBURY, MARYLAND 21801

(410) 546-1551

(443) 397-7000

wicomicohabitat.org



independence / confidence / stability



Want to learn how to create a budget, build credit, tackle student loan debt, and more?

join us

free financial literacy classes

Every 1st Friday
10 AM
(ENGLISH & CREOLE)

Every 2nd Saturday
9 AM
(ENGLISH ONLY)

reserve your seat

908 W. ISABELLA STREET
SALISBURY, MARYLAND 21801

(410) 546-1551

(443) 397-7000

wicomicohabitat.org



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
OCTOBER 9, 2019
1:30 PM - 4:00 PM

Our Cyber Clinics allow Maryland Volunteer Lawyers Service to reach clients in hard-to-reach counties. We partner with the Wicomico Public Library Job Center in Salisbury to make these clinics happen. Clients attend the clinics in-person at the library, while MVLS volunteer attorneys participate from the MVLS Office using just a computer and a webcam to speak with clients and help them through legal issues. 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

Potential clients interested in attending the clinic should call the Job Center at 410-749-3612 ext. 161

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

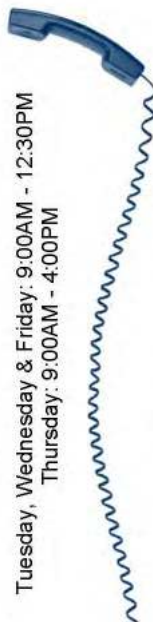
Monday-Friday, 8:30 AM to 8:00 PM

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
mdlab.org

Maryland Volunteer Lawyers Service, Inc.

800.510.0050
mvlsaw.org

Pro Bono Resource Center of Maryland, Inc.

800.396.1274
probonomd.org