

the Job Journal

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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
410-546-6840

TIP OF THE WEEK

How to Write a Standout Career Summary

Does your career summary introduce you as the best candidate? Here's how to write one that sets you apart.

It's finally happened: After scanning hundreds of job listings in the help wanted ads, you've found your dream job. Now you only have to convince the hiring manager you are the best choice out of — let's say — five thousand applicants.

But how will you ever set yourself apart from so many excellent candidates? What do you have that they don't? The answer should be at the top of your resume — your career summary.

Traditionally called a career objective or professional, a career summary replaced the outdated objective statement within the past ten years. Hiring managers are busy people and are tired of reading about how much the candidate wants the job. Of course they wanted the job, why else would they apply?

Career summaries on the other hand subtly reveal the desire for a job, while listing the best hard and soft skill sets a candidate has to offer. It serves as the introductory paragraph to the resume, gives a basic outline for the hiring manager to follow, and explains what the candidate has to offer to the position.

The following six steps will guide you when creating your career summary and help set your resume apart from the others in the pile.

Step 1: Research, research, research

Remember those questions that tickled the back of your brain growing up? They were immediately followed by "Look it up" from your mother or teacher. The same rule applies here.

Conduct research on your ideal job. The closer your summary matches the job description, the better chance you have at winning the job. Compare the descriptions and write a list of common job requirements and preferred qualifications that can be used to inform your summary.

Step 2: What do you have to offer?

Don't be shy — it's time to sell yourself. Look closely at all abilities, skills, specialized training, etc, and write out a list. Compare that list to the research from step one. Try to shoot for at least three attributes and no more than five. Your list may look similar to this one:

Good communicator

Able to balance budgets and slash workforce costs

Graduated lean training

Lead a team in Mexico last year

Crossed trained in medical sales and accounting

After deciding your five best qualities, compare them to the job description and special skills desired. Do they match? Do you have something to offer? If so, move forward with the career summary steps; if not, take another look at your abilities.

Step 3: Translate those skills

...into sentences. The next step is to weave your top credentials into your summary for a resume. Keep in mind that the summary helps the hiring manager determine if you should be called for an interview.

Include your achievements and abilities. Here is an example using the above list:

Innovative, dedicated business and finance director with multiple years' experience working with multi-functional teams and global business units. Skilled leader credited for a collaborative communication process. Sigma Six lean specialist skilled at balancing budgets, improving efficiency, and decreasing workforce costs, without the need for job cuts.

Step 4: List your areas of expertise

All career summaries include the "Areas of Expertise" section. This section uses a bulleted, three-column approach to listing your nine to 12 top skills and abilities.

First, go back to your list in step two. Choose the most important and separate those into one or two-word phrases. At this point try to be as specific as possible.

Step 5: Give it a polished look

Like your resume, the summary for the resume should follow a standard format and design. Easy-to-navigate styling should be the primary focus, but adding a little professional flare is also welcome.

This process is a very subjective process based on personal preference, type of job and industry, and whether the resume will be read by an ATS. These five rules will help guide the design process and make it a little easier to organize:

1. Use either a bulleted list or justified alignment for the main paragraph text.
2. Don't use gaudy fonts or designs.
3. Stay away from colors and images.
4. Always use bulleted lists and columns for the "Areas of Expertise".
5. Be consistent; use the same format and design throughout the resume.

Step 6: Proofread, proofread, and proofread some more

After all is said and done, the most important aspect of writing a career summary is accuracy. Hiring managers will toss any resume with spelling or grammatical errors into the trash. Not only is this unprofessional, but it makes you look incompetent and lazy.

Read the document, without looking for errors the first time. Read it out loud. Hearing the mistakes make them more noticeable.

Next, look for any spelling, grammatical, or stylistic mistakes in the career summary. Don't trust Word's proofreader; the program works well, but it often misses crucial words. Once you have proofed the document, let it rest for a night and go back the next day to proofread it again.

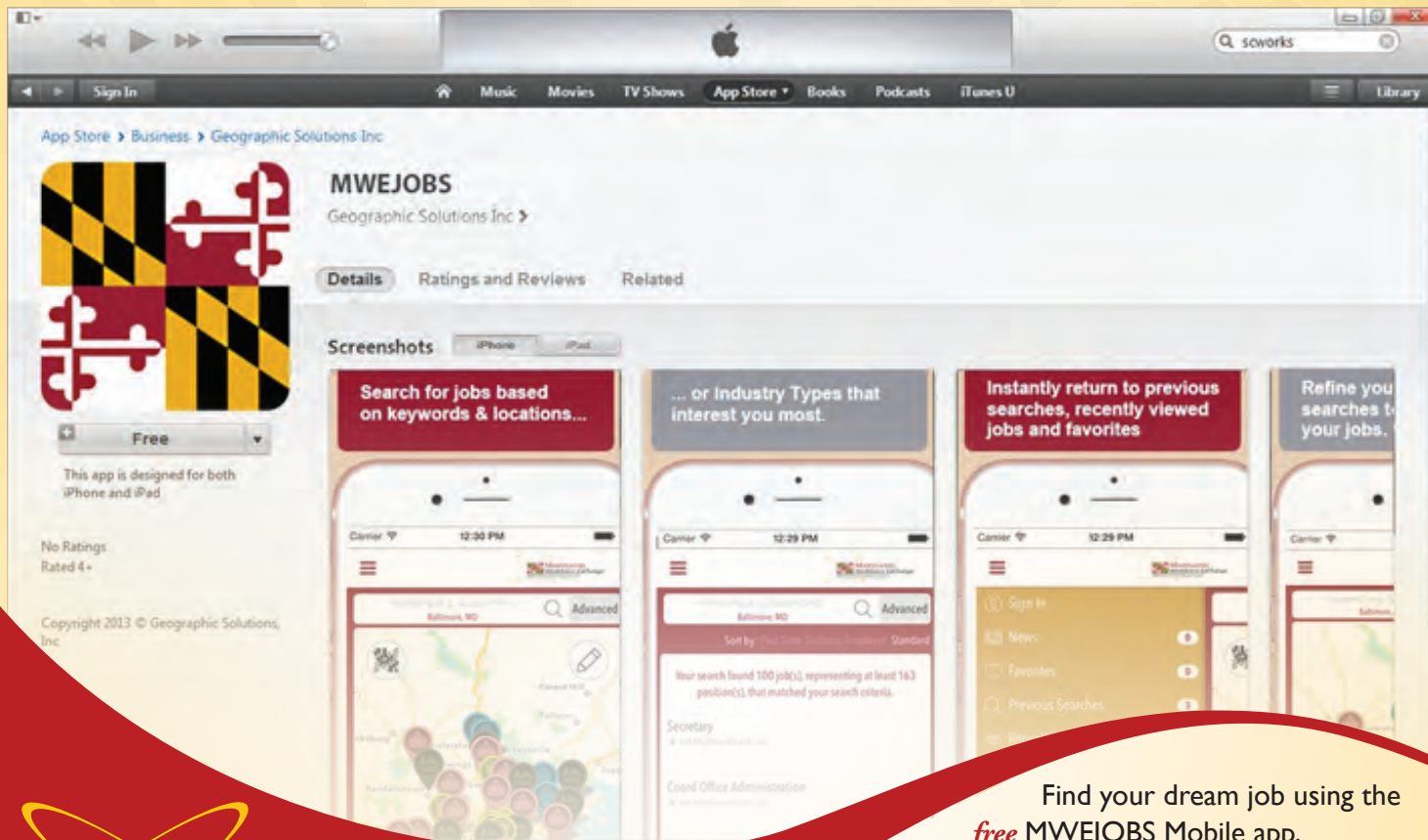
Another good resource is friends and colleagues. Ask someone who has an excellent command of spelling and grammar to proofread your document, checking for errors and confusing phrases.

Takeaways

Writing an excellent career summary doesn't have to be a daunting experience. It just takes a little time, creativity, and dedication to put together a summary for a resume that hiring managers will love. Follow these six steps, and your career summary will outshine the other applicants.

Smith, M.A. "How to Write a Standout Career Summary." *TopResume*, Talent Worldwide, Inc., <https://www.topresume.com/career-advice/how-to-write-a-standout-career-summary>

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

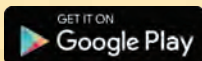


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With MWEJOBS Mobile's unique "Jobs Nearby" function, you can easily map all of the latest jobs near your current location. Search for jobs around your neighborhood or at a different location. Simply tap color-coordinated pins to see more information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



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

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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



Maryland
DEPARTMENT OF LABOR

United States™ Census Bureau

Q&A HIRING EVENT

Over 400
Positions Available

U.S. Census has available positions for Enumerators

Entry Level/No Experience Needed

Enumerators, also known as census takers, conduct research on behalf of the U.S. Census Bureau. They collect household and demographic information by canvassing their assigned areas. Enumerators must appropriately document and report the results they find.

Thursday November 7, 2019

10AM – 2PM



Serving Somerset, Wicomico and Worcester Counties

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

Job Qualifications & Duties

Candidates must be U.S. citizens 18 years or older by February 2020 and be able to pass a federal background check. Bilingual candidates are highly desired. Veterans may be eligible for preferential hiring.

Salary: \$18.50/Hour

Census takers can expect to:

- Visit assigned neighborhoods and knock on doors of households that have not yet participated in the Census
- Interview residents in assigned areas, explaining the purpose of the Census, answering their questions, and recording their answers
- Use smartphones provided by the Census to record information
- Maintain and submit records of hours worked, miles driven, and expenses incurred on the job
- Meet with supervisor to review procedures, report issues or concerns, and receive updated instructions
- Attend team meetings and communicate with other Census takers via phone



United States Census 2020

**Positions available for
The Eastern shore of MD, DE & VA**

**Q&A Event and Assistance With
Online Applications Will Be
Available**



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

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

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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 Patient Safety Specialist 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	Top Seller (Centre) 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 Seasonal Cashier Associate Seasonal Retail Sales 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.chesapeakebuilding.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	
	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	
	Operations Support Staff	
	Fire Department Testing (Fire Fighter/EMT, Fire Fighter/EMT-P)	
	Filing deadline: November 1, 2019	
	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.com/comfortkeepers.com/hom

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	PRN Nurse (Salisbury, Ocean Pines, Berlin)	e/careers
	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	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Retail Operations Associate Retail Cashier	Apply online at https://www.dickssportinggoods.jobs/
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Princess Anne, Berlin & Pocomoke) Operations Assistant Manager (Salisbury, Berlin) Operations Assistant Manager In Training (Pocomoke) Merchandise Assistant Manager (Pocomoke)	Apply online at https://www.dollartree.com/careers-stores
Dove Pointe	Housekeeper Job Developer 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 (White Marlin)	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/
Encompass Health	Rehab Nursing Tech Maintenance Technician RN LPN Care Transition Coordinator (RN or PT)	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	Accounting Clerk	Apply online at https://www.expresspros.com/
	Salesperson	
	Customer Service Coordinator	
	Customer Service Representative	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Office Manager	
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	<p><i>Nanticoke Road (Salisbury)</i> Specialty Merchandise Associate Deli Bakery Associate Center Store (Grocery) Lead Customer Service Leader-Office Assistant Sales Associate (Cashier) Assistant Store Manager Cake Decorator</p> <p><i>Snow Hill Road (Salisbury)</i> Center Store (Grocery) Associate Perishable Associate Deli Bakery Associate Sales Associate (Cashier)</p> <p><i>Tilghman Road (Salisbury)</i> Center Store (Grocery) Associate Customer Service Leader-Office Assistant Cake Decorator Sales Associate (Cashier) Retail Pricing Coordinator</p> <p><i>Fruitland</i> Deli Bakery Associate Center Store (Grocery) Associate Center Store (Grocery) Manager Produce Associate Quality Assurance Associate</p> <p><i>Princess Anne</i> Assistant Customer Service Manager Produce Associate Assistant Customer Service Manager Center Store (Grocery) Associate Customer Service Leader-Office Assistant Deli Bakery Associate Sales Associate (Cashier)</p> <p><i>Berlin</i> Sales Associate (Cashier) Assistant Store Manager Customer Service Leader-Office Assistant</p> <p><i>Ocean City</i> Center Store (Grocery) Associate Quality Assurance Associate Frozen Food/Dairy Associate Sales Associate (Cashier) Perishable Associate Produce Associate Deli Bakery Associate Replenishment Manager</p>	Apply online at https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Ocean Pines</i> Deli Bakery Associate Produce Associate Cake Decorator Sales Associate (Cashier) Meat Market Associate Center Store (Grocery) Associate <hr/> <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	Receptionist Certified Medicine Aide Non-Certified Nursing Assistant Dietary Aide Aide-Geriatric Nurse Cook 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
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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 Line Leader, Packaging 1st Shift	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
Key Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
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 Fulfillment 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
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Overnight Supervisor Cashier	Apply online at https://jobs.lowes.com/
	<i>Pocomoke</i> Receiver/Stocker I Customer Service Associate II Delivery Coordinator Customer Service Associate/Loader	
Lower Shore Clinic, Inc. & Go-Getters, Inc.	ACT Peer Counselor Day Program Coordinator Intensive Residential Counselor	Apply online at https://www.lowershoreclinic.org/current-openings
Macy's - Centre at Salisbury	Merchandise Team Manager Seasonal Retail-Selling Floor Lead	Apply online at https://www.macysjobs.com

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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-Assisted Living 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/
Peninsula Regional Health System	Administrative Assistant	Apply online at https://www.peninsula.org/employment-opportunities
	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		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Food Service-Cashier Mechanic-Facilities Medical Assistant Nursing Assistant (CNA) Nursing Office Coordinator Patient Care Assistant Patient Care Tech II-Emergency Department 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 Master Technician Assistant Service Manager Mechanic	Apply online at https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&_icx=v021nc41E1jd3q_9ToFQ4b31uqrxtgGFKrizzx6hg685vE17yerQ%2FSc9DzyViJzuSZV&c=1153251&_dissimuloSSO=IPtEagtcsgA:qGscblalhsLnMKWA6uMuStCW_Y_E
Pepsi Bottling Ventures	Beverage Equipment Shop Support Bulk CR Warehouse Supervisor II	Apply online at https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do
Perdue Farms - Salisbury	Associate Telecom Services Analyst 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 Maintenance Mechanic Maintenance Mechanic C Mentor-Night Shift Offal Operator Refrigeration Operator Senior Grain Operator Shipping Clerk-Night Shift Wastewater Operator C Weighing & Grading Operator	Apply online at https://www.perduecareers.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 Seasonal Associate 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 Assistant Store Manager	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Plymouth Tube Co.	Administrative Coordinator Machine Operator-Production	Apply online at https://www.plymouth.com/careers/
Pugh's Patient Care Services - all the Lower Counties	<i>Ongoing recruitment</i> Caregiver CNA CMT RN LPN GNA	Apply in person at: Pugh's Patient Care Services 11793 Somerset Ave Princess Anne, MD 21853 410-621-5701
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 Stock Room Clerk/Manufacturing Utility Maintenance Mechanic Warehouse Supervisor	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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	Cashier (Salisbury) Pharmacy Technician (Salisbury, Delmar, Pocomoke, Berlin) 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>	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities
	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>	
	Coffee Shop Assistant <i>Open until filled</i>	
	Recruitment Specialist CAMP Filing deadline: September 30, 2019	
	Merchandiser III Filing deadline: October 3, 2019	
	Technology Business Services Assistant Filing deadline: October 10, 2019	
	Administrative Assistant I Filing deadline: October 14, 2019	
Sam's Club	Member Support 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=fr:careers

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Sherwin Williams - Salisbury, West Ocean City, Crisfield	<i>Crisfield:</i> Maintenance Mechanic Production Supervisor	Apply online at https://careers.sherwin-williams.com/home
Shore Up - Wicomico, Worcester, Somerset	Family Service Worker Family Advocate Site Coordinator Bus Aide Bus Driver Custodian Teacher Teacher Aide Nutrition Aide Substitute Interpreter Head Start Secretary (Salisbury & Crisfield) Filing deadline: October 2, 2019	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 Transfer Station Attendant Filing deadline: October 9, 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	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 Family Support Worker I (Worcester Co. DSS) Filing deadline: October 4, 2019 Office Clerk I (Worcester Co. Health Dept.) Filing deadline: October 7, 2019	Apply online at https://jobapscloud.com/MD/
Sun Communities, Inc.	<i>Frontier Town Campground:</i> Snack Bar Attendant Restaurant Server Activities Assistant Resort Housekeeper Attractions Manager	Apply online at https://careers.suncommunities.com/viewalljobs/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Castaways RV Resort:</i> Gate Attendant Resort Housekeeper Store Clerk Snack Bar Attendant	
Sunglass Hut - Centre at Salisbury, Ocean City	Sales Associate	Apply online at https://careers.sunglasshut.com/na
Sysco - Pocomoke, Ocean City	Diesel Fleet Mechanic Technician II CDL A Delivery Truck Driver Warehouse Order Selector Diesel Fleet Mechanic Technician III - Master Outside Sales Representative (Ocean City)	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/
Tailored Staffing	CNC Machine Operator Customer Service Representative Delivery Driver Electronic Assembler Electronic Technician General Auto Technician HVAC Technician Lube Technician/Driver Mechanical Drafter Phlebotomy Tech	Apply online at www.tailoredstaffingmd.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) <i>Seasonal:</i> Guest Advocate (Cashier) General Merchandise Fulfillment Food & Beverage Front of Store Attendant Style Beauty Tech Inbound Food Service Starbucks Barista	Apply online at https://jobs.target.com/
Texas Roadhouse	Meat Cutter 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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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>	
	Casual Labor (Convention Center) <i>Open until filled</i>	
	Security Guard <i>Open until filled</i>	
	Temporary Concessions Worker <i>Open until filled</i>	
Tri-County Council for the Lower Eastern Shore of Maryland	Bus Operators-Fixed Route	Apply online at http://lowershore.org/Departments/HumanResources.aspx
	Work Opportunities Counselor (Worcester Co.) Filing deadline: October 2, 2019	
Tuesday Morning	Store Associate Assistant Manager	Apply online at https://www.tuesdaymorning.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/
UPS	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.victoriasecret.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	Chef/Kitchen Manager <i>Open until filled</i>	Apply online at http://www.wicomicocounty.org/jobs.aspx
	Communications Operator I <i>Open until filled</i>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Crew Leader <i>Open until filled</i> Human Resource Specialist II-Payroll <i>Open until filled</i> Motor Equipment Operator II <i>Open until filled</i> Administrative Office Associate I Filing deadline: October 11, 2019 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 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 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	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
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	Part-time Adult Education Information Specialist Filing deadline: October 6, 2019	Apply online at https://www.worwic.edu/About-Wor-

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
YMCA - Salisbury, Pocomoke	<p><i>Richard A. Henson Family YMCA - Salisbury</i></p> <p>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</p> <p><i>Lower Shore Family YMCA - Pocomoke City</i></p> <p>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</p>	Apply online at http://www.ymcachesapeake.org/employment
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



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.



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.

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.





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.



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

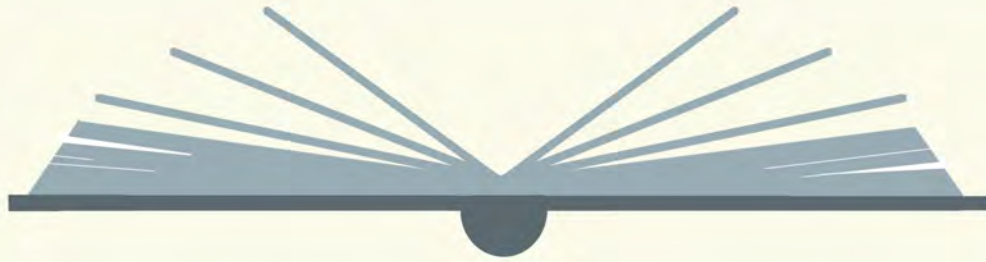
Need information for another county?

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.



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

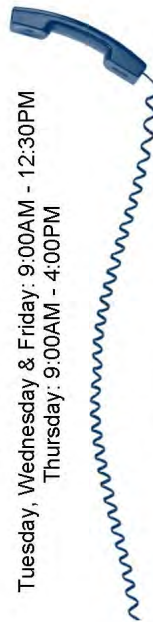
Monday-Friday, 8:30 AM to 8:00 PM

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
mdlhb.org

Maryland Volunteer Lawyers Service, Inc.
 800.510.0050
mvslaw.org

Pro Bono Resource Center of Maryland, Inc.
 800.396.1274
probonomd.org