

the Job Journal

TIP
OF THE
WEEK

Using Your Smartphone to Search and Apply for Jobs

Your phone is a useful tool for job searching, and almost every job seeker is using a mobile device in some way for job hunting. In 2015, Indeed reported that 50% of site traffic comes from mobile devices. In 2016, Snagajob reported that 72 percent of hourly employee respondents use a mobile phone to find and apply for jobs.

When to Use a Smartphone for Job Hunting

Even though most people use their phone for some component of job hunting, mobile job searching doesn't always translate into mobile job applications. That's because the application process can be lengthy on a site that isn't designed for mobile job applications.

There can be pages of information you'll have to enter to apply. If you use a job board or job search engine, they may have a process in place where you can seamlessly apply. Otherwise, it can be simpler to keep track of the job and apply from your home computer.

Even if you opt not to apply on your phone, and job seekers are three times more likely to apply for a job from a computer than a phone, you can still effectively use your smartphone for job hunting. There are many apps for iPhones, iPads and Android phones that make it easy to look for jobs, and there are other tools you can use to job hunt using your phone.

Here's how to tap mobile to enhance and expedite your job search.

Install Apps

There are many job search apps available for smartphones and tablets. You can download apps that search for jobs by keyword and location, email job listings, keep track of your contacts, and even create a resume. For example, you can use the Beyond.com Search Jobs iPhone or Android App to search for jobs, save jobs, and email job listings so you can access them from your computer.

Use a Job Site

If you have an account on a job site like Monster or CareerBuilder, for example, you can apply with your existing application materials that you have uploaded from your computer.

On CareerBuilder, you can apply to jobs via your phone using the CareerBuilder app, choose an option to only view jobs that you can apply to using your phone, and instantly apply with a resume already saved in the CareerBuilder database.

Check for New Job Vacancies

It only takes a few minutes to check for new job listings. Use your apps to check frequently, so you can get the latest listings as soon as they are posted. Use apps for job search engines like Indeed, SimplyHired, and LinkUp, to quickly find job postings.

Send Yourself Job Listings

It's easy to email job postings to yourself, either using a function built into an app or by using the features built-in to your phone. Open the email on your computer, and you'll have all the information you need to apply.

Bookmark Job Postings and Websites

You can bookmark job postings and websites to visit later on, copy to your home screen, or print a copy of the listing directly from your phone.

Get Notifications and Alerts

Depending on the job site you're using, you may be able to sign up for text or email notifications of new job postings.

Most major job sites send relevant job matches via email or social media

instantaneously, daily, or weekly. Opt for instantaneously if you want to get your application in as soon as possible.

Submit Email Applications

If you email yourself a copy of your resume and save it in the inbox on your phone, you will be able to forward it to employers who request applications via email. Write your cover letter in the body of the email message.

Set up a Signature on Your Phone

If you set up a professional email signature on your phone, you will be able to communicate readily with employers and networking contacts, and they will be able to get back in touch.

Be Careful About Applying for Jobs From Your Phone

Unless you're using a job site app, it can be easier to apply for jobs from a computer than it is from a phone because of the information you'll need to enter into online job applications.

Don't waste time trying to apply when it's easier to wait until you can get to a computer to submit an application.

How to Use Your Smartphone for Networking

With LinkedIn's mobile app, you can stay up to date with your network, update your profile, view and save recommended jobs, keep current with your groups, and learn about companies.

How to Send a Thank-You Note With Your Mobile Device

It's always a good idea to send a thank-you note after a job interview, and you won't have to wait until you do get back to your computer to do so. You can send an email thank-you letter or take advantage of the *Felt app*, which will send thank-you notes for you.

Doyle, Alison. "Tips for Using Your Smartphone to Search and Apply for Jobs." *The Balance Careers*, Dotdash, 25 June 2019, <https://www.thebalancecareers.com/top-tips-for-using-your-phone-to-job-search-2062201>.

IN THIS ISSUE

2 MWE JOBS Mobile App

JOB FAIRS

3 Macy's Holiday Hiring Event; Amick Farms Job Fair

4 US Census Bureau Hiring Event

5 EMPLOYMENT OPPORTUNITIES

TRAINING SERVICES & OPPORTUNITIES

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

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

23 Carpentry Training; Welding Training; Delmarva Power Career Prep; Metal Fabrication Training

24 Computer and Office Technology Classes; Public Assistance to Entrepreneurship Program (PAZE)

EDUCATION SERVICES & OPPORTUNITIES

25 Area Adult Education Providers; National External Diploma Program

26 Worcester Co. Adult Education Programs

27 Project READ

28 Financial Education Classes

29 Legal Clinic; Legal Resources



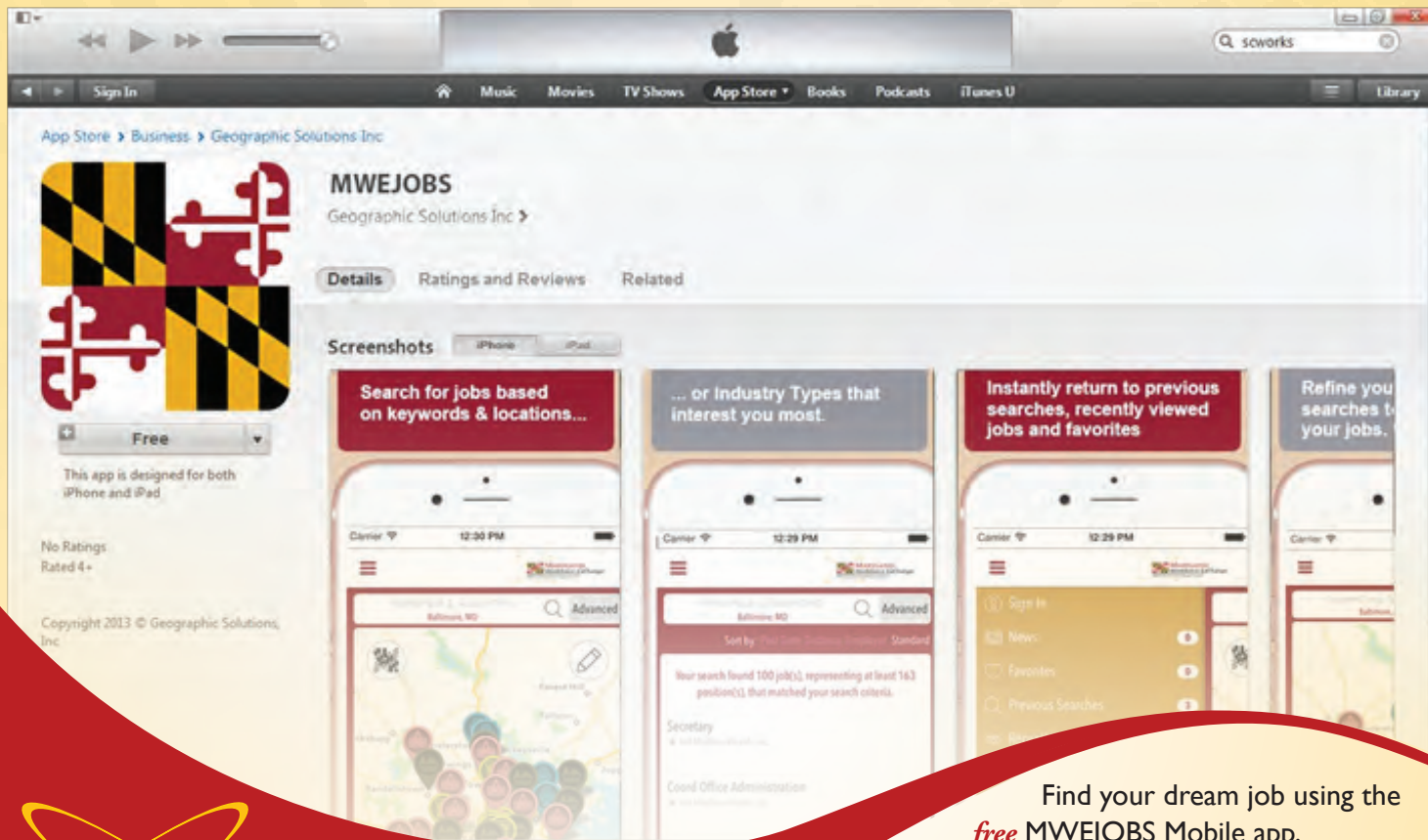
To subscribe to
THE JOB JOURNAL
call 410-546-6840

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**

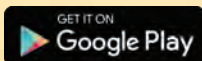


Find your dream job using the *free* MWEJOBS Mobile app. Instantly view any job posted to the web directly on your mobile phone or tablet. Simply search for "MWEJOBS" in the Apple iTunes or Google Play sites.

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



Macy's National Holiday Hiring Event Centre At Salisbury

Macy's National Holiday Hiring Event
Thursday, October 24th - 11:00 a.m. to 7:00 p.m.

Macy's will be conducting on-the-spot interviews and extending job offers for open seasonal positions. Complete your application and reserve your interview at <https://www.macysjobs.com/Search/JobDetail/Macys-National-Holiday-Hiring-Event--October-24-11am-7pm-Centre-At-Salisbury/Salisbury/MD/71171912>

Amick Farms

PREMIUM CHICKEN PRODUCTS



NOVEMBER 5, 2019
10:00am - 2:00pm

POSITIONS NEEDED:

- Debone ● Thigh Debone
- Debone Support ● Special Trim
- Tray Pack ● And More!

274 Nealson Street
Hurlock, MD 21643
410-943-3989



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.

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

Thursday November 7, 2019
10AM – 2PM

Lower Shore
AmericanJobCenter®

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



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

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**



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



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Pharmacy Tech (Salisbury) Courtesy Clerk Deli/Meat Clerk Pharmacy Clerk (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk	Apply online at https://www.albertsoncompanies.com/careers/acme-careers.html
American Eagle - Centre at Salisbury	Overnight Merchandising Associate Merch Lead Brand Ambassador Stock Lead	Apply online at www.ae.com
Atlantic General Hospital	Certified Coding Specialist Emergency Department Tech Housekeeping Aide Maintenance Specialist (HVAC) Medical Office Assistant Medical Receptionist Nurse Tech Polysomnographer RN Registration Specialist Secretary/Nurse Technician	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atria	Server/Waitstaff Memory Care Caregiver Maintenance Technician Cook	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/
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

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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	Grill Cook Kitchen Prep Host/Cashier Key Supervisor Carryout Dishwasher Bus Person Server Assistant Manager	Apply online at http://careers.bobevans.com/
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/
Calvin B. Taylor Bank - Berlin, Ocean City	Customer Service Associate Sr. Customer Service Associate	Apply online at https://www.taylorbank.com/careers/join-our-team/
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/
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> 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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 Plant Mechanic Utility Technicians I, II & III Parks Maintenance Worker Auto Mechanic II Biosolids Operator I Motor Equipment Operator II Bus Driver Part-time Zoo Educator Operations Support Staff Electrician Motor Equipment Operator I-Streets Office Manager Field Operations Sanitation Supervisor Parking Revenue Clerk Administrative Assistant Carpenter 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.
	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) PRN Nurse (Salisbury, Ocean Pines, Berlin) Long-Term Live-In Caregiver (Salisbury, Ocean Pines, Berlin)	Apply online at https://salisburymd.comfortkeepers.com/home/careers
Dakota Watch Co. - Centre at Salisbury	Part-time Associate	Apply online at https://apply.jobappnetwork.com/dakotawatch
Delaware Elevator	Skilled Apprentice	Apply online at https://delawareelevator.com/about/careers/job-opportunities/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Dick's Sporting Goods - Centre at Salisbury	Holiday Retail Sales Associate Retail Sales Associate-Lodge	Apply online at https://www.dickssportinggoods.jobs/
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Berlin & Pocomoke) Operations Assistant Manager (Salisbury, Berlin) Operations Assistant Manager In Training (Pocomoke)	Apply online at https://www.dollartree.com/careers-stores
Dove Pointe	Residential Program Coordinator 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 (Salisbury, White Marlin) Part-time 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/
Encompass Health	Maintenance Technician RN	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	Plating Shop Assistant Delivery Driver Front Desk Assistant Front Office Production Packer Back Office Specialist	Apply online at https://www.expresspros.com/
FedEx	Retail Customer Service Associate 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> Customer Service Leader-Office Assistant Assistant Store Manager	Apply online at https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<p><i>Snow Hill Road (Salisbury)</i> Perishable Associate Deli Bakery Associate Sales Associate (Cashier) Cake Decorator Center Store (Grocery) Associate Evening Manager</p> <p><i>Tilghman Road (Salisbury)</i> Cake Decorator Retail Pricing Coordinator Specialty Merchandise Associate Produce Associate Center Store (Grocery) Associate</p> <p><i>Fruitland</i> Evening Manager Sales Associate (Cashier) Center Store (Grocery) Associate</p> <p><i>Princess Anne</i> Evening Manager Produce Associate Perishable Associate Assistant Customer Service Manager Customer Service Leader-Office Assistant</p> <p><i>Berlin</i> Sales Associate (Cashier) Customer Service Leader-Office Assistant Evening Manager</p> <p><i>Ocean City</i> Replenishment Manager Perishable Associate Center Store (Grocery) Associate Produce Associate Quality Assurance Associate</p> <p><i>Ocean Pines</i> Deli Bakery Associate Sales Associate (Cashier) Meat Market Associate Center Store (Grocery) Associate</p> <p><i>West Ocean City</i> Center Store (Grocery) Associate Sales Associate (Cashier) Center Store (Grocery) Manager</p>	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at https://www.sneakerjobs.com/
Genesis HealthCare	Certified Medicine Aide Chef-Executive Non-Certified Nursing Assistant Cook Driver Aide-Geriatric Nurse Receptionist	Apply online at https://www.genescareers.jobs/?
GNC	Sales Associate Retail Store Manager	Apply online at https://jobs.gnc.com/search/searchjobs

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Porter Server	Apply online at https://thegreenturtle.com
H&M - Centre at Salisbury	Sales Advisor	Apply online at https://career.hm.com/content/hmcareer/en_us.html
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	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 - Salisbury	Merchandise Coordinator Merchandise Associate	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 Line Leader, Packaging 1st Shift	Apply online at https://jubilantcareer.jubl.com/
K&L Microwave	CNC Machine Operator Customer Service Representative Electronic Assemble Electronic Technician Manual Machine Operator Mechanical Drafter Production Equipment Operator	Apply online at http://www.klmicrowave.com/employment.php

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Kay 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/
Lincare	Customer Service Rep	Apply online at https://www.jobs.net/jobs/Lincare/en-us/
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Receiver/Stocker Cashier Sales Specialist Cabinets	Apply online at https://jobs.lowes.com/
	<i>Pocomoke</i> Merchandising Service Associate Customer Service Associate II Customer Service Associate/Loader Cashier	
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Day Program Coordinator	Apply online at https://www.lowershoreclinic.org/current-openings
Macy's - Centre at Salisbury	Seasonal Retail Beauty Sales Seasonal Retail Fulfillment Associate At Your Service Center Seasonal Associate Seasonal Retail Merchandising Lead Seasonal Retail Visual Merchandiser	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-Assisted Living CNA Transportation Aide Cook/Supervisor Delegating Nurse-Assisted Living 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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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
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
Panera Bread - Salisbury, Ocean City	Night Baker Manager Associate	Apply online at https://jobs.panerabread.com/
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 Aide-Imaging Tech CAT Scan Technologist Code Abstractor II Coordinator-Information-Laboratory Coordinator-Referral Environmental Services Aide Food Service-Cafeteria Aide Food Service-Catering Associate 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 Service Representative Preventative Maintenance Mechanic Representative-Billing/Collection Representative-Patient Access Representative-Patient Account Staffing Coordinator Technician-Central Processing Equipment Technician-Pharmacy Certified Transporter	Apply online at https://www.peninsula.org/employment-opportunities
Pep Boys	Master Technician Assistant Service Manager Mechanic	Apply online at https://careers.pepboys.com/
Pepsi Bottling Ventures	Beverage Equipment Shop Support Fountain Installer	Apply online at http://www.pepsibottlingventures.com/careers/jobs.html
Perdue Farms - Salisbury	Edible Oil Refinery Operator Electrician Fleet Tech General Labor Grain Operator (Berlin, Salisbury) Lead Maintenance Mechanic Live Haul Driver Maintenance Mechanic Mentor-Night Shift Oil Driver Wastewater Operator C	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/signetjeweleryretailsales
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

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 Mechanical Design/Drafter 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
Red Lobster	<i>Ongoing recruitment</i> Restaurant Manager Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://jobs.redlobster.com/search/searchjobs
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.peplematter.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	Food Service Assistant, Part-time <i>Application reviewed upon receipt</i>	Apply online at https://www.salisbury.edu/administration/ad

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Catering Assistant, Part-time <i>Application reviewed upon receipt</i> Housekeeper <i>Applications accepted through December 20, 2019</i> Digital Marketing Assistant, Part-time <i>Open until filled</i> Storekeeper I, Part-time <i>Open until filled</i> Sous Chef Filing deadline: October 23, 2019	ministration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities
Sam's Club	Member Team Lead Merchandise & Stocking Associate Customer Service Associate Maintenance Associate Fresh Food Associate	Apply online at https://careers.walmart.com/?xid=fr:careers
Sherwin Williams - Salisbury, West Ocean City, Crisfield	<i>Salisbury, Ocean City:</i> Sales Associate <i>Crisfield:</i> Packer Maintenance Mechanic Operations Manager Production Supervisor Material Handler	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	Apply online at http://www.shoreup.org/eastern-shore-md-services-careers
Smiths Interconnect	Alignment Technician	Apply online at https://www.smithsinterconnect.com/careers-en/current-opportunities/
Somerset County	Correctional Officer I 911/Emergency Communication Dispatcher Motor Equipment Operator I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	Human Resources Records Associate	Apply online at https://somerset.tedk12.com/hire/Index.aspx
SP Industries	Machine Operator	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	Apply online at https://careers.staples.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
State Of Maryland	Office Services Clerk (Worcester Co. Health Dept.) Filing deadline: October 21, 2019	Apply online at https://jobapscloud.com/MD/
	Cook II (Deer's Head) Filing deadline: October 22, 2019	
	Dialysis Services Technician II (Deer's Head) Filing deadline: October 31, 2019	
	Office Clerk II (Wicomico Co. Health Dept.) Filing deadline: November 1, 2019	
Sun Communities, Inc.	<i>Frontier Town Campground:</i> Snack Bar Attendant Aquatics & Attractions Manager	Apply online at https://careers.suncommunities.com/viewalljobs/
	<i>Castaways RV Resort:</i> Resort Housekeeper	
Sunglass Hut - Centre at Salisbury, Ocean City	Sales Associate	Apply online at https://careers.sunglasshut.com/na
Sysco - Pocomoke	Diesel Fleet Mechanic Technician II 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/
Tailored Staffing	CNC Machine Operator Customer Service Representative Service Technician 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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Texas Roadhouse	Line Cook Line Cook-Broil/Grill	Apply online at https://careers.texasroadhouse.com/
TJ Maxx - Ocean City	Merchandise Associate	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>	
	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
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/
UMES	Administrative Assistant I Filing deadline: October 21, 2019	Apply online at https://umes.peopleadmin.com/postings/2149
UPS - Salisbury, Ocean City	Package Handler (Salisbury) Package Delivery Driver (Salisbury) Seasonal Personal Vehicle Package Driver (Salisbury, Ocean City)	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 Selling Associate Events Team	Apply online at https://www.victoriasscret.com/careers
Walgreens	Customer Service Associate Shift Lead	Apply online at https://jobs.walgreens.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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> Communications Operator I <i>Open until filled</i> Motor Equipment Operator II <i>Open until filled</i> Revenue Specialist Filing deadline: October 31, 2019 Jury Assistant Filing deadline: November 8, 2019	Apply online at http://www.wicomicocounty.org/jobs.aspx
Wicomico County Public Schools	Maintenance Foreman (Carpentry/Locksmithing/Painting) Filing deadline: October 24, 2019	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Libraries	Circulation Assistant (Part-time) STEAM Instructor (Part-time)	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Master Control Operator Media Specialist	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 Roads Worker II and III Transfer Station Attendant Vehicle and Equipment Mechanic I Vehicle and Equipment Mechanic II Parks Worker II-Temporary, part-time	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
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.ymcachesapeake.org/employment

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<p><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</p>	
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!

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!!

Goodwill 9
 Industries of the Chesapeake, Inc.

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

*"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.*

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.

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.



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.



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

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.

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.*

START YOUR SMALL BUSINESS

Are you interested in small business ownership?
Do you own a small business but want help getting to the next level?

The Department of Human Services, Family Investment Administration in partnership with the Small Business Development Center is looking for entrepreneurs who are interested in learning the necessary skills for small business management.

If you receive SNAP/Food Supplement Program assistance (Food Stamps), the Maryland State government may be able provide the information you need to help you get your business off the ground.

The Public Assistance to Entrepreneurship Program will:

1. Offer a series of complementary business classes designed to help participants draft a business plan,
2. Provide information on credit restoration, and
3. Educate participants on how to find appropriate financing for their small business venture.

This program does not provide startup capital but will assist you to source for alternative funding.

Classes are held at the One Stop Job Market in Salisbury

Call 410-677-4323 to schedule appointment for application or go online to PA2E Program at:

<http://dhs.maryland.gov/local-offices/somerset-county/>



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.

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



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



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 and ESL:

Day Classes: 9:00 am - 11:00 am

Holy Savior Catholic Church (1705 Philadelphia Ave, OC)

- October 15
- November 12
- December 10
- January 11

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

Stephen Decatur High School (9913 Seahawk Rd, Berlin)

- October 14
- November 11
- December 9
- January 10

Adult Education Office:
410-632-5071

410-251-3326 (en español llame)
adulteducation@worcesterk12.org

Education-Diploma-Employment
Adult Education Programs Worcester County Public Schools

Funding for the Adult Education program is provided by the Maryland Department of Labor.

Worcester County Public Schools Adult Education Program Pocomoke/Snow Hill



FREE CLASSES OFFERED!



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

Classes will:

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



REGISTRATION DATES FOR ABE AND ESL:

Evening ABE and ESL Classes: 6:00 - 8:00 pm

Pocomoke High School (1817 Old Virginia Rd, Pocomoke City)

- October 14
- November 11
- December 9
- January 10

Adult Education Office:
410-632-5071

410-251-3326 (en español llame)
adulteducation@worcesterk12.org

Education-Diploma-Employment
Adult Education Programs Worcester County Public Schools

Funding for the Adult Education program is provided by the Maryland Department of Labor.



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)

Funding for the Adult Education program is provided by the Maryland Department of Labor.

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)

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
DECEMBER 11, 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
mvlslaw.org

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