

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

Types of Pre-Employment Tests

Is it legal for employers to conduct pre-employment tests and background checks on job applicants? The short answer is yes. Companies can test applicants for employment. The longer answer is that the tests must be non-discriminatory and the tests must be properly administered and validated.

If you're being considered for a job and have been asked to take some kind of test, you may be wondering what the test is for, how it will influence your chances of being hired, and perhaps whether it's even legal. Here, to help put such requirements into perspective is a brief overview of pre-employment testing.

Legality and Function of Pre-Employment Testing

Employers often use tests and other selection procedures to screen applicants for hire. Some of these tests are closely focused on job-related skills and abilities, but others collect personal information for various purposes and are somewhat controversial.

While legitimate concerns exist, pre-employment tests are legal, provided the company does not use the test results to discriminate on the basis of race, color, sex, national origin, religion, disability, or age (that is, to exclude applicants only because they are 40 years of age or older). Employment tests must be valid and must relate to the job for which you're applying.

A major exception is lie detector tests, which are illegal in most circumstances, both before and during employment, thanks to the Employee Polygraph Protection Act (EPPA).

The type of testing discussed here is distinct from the testing required to earn professional certifications and licenses. The difference is that certifications and licenses are required by law or by industry standards, and are not part of the hiring process for individual employers.

Types of Employment Tests

Employment tests may look at who job candidates are, what they can do, or whether they can safely perform the physical tasks of the job. Ideally, these tests serve as tools for the hiring manager, and a way to avoid bias in hiring.

• Personality Tests

Personality tests assess the degree to which a person has certain traits or dispositions or predict the likelihood that a person will engage in certain conduct. Ideally, the objective is to determine if a candidate will be a good fit for the job and the company. Personality tests are usually written in such a way as to reveal any attempt at dishonesty. The goal of employment personality testing is to hire people who fit the profile of the ideal employee the organization is seeking.

• Talent Assessment Tests

Talent assessments are utilized to help predict a new hire's job performance and retainability. The focus is on potential

skills and abilities, as distinct from either personality or developed skills revealed by an applicant's work history. These types of tests help answer questions about whether the applicant will be successful if he or she is hired.

• Cognitive Tests

Cognitive tests are used to measure a candidate's reasoning, memory, perceptual speed and accuracy, and skills in arithmetic and reading comprehension, as well as knowledge of a particular function or job. Cognitive function is roughly what most people mean by "intelligence," although true intelligence has many other aspects as well.

• Emotional Intelligence Testing

Emotional intelligence (EI) is an individual's ability to understand his or her own emotions and the emotions of others. Strong emotional intelligence is important for most jobs and critical for some since emotionally intelligent people have the ability to work well with colleagues, interact with the public, and handle disappointments and frustrations in a mature and professional way.

• Pre-Employment Physical Exams

Employers may require a pre-employment physical examination to determine the suitability of an individual for a physically demanding or potentially dangerous job. Pre-employment physicals are used to determine whether an applicant has the physical ability and stamina required to do the job.

• Physical Ability Tests

It measures the physical ability of an applicant to perform a particular task or the strength of specific muscle groups, as well as strength and stamina in general.

• Drug Tests

There are several types of drug tests that candidates for employment may be asked to take. The types of drug tests which show the presence of drugs or alcohol include urine drug tests, hair-drug or -alcohol testing, saliva drug screen, and sweat drug screen. It is important to note that while most alcohol tests determine whether the subject is currently intoxicated, nothing equivalent exists for any drugs. Drug tests determine whether the subject has used certain chemicals any time in recent weeks or months.

• English Proficiency Tests

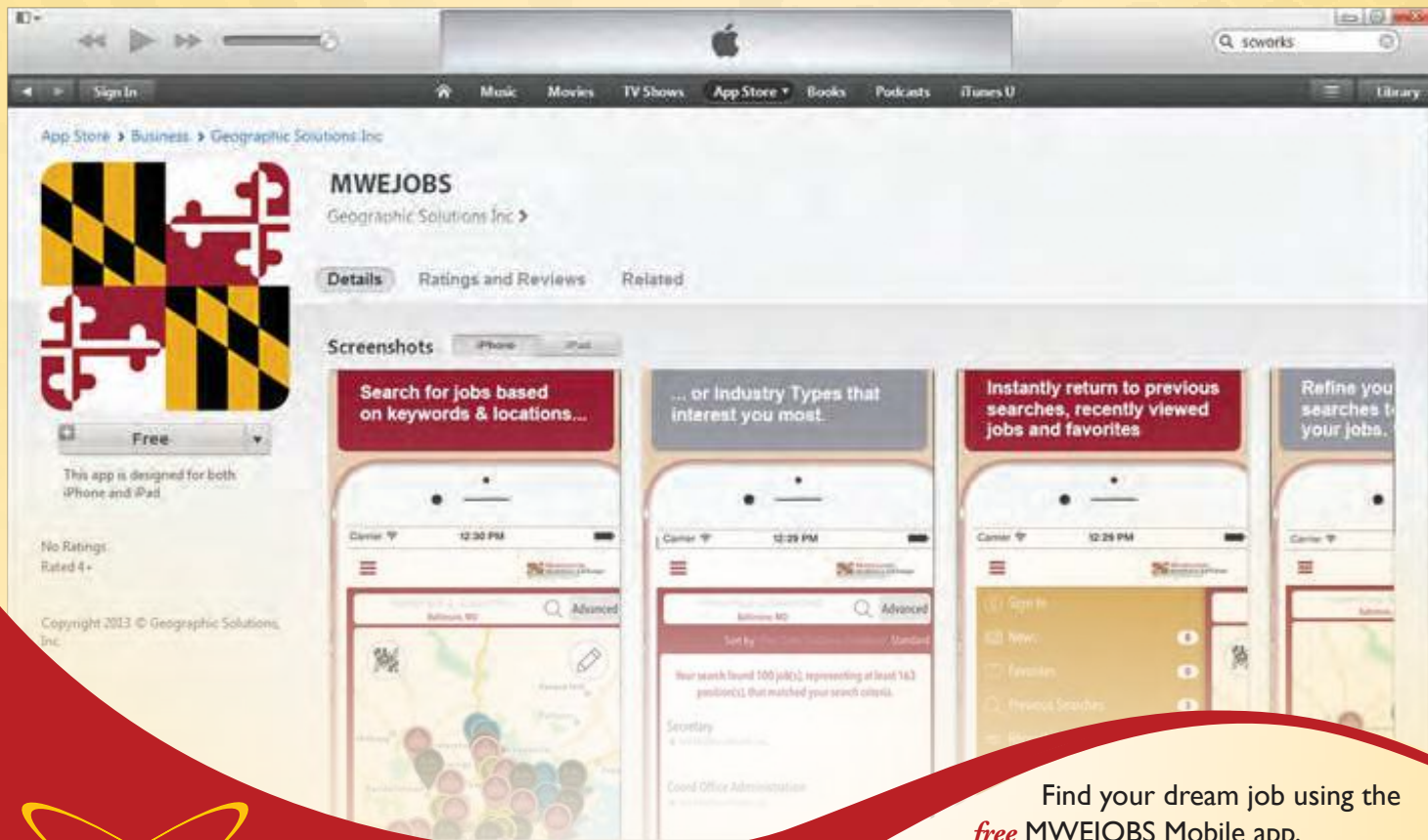
English proficiency tests determine the candidate's English fluency and are typically administered to candidates whose first language is not English.

• Sample Job Task Tests

Sample job task tests including performance tests, simulations, work samples, and realistic job previews, assess a candidate's performance and aptitude for particular tasks. Think of these as something like an audition.

Doyle, Alison. "Types of Pre-Employment Tests." *The Balance Careers*, Dotdash, 26 May 2019, <https://www.thebalancecareers.com/types-of-pre-employment-tests-2059812>.

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Amick Farms

PREMIUM CHICKEN PRODUCTS

JOB FAIR

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

POSITIONS NEEDED:

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

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



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

Lower Shore
American Job Center

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



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MARYLAND JOBS NOW
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JOB FAIR



Thursday, November 7
Interviews 1-3pm

Human Resource Office - Rm.1301
Worcester County Government Center
1 West Market St., Snow Hill
410-632-0090

To see job opportunities, visit
www.co.worcester.md.us/departments/hr/jobs

• EOE/AA •

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 (Sales Associate) Stock Lead	Apply online at www.ae.com
Aramark	Food Service Supervisor (Wicomico Co. Detention)	Apply online at https://www.aramark.com/careers
Atlantic General Hospital	Certified Coding Specialist Emergency Department Tech Medical Office Assistant Medical Receptionist Nurse Tech Patient Safety Aide 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/
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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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/
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

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 Water Plant Operator I & II 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	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.
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/
Dick's Sporting Goods - Centre at Salisbury	Holiday Retail Sales Associate	Apply online at https://www.dickssportinggoods.jobs/
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Princess Anne, Berlin & Pocomoke) Operations Assistant Manager (Princess Anne, Berlin) Operations Assistant Manager In Training (Pocomoke)	Apply online at https://www.dollartree.com/careers-stores

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 (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	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 Service Coordinator Store Clerk Store Supervisor Production Packer Assembler Cleaner IT Technician 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
	<i>Snow Hill Road (Salisbury)</i> Perishable Associate Deli Bakery Associate Sales Associate (Cashier) Cake Decorator Evening Manager	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<p><i>Tilghman Road (Salisbury)</i> Cake Decorator Retail Pricing Coordinator Specialty Merchandise Associate Produce Associate Center Store (Grocery) Associate Sales Associate (Cashier)</p> <p><i>Fruitland</i> Evening Manager Sales Associate (Cashier) Center Store (Grocery) Associate</p> <p><i>Princess Anne</i> Sales Associate (Cashier) Evening Manager Produce Associate Perishable Associate Assistant Customer Service Manager Customer Service Leader-Office Assistant</p> <p><i>Berlin</i> 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 DSD Receiver</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 Replenishment 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 Laundry Aide Housekeeping Aide	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 Line Leader, Packaging 1st Shift	Apply online at https://jubilantcareer.jubl.com/
Justice - Centre at Salisbury	Seasonal Style Advisor	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
K&L Microwave	CNC Machine Operator Customer Service Representative Electronic Assemble Electronic Technician Manual Machine Operator Mechanical Drafter	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 Customer Service Associate/Loader Customer Service Associate II Sales Specialist Cabinets Merchandising ASM <i>Pocomoke</i> Customer Service Associate II Head Cashier	Apply online at https://jobs.lowes.com/
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Mental Health Intensive Residential Counselor	Apply online at https://www.lowershoreclinic.org/current-openings
Macy's - Centre at Salisbury	Seasonal Retail Beauty Sales Seasonal Retail Visual Merchandiser Seasonal Retail Commission Jewelry Sales Seasonal Retail Selling Floor Lead	Apply online at https://www.macysjobs.com
Marshalls - 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 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
Ollie's	Seasonal Sales Associate Sales Super Flooring	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
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-Patient Accounts 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 Office Supervisor Patient Care Assistant Patient Care Tech II-Emergency Department Patient Service Representative Preventative Maintenance Mechanic Representative-Billing/Collection Representative-Patient Access Representative-Patient Account Secretary Technician-Central Processing Equipment Technician-Pharmacy Certified Transporter Unit Secretary	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	Apply online at http://www.pepsibottlingventures.com/careers/jobs.html
Perdue Farms - Salisbury	Edible Oil Refinery Operator Edible Oil Refinery Supervisor Electrician Environmental Technician Fleet Tech General Labor General Labor Lead Grain Operator Lead Maintenance Mechanic Live Haul Driver Logistics Clerk Maintenance Mechanic Mentor-Night Shift	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)	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/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities
	Catering Assistant, Part-time <i>Application reviewed upon receipt</i>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Housekeeper <i>Applications accepted through December 20, 2019</i> Storekeeper I, Part-time <i>Open until filled</i> Cook Filing deadline: November 12, 2019	opportunities
Sam's Club	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>Ocean City:</i> Sales Associate <i>Crisfield:</i> Maintenance Mechanic Operations Manager Production Supervisor Temporary Production Operator-Packer Brushmaker	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
Somerset County	Correctional Officer I 911/Emergency Communication Dispatcher Motor Equipment Operator I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
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
State Of Maryland	Dialysis Services Technician II (Deer's Head) Filing deadline: October 31, 2019 Electrician (Deer's Head) Filing deadline: October 31, 2019 Office Clerk II (Wicomico Co. Health Dept.) Filing deadline: November 1, 2019 Cook II (Holly Center) Filing deadline: November 4, 2019 Office Services Clerk (Wicomico Co. Health Dept.) Filing deadline: November 4, 2019 Administrative Aide (Worcester Co. DSS) Filing deadline: November 5, 2019	Apply online at https://jobapscloud.com/MD/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Building Services Worker (Wicomico Co. Health Dept.) Filing deadline: November 6, 2019	
Sun Communities, Inc.	<i>Frontier Town Campground:</i> Snack Bar Attendant Aquatics & Attractions Manager <i>Castaways RV Resort:</i> Resort Housekeeper	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Centre at Salisbury, Ocean City	Sales Associate	Apply online at https://careers.sunglasshut.com/na
Sysco - Pocomoke	CDL A Delivery Truck Driver Diesel Fleet Mechanic Technician II Contract Compliance Coordinator 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	Phlebotomy Tech CNC Machine Operator Electronic Assembler Electronic Technician Mechanical Drafter Lube Technician/Driver General Auto Technician Service Technician HVAC Technician Customer Service Representative	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	Server 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/

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 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/
UPS - Salisbury, Ocean City	Warehouse Worker-Package Handler (Salisbury) Driver Helper (Salisbury, Ocean City) 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.victoriasssecret.com/careers
Walgreens	Customer Service Associate Shift Lead	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
	Revenue Specialist Filing deadline: October 31, 2019	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Jury Assistant Filing deadline: November 8, 2019	
Wicomico County Public Schools	Administrative Assistant filing deadline: October 29, 2019	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
	Pre-Kindergarten Instructional Assistant Filing deadline: October 31, 2019	
	Maintenance Technician 3-HVAC <i>Open until filled</i>	
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 Studio Technician	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 Landfill Operator II Maintenance Worker I Roads Worker II and III Transfer Station Attendant Vehicle and Equipment Mechanic 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 County Public Schools	Maintenance and Operations Manager Filing deadline: November 1, 2019	Apply online at https://worcesstermd.tedk12.com/hire/index.aspx
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
	<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	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
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
www.worwic.edu

Healthcare

- ⇒ Certified Nursing Assistant
- ⇒ Certified Medical Assistant

Trades

- ⇒ Basic Arc/Flux-Cored Welding
- ⇒ Metal Fabrication

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.dlrr.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.



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.

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, Licensing and Regulation 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 465 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 core 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 D11 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 (WOR) 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.



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.



WOR-WIC COMMUNITY COLLEGE

Free Self-Paced Computer Classes

At the
American
Job Center

31901 Tri-County Way
Salisbury, MD 21804
Phone: (410) 341-6515

Lab Training Hours:

Mon., Tues., & Thurs.

8:30 a.m.-12:30 p.m.

and

1:30 p.m.-4:30 p.m.

Wed. 8:30 a.m.-12 Noon

Fri. Closed

Funding provided by:



**OBTAIN
A
REFERRAL
and
REGISTER
TODAY!**

Keyboard Skills

Develop skills in typing and effectively using the keyboard. Practice drills to increase your accuracy and speed. *No previous experience is required.*

Introduction to Computers and Technology I

Obtain the workplace skills you need in using Microsoft Office 2013 (Word, Excel and PowerPoint) and Internet basics with SAM, a web-based training program. *Prerequisite: "Keyboard Skills" or basic knowledge of a keyboard.*

Introduction to Computers and Technology II

Advance to the next level and go beyond the basics. Increase your skills in using all the Microsoft applications to complete self-paced capstone projects. *Prerequisite: "Introduction to Computers and Technology I."*

Applied Computers & Technology

Combine all skills learned in "Introduction to Computers and Technology Levels I & II" and prepare to use Microsoft Office in the workplace by completing twelve Skills Assessment Manager (SAM) projects using Microsoft Office 2013. *Prerequisite: "Introduction to Computers and Technology Levels I and II."*

Keyboard Skills: Document Formatting

Apply your keyboarding skills to create basic business documents using Microsoft Word to format business reports, letters, emails, memos, tables, resumes and other communications. *Prerequisite: "Keyboard Skills" or basic knowledge of Microsoft Word.*

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
1000 College Circle
Wye Mills, Maryland 21679
Phone: 410-822-5400

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages, GED Test Preparation and National External Diploma Program

Somerset County

Princess Anne One-Stop Office
30415 Mount Vernon Rd.
Princess Anne, MD 21853
Phone: 410-677-4261

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages (ESOL), and GED Preparation.

Wicomico County

Wor-Wic Community College
32000 Campus Drive
Salisbury, MD 21804
Phone: 410-334-2815

Services Provided: 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 Adult Basic Education (ABE) and English as a Second Language (ESL)

Need information for another county?

Maryland's providers are listed at: <http://www.dllr.state.md.us/gedmd/programs.shtml>

REGISTRATION DATES:

ABE (HS Diploma)

Tuesday, January 7, 2020

10:00, 2:00, or 6:00

Thursday, January 9, 2020

10:00, 2:00, or 6:00

(Appointments to complete Intake testing will need to be scheduled at the time of registration.)

ESL

Tuesday, January 14, 2020

10:00, 2:00, 6:00

Thursday, January 16, 2020

10:00, 2:00, 6:00

Wicomico Public Libraries
122. S. Division St.
Salisbury, MD
(Wor-Wic Classroom is on the lower level)

For more information:

Phone: **443-260-1703**

E-mail: adulthoodeducation@worwic.edu



WOR-WIC
COMMUNITY COLLEGE

Adult Education Program

Earn your High School Diploma or improve your English skills!

Wor-Wic offers **FREE** day and evening classes for those interested in Adult Basic Education (ABE) or English as a Second Language (ESL) classes.

New Class Placement, Testing, and Registration will be held at the Wor-Wic office located at the downtown branch of Wicomico Public Libraries on the lower level.

Students must attend the testing session in person. Registration is mandatory for new students. Students only need to attend one session from the provided options. **Please arrive on time to the session and plan to be there for 2-4 hours. Students more than 15 minutes late will not be admitted. Children are not permitted, and only registering students will be allowed to remain during testing.**



Worcester County Public Schools Adult Education Program Berlin/Ocean City



FREE CLASSES OFFERED!

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

Classes will:

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



REGISTRATION FOR ABE 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 WCPS 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 WCPS 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)

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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

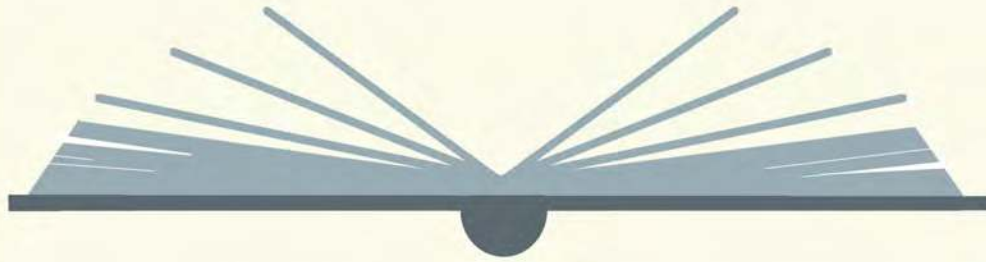
Consider NEDP's Innovative Approach

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



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

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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

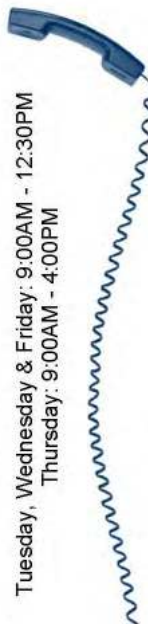
Monday-Friday, 8:30 AM to 8:00 PM

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
mvslaw.org

Pro Bono Resource Center of Maryland, Inc.

800.396.1274
probonomd.org