

the Job Journal



Important Employability Skills For Workplace Success

What are employability skills, and why are they important both to get hired and to succeed in the workplace? Many of the most highly sought-after skills today are soft skills pertaining to your ability to communicate and work with a team or hard skills focused on basic (though newer) technology.

What are Employability Skills?

Employability skills are core skills and traits needed in nearly every job. These are the general skills that make someone desirable to an organization. Hiring managers almost always look for employees with these skills.

They are soft skills that allow you to work well with others, apply knowledge to solve problems and fit into any work environment. They also include the professional skills that enable you to be successful in the workplace. These are also seen as transferable skills because you can apply them to a job in any industry.

Types of Employability Skills

Communication

All employers look for job candidates with strong communication skills. These refer to one's ability to convey information clearly to others. Employers want employees with strong written, verbal, and nonverbal communication skills. Part of being a strong communicator also includes being a good listener; employees need to be able to understand the questions and concerns of their clients and listen to their employer's directions.

- Written Communication
- Oral Communication
- Interpersonal Skills
- Active Listening
- Attentive

Teamwork

Teamwork is important in almost any work setting. If an employee works on a number of group projects, he/she needs to be able to get along well with others and carry their share of the workload. Even if an employee does not do a lot of team projects, he/she still needs to be able to get along with other colleagues.

- Collaboration
- Managing Expectations
- Conflict Management
- Reliability
- Professional

Critical Thinking

Critical thinking refers to one's ability to understand, analyze, and interpret information and draw conclusions. In any job, an employee will have to assess situations and solve problems. Employees need to think logically and make sensible judgments.

- Analytical Skills
- Problem Solving
- Creativity
- Inductive Reasoning
- Deductive Reasoning

Ethics

Ethics is a broad category that refers to an employee's principles. Companies want employees who understand and follow company rules, are honest and trustworthy, and act professionally and responsibly.

- Compliance
- Integrity
- Empathy
- Discernment

Computer

While most employability skills are soft skills, computer skills are hard skills that are required in all jobs. While some positions in the field of technology (such as software developers or IT specialists) require extensive programming knowledge, most jobs simply require basic experience with computers. All candidates must exhibit a willingness to learn and adapt to new or changing technologies.

- Microsoft Office Suite
- Information and Communications Technology (ICT)
- Email Management
- Digital Calendar Management
- Mobile Devices
- Word Processing
- Search Engine Research
- Social Media

How to Make Your Skills Stand Out

ADD SKILLS TO YOUR RESUME: The right keywords can let employers know that you have the employability skills they seek, and they can increase the likelihood of your application being noticed when applying electronically.

HIGHLIGHT SKILLS IN YOUR COVER LETTER: Apply the same care to include employability keywords in your cover letter.

USE SKILL WORDS IN YOUR JOB INTERVIEW: In your interview, employers expect you to be able to share real-life examples of when you used one or more of the skills listed above.

Doyle, Alison. "Important Employability Skills For Workplace Success." *The Balance Careers*, Dotdash, 15 June 2018, <https://www.thebalancecareers.com/employability-skills-list-and-examples-4143571>.

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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



- Step 1**
Enroll at <https://mwejobs.maryland.gov>
- Step 2**
Create a résumé in the system.
- Step 3**
Schedule your one-on-one appointment (*see below for contact information*).
- Step 4**
Bring copies of your résumé, cover letter or other job search materials to your appointment.

Contact Us

410-341-8533 Ext 0

Job Specialists:
YoVanda Brown
Bill Draucker
Takishia Kiah
Nancy Wenger
Susan Willey
Jorge DeJesus Jr.

Veterans Representative:
J. Zack Walker
John Codd Jr.

Reentry Navigator:
Jarah Hall

Email:
salisbury@dllr.state.md.us

31901 Tri-County Way
Salisbury, MD 21804



www.labor.maryland.gov



Résumé Reviews

Not getting any interviews? Have your résumé reviewed by a Job Service Specialist to discuss up to date résumé ideas and formatting tips to get your résumé to the top of the pile.

Job Search Techniques

If you are frustrated from navigating through endless job boards, social networking sites and piles of newspapers, we can help you mainstream your job search and learn to focus on finding the right job.

Interviewing Tips

Learn how to get prepared for your upcoming interview and how to best answer questions about employment gaps, terminations and other sticking points that can be tricky, and what questions you need to ask the employer.

Labor Market Consultation

Explore resources that will help you to research careers, industries and find information about specific occupations. By utilizing the most up-to-date labor market information available for salaries, job outlook and training, we can help you make more informed decisions in your job search.

Effective Online Job Applications

We can assist you through the sometimes complicated process of completing online applications from setting up an email account to copy and pasting your résumé into the application.

Job Skills Identification

Finding transferrable job skills while changing careers can be difficult, we can help you explore your past experience and learn how to translate those skills to another field.

Resources for Job Seekers

There are many resources for job seekers from getting funding to go back to school to veteran services to computer training, ask how the One-Stop can help you in finding your next career.

Ask Us to Design a Custom Consultation to Meet Your Needs

Meet one on one with a Job Service Specialist to further discuss problems you are encountering during your job search and how to overcome them with confidence.

Maryland's American Job Center networks are 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. Auxiliary aids, interpreter services, and reasonable accommodations are available upon request at local American Job Centers.



DOVE POINTE

Open Hiring Event

Pre-Employment Screening & Interviews on
the spot!

DIRECT SUPPORT PROFESSIONALS

FULL & PART TIME OPPORTUNITIES

**House Counselors*, Residential Aides*, Adult Mentors, Children's
Mentors, Day Program Instructors & Maintenance**

All positions require some weekend work-every other weekend.

On the spot interviews will only be held for those positions with an *

January 29th

8:30AM – 3:00PM

Dove Pointe Residential Services Building

1315 MT HERMON RD. SALISBURY, MD 21804

****All applicants must have at least a high school diploma or GED & a valid driver's license with outstanding driving record! Must be able to pass a background check, drug screening & DOT physical. Contact Cynthia Jester @ 410-341-4472 ext. 102 or email Cjester@DovePointe.Org.**

Dove Pointe is an Equal Opportunity Employer.

Job Postings 1/17/2020

Day Program RN- RN position working within the population of the developmentally disabled. Must hold a valid RN license & able to practice in MD. Must be detail oriented, organized & committed to providing a quality program. Prior experience is preferred. The primary hours for this position is Monday-Friday 8a-4p. The hours may change depending on company and client needs. This is a full time position and has a full benefit package. Standard driver's license with an excellent driving record required, must pass a drug screening, background check, and ability to pass a DOT Physical.

Maintenance Tech- Assists the supervisor with overseeing the maintenance of four office buildings and forty-five group homes and apartments. Would supervise a team of three to make sure all work orders are completed in a timely manner. Must have prior maintenance experience. Base schedule of Monday through Friday 8a-4p and would be required to be on call during the week and on weekends. Prior experience required. Standard driver's license required with excellent driving history, must pass a drug screening, background check, and ability to pass a DOT Physical. Must have High School Diploma or equivalent. This position has a full benefit package. Monday through Friday 8a-4p and on call 24/7. Prior experience required. This position has a full benefit package.

Children's Aide- Part-time position(s) for direct care staff to work with children with special needs between the ages of 4 and 21. We have an after school program from 2:15 pm to 6 pm, Monday through Friday. We also provide in-home services and respite care; these hours vary based on individual/family needs. Evenings, weekend, and holiday hours may be required. Standard driver's license required and ability to pass a DOT Physical. Must be able to pass drug screening, background check, a DOT Physical. If hired, you will be required to complete two weeks of training Monday-Friday 8a-4p. This position does not have any benefits. (Multiple Position Available)

Children's Program Mentor- Part-time position(s) for direct care staff to work with children with special needs in their homes in the Berlin area. Hours would vary based on the needs of the family, but would primarily take place in the afternoons and on weekends. Staff would assist children with activities of daily living and community outings. Standard driver's license required; must be able to pass a drug screening, background check, and ability to pass a DOT Physical. This position does not have any benefits. Must have High School Diploma or equivalent. (Multiple Position Available)

House Counselor's, Residential Aides, CNA's, & CMT- All shifts positions (evenings, overnight and weekends) for direct support professionals to work with adults with developmental disabilities in their homes, assisting with daily living skills up to total care. CMT a plus. Must be able to work a minimum of every other weekend. FT positions have a full benefit package; PT positions do not have any benefits. Standard driver's license required with an excellent driving record. Must be able to pass drug screening, background check, a DOT Physical. Must have High School Diploma or equivalent. If hired, you will be required to complete two weeks of training Monday-Friday 8a-4p. (Multiple Position Available)

Banquet Host(ess)- P/T position to work scheduled events. Must assist with setup, breakdown and janitorial. Hours are as needed, morning, evening and weekends. This is a P/T position and does not have any benefits. Perfect for current employees looking to add more hours to their schedule. Standard driver's license required with an excellent driving record. Must be able to pass drug screening, background check, a DOT Physical. Must have High School Diploma or equivalent. (Multiple Position Available)

Instructor- Full and part time positions for direct support professionals to work with individuals with disabilities in our Day Program Monday-Friday 8a-4p. Must be able to work with a wide variety of disabilities, including behavioral. Standard driver's license required with an excellent driving record. Must be able to pass drug screening, background check, a DOT Physical. Must have High School Diploma or equivalent. If hired, you will be required to complete two weeks of training Monday-Friday 8a-4p. The full time position(s) have a full benefit package. *Applications are being accepted and will be reviewed as positions are available.* (Multiple Position Available)

Mentor(s) - Part time position(s). Hours based on individual's needs. Evenings, weekend and holidays may be required. Work one on one with individuals with disabilities in the community. This position does not have any benefits. Standard driver's license required with an excellent driving record. Must be able to pass drug screening, background check, a DOT Physical. Must have High School Diploma or equivalent. If hired, you will be required to complete one week of training Monday-Friday 8a-4p. (Multiple Position Available)

Dove Pointe is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, age, sex, national origin, ancestry or disability. You can apply in person or online at www.DovePointe.org/careers

Notice to Current Employees: Requests for transfer or request for full time status are accepted on an on-going basis. Document your interest to Human Resources. All trainings must be up to date to be considered for transfer and/or status change, as well as your



MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES



Same Day Apply & Test!! Monday, January 27, 2020
Apply: 9AM – 11AM * Test: 11:30am – 3:30PM**
American Job Center: Lower Shore
31901 Tri-County Way Salisbury, MD. 21804-1708
410-341-8533 Room #111-F

CORRECTIONAL OFFICER I

Earn up to \$54,186/yr.

Must be at least 21 and have a high school diploma or GED. No Experience Necessary. Excellent Benefits!

For Additional information, please visit mwejobs.maryland.gov and search Job Order # 1094909

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

Learn more about us at www.dpscs.maryland.gov
Or call our information line at (410) 585-3560

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



Gull creek

A Senior Living Community

JOB FAIR

ON SITE INTERVIEWS
CMT/CNA ~ LPN ~ DIETARY ~ HOUSEKEEPING
MAINTENANCE

February 5, 2020
3pm - 6pm
Gull Creek Senior Living Sunroom
1 Meadow Street
Berlin, MD
www.gullcreek.com
410.641.3171

please complete online application at
gardant.hcshiring.com/jobs

MANAGED BY GARDEAT MANAGEMENT SERVICES

Wicomico Public Libraries is **seeking volunteers**, people like you! The fair will showcase volunteering opportunities in different departments among the branches, **linking those who need help to those who want to help!**

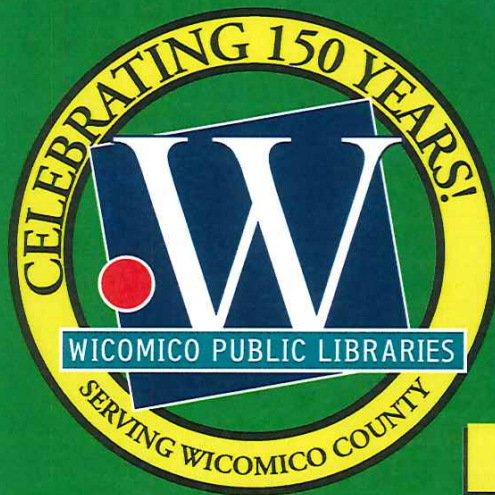
VOLUNTEER FAIR

Saturday, March 7, 2020

10am-2pm

Open to All

Refreshments Provided



For More Information Contact:
Untia Bigelow, Volunteer coordinator
ubigelow@wicomico.org
410-749-3612 ext.140

WWW.WICOMICOLIBRARIES.ORG/VOLUNTEER

Lower Shore American
Job Center
and
Village at Mitchell Pond

JOB FAIR

Bring Your Résumé and Get A Job

March 9, 2020

10:00 AM - 2:00 PM

**Village at Mitchell Pond
Community Center**

1117 PARSONS ROAD, SALISBURY, MD 21801

**JOB OPPORTUNITIES
IN MULTIPLE FIELDS**



Maryland
DEPARTMENT OF LABOR



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Worcester County Government

NOW HIRING

JANUARY 2020

Development Review & Permitting

Building Housing & Zoning Inspector

Emergency Services

Communications Clerk Trainee
Communication Clerk I - FT/PT

Jail

Correctional Officer Trainee

Public Works

Carpenter/Maintenance Worker III
Grounds Worker II
Landfill Operator II
Maintenance Worker I
Roads Worker II/III
Transfer Station Attendant
Vehicle and Equipment Mechanic II

Sheriff's Office

Full Time Lateral Deputy - MD Certified
Deputy Sheriff - PT



COME JOIN OUR TEAM

- Full Benefit Packages ·
- EOE/AA
- On Site Training ·
- Member of Maryland State Retirement System



www.co.worcester.md.us/departments/hr/jobs

Print and mail application to:

Human Resources, Worcester County Government Center
1 W. Market St. Room 1301, Snow Hill, MD 21863
Phone: (410) 632-0090 Fax: (410) 632-5614

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> 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
ALDI	Store Associate Cashier	Apply online at https://careers.aldi.us/
American Eagle - Centre at Salisbury	Brand Ambassador (Sales Associate) Sales Leader Overnight Merchandising Associate	Apply online at https://aeo.jobs/
Atlantic General Hospital	Biller CNA Charge Pass Examiner Clinical Support Assistant Collections Specialist Emergency Department Tech Floor Care Tech Insurance Verifier Medical Office Assistant Medical Receptionist Nurse Tech Polysomnographer RN Registration Specialist Secretary/Nurse Technician	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atria	Memory Care Caregiver Caregiver Server/Waitstaff Memory Care Activity Specialist	Apply online at https://www.atriaseniorliving.com/careers/
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Sales Associate (Centre) Assistant Manager (Centre) Key Holder (Centre, White Marlin) Sales Support (White Marlin) Supervisor (White Marlin)	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://www.bedbathandbeyond.com/store/static/careers
Bergey's Truck Center	Diesel Technician-Entry Level (Delmar)	Apply online at https://www.bergeys.com/employment-opportunities.htm

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
BesTemps	Banquet Server (Ocean City) Carpenter Helper/Apprentice Construction Labor (Ocean City, Salisbury/Berlin) Dishwasher (Ocean City) Dog Treat Production Associate (Berlin) Front Desk Receptionist Housekeeping (Ocean City) Machine Operator Mobility Service Writer & Sales Specialist Production Machine Operator Production Operator (Berlin) Store Clerk (Pocomoke) Warehouse/Truck Unload	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker	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/
Boscov's - Centre at Salisbury	Cosmetics Sales Consultant	Apply online at https://www.boscovs.com/
Burlington	Retail Receiving Associate Retail Sales Associate Cashier Associate	Apply online at https://burlingtonstores.jobs/
Carrabba's Italian Grill - Ocean City	Kitchen Manager <i>Ongoing recruitment</i> Restaurant Busser Dishwasher Server To-Go Specialist Host Line Cook Prep Cook Bartender	Apply online at https://www.carrabbas.com/careers
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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Chesapeake Utilities	Customer Service Representative I	Apply online at https://chpk.com/our-culture/careers/
Chick-Fil-A - Salisbury, West Ocean City	<i>Ongoing recruitment-Salisbury</i> Team Member	Apply online at http://salisburychickfila.com/
	<i>Ongoing recruitment-West Ocean City</i> Front Counter Team Member Kitchen Team Member Leadership	Apply online at https://www.cfawestoc.com/jobs
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Store Lead Sales Associate (Centre)	Apply online at https://corporate.childrensplace.com/careers/
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 Pocomoke	Water/Wastewater Lead Operator	Apply online at https://www.cityofpocomoke.com/info/jobs
City of Salisbury	Plant Mechanic Utility Technicians I, II & III Parks Maintenance Worker Biosolids Operator I Bus Driver Part-time Zoo Educator Operations Support Staff Auto Mechanic III Motor Equipment Operator I Utilities Section Chief Zoo Groundskeeper Administrative Office Associate Electrical Supervisor Waste Water Treatment Administrative Assistant	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.
	POLICE CAREERS: Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer	
Coastal Hospice & Palliative Care	RN Certified Medical Technician LPN Executive/HR Assistant Hospice Aide (CNA or GNA)	Apply online at https://coastalhospice.org/careers/
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers PRN Nurse Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Dakota Watch Co. - Centre at Salisbury	Part-time Associate	Apply online at https://apply.jobappnetwork.com/dakotawatch
Delaware Elevator	AutoCAD Drafter-2D	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Retail Sales Associate-Lodge Bicycle Technician	Apply online at https://www.dickssportinggoods.jobs/
Dollar General - Salisbury, Berlin, Crisfield, Fruitland, Mardela Springs, Pittsville, Pocomoke, Princess Anne, Snow Hill, Westover, Willards	Asst Store Manager Lead Sales Associate Sales Associate Store Manager (Salisbury)	Apply online at https://careers.dollargeneral.com/
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Princess Anne, Berlin & Pocomoke) Operations Assistant Manager (Salisbury, Berlin)	Apply online at https://www.dollartree.com/careers-stores
Dove Pointe	Banquet Host or Hostess Medical Transport Day Program RN Maintenance Tech Children's Program Aide Aide House Counselor Instructor Driver	Apply online at http://dovepointe.org/Careers
DTLR - Centre at Salisbury	Sales Associate Assistant Manager-Retail Store Manager	Apply online at https://recruiting.talentreef.com/dtlr-villa
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> Assistant Store Manager Key Holder Sales Associate	Apply online at https://www.earthboundtrading.com/
Encompass Health	RN Rehab Nursing Tech (CNA or LNA) LPN	Apply online at https://www.encompasshealth.com/careers
Express - Centre at Salisbury	Store Associate	Apply online at https://www.express.com/g/careers
Express Employment Professionals	Staff Accountant Customer Service Representative Cleaner Industrial Maintenance Mechanic (Berlin)	Apply online at https://www.expresspros.com/
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Store Associate	Apply online at https://finishline.wd1.myworkdayjobs.com/Store_Careers

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Food Lion	<p><i>Nanticoke Road (Salisbury)</i> Deli Bakery Associate Center Store (Grocery) Associate Perishable Associate Replenishment Manager</p> <p><i>Snow Hill Road (Salisbury)</i> Perishable Associate Deli Bakery Associate Center Store (Grocery) Associate Sales Associate (Cashier)</p> <p><i>Tilghman Road (Salisbury)</i> Produce Associate Quality Assurance Associate Sales Associate (Cashier) Perishable Associate Deli Bakery Associate</p> <p><i>Fruitland</i> Center Store (Grocery) Associate Customer Service Leader-Office Assistant Perishable Associate Frozen Food/Dairy Associate Deli Bakery Associate</p> <p><i>Princess Anne</i> Customer Service Leader-Office Assistant Assistant Customer Service Manager Sales Associate (Cashier) Center Store (Grocery) Manager Produce Associate</p> <p><i>Berlin</i> Perishable Associate Sales Associate (Cashier) Produce Associate</p> <p><i>Ocean City</i> Center Store (Grocery) Associate Specialty Merchandise Associate DSD Receiver Produce Associate</p> <p><i>Ocean Pines</i> Produce Manager Center Store (Grocery) Associate Sales Associate (Cashier) Produce Associate Deli Bakery Associate</p> <p><i>West Ocean City</i> Replenishment Manager Deli Bakery Associate Center Store (Grocery) Manager Center Store (Grocery) Associate Sales Associate (Cashier)</p>	Apply online at https://www.foodlion.com/
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at https://www.sneakerjobs.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Genesis HealthCare	Aide-Geriatric Nurse Laundry Aide Housekeeping Aide Dietary Aide Recreation Assistant Cook Certified Medicine Aide	Apply online at https://www.genescareers.jobs/
GNC	Sales Associate Retail Store Manager	Apply online at https://jobs.gnc.com/search/searchjobs
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Porter Server	Apply online at https://thegreenturtle.com
Harbor Freight & Tools	Retail Sales Associate Retail Stocking Associate	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, Ocean City	Merchandise Associate (Salisbury)	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
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at https://www.journeys.com/careers
Jubilant Cadista	Quality Assurance Lead Manufacturing Process Operator Warehouse Associate Facilities Maintenance Mechanic	Apply online at https://jubilantcareer.jubl.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Justice - Centre at Salisbury	Seasonal Style Advisor	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
K&L Microwave	CNC Machine Operator Electronic Assembler Electronic Technician Manual Machine Operator	Apply online at http://www.klmicrowave.com/employment.php
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at https://www.sneakerjobs.com/us/en
Lane Bryant	Store Sales Manager	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
LensCrafters	Lead Lab Technician	Apply online at https://www.lenscrafters.com/lc-us/careers
Lids - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager District Manager In Training Sales Help Store Manager	Apply online at https://blog.lids.com/jobs/
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Sales Associate Merchandising Service Associate Sales Specialist Customer Service Associate II Night Operations Department Supervisor Receiver/Stocker Seasonal Cashier <i>Pocomoke:</i> Sales Associate Seasonal Receiver/Stocker Seasonal Cashier Seasonal Sales Associate	Apply online at https://jobs.lowes.com/
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Housekeeper Maintenance Technician Mental Health Intensive Residential Counselor	Apply online at https://www.lowershoreclinic.org/current-openings
Marshall's (Salisbury, Ocean City)	Customer Experience Coordinator (Ocean City)	Apply online at https://jobs.tjx.com/
McCready Health	CNA Transportation Aide Delegating Nurse-Assisted Living Geriatric Nursing Assistant LPN RN Nursing Home Scheduler	Apply online at https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Men's Wearhouse - Centre at Salisbury	Retail Sales Consultant	Apply online at https://careers.tailoredbrands.com/
New York & Co. - Centre at Salisbury	Sales Associate Sales Lead	Apply online at https://www.nyandcompany.com/static/about/careers/
Ocean Pines Association	Front Desk Facility Coordinator General Laborer 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	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 Delivery Driver	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/
Peninsula Regional Health System	Administrative Assistant	Apply online at https://www.peninsula.org/employment-opportunities
	Aide-EVS Floor Tech	
	Assistant-Physical Therapy	
	CAT Scan Technologist	
	Cardiac Sonographer	
	Coordinator-Information-Laboratory	
	Coordinator-Patient Accounts	
	Coordinator-Referral	
	Electrician	
	Environmental Services Aide	
	Food Service-Utility Aide	
	Medical Assistant	
	Nuclear Medicine Technologist	
	Nursing Assistant (CNA)	
Nursing Office Coordinator		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Patient Care Tech II-Critical Care Patient Care Tech II-Emergency Department Patient Care Technician I Patient Companion Patient Portal Liaison Patient Service Representative Radiologic Technologist Receptionist-Security Registrar-Emergency Admittance Representative-Billing/Collection Scheduler-Surgical Scribe/Medical Assistant Security Police Service Desk II-Technician Specialist-Care Coordination Supply Chain Ops Assistant Technician-Core Technician-Pharmacy Certified Technician-Service Desk I Transporter Unit Secretary	
Pep Boys	Master Technician Assistant Service Manager Mechanic	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Shop Support Warehouse Manager	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	Claims Analyst Edible Oil Refinery Operator Edible Oil Refinery Supervisor Fleet Tech General Labor General Labor Lead Lead Maintenance Mechanic Live Haul Driver Maintenance Mechanic Maintenance Mechanic C Micro Health Services Technician Soy Crush Operator	Apply online at https://www.perduecareers.com/
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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Piedmont Airlines	Crew Scheduler	Apply online at https://piedmont.jobs.net/
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Plymouth Tube Co.	Machine Operator-Production	Apply online at https://www.plymouth.com/careers/
Quality Staffing	Administrative Assistant	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801
	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		
Senior CAD Drafter		
Service Manager		
Stock Room Clerk/Manufacturing		
Territory Manager		
Utility Maintenance Mechanic		
Warehouse Supervisor		
Welder		
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://jobs.redlobster.com/search/searchjobs

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Royal Farms - Salisbury, Princess Anne, Berlin, Ocean City	<i>Ongoing recruitment</i> Assistant Store Leader Customer Service Associate Customer Service Leader Food Service Leader	Apply online at https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at https://www.rubytuesday.com/careers
Safelite AutoGlass	Seasonal Repair Specialist (Salisbury)	Apply online at https://www.safelite.com/careers
Salisbury University	Food Service Assistant <i>Application reviewed upon receipt</i>	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx
	Catering Assistant <i>Application reviewed upon receipt</i>	
	Housekeeper <i>Application reviewed upon receipt</i>	
	Office Supervisor III-Admissions Filing deadline: January 28, 2020	
	Administrative Assistant I Filing deadline: February 6, 2020	
Sam's Club	Member Support Merchandise and Stocking Associate Membership Representative Cake Decorator Customer Service Associate Maintenance Associate Fresh Food Associate	Apply online at https://careers.walmart.com/
Sherwin Williams - Salisbury, West Ocean City, Crisfield	<i>Salisbury:</i> Store Driver I Store Driver III <i>Crisfield:</i> Maintenance Mechanic Temporary Production Operator-Packer Brushmaker Finishing Operator	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 https://shoreup.org/employment/join-our-team/
Somerset County	Correctional Officer I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Somerset County Library	Library Assistant part-time	Apply online at http://www.somelibrary.org/employment.php
Somerset County Public Schools	Food Service Worker Filing deadline: January 31, 2020	Apply online at https://www.somerset.k12.md.us/
Spencer's - Centre at Salisbury	Store Manager Assistant Store Manager Sales Associate Sales Supervisor	Apply online at https://www.spencersandspiritjobs.com/
Staples	Sales Associate, Retail Sales Supervisor, Technology Operations Supervisor Supervisor, Copy & Print Marketing Sales Associate, Technology Sales Associate, Copy & Print Marketing Inventory Specialist	Apply online at https://retailcareers.staples.com/
State Of Maryland	Office Clerk II (Wicomico Co. Health Dept.) Filing deadline: January 27, 2020	Apply online at https://jobapscloud.com/MD/
	Food Service Worker (Holly Center) Filing deadline: January 29, 2020	
	Building Security Officer II (Holly Center) Filing deadline: January 29, 2020	
	Office Clerk II (Worcester Co. Health Dept.) Filing deadline: January 30, 2020	
	Dialysis Services Technician II (Deer's Head) Filing deadline: January 31, 2020	
	MSP Commercial Vehicle Safety Inspector I Filing deadline: February 3, 2020	
	Electrician Senior (Holly Center) Filing deadline: February 7, 2020	
	Seasonal jobs at Assateague State Park (7 different positions available) Filing deadline: February 7, 2020	
	Seasonal jobs at Pocomoke River State Park (6 different positions available) Filing deadline: February 7, 2020	
	Seasonal jobs at Janes Island State Park (7 different positions available) Filing deadline: February 7, 2020	
	Seasonal Boat Captain (Janes Island State Park) Filing deadline: January 21, 2020	
	Correctional Maintenance Officer I - Automotive Services or Carpentry (Wicomico Co., Somerset Co.) Filing deadline: February 19, 2020	
Correctional Maintenance Officer I - Electrical or Grounds Supervision or Metal Maintenance or Painting or Plumbing (Wicomico Co., Somerset Co.) Filing deadline: February 20, 2020		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Correctional Maintenance Officer I - Refrigeration Mechanic (Wicomico Co., Somerset Co.) Filing deadline: February 29, 2020	
Sun Communities, Inc.	<i>Frontier Town Campground:</i> Aquatics & Attractions Manager Store Supervisor RV Resort General Manager <i>Castaways RV Resort:</i> Snack Bar Supervisor	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Centre at Salisbury, Ocean City	Sales Associate (Salisbury)	Apply online at https://careers.sunglasshut.com/na
Sysco - Pocomoke	CDL A Delivery Truck Driver Warehouse Order Selector Maintenance Coordinator	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 Electronic Assembler Electronic Technician Forklift Operator	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)	Apply online at https://jobs.target.com/
Taylor Bank	Customer Service Associate I (Berlin)	Apply online at https://www.taylorbank.com/careers/
Texas Roadhouse	Line Cook Line Cook-Broil/Grill	Apply online at https://careers.texasroadhouse.com/
T.J. 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 Ocean City	Skate Park Supervisor <i>Open until filled</i>	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Golf Course Laborer <i>Open until filled</i>	
	Golf Course Landscaper <i>Open until filled</i>	
	Bus Driver <i>Open until filled</i>	
	Bus Maintenance Tech I <i>Open until filled</i>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Transportation Dispatcher <i>Open until filled</i>	
	Tram Conductor <i>Open until filled</i>	
	Tram Driver <i>Open until filled</i>	
	Transportation Ticket Seller <i>Open until filled</i>	
	Transportation Account Clerk <i>Open until filled</i>	
	Afterschool Activities Assistant (Temporary) <i>Open until filled</i>	
	Afterschool 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>	
	Permit Processor Filing deadline: January 31, 2020	
	Wastewater Collections Foreman Filing deadline: January 31, 2020	
	EMT-Intermediate, Maryland CRT, Paramedics Filing deadline: January 31, 2020	
	Firefighter/EMS Clinician Filing deadline: January 31, 2020	
	Tennis Supervisor Filing deadline: February 12, 2020	
Tri-County Council for the Lower Eastern Shore of Maryland	Child Support Office Service Clerk 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	Apply online at https://careers.ulta.com/
UMES	Administrative Assistant I Filing deadline: January 31, 2020	Apply online at https://umes.peopleadmin.com/postings/2223
Victoria's Secret - Centre at Salisbury	Events Team	Apply online at https://www.victoriasssecret.com/careers

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Walmart - Salisbury, Fruitland	<i>Ongoing recruitment</i> Store Lead Food and Consumables Coach Replenishment Coach Store Lead Hourly Supervisor & Training Specialized-Auto/Pharmacy/Optical Technician Fresh Food Associate Sales Associate Stocker/Backroom/Receiving Associate Cart Attendant/Janitorial Assistance Cashier/Front End Associate	Apply online at https://careers.walmart.com/
WCDC	Residential Counselor Residential Coordinator Food Services Instructor/Driver Personal Supports Facilitator (part-time)	For detailed job descriptions, and to download and print application, go to http://wcdcservices.org/employment-opportunities/
Wicomico County	Maintenance Worker I <i>Open until filled</i>	Apply online at http://www.wicomicocounty.org/jobs.aspx
	Motor Equipment Operator II <i>Open until filled</i>	
	Motor Equipment Operator I <i>Open until filled</i>	
	Solid Waste Technician <i>Open until filled</i>	
	Box Office Manager (Civic Center) Filing deadline: February 12, 2020	
Wicomico County Public Schools	Maintenance Technician 3-HVAC <i>Open until filled</i>	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
	Operations Events Coordinator Filing deadline: January 30, 2020	
Wicomico Public Libraries	Circulation Assistant (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 Plumbing Inspector Correctional Officer Trainee Carpenter/Maintenance Worker III Grounds Worker II 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

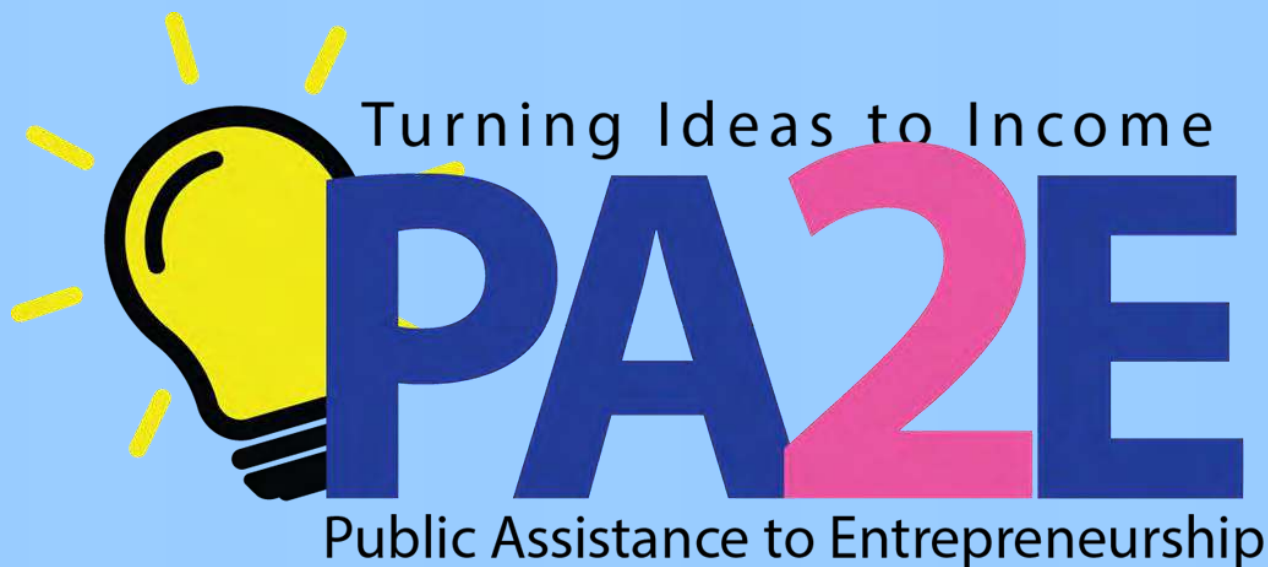
EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
YMCA - Salisbury, Pocomoke	<p><i>Richard A. Henson Family YMCA - Salisbury</i></p> <p>Membership Services Representative Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff</p> <p><i>Lower Shore Family YMCA - Pocomoke City</i></p> <p>Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Child Watch Cleaning Staff</p>	Apply online at http://www.ymcachesapeake.org/employment
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at https://www.zumiez.com/jobs



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 Maryland Department of Human Services partners with the Small Business Development Center to help entrepreneurs who are interested in learning the necessary skills for small business management.*



For more information or to apply, go to PA2E Program at <http://dhs.maryland.gov/workforce-development/public-assistance-entrepreneurship-pa2e/> or call 410-677-4323 to schedule appointment for application assistance.

Must live in Wicomico, Worcester or Somerset County AND be a current SNAP recipient.

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

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.dlfr.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

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.

For more information about course content and 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, 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 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 D-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: April 13, 2020.



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.

Metal fabrication 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 for cutting and fit-up.

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.

There will be an introduction to industry structures and processes and students discover requirements to qualify as a metal fabricator. Metal fabrication training includes 30% classroom and 70% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.





2020 Dates for the Lower Shore Career Development Center JOB SKILLS TRAINING PROGRAMS

	Job Readiness	Computer and Clerical	Microsoft Office Bundle	Quick Books	Microsoft Technology Associate Training	NRF Customer Service/Sales Certification	Serv Safe
Orientation for all classes start at 9 am on the first day of class except Quick Books	Every Tuesday and Wednesday 9 am – 1 pm	Mon-Thurs. 9 am-12:00 pm	Mon-Thur. 1 pm -4 pm	Friday 9 am-12:00 pm	Mon., Tues., Wed. 1 pm - 4 pm	Mon., Tues., Wed. 1 pm – 4 pm	Thursday 1-4 PM Friday 9AM-12:00PM
January		1/07/2020	01/07/2020	01/10/2020	01/07/2020	01/21/2020	01/16-17/2020
February		02/03/2020	02/03/2020	02/07/2020	02/03/2020	02/10/2020	02/13-14/2020
March		03/09/2020 1-4 PM only	03/09/2020	03/13/2020	03/09/2020	03/09/2020 9 AM- 12 PM	03/12-13/2020

JOB READINESS
Coursework includes: Barriers, interviews, resumes, ethics, stress and anger management, communication, financial literacy and job survival
Length: 2 day intensive Requirements: Pre-register and Valid identification

COMPUTER AND CLERICAL PROGRAM
Coursework includes: MS Word, Excel, PowerPoint, Resumes, Job Readiness
Length: 6 weeks, self-paced Requirements: Reading and Math Assessment

MICROSOFT OFFICE BUNDLE (ONLINE/SELF-PACED)
Coursework includes: 2016, Word, Excel, PowerPoint and Outlook
Length: 8 weeks You will earn 3.2 C.E.U.'s that fit today's workforce
 Requirements: HS Diploma. Reading and Math Assessment

QUICKBOOKS
Coursework includes: Basic Accounting principles, invoicing, sales receipts, purchase orders, payroll and billing
Length: 8-10 Weeks Friday only 9 am -12 PM
 Requirements: Assessment, accounting vocab and basic computer knowledge

MICROSOFT TECHNOLOGY ASSOCIATE (ONLINE)
Coursework includes: Windows OS Fundamentals, Database Admin, Network Security and more
Length: Earn Microsoft Technology Associate Certification for IT Helpdesk and course is self-paced
 Requirements: HS Diploma, Reading and Math Assessment

NRF CUSTOMER SERVICE/SALES CERTIFICATION
Coursework includes: Customer Service, Team Work, Problem Solving, Communication, Inventory tracking and Payments
Length 3 weeks Mon.-Wed, 1pm – 3pm. Orientation 1st day of class
 Requirements: Reading and Math Assessment.

Bring two forms of ID, Driver's License, SS#, State ID, Birth certificate. Complete Intake Form, complete assessments if needed.
 ASSESSMENT HOURS Monday – Thursday 8:45 AM - 2 PM. Call for more info 410-219-9118 x2200
 Lower Shore Career Development Center 700 S. Salisbury, MD

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

“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.

Free Skilled Training and Tuition Assistance

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

INTAKE AND ENROLLMENT

➤

SUPPORT AND STABILIZATION SERVICES

➤

EDUCATION AND TRAINING

➤

EMPLOYMENT AND ADVANCEMENT

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

Goodwill
Industries of the Chesapeake, Inc.

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

Wor-Wic Community College

State of Maryland Department of Labor, Unemployment Insurance, and DLIR

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!

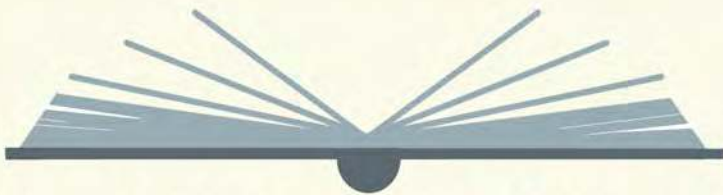
- ◆ Earn a Maryland High School Diploma
- ◆ Flexible and confidential
- ◆ Aligned with the college and career readiness standards
- ◆ Work at home, the library, or wherever you have a computer
- ◆ Complete program in 6 – 15 months

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





Legal Clinic

DOWNTOWN LIBRARY
FEBRUARY 12, 2020
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