

# the Job Journal

TIP  
OF THE  
WEEK

## 3 Mistakes That Keep You From Landing a Job

When it comes to job searching, there are some basic mistakes to avoid: Cover letters should never be addressed to "Sir or Madame," your resume should be typo-free, and you should never go into an interview with no knowledge of the company or the position.

Once you have those covered, the rest of the process should be a breeze, right?

Turns out, even with those things under control, you're not quite in the clear. Over my years of job hunting, I made some mistakes that cost me opportunities and held me back from finding a job I really loved.

So, after a lot of learning (and a *lot* of cover letters and resumes), here are three of the biggest job search mistakes I've made—and how you can avoid them in your hunt.

### **Mistake #1: Search, Apply, Wait, Repeat**

When I first started my job hunt, I was enamored by the idea of landing the perfect job. So to do that, I would scour job listings for hours until I found a single listing that I thought was the *one*. I'd pour all my energy into crafting my cover letter and resume, then send it in and wait. And wait. And wait.

Sometimes, I'd land an interview. Other times, I wouldn't hear back for a couple weeks, so I'd give up on that opportunity and begin the entire process again.

It didn't take long for me to realize that my process wasn't very efficient. I'd hear about friends who had multiple job offers to pick from (and use in their favor when it came to salary negotiations), but for me, that never happened. It *couldn't* have happened—not with my strategy.

### **The Better Option**

In most cases, it works in your favor to gather a number of ideal job listings, then apply to them all in the same general time frame. This will help shorten your job search and give you a much better chance of coordinating multiple job offers. Oh, and if you haven't heard back in a couple weeks, don't be afraid to follow up with the hiring manager.

### **Mistake #2: Apply ASAP**

In addition to mistake #1, I'd often make mistake #2: When I came across a job I was extra excited about, I'd want to get in my application materials as soon as possible—meaning I'd crank out the first thing that came to mind as a cover letter, quickly glance over my resume, and hit the send button as fast as I could. I figured the quicker the hiring manager had my resume in hand, the sooner I'd be called into the office for an interview.

What I didn't anticipate was that the next day, I'd review what I sent and realize that I left bullet points in my resume that didn't need to be there, forgot to add a recent and relevant project that I'd worked on, and failed to include a main point in my cover letter about why I wanted to work at

the company. In short, I applied much too fast—and as a result, didn't come across exactly the way I wanted to.

### **The Better Option**

Don't rush. It's much better to spend a few days perfecting your resume and cover letter (and having someone look over it) than be the first application in the hiring manager's inbox. And always—always—read over your materials before you send them in (especially if they were composed at, say, 2 AM).

### **Mistake #3: Letting the Recruiter Take the Lead**

When I first applied to a large company, I'd never worked with an in-house recruiter before. And so, since I'd applied for a technical writing position, I didn't expect to be interviewed for a completely different role: a supervisor position. Sure, management experience made up the majority of my resume—but I was trying desperately to change directions. Figuring that any job was better than no job, though, I went along with it. And I received an offer for a role I immediately knew I didn't want.

The truth is, a recruiter's job is to fill positions with qualified candidates—so if you're looking to make a big change in your career and aren't up front about that, this can easily work against you. And if you ignore that little voice inside you—the one telling you that the role isn't right for you—you can end up in a position you swore you'd never take. (Trust me, I've been there!)

### **The Better Option**

Being flexible can be a great thing—but if you're set on changing your career path or want to get experience in something other than what's on your resume, don't be afraid to say so. Trust your instincts when it comes to choosing the job listings you want to apply and interview for, and learn how to look for red flags, ask the right questions, and take time to evaluate any opportunity before making a decision. (And remember: That gut feeling? It's usually right.)

Augustine, Avery. "3 Mistakes That Keep You From Landing a Job." *TopResume*, Talent Worldwide, Inc., <https://www.themuse.com/advice/3-mistakes-that-keep-you-from-landing-a-job>.

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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](http://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](mailto:salisbury@dllr.state.md.us)

31901 Tri-County Way  
Salisbury, MD 21804



[www.labor.maryland.gov](http://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.

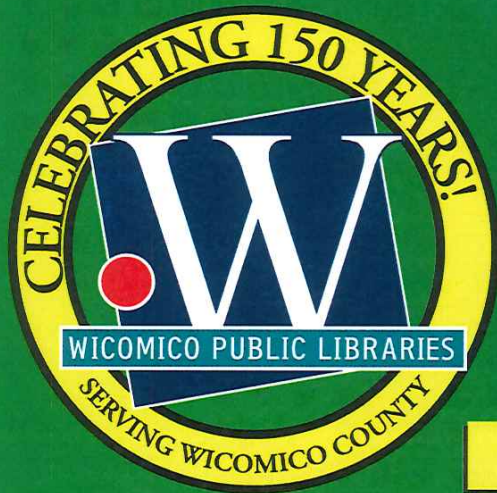


Wicomico Public Libraries is **seeking volunteers**, people like you! The fair will showcase volunteering opportunities in different departments among the branches, **linking those who need help to those who want to help!**

# 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'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."



# TOWN OF OCEAN CITY, MD Multi-Department Hiring Event



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Hiring Departments

Transportation • Beach Patrol • Solid Waste • Public Works Maintenance and Construction • Recreation • Convention Center

Thursday, March 19, 2020  
10AM – 2PM



Serving Somerset, Worcester and Worcester Counties

3191 Tri-County Way, Worcester Room  
Salisbury, MD 21804

Available Positions with More to Come:

- Transportation:** Bus Drivers, Boardwalk Tram Drivers, Account Clerks, Ticket Sellers
- Beach Patrol:** Surf Rescue Technicians
- Solid Waste:** Solid Waste Workers, Solid Waste Drivers
- Public Works Maintenance and Construction:** Heavy Equipment Operators, Maintenance Workers, Boardwalk Comfort Station Attendants
- Recreation:** Camp Counselors, Scorekeepers, Sports Officials, Concession Workers, Beach Activities Assistant, Tennis Attendants, Skate Park Workers
- Convention Center:** Maintenance Workers

For Additional Information & to Apply in Advance  
Visit [mwejobs.maryland.gov](http://mwejobs.maryland.gov)



Positions available for Ocean City, MD  
Paper applications available



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



Rev: 4/2017

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 <a href="https://www.albertsoncompanies.com/careers/acme-careers.html">https://www.albertsoncompanies.com/careers/acme-careers.html</a>
ALDI	Store Associate Cashier Manager Trainee	Apply online at <a href="https://careers.aldi.us/">https://careers.aldi.us/</a>
American Eagle - Centre at Salisbury	Brand Ambassador (Sales Associate) Sales Leader Overnight Merchandising Associate	Apply online at <a href="https://aeo.jobs/">https://aeo.jobs/</a>
Atlantic General Hospital	Billor CNA Case Management Assistant Certified Medical Assistant Clinical Support Assistant Collections Specialist Emergency Department Tech Floor Care Tech Insurance Verifier Medical Office Assistant Nurse Tech Patient Services Technician Payment Posting Supervisor Polysomnographer RN Registration Specialist Secretary/Nurse Technician Unit Secretary	Apply online at <a href="https://www.atlanticgeneral.org/Careers.aspx">https://www.atlanticgeneral.org/Careers.aspx</a>
Atria	Nurse Supervisor Memory Care Caregiver Caregiver Server/Waitstaff LVN/LPN Driver	Apply online at <a href="https://www.atriaseniorliving.com/careers/">https://www.atriaseniorliving.com/careers/</a>
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Sales Associate (Centre) Assistant Manager (Centre) Key Holder (Centre, White Marlin) Sales Support (White Marlin)	Apply online at <a href="https://www.bathandbodyworks.com/customer-care/careers.html">https://www.bathandbodyworks.com/customer-care/careers.html</a>
BayRunner Shuttle	<i>Ongoing recruitment</i> Part-time Driver	Print application and apply online at <a href="https://bayrunnershuttle.com/about/career-opportunities/">https://bayrunnershuttle.com/about/career-opportunities/</a>
Bed Bath & Beyond - Salisbury, Ocean City	Retail Sales Associate Retail Stock Associate Retail Cashier	Apply online at <a href="https://www.bedbathandbeyond.com/store/static/careers">https://www.bedbathandbeyond.com/store/static/careers</a>

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 <a href="https://www.bestemps.com/looking-for-work/">https://www.bestemps.com/looking-for-work/</a>
Big Lots	Store Associate/Stocker	Apply online at <a href="https://careers.biglots.com/">https://careers.biglots.com/</a>
Bob Evans Restaurant	Grill Cook Kitchen Prep Host/Cashier Key Supervisor Carryout Dishwasher Bus Person Server Assistant Manager	Apply online at <a href="http://careers.bobevans.com/">http://careers.bobevans.com/</a>
Boscov's - Centre at Salisbury	Cosmetics Sales Consultant Department Manager Loss Prevention Detective	Apply online at <a href="https://www.boscovs.com/">https://www.boscovs.com/</a>
Burlington	Retail Receiving Associate Retail Sales Associate Cashier Associate	Apply online at <a href="https://burlingtonstores.jobs/">https://burlingtonstores.jobs/</a>
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 <a href="https://www.carrabbas.com/careers">https://www.carrabbas.com/careers</a>
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 <a href="mailto:kcarmean@chesapeakehc.org">kcarmean@chesapeakehc.org</a> or fax to HR at 443-210-2324. Link for job application at <a href="https://chesapeakehc.org/md-eastern-shore-healthcare-careers/">https://chesapeakehc.org/md-eastern-shore-healthcare-careers/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder	Apply online at <a href="http://www.chesapeake-shipbuilding.com/take-action/">http://www.chesapeake-shipbuilding.com/take-action/</a>
Chick-Fil-A - Salisbury, West Ocean City	<i>Ongoing recruitment-Salisbury</i> Team Member	Apply online at <a href="http://salisburychickfila.com/">http://salisburychickfila.com/</a>
	<i>Ongoing recruitment-West Ocean City</i> Front Counter Team Member Kitchen Team Member Leadership	Apply online at <a href="https://www.cfawestoc.com/jobs">https://www.cfawestoc.com/jobs</a>
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Store Lead (Centre) Sales Associate (Centre)	Apply online at <a href="https://corporate.childrensplace.com/careers/">https://corporate.childrensplace.com/careers/</a>
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 <a href="https://www.chilisjobs.com/">https://www.chilisjobs.com/</a>  Apply via email to <a href="mailto:chilis523@chilis.net">chilis523@chilis.net</a>
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at <a href="https://jobs.chipotle.com/">https://jobs.chipotle.com/</a>
City of Pocomoke	Water/Wastewater Lead Operator	Apply online at <a href="https://www.cityofpocomoke.com/info/jobs">https://www.cityofpocomoke.com/info/jobs</a>
City of Salisbury	Plant Mechanic Utility Technicians I, II & III Bus Driver Part-time Zoo Educator Operations Support Staff Motor Equipment Operator I Utilities Section Chief Zoo Groundskeeper Administrative Office Associate Electrical Supervisor Waste Water Treatment Administrative Assistant Volunteer Recruitment Coordinator Waste Water Treatment Operator I Water Treatment Plant Operator I Construction Inspector	For job descriptions and to print application go to <a href="https://salisbury.md/departments/human-resources/careers">https://salisbury.md/departments/human-resources/careers</a>  **Some jobs require special licenses. Please check job description for more details.
	<b>POLICE CAREERS:</b> Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer Custodian	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Coastal Hospice & Palliative Care	RN Certified Medication Technician Hospice Aide (CNA or GNA)	Apply online at <a href="https://coastalhospice.org/careers/">https://coastalhospice.org/careers/</a>
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers PRN Nurse Long-Term Live-In Caregiver	Apply online at <a href="https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs">https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs</a>
Dakota Watch Co. - Centre at Salisbury	Part-time Associate Retail Store Manager	Apply online at <a href="https://apply.jobappnetwork.com/dakotawatch">https://apply.jobappnetwork.com/dakotawatch</a>
Delaware Elevator	AutoCAD Drafter-2D Welder	Apply online at <a href="https://delawareelevator.com/about/careers/job-opportunities/">https://delawareelevator.com/about/careers/job-opportunities/</a>
Dick's Sporting Goods - Centre at Salisbury	Retail Sales Associate Bicycle Technician	Apply online at <a href="https://www.dickssportinggoods.jobs/">https://www.dickssportinggoods.jobs/</a>
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 <a href="https://careers.dollargeneral.com/">https://careers.dollargeneral.com/</a>
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Princess Anne, Berlin & Pocomoke) Operations Assistant Manager (Salisbury, Berlin)	Apply online at <a href="https://www.dollartree.com/careers-stores">https://www.dollartree.com/careers-stores</a>
Dove Pointe	Banquet Host or Hostess Day Program RN Maintenance Tech Children's Program Aide Aide House Counselor Instructor Driver	Apply online at <a href="http://dovepointe.org/Careers">http://dovepointe.org/Careers</a>
DTLR - Centre at Salisbury	Sales Associate Assistant Manager-Retail Store Manager	Apply online at <a href="https://recruiting.talentreef.com/dtldr-villa">https://recruiting.talentreef.com/dtldr-villa</a>
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 <a href="https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx">https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx</a>
Earthbound Trading Co. - Centre at Salisbury	<i>Ongoing recruitment</i> Key Holder Sales Associate	Apply online at <a href="https://www.earthboundtrading.com/">https://www.earthboundtrading.com/</a>
Encompass Health	Nutrition Services Manager RN LPN	Apply online at <a href="https://www.encompasshealth.com/careers">https://www.encompasshealth.com/careers</a>
Express - Centre at Salisbury	Store Associate	Apply online at <a href="https://www.express.com/g/careers">https://www.express.com/g/careers</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Express Employment Professionals	Accounting Assistant Kit Assembler Retail Sales/Counter Associate	Apply online at <a href="https://www.expresspros.com/">https://www.expresspros.com/</a>
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Store Associate	Apply online at <a href="https://finishline.wd1.myworkdayjobs.com/Store_Careers">https://finishline.wd1.myworkdayjobs.com/Store_Careers</a>
Food Lion	<p><i>Nanticoke Road (Salisbury)</i> Perishable Associate Replenishment Manager Deli Bakery Assistant Manager Quality Assurance Associate</p> <p><i>Snow Hill Road (Salisbury)</i> Deli Bakery Associate Center Store (Grocery) Associate Sales Associate (Cashier) Deli Bakery Assistant Manager</p> <p><i>Tilghman Road (Salisbury)</i> Sales Associate (Cashier) Perishable Associate Deli Bakery Associate Produce Associate Center Store (Grocery) Associate Cake Decorator Seafood Associate</p> <p><i>Fruitland</i> Deli Bakery Assistant Manager</p> <p><i>Princess Anne</i> Deli Bakery Assistant Manager Customer Service Leader-Office Assistant Assistant Customer Service Manager Center Store (Grocery) Manager</p> <p><i>Berlin</i> Perishable Associate Sales Associate (Cashier) Produce Associate Deli Bakery Assistant Manager</p> <p><i>Ocean City</i> Frozen Food/Dairy Associate Center Store (Grocery) Associate Specialty Merchandise Associate Deli Bakery Assistant Manager Produce Associate Quality Assurance Associate</p> <p><i>Ocean Pines</i> Customer Service Leader-Office Assistant Center Store (Grocery) Associate Sales Associate (Cashier) Produce Associate Deli Bakery Associate Deli Bakery Assistant Manager Meat Market Associate</p>	Apply online at <a href="https://www.foodlion.com/">https://www.foodlion.com/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>West Ocean City</i> Deli Bakery Associate Center Store (Grocery) Manager Center Store (Grocery) Associate Sales Associate (Cashier) Deli Bakery Assistant Manager	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at <a href="https://www.sneakerjobs.com/">https://www.sneakerjobs.com/</a>
Genesis HealthCare	Aide-Geriatric Nurse Dietary Aide Cook Certified Medicine Aide Accounts Receivable Bookkeeper	Apply online at <a href="https://www.genesiscareers.jobs/">https://www.genesiscareers.jobs/</a>
GNC - Salisbury, Ocean City	Sales Associate (Ocean City)	Apply online at <a href="https://jobs.gnc.com/search/searchjobs">https://jobs.gnc.com/search/searchjobs</a>
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Porter Server	Apply online at <a href="https://thegreenturtle.com">https://thegreenturtle.com</a>
H&M - Centre at Salisbury	Retail Sales Advisor	Apply online at <a href="https://career.hm.com/content/hmcareer/en_us.html">https://career.hm.com/content/hmcareer/en_us.html</a>
Harbor Freight & Tools	Retail Sales Associate Senior Retail Sales Associate Retail Stocking Associate	Apply online at <a href="https://harborfreightjobs.com/">https://harborfreightjobs.com/</a>
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 <a href="https://harrisonseniorliving.com/careers">https://harrisonseniorliving.com/careers</a>
Holt Food and Paper Company	Delivery Driver Receiver/Stocker Material Handler/Order Selector	Apply online at <a href="http://holtpaper.com/About-Us/Careers">http://holtpaper.com/About-Us/Careers</a>
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 <a href="https://careers.homedepot.com/">https://careers.homedepot.com/</a>
Hot Topic	Key Holder Sales Associate	Apply online at <a href="https://www.workatht.com/stores/">https://www.workatht.com/stores/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Hudson Health Services, Inc.	Behavioral Health Aide Substance Abuse Counselor Maintenance I Maintenance II	Apply online at <a href="http://www.hudson-health.org">http://www.hudson-health.org</a>
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at <a href="https://www.journeys.com/careers">https://www.journeys.com/careers</a>
Jubilant Cadista	Quality Assurance Lead Manufacturing Process Operator Warehouse Associate	Apply online at <a href="https://jubilentcareer.jubl.com/">https://jubilentcareer.jubl.com/</a>
Junior Achievement of the Eastern Shore	Marketing & Events Coordinator	Apply online at <a href="https://www.juniorachievement.org/web/ja-easternshore/home">https://www.juniorachievement.org/web/ja-easternshore/home</a>
Justice - Centre at Salisbury	Style Advisor	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
K&L Microwave	CNC Machine Operator Electronic Assembler Electronic Technician Manual Machine Operator	Apply online at <a href="http://www.klmicrowave.com/employment.php">http://www.klmicrowave.com/employment.php</a>
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at <a href="https://www.sneakerjobs.com/us/en">https://www.sneakerjobs.com/us/en</a>
Lane Bryant	Sales Associate Key Holder	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at <a href="https://jobs.longhornsteakhouse.com/locations/locations">https://jobs.longhornsteakhouse.com/locations/locations</a>
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Night Operations Department Supervisor Sales Floor Dept Supervisor Back End Dept Supervisor Merchandise Service Associate Seasonal Receiver/Stocker Seasonal Sales Associate Seasonal Cashier  <i>Pocomoke:</i> Seasonal Receiver/Stocker Seasonal Cashier Seasonal Sales Associate Merchandising Service Associate Receiver/Stocker Sales Associate Sales Specialist ProServices	Apply online at <a href="https://jobs.lowes.com/">https://jobs.lowes.com/</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Housekeeper Maintenance Technician Mental Health Intensive Residential Counselor Payroll Accountant	Apply online at <a href="https://www.lowershoreclinic.org/current-openings">https://www.lowershoreclinic.org/current-openings</a>
Marshall's (Salisbury, Ocean City)	Merchandise Associate (Ocean City)	Apply online at <a href="https://jobs.tjx.com/">https://jobs.tjx.com/</a>
McCready Health	Cook/Supervisor Geriatric Nursing Assistant LPN RN	Apply online at <a href="https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/">https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/</a>
Men's Wearhouse - Centre at Salisbury	Retail Sales Consultant	Apply online at <a href="https://careers.tailoredbrands.com/">https://careers.tailoredbrands.com/</a>
New York & Co. - Centre at Salisbury	Sales Associate Sales Lead	Apply online at <a href="https://www.nyandcompany.com/static/about/careers/">https://www.nyandcompany.com/static/about/careers/</a>
Ocean Pines Association	Dispatcher/Communications Officer Front Desk Facility Coordinator General Laborer Part-time Swim Instructor	Instructions to apply at <a href="https://www.oceanpines.org/administration/work-here/">https://www.oceanpines.org/administration/work-here/</a>
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender	Apply online at <a href="https://jobs.olivegarden.com/search/searchjobs">https://jobs.olivegarden.com/search/searchjobs</a>
Ollie's	Sales Super Flooring	Apply online at <a href="https://www.ollies.us/careers/">https://www.ollies.us/careers/</a>
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 <a href="https://www.outback.com/careers">https://www.outback.com/careers</a>
Panera Bread - Salisbury, Ocean City	Night Baker Manager Associate Delivery Driver	Apply online at <a href="https://jobs.panerabread.com/">https://jobs.panerabread.com/</a>
Peninsula Home Care	Home Health Aide (HHA) LPN Occupational Therapy Assistant Physical Therapy Assistant	Apply online at <a href="https://www.peninsulahomecare.com/careers/">https://www.peninsulahomecare.com/careers/</a>
Peninsula Regional Health System	Administrative Assistant	Apply online at <a href="https://www.peninsula.org/employment-opportunities">https://www.peninsula.org/employment-opportunities</a>
	Assistant-Physical Therapy	
	CAT Scan Technologist	
	Cardiac Sonographer	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Coordinator-Patient Accounts Electrician Food Service-Catering Associate Food Service-Utility Aide Medical Assistant Nuclear Medicine Technologist Nursing Assistant (CNA) Nursing Office Coordinator Office Supervisor Parking Attendant 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 Representative-Billing/Collection Representative-Patient Access Scribe/Medical Assistant Security Police Service Desk II-Technician Specialist-Care Coordination Supply Chain Ops Assistant Technician-Pharmacy Certified Technician-Service Desk I Transporter Unit Secretary	
Pep Boys	Master Technician Assistant Service Manager Mechanic	Apply online at <a href="https://careers.pepboys.com/">https://careers.pepboys.com/</a>
Pepsi	Beverage Equipment Shop Support Fleet Technician	Apply online at <a href="http://www.pepsibottlingventures.com/job">http://www.pepsibottlingventures.com/job</a>
Perdue Farms - Salisbury	Claims Analyst Edible Oil Refinery Operator Edible Oil Refinery Supervisor Fleet Tech Fleet Tech Lead General Labor Lab Technician-Edible Oil Refinery Live Haul Driver Maintenance Mechanic Soy Crush Operator	Apply online at <a href="https://www.perduecareers.com/">https://www.perduecareers.com/</a>

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 <a href="https://careers.petsmart.com/">https://careers.petsmart.com/</a>
Piedmont Airlines	Flight Dispatcher	Apply online at <a href="https://piedmont.jobs.net/">https://piedmont.jobs.net/</a>
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales</a>
Plymouth Tube Co.	Machine Operator-Production	Apply online at <a href="https://www.plymouth.com/careers/">https://www.plymouth.com/careers/</a>
Pugh's Patient Care Services	RN CNA PCA	Email resume to <a href="mailto:tpcs11793@gmail.com">tpcs11793@gmail.com</a> or fax to 443-888-6317
Quality Staffing	CNC Machinist	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801
	Electrical Maintenance Mechanic	
	Electrician-Certified	
	Electronic Assembler	
	Electronic Technician II	
	Electronics Technician	
	Forklift/Pallet Jack	
	General Labor	
	Lead Carpenter/Manager	
	Machine Operator/Mill Associate	
	Manufacturing Packer	
	Mechanical Design/Drafter	
	Production Associate	
	Production Technician	
	Quality Control Lead	
	Quality Control Technician	
	Senior CAD Drafter	
	Service Manager	
	Soldering and Assembly	
	Staff Engineer	
Utility Maintenance Mechanic		



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at <a href="https://jobs.redlobster.com/search/searchjobs">https://jobs.redlobster.com/search/searchjobs</a>
Rite Aid	Cashier (Delmar) Pharmacy Technician (Delmar)	Apply online at <a href="https://www.riteaid.com/">https://www.riteaid.com/</a>
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 <a href="https://my.peplematter.com/mja/royalfarms/JobApp/GetBusinessUnits">https://my.peplematter.com/mja/royalfarms/JobApp/GetBusinessUnits</a>
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at <a href="https://www.rubytuesday.com/careers">https://www.rubytuesday.com/careers</a>
Safelite AutoGlass	Auto Glass Technician Trainee Seasonal Repair Specialist (Salisbury)	Apply online at <a href="https://www.safelite.com/careers">https://www.safelite.com/careers</a>
Salisbury University	Food Service Assistant <i>Application reviewed upon receipt</i>	Apply online at <a href="https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx">https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx</a>
	Catering Assistant <i>Application reviewed upon receipt</i>	
	Housekeeper <i>Application reviewed upon receipt</i>	
Sam's Club	Merchandising Lead TBC Tire Tech Merchandise and Stocking Associate Membership Representative Maintenance Associate Fresh Food Associate	Apply online at <a href="https://careers.walmart.com/">https://careers.walmart.com/</a>
Sherwin Williams - Salisbury, West Ocean City, Crisfield	<i>Salisbury:</i> Store Driver I Store Driver III Sales Coordinator-Field Tech <i>Crisfield:</i> Maintenance Mechanic Temporary Production Operator-Packer Finishing Operator	Apply online at <a href="https://careers.sherwin-williams.com/home">https://careers.sherwin-williams.com/home</a>
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 <a href="https://shoreup.org/employment/join-our-team/">https://shoreup.org/employment/join-our-team/</a>
Somerset County	Correctional Officer I	Apply online at

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Part-time Cart Attendant (Great Hope) <b>Filing deadline: February 21, 2020</b>	<a href="https://www.somersetmd.us/services/employment_opportunities.php">https://www.somersetmd.us/services/employment_opportunities.php</a>
	Part-time Golf Shop Assistant (Great Hope) <b>Filing deadline: February 21, 2020</b>	
	Motor Equipment Operator I <b>Filing deadline: February 26, 2020</b>	
	Housing Rehabilitation Specialist/Inspector <b>Filing deadline: February 28, 2020</b>	
Somerset County Library	Library Assistant part-time	Apply online at <a href="http://www.somelibrary.org/employment.php">http://www.somelibrary.org/employment.php</a>
Spencer's - Centre at Salisbury	Store Manager Assistant Store Manager Sales Associate Sales Supervisor	Apply online at <a href="https://www.spencersandspiritjobs.com/">https://www.spencersandspiritjobs.com/</a>
Staples	Sales Supervisor, Technology Operations Supervisor Supervisor, Copy & Print Marketing Sales Associate, Technology Sales Associate, Copy & Print Marketing Inventory Specialist	Apply online at <a href="https://retailcareers.staples.com/">https://retailcareers.staples.com/</a>
State Of Maryland	Patient/Client Driver (Worcester Co. Health Dept.) <b>Filing deadline: February 18, 2020</b>	Apply online at <a href="https://jobapscloud.com/MD/">https://jobapscloud.com/MD/</a>
	Agricultural Inspector II (Mosquito Control-Eastern Shore Region) <b>Filing deadline: February 18, 2020</b>	
	Correctional Maintenance Officer I - Automotive Services or Carpentry (Wicomico Co., Somerset Co.) <b>Filing deadline: February 19, 2020</b>	
	Correctional Maintenance Officer I - Electrical or Grounds Supervision or Metal Maintenance or Painting or Plumbing (Wicomico Co., Somerset Co.) <b>Filing deadline: February 20, 2020</b>	
	Dialysis Services Chief <b>Filing deadline: February 24, 2020</b>	
	Office Services Clerk (Worcester Co. Health Dept.) <b>Filing deadline: February 25, 2020</b>	
	Natural Resources Associate (Worcester Co. Forest Service) <b>Filing deadline: February 25, 2020</b>	
	Environmental Health Aide III (Worcester Co. Health Dept.) <b>Filing deadline: February 27, 2020</b>	
	Correctional Maintenance Officer I - Refrigeration Mechanic (Wicomico Co., Somerset Co.) <b>Filing deadline: February 29, 2020</b>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Sun Communities, Inc.	<p><i>Frontier Town Campground:</i>            Store Supervisor            Resort Maintenance Technician            Snack Bar Supervisor            Snack Bar Attendant            Resort Groundskeeper            Store Clerk            Restaurant Cook</p> <p><i>Castaways RV Resort:</i>            Resort Housekeeper            Resort Groundskeeper            Snack Bar Attendant            Activities Assistant            Store Clerk            Gate Attendant  <del>Guest Services Coordinator</del></p>	Apply online at <a href="https://careers.suncommunities.com/viewalljobs/">https://careers.suncommunities.com/viewalljobs/</a>
Sunglass Hut - Centre at Salisbury, Ocean City	Sales Associate (Salisbury)	Apply online at <a href="https://careers.sunglasshut.com/na">https://careers.sunglasshut.com/na</a>
Sysco - Pocomoke	CDL A Delivery Truck Driver Warehouse Order Selector Contract Compliance Coordinator	Apply online at <a href="https://careers.sysco.com/">https://careers.sysco.com/</a>
Taco Bell - Ocean City	<i>Ongoing recruitment</i> Shift Lead Team Member Assistant Manager Restaurant General Manager	Apply online at <a href="http://jobs.tacobell.com/">http://jobs.tacobell.com/</a>
Tailored Staffing	CNC Machine Operator Electronic Assembler Electronic Technician Forklift Operator	Apply online at <a href="http://www.tailoredstaffingmd.com">www.tailoredstaffingmd.com</a>
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 <a href="https://jobs.target.com/">https://jobs.target.com/</a>
Texas Roadhouse	Line Cook Line Cook-Broil/Grill Server Assistant-Busser Host	Apply online at <a href="https://careers.texasroadhouse.com/">https://careers.texasroadhouse.com/</a>
T.J. Maxx - Ocean City	Merchandise Associate Admin Coordinator	Apply online at <a href="https://jobs.tjx.com/">https://jobs.tjx.com/</a>
Torrid - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Keyholder Sales Associate Store Manager	Apply online at <a href="https://jobs.jobvite.com/torrid">https://jobs.jobvite.com/torrid</a>
Town of Ocean City	Tennis Attendant <b>Filing deadline: May 1, 2020</b> Firefighter/ALS Position <b>Filing deadline: February 28, 2020</b>	Get detailed job description and apply online at <a href="https://oceancitymd.gov/oc/departments/human-resources/employment/">https://oceancitymd.gov/oc/departments/human-resources/employment/</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	EMT-Intermediate Maryland Paramedics <b>Filing deadline: February 28, 2020</b>	
Tri-County Council for the Lower Eastern Shore of Maryland	Bus Operators-Fixed Route	Apply online at <a href="http://lowershore.org/Departments/HumanResources.aspx">http://lowershore.org/Departments/HumanResources.aspx</a>
Tuesday Morning	Store Associate Assistant Manager	Apply online at <a href="https://www.tuesdaymorning.com/">https://www.tuesdaymorning.com/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Ulta Beauty	Hair Stylist Brow Waxing Expert Beauty Advisor Prestige Beauty Advisor Skin Therapist	Apply online at <a href="https://careers.ulta.com/">https://careers.ulta.com/</a>
Valvoline	Automotive Technician/Customer Service Advisor	Apply online at <a href="https://jobs.vioc.com/">https://jobs.vioc.com/</a>
Verizon	Retail Sales Representative	Apply online at <a href="https://www.verizon.com/about/work/">https://www.verizon.com/about/work/</a>
Victoria's Secret - Centre at Salisbury	Events Team Selling Associate	Apply online at <a href="https://www.victoriasssecret.com/careers">https://www.victoriasssecret.com/careers</a>
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 <i>Cashier/Front End Associate</i>	Apply online at <a href="https://careers.walmart.com/">https://careers.walmart.com/</a>
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 <a href="http://wcdcservices.org/employment-opportunities/">http://wcdcservices.org/employment-opportunities/</a>
Wicomico County	Maintenance Worker I <i>Open until filled</i> Motor Equipment Operator II <i>Open until filled</i> Motor Equipment Operator I <i>Open until filled</i> Crossing Guard <i>Open until filled</i>	Apply online at <a href="http://www.wicomicocounty.org/jobs.aspx">http://www.wicomicocounty.org/jobs.aspx</a>
Wicomico County Public Schools	Maintenance Technician 3-HVAC <i>Open until filled</i>	Apply online at <a href="https://www.applitrack.com/wcboe/onlineapp/default.aspx">https://www.applitrack.com/wcboe/onlineapp/default.aspx</a>
Wicomico Public Libraries	Branch Assistant	Apply online at <a href="http://www.wicomicolibraries.org/employment">http://www.wicomicolibraries.org/employment</a>
WMDT	Master Control Operator Media Specialist	Apply online at <a href="https://www.wmdt.com/about-us/job-openings/">https://www.wmdt.com/about-us/job-openings/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Worcester County	Communication Clerk I Communication Clerk-Temporary, Part-time Communication Clerk Trainee Plumbing Inspector Correctional Officer Trainee Building Maintenance Mechanic III 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 <a href="http://www.co.worcester.md.us/departments/hr/jobs">http://www.co.worcester.md.us/departments/hr/jobs</a> Mail completed application to: Human Resources Worcester County Government Center 1 W. Market St. Room 1301 Snow Hill, MD 21863  Or fax application to: (410) 632-5614
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Membership Services Representative Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Day Camp Counselor Sports Staff Cleaning Staff <hr/> <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 Child Watch Cleaning Staff	Apply online at <a href="http://www.ymcachesapeake.org/employment">http://www.ymcachesapeake.org/employment</a>
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at <a href="https://www.zumiez.com/jobs">https://www.zumiez.com/jobs</a>



## **NOW HIRING!!!! - Crisfield Site**

**Sherwin-Williams is the largest paints and coatings company in the world. With \$15.8 billion in sales, more than 4,100 stores, and 140 manufacturing and distribution centers worldwide. Our 60,000 employees across the globe are diverse, innovative, and passionate. With a variety of rewarding and challenging opportunities, Sherwin-Williams is a great place to launch and grow a career. Sherwin-Williams has two plants worldwide that manufacture their brushes and rollers – Crisfield, MD and Portland, OR. The Crisfield, MD plant plays an integral role in the Company's continued success focusing on Operational Excellence: Safety, People, Service, Quality and Cost. Join us today!**

**Maintenance Mechanic**

**Roller Finishing Machine Operator**

**Packers – All Shifts**

**Apply on-line:**

**Go to [sherwin-williams.com/crisfield](http://sherwin-williams.com/crisfield)**

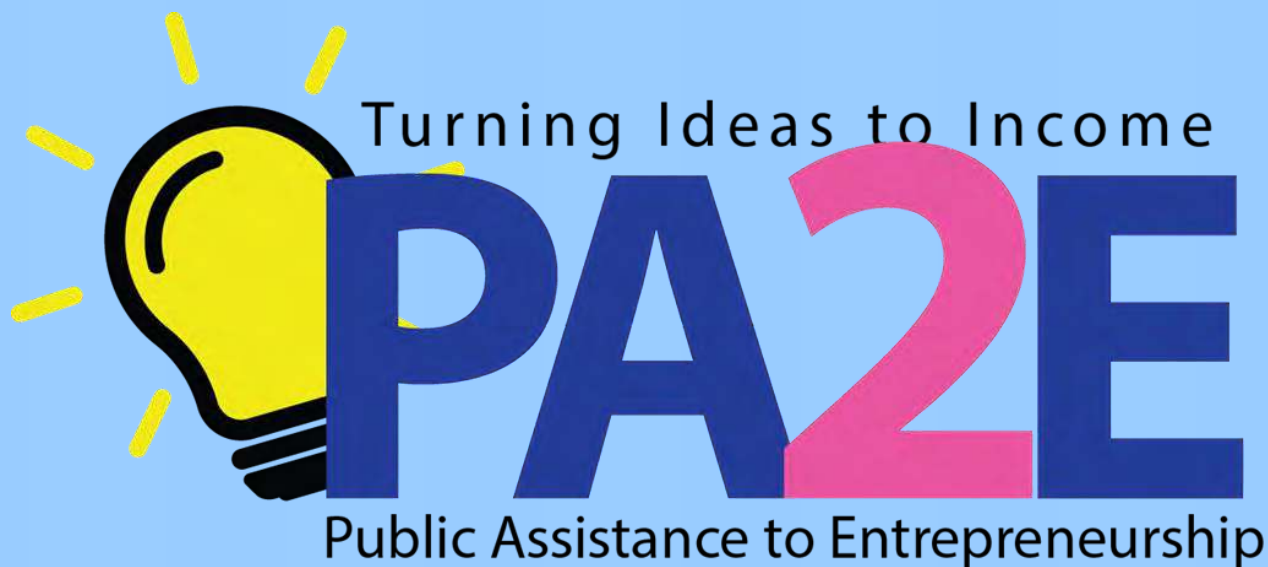




# START YOUR SMALL BUSINESS

- *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.*\*\*



## TELAMON CORPORATION FAST PROGRAM

**Interested in the food and  
service industry?**

**Want to gain skills and  
become ServSafe certified?**

**Contact us today!**

**NEXT TRAINING TO BEGIN ON  
FEBRUARY 24, 2020**

For more information or to apply,  
please contact [ssaintlouis@telamon.org](mailto:ssaintlouis@telamon.org)  
or call 410-341-4401.



## SERVICES & TRAININGS OFFERED

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Educational Services

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Job Placement and Support

Follow Up Services

[www.telamon.org](http://www.telamon.org)

Telamon is an equal opportunity employer and  
provider. Auxiliary Aids available upon request.



## 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/](http://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](http://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](http://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/](http://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](http://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](http://www.worwic.edu/financialassistance) [abrumfield@worwic.edu](mailto: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](http://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](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto: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](http://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](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto: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](http://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 1<sup>st</sup> 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@goodwilches.org









**Wor-Wic**  
COMMUNITY COLLEGE



STATE OF MARYLAND  
**DLLR**  
DEPARTMENT OF LABOR, INDUSTRY AND TRAINING

*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](http://www.wicomicolibraries.org)







## Legal Clinic

**DOWNTOWN LIBRARY**  
**APRIL 8, 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](http://mdcourts.gov/selfhelp)

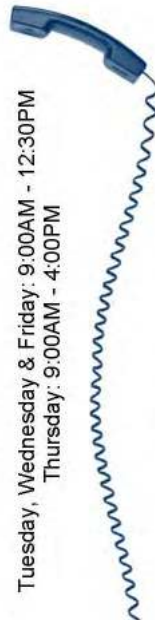
Monday-Friday, 8:30 AM to 8:00 PM

**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](http://disabilityrightsmd.org)

#### Legal Aid Bureau Inc.

800.444.4099  
[mdlhb.org](http://mdlhb.org)

#### Maryland Volunteer Lawyers Service, Inc.

800.510.0050  
[mvslaw.org](http://mvslaw.org)

#### Pro Bono Resource Center of Maryland, Inc.

800.396.1274  
[probonomd.org](http://probonomd.org)