

the Job Journal

**TIP
OF THE
WEEK**

Understanding the Behaviors That Showcase Workplace Professionalism

Most people prefer to work in a professional environment with supervisors and coworkers who exude professionalism. Consumers or customers especially prefer to deal with individuals who display professionalism in their interactions.

Professionalism can mean different things to different people, though. Some may be focused mostly on how people behave, while others might be focused primarily on physical appearances, such as a person's clothing or hairstyle.

What Is Professionalism?

While it may be hard to define in a simple sentence, we know it when we see it. And we certainly know it when it is missing from our interaction with someone.

Professionalism is more than competence. Sure, true professionals are good at whatever they do, and they take their jobs seriously. When we visit a doctor, hail a cab, go out to dinner, or hire an electrician, we always appreciate engaging a "pro," who is well trained, has experience, and will deliver a great outcome.

Professionalism goes beyond being good at what you do. Competence is a minimum standard, and the rest of what gives meaning to the idea of workplace professionalism is all about behavior. It's not just what you know—it's how you do your job, how you behave, and how you come across as you interact with others.

11 Characteristics that Showcase Workplace Professionalism

If you want to improve your own professionalism in the workplace or set guidelines for those who work for you, consider the characteristics that best exude what most people consider to be professional behavior.

1. Keep Commitments

Professionals do what they say they are going to do and they don't over promise. They are dependable, they keep their appointments, and they don't have to be reminded over and over when something is due. Punctuality is part of this. Making others wait is a sure sign of a lack of professionalism.

2. Use Language Properly

Those who display workplace professionalism do so in every aspect of their work, including how they talk. They choose their language carefully, minimize the use of slang and they definitely pass on the use of inappropriate language. This includes the use of proper grammar when speaking and writing—even in less formal settings.

3. Avoid Drama

It's impossible to separate our work lives from our personal lives completely. We all, at some point in our lives, will be in and out of relationships, have children or parents to deal with, and experience the roller-coaster ups and downs of life. Bringing too much drama into the workplace can cross the line and come across as unprofessional. For example, while it's unfortunate to have gone through a bad divorce, your co-workers don't need to learn about your challenges and disagreements directly or indirectly through your loud phone conversations.

True professionalism includes maintaining an appropriate wall between our personal problems and our workplace lives.

4. Ensure a Great Appearance

True professionals strive to ensure their physical presentation works for them instead of against them. From wearing clean, environment appropriate clothing to ensuring impeccable personal grooming, there are no gaps in this individual's aesthetic appearance.

5. Practice Ethical Behavior

Displaying professionalism demands an unyielding commitment to doing the right thing. The best professionals are attuned to the ethical implications of their decisions, and when faced with one of those gray-area issues (no clear right or wrong), they seek help.

6. Never Bully

No one likes a bully, and there's no room for this behavior whatsoever in the workplace. Sometimes bullying is veiled in odd attempts at humor, and you know it is wrong when the humor comes at someone else's expense.

7. Avoid Gossip

When we hear workplace gossip, it's hard not to listen. Similar to bullying, when you hear a gossip talking about your coworker, you can assume the gossip will be talking about you next as soon as you're not around. Be the person who stays out of these conversations.

8. Display a Positive Attitude

People enjoy working with coworkers who are always upbeat, positive, and energetic. People who are excessively and constantly negative drain the positive energy from a workplace. Focus on ensuring your mood is in the right place every day when you walk through the door at work.

9. Be Accountable

Professionals admit it when they are wrong, own up to their mistakes, don't point fingers at others, and don't make lame excuses. They display accountability and expect accountability from others.

10. Control Emotions

Is it OK to show emotions at work? Of course, but professionals don't lose their tempers, don't lose their composure, and stay cool under pressure.

11. Avoid Dirty Jokes and Sexual Innuendo

If it's something that would earn an R-rating for a movie, then it doesn't belong in the workplace. Professionals don't embarrass or harass their coworkers in any way, shape, or form. Ever.

The most valuable asset in your career is your reputation. Those who understand this fact of life do everything in their power to always display professionalism in every encounter. There are no compromises, and most of the time we never get a second chance to correct a bad impression.

McCarthy, Dan. "Understanding the Behaviors That Showcase Workplace Professionalism." *The Balance Careers*, Dotdash, 27 December 2018, <https://www.thebalancecareers.com/what-is-workplace-professionalism-2275961>.

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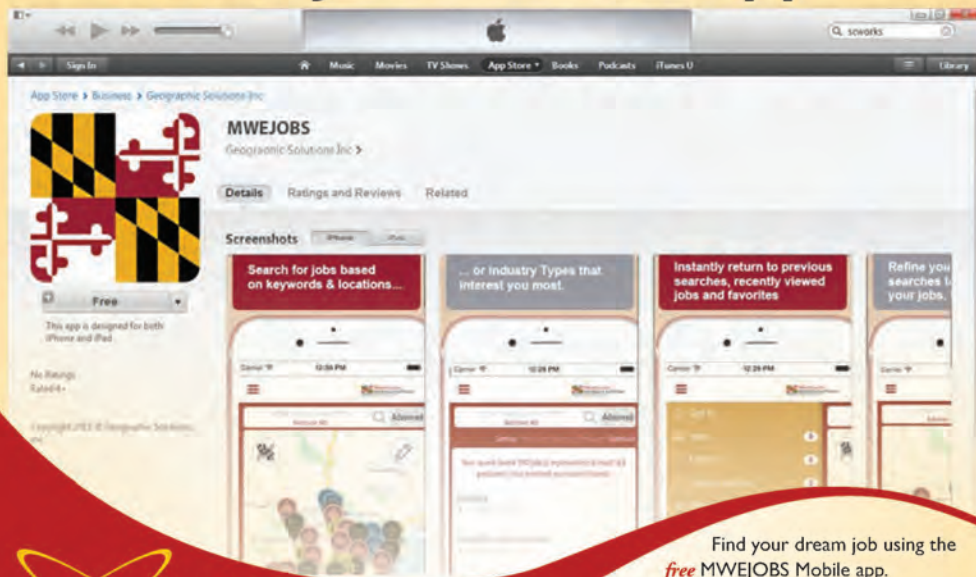
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NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! MWEJOBS Mobile App



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.



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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:
Jarrah Hall

Email:
salisbury@dllr.state.md.us

31901 Tri-County Way
Salisbury, MD 21804



www.labor.maryland.gov

Energize Your Job Search

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.



JOB RESOURCE and HIRING FAIR for NEW AMERICANS



Make plans to attend the Pre-Event Webinar

Date: Wednesday, August 25, 2021
Time: 1-3 PM
Where: Online

- Learn about:**
- Résumé & Cover Letter Strategies
 - Job Interview Techniques & Tips
 - Credential Evaluation Information

Register here: bit.ly/sitfpreevent

Join us for the Statewide Virtual Hiring Event!

Date: Wednesday, September 15, 2021
Time: 1-3 PM
Where: Online

- Meet with recruiters/hiring managers from the comfort of your home at a convenient time.
- **No fee to participate!**
- Find out about job opportunities, benefits, company culture, requirements and more from employers in various industries.

Register here: bit.ly/sitfhiringevent

REGISTER TODAY!

The webinar link and dial-in information will be sent to all registrants 24 hours prior to the event.



Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Interpreter services are available upon request. Please identify a need for assistance during the registration process.

Amharic አማርኛ	Korean 한국어
Arabic العربية	Russian Русский
Chinese 中文	Spanish Español
French Français	Tagalog Tagalog
Hindi हिन्दी	Vietnamese Tiếng Việt

For more information contact your New Americans Initiative Coordinator
Eun Young Hong | dlwdalnewamericans-labor@maryland.gov

[f/MarylandLabor](https://www.facebook.com/MarylandLabor) [@MD_Labor](https://twitter.com/MD_Labor)



Recursos Laborales y Feria de Contratación para Nuevos Estadounidenses



Planifique para asistir al seminario web previo al evento

Fecha: Miércoles 25 de agosto de 2021
Hora: de 1 a 3 PM
Donde: En línea

- Aprenda sobre:**
- Estrategias de CV y cartas de presentación
 - Técnicas y consejos para entrevistas de trabajo
 - Información de evaluación de credenciales

Regístrese aquí: bit.ly/sitfpreevent

¡Únase en el Evento de contratación virtual en todo el estado!

Fecha: Miércoles 15 de septiembre de 2021
Hora: de 1 a 3 PM
Donde: En línea

- Reúnanse con reclutadores/gerentes de contratación desde la comodidad de su hogar en un horario conveniente.
- **¡No tiene que pagar para participar!**
- Obtenga información sobre oportunidades laborales, beneficios, cultura empresarial, requisitos y más por parte de empleadores en diversas industrias.

Regístrese aquí: bit.ly/sitfhiringevent

¡REGÍSTRESE HOY!

El enlace del seminario y la información de acceso telefónico se enviarán a todos los participantes 24 horas antes del evento.



Programa/empleador de igualdad de oportunidades. La asistencia y los servicios auxiliares están disponibles a pedido para las personas con discapacidades. Los servicios de interpretación están disponibles a pedido. Seleccione una necesidad de recibir asistencia durante el proceso de registro.

Para más información, comuníquese con el coordinador de la iniciativa para Nuevos Estadounidenses.
Eun Young Hong | dlwdalnewamericans-labor@maryland.gov

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Maryland

DEPARTMENT OF LABOR

Eastern Shore Back to Business Regional Hiring Events

EMPLOYERS & JOBSEEKERS

You are cordially invited to participate in a virtual Regional Recruitment Event as Maryland businesses reopen their doors!

No fee to participate! Simply select desired county/region and self-register in the [Maryland Workforce Exchange \(MWE\)](#).

Employers: space is limited to 12 employers per event so register TODAY!

Event Date	Event Time	County	Event Number
08/17/2021	10 am – 11:30 am	Kent/QA/Caroline	89605
08/24/2021	10 am – 11:30 am	Talbot/Dorchester	89607
09/08/2021	10 am – 11:30 am	Wicomico/Worcester/Somerset	89602
10/05/2021	1 pm – 2:30 pm	All Maryland Counties	89604

Log-in and register under the corresponding Event Number in the [Maryland Workforce Exchange \(MWE\)](#) following the steps outlined below:

- ✓ Navigate to Menu (top left side of the screen) then “Appointment Center” then “Events Calendar”
- ✓ Enter Event ID, click filter, select month on the calendar, then register.

Event will be promoted on LABOR’s website:

<http://labor.maryland.gov/employment/jobfairs.shtml>

For more information or assistance in registering for event, contact your Regional Business Solutions Consultant alicia.dennis@maryland.gov



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Courtesy Clerk Deli/Meat Clerk Pharmacy Technician (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk In-Store Shopper (E-commerce) Pharmacy Clerk (Salisbury)	Apply online at https://www.albertsonscorporation.com/careers/en/our-companies/acme.html?our-companies=Acme
Advance Auto Parts	<i>Salisbury</i> Store Hourly Store Driver Retail Parts Pro Driver <i>Pocomoke</i> Store Hourly Retail Parts Pro Store Driver	Apply on line at https://www.advanceautoparts.jobs/
ALDI	Store Associate	Apply online at https://careers.aldi.us/
Anchorage Healthcare Center	Cook Certified Medication Aide Culinary Aide Personal Care Assistant GNA	Apply online at https://jobs.apploi.com/profile/communicarefamily
Applebee's	Bartender Sanitation Specialist Dishwasher/General Utility Server Carside To-Go Specialist Line Cook Host	Apply online at https://www.applebees.com/en/restaurant-jobs
Atlantic General Hospital	Cashier Collections Specialist Emergency Department Tech Floor Care Tech Housekeeping Aide Housekeeping Supervisor Maintenance Specialist Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Patient Safety Aide Payment Posting Supervisor Registration Specialist Secretary/Nurse Technician Surgical Tech Ultrasound/Vascular Sonographer	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Accounts Payable Clerk (Salisbury) Diesel/Farm Equipment Technician Small Engine Mechanic	Apply online at https://www.atlantictractor.net/employment

Atria	Dishwasher Housekeeper Memory Care Caregiver	Apply online at https://www.atriaseniorliving.com/careers/
BesTemps	Administrative Assistant (Various locations) Assembler (Salisbury) Dishwashers (Ocean City) Front Desk Employment Coordinator/Assistant Staffing Specialist (Salisbury) General Laborer (Various locations) Hospitality Worker (Ocean City) Housekeeper/Houseman (Ocean City) Industrial Maintenance Mechanic (Salisbury) Line Cook (Ocean City) Machine Operator (Salisbury) Maintenance Technician (Various locations) Material Handler (Salisbury) Pest Control Technician (Bishopville) Shipping and Receiving Associate (Pocomoke) Sign Installer (Salisbury) Warehouse Associate (Salisbury)	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker	Apply online at https://careers.biglots.com/
Blue Water	<i>Berlin</i> Snack Bar Attendant Maintenance Technician Housekeeper Cast Member/Performer Guest Service Specialist Cook Groundskeeper Gate Attendant Security Guard Retail Clerk <i>Ocean City</i> Laundry Attendant Housekeeper Houseman Accounting Clerk Housekeeping Supervisor Maintenance Intern Pool Attendant Front Desk Agent Reservations Specialist Maintenance Technician <i>Whaleyville</i> Camp Store Associate Activities Assistant Housekeeper	Apply online at https://bwdc.com/
Bob Evans Restaurant	Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor Grill Cook Dishwasher	Apply online at http://careers.bobevans.com/

Boscov's - Centre at Salisbury	Shoe Sales Associate Beauty Advisor Cosmetic Sales Department Manager Sales Assistant Courtesy Desk Associate Loss Prevention Detective	Apply online at https://www.boscovs.com/
Burlington	Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate	Apply online at https://burlingtonstores.jobs/
Carrabba's Italian Grill - Ocean City	Kitchen Manager Assistant Kitchen/Culinary Manager <i>Ongoing recruitment</i> Prep Cook Restaurant Busser Dishwasher Server To-Go Specialist Host Bartender	Apply online at https://www.carrabbas.com/careers
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Recruiter Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder Painter	Apply online at http://www.chesapeakeshipbuilding.com/take-action/
Chesapeake Utilities	Delivery Driver (Salisbury) Line Locator I (Salisbury) Gas Operations Supervisor-Metering (Salisbury) Service Technician (Pocomoke)	Apply online at https://chpk.com/our-culture/careers/
Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook 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 Fruitland	Public Works Maintenance Worker I Utilities Technician I	Apply online at https://www.cityoffruitland.com/how_do_i_apply_for_obtain/employment.php
City of Pocomoke	Water/Wastewater Lead Operator Public Works General Laborer Police Communications Operator Entry Level Police Officer	Apply online at https://www.cityofpocomoke.com/info/jobs

City of Salisbury	Utility Tech I, II or III Motor Equipment Operator II-Sanitation Water Plant Operator I Waste Water Treatment Operator I Operations Support Staff Trolley Bus Driver Automotive Mechanic Trainee, Mechanic I or II Records Management Technician Parking Attendant Zoo Educator Revenue Supervisor Field Ops Technician Crew Leader Streets Supervisor Asset Management & Facilities Specialist Community Programs Specialist Computer Technician - Police Administrative Assistant I Signal and Lighting Tech I, II or III Administrative Assistant I Field Ops Technician-Traffic <hr/> POLICE CAREERS: Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer	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.
Coastal Hospice & Palliative Care	Thrift Shop Associate Certified Nursing Assistant (CNA) Certified Medication Technician	Apply online at https://coastalhospice.org/careers/
Cobb - Pocomoke	Poultry House Worker Poultry Farm Crew Poultry Farm Worker Night Shift Hatchery Monitor	Apply online at https://www.cobb-vantress.com/en_US/careers/
Coca-Cola Consolidated	Warehouse Material Handler Delivery Merchandiser Trainee Merchandiser	Apply online at https://cokeconsolidated.jobs.net/
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
Corizon Health - Westover	Certified Nursing Assistant Clerk Specialty Clinic	Apply online at https://www.corizonjobs.com/
Crothall Healthcare	Laundry Services Housekeeper	Apply online at https://www.crothall.com/careers/all
CVS	Shift Supervisor Management Trainee Pharmacy Technician Retail Store Associate General Manager	Apply online at https://www.cvs.com/
Delaware Elevator	Apprentice Drilling General Laborer General Laborer Facility Maintenance Marine Sales Representative Service Dispatcher Service Representative	Apply online at https://delawareelevator.com/about/careers/job-opportunities/

Dick's Sporting Goods - Centre at Salisbury	Retail Sales Associate	Apply online at https://www.dickssportinggoods.jobs/
Dove Pointe	Residential Program Coordinator Maintenance Floor Tech Aide Instructor Driver House Counselor Mentor Maintenance Tech Children's Program Aide	Apply online at https://www.dovepointe.org/careers
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx
Encompass Health	Nutrition Service Aide Environmental Services Aide Rehab Nursing Tech I Physical Therapy Assistant	Apply online at https://www.encompasshealth.com/careers
Exelon Corp	Building Servs Tech 1/C NS NERC	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	Bookkeeper Groundskeeper General Labor Logistic Coordinator Marketing Support Coordinator Quality Assurance Manager (Princess Anne)	Apply online at https://www.expresspros.com/
Five Guys - Salisbury, Ocean City	Crew Member Shift Leader Shift Manager Assistant Restaurant Manager	Apply online at https://www.joinfiveguys.com/
Food Lion	<i>Nanticoke Road (Salisbury)</i> Customer Service Leader (Office Assistant) Perishable Associate Produce Associate To Go Lead To Go Associate Sales Associate (Cashier) Center Store (Grocery) Associate Center Store (Grocery) Lead <i>Snow Hill Road (Salisbury)</i> Customer Service Leader-Office Assistant Sales Associate (Cashier) Center Store (Grocery) Associate Perishable Associate Customer Lead Produce Associate	Apply online at https://www.foodlion.com/

<p><i>Tilghman Road (Salisbury)</i> Center Store (Grocery) Associate Deli Bakery Associate Specialty Merchandise Associate Produce Associate To Go Lead Frozen Food/Dairy Associate Quality Assurance Associate</p>
<p><i>Fruitland</i> Produce Associate Cake Decorator Perishable Associate Quality Assurance Associate Deli Bakery Associate Sales Associate (Cashier) Customer Lead Customer Service Leader-Office Assistant To Go Associate To Go Lead Quality Assurance Associate</p>
<p><i>Princess Anne</i> Produce Associate Assistant Customer Service Manager Customer Service Leader-Office Assistant Perishable Associate Customer Lead</p>
<p><i>Berlin</i> Customer Service Leader-Office Assistant Customer Lead Sales Associate (Cashier) Center Store (Grocery) Associate Cake Decorator Deli Bakery Associate Specialty Merchandise Associate Frozen Food/Dairy Associate Perishable Associate To Go Associate</p>
<p><i>Ocean City</i> Center Store (Grocery) Associate Customer Service Associate Customer Service Leader - Office Assistant Specialty Merchandise Associate</p>
<p><i>Ocean Pines</i> Customer Service Associate Center Store (Grocery) Associate To Go Associate To Go Lead Produce Associate Deli Bakery Associate Sales Associate (Cashier) Customer Service Leader-Office Assistant</p>

	<p><i>West Ocean City</i> Customer Service Associate Center Store (Grocery) Manager Deli Bakery Associate Produce Associate Center Store (Grocery) Associate Perishable Associate To Go Lead</p>	
Genesis Health Care	<p>Aide-Geriatric Nurse Nursing Unit Assistant Guest Services Specialist Housekeeper Scheduler Nursing Unit Assistant In Training Non-Certified Cook Laundry Aide Certified Medicine Aide Activity Assistant Driver Rehab Office Coordinator Physical Therapist Assistant Dietary Aide</p>	<p>Apply online at https://www.genesiscareers.jobs/main/</p>
The Green Turtle - Salisbury	<p><i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server</p>	<p>Apply online at https://thegreenturtle.com</p>
Harbor Freight & Tools - Salisbury, Pocomoke	<p>Retail Sales Associate Retail Stocking Associate Retail Stocking Supervisor (Pocomoke)</p>	<p>Apply online at https://harborfreightjobs.com/</p>
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	<p>Certified Medication Technician (Salisbury) Housekeeper (Snow Hill) Driver/Maintenance (Snow Hill) Dietary Aide (Snow Hill) Certified Geriatric Nursing Assistant (Snow Hill)</p>	<p>Apply online at https://harrisonseniorliving.com/careers</p>
Holt Food and Paper Company	<p>Day Warehouse Receiver/Stocker Daytime Order Selector Night Warehouse Order Selector</p>	<p>Apply online at http://holtpaper.com/About-Us/Careers</p>
Home Depot (Salisbury, Berlin)	<p><i>Ongoing recruitment</i> Designer-Kitchen/Bath Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Lot Associate Measurement Specialist, Flooring (Ocean City)</p>	<p>Apply online at https://careers.homedepot.com/</p>
HomeGoods - Ocean City	<p>Cashier Retail-part-time</p>	<p>Apply online at https://jobs.tjx.com/</p>

K&L Microwave	Electronic Assembler Electronic Technician Senior Electronic Technician	Apply online at http://www.klmicrowave.com/employment.php
LensCrafters	Sales Associate	Apply online at https://www.lenscrafters.com/lc-us/careers
Longhorn Steakhouse	Dishwasher To Go Specialist Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Fulfillment Team Lead Back End Clerk Retail Associate Receiver Stocker Overnight Merchandising Service Associate Sales Associate Fulfillment Associate Head Cashier Cashier Loader/Cart Associate <i>Pocomoke:</i> Delivery Coordinator Loader/Cart Associate Head Cashier Cashier Retail Associate Receiver Stocker Sales Associate	Apply online at https://jobs.lowes.com/
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Certified Medical Assistant Certified Nursing Assistant/Geriatric Nursing Assistant Housekeeper	Apply online at https://www.lowershoreclinic.org/careers
Marshall's - Salisbury, Ocean City	Merchandise Associate (Ocean City) Customer Experience Coordinator (Ocean City) Merchandise Coordinator (Ocean City)	Apply online at https://jobs.tjx.com/
Ocean Pines Association	Swim Instructor Golf Maintenance Laborer General Laborer Aquatics Front Desk Facility Coordinator Lifeguard	Instructions to apply at https://oceanpines.org/web/pages/work-here
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Restaurant Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's	Freight Flow Supervisor Sales Associate	Apply online at https://www.ollies.us/careers/

Outback Steakhouse - Salisbury, Ocean City	<i>Ongoing recruitment</i> Delivery Driver Bartender Dishwasher Prep Cook Restaurant Busser Line Cook Server Host To-Go Specialist	Apply online at https://www.outback.com/careers
Panera Bread - Salisbury, Ocean City	Manager Night Baker Associate	Apply online at https://jobs.panerabread.com/
Peninsula Home Care	Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/
Pep Boys	General Service Technician Technician B Assistant Service Manager Store Manager of Service Customer Service Advisor	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Trainee Fountain Install Technician Forklift Operator/Loader	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	Accounts Receivable Coordinator Clerk 4 Customer Service Coordinator Dapac Machine Operator Edible Oil Refinery Operator Edible Oil Refinery Supervisor Electrician First Processing Mentor Fleet Tech Food Safety/Quality Lead Freight Payables Coordinator Grain Crew Leader Grain Operator Lab Technician I Mail Room/Shipping Coordinator Maintenance Mechanic Production Associate Production Associate-Line Lead Production Associate Live Hanger Second Processing Mentor Sensory Technician Shipping Clerk Soy Crush Operator Soy Crushing Crew Leader Sr Production Lead Transportation Coordinator Waste Water Technician Weighing & Grading Operator Yield Technician	Apply online at https://www.perduecareers.com/
Piedmont	Aircraft Records Clerk Aircraft Maintenance Supervisor	Apply online at https://piedmont.jobs.net/

Plymouth Tube	Maintenance Supervisor Machine Operator	Apply online at https://us60.dayforcehcm.com/CandidatePortal/en-US/Plymouth
Quality Staffing	<p><i>Wicomico</i></p> <ul style="list-style-type: none"> Logistics Manager Alignment Technician Material Kitting Assembler Machine Operator Plating Tech Materials Planner Maintenance Mechanic Maintenance Technician Forestry Heavy Equipment Operator Administrative Assistant IT Manager Restaurant Staff Property Maintenance Technician Janitorial Porter Plater Logistics Coordinator Lead Custodian-Supervisor Security Systems Technician Compliance Admin Assistant Soldering Assembler Assembler <hr/> <p><i>Worcester</i></p> <ul style="list-style-type: none"> Administrative Assistant/Guest Services Lab Technician Production Worker Heavy General Laborer Lab Tech Assistant Fabrication & Installation Technician I Sales Representative Electrician Housekeeper/Room Attendant Short Order Cook Shipping-Receiving Clerk Accounting Associate Dishwasher Forklift Special Projects Technician <hr/> <p><i>Somerset</i></p> <ul style="list-style-type: none"> Quality Assurance Manager RF Assembler Filter Assembler Filter Technician Senior Technician Plant Worker & Packer Packaging Associate Food Production Worker Assembly Line/Packer 	Apply online at https://easternshorejobs.com/

Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://www.redlobster.com/
Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager	Apply online at https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Fruitland & Pocomoke	<i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at https://www.rubytuesday.com/careers
Safelite Auto Glass	Auto Glass Technician Trainee	Apply online at https://www.safelite.com/careers
Salisbury University	Administrative Assistant I Housekeeper Lead Storekeeper/Customer Service Cashier/Customer Service Housekeeper Assistant Catering Assistant Coffee Shop Barista Food Service Assistant	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx
Sam's Club	Maintenance Custodian Associate Member Frontline Cashier Merchandising and Stocking Associate Baker and Packager Associate Freezer, Cooler and Deli Stocker Associate Produce Associate Fresh Team Manager Member Team Lead Tbc Tire Tech Member Support Prepared Meals and Rotisserie Chicken Associate Tire & Battery Technician Member Assist Cart Attendant Cafe Associate Meat Cutter and Wrapper Pharmacy Technician Certified Member Specialist	Apply online at https://careers.walmart.com/
Sherwin Williams - Crisfield	Operations Packaging Technician Brushmaker Production Supervisor Knot Assembly Operator	Apply online at https://www.sherwin-williams.com/

Shore Up - Wicomico, Worcester, Somerset	Receptionist/Intake Worker Teacher II Child Development Associate Trainee Certified Nursing Assistant Health Services Assistant Nutrition Aide (Stockton) Bus Aide Bus Driver Teacher I Center Aide Custodian Teacher's Aide	Download application at https://shoreup.org/employment/join-our-team/ and email to humanresources@shoreup.org
Somerset County	Correctional Officer Emergency Communications Specialist Cook/Counter Person Groundskeeper Equipment Manager Transfer Station Attendant II Office Assistant	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	Substitute Custodian	Apply online at https://www.somerset.k12.md.us/
SP Industries - Pocomoke City	Material Handler	Apply online at https://www.spindustries.com/employment/
Staples	Retail Sales Print Supervisor Retail Sales Technology Associate Retail Sales Associate Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Operations Supervisor	Apply online at https://retailcareers.staples.com/
State Of Maryland	Geriatric Nursing Assistant II (Wicomico) Office Secretary III (Wicomico) Community Health Outreach Worker II (Wicomico) DJS Resident Advisor Trainee (Wicomico) Office Clerk II (Wicomico) Peer Recovery Specialist I, Certified (Wicomico) Correctional Maintenance Officer I (Somerset) Correctional Officer II (Somerset)	Apply online at https://jobapscloud.com/MD/
Sun Communities, Inc.	Café Barista Guest Services Coordinator Hospitality Host Resort Groundskeeper Resort Housekeeper Resort Maintenance Technician Restaurant Cook Shuttle Operator Snack Bar Attendant Store Clerk	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Salisbury, Ocean City	Sales Associate Sales Manager (Ocean City)	Apply online at https://www.lenscrafters.com/lc-us/careers

Sysco - Pocomoke	Transportation Supervisor Kitchen Assistant Driver Check in Associate CDL A Local Delivery Truck Driver Diesel Fleet Mechanic Technician II Warehouse Order Selector CDL A Local Delivery Truck Driver Trainee Outside Sales Representative (Ocean City)	Apply online at https://careers.sysco.com/
Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant; Cashier-General Merchandise, Inbound) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage)	Apply online at https://jobs.target.com/
Taylor Bank - Berlin	Customer Service Associate	Apply online at https://www.taylorbank.com/careers/join-our-team/
Texas Roadhouse - Fruitland	Host To Go Dishwasher Line Cook Server	Apply online at https://careers.texasroadhouse.com/
Tidal Health	CAT Scan Technologist Certified Tumor Registrar Coordinator-Information-Laboratory Coordinator-Referral Courier ENDO Procedural Tech Food Service-Cashier Food Service-Catering Associate Food Service-Cook (Crisfield) Food Service-Utility Aide GNA (Crisfield) Medical Assistant (Salisbury, Berlin, Crisfield) Nursing Assistant Patient Care Assistant Patient Care Tech II Patient Care Technician I Patient Relations/Administrative Specialist Patient Service Representative (Salisbury, Berlin) Phlebotomy-Inpatient Technician Phlebotomy-Outpatient Technician (Salisbury, Crisfield, Ocean Pines) Referral Coordinator Representative-Patient Access Representative-Patient Account Scheduler Scribe Supervisor-Food Service	Apply online at https://www.tidalhealth.org/careers

	Technician-Pharmacy Certified	
	Unit Secretary	
TJ Maxx - Ocean City	Retail Associate	Apply online at https://jobs.tjx.com/
Town of Berlin	Police Communications Officer	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Plumbing Inspector	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Plant Operator I	
	Vehicle Equipment Technician I	
	Administrative Office Associate III	
	Greenkeeper	
	Casual Labor	
	Seasonal Maintenance Worker	
	Temporary Parks Worker	
	Retention & Recruitment Coordinator	
	Bus Driver	
	Solid Waste Worker I & II	
	Building Maintenance Worker	
	Vehicle Equipment Technician I	
	Concessions Worker	
	Surf Rescue Tech/Lifeguard	
	Boardwalk Comfort Station Attendant	
	Concessions Supervisor	
Bus Maintenance Tech I		
Tram Driver		
Tram Conductor		
Town of Snow Hill	Public Works General Laborer Water/Wastewater Operator	Apply online at https://www.snowhillmd.gov/employment.html
Tri-County Council for the Lower Eastern Shore of Maryland	Auto Mechanic Personnel Coordinator AJC Navigator Custodial Services Aide	Apply online at https://tcclesmd.org/human-resources/
Ulta Beauty - Salisbury, White Marlin Mall	Prestige Beauty Advisor Services Manager Beauty Advisor Hair Stylist	Apply online at https://careers.ulta.com/
UMES	General Assistant or Associate Administrative Assistant I Electrician High Voltage Executive Administrative Assistant II	Apply online at https://umes.peopleadmin.com/postings/search
Vacasa - Ocean City	Front Desk Specialist Rental Accounting Coordinator Seasonal Housekeeper Maintenance Coordinator Maintenance Technician	Apply online at https://www.vacasa.com/careers/positions
Verizon	Retail Sales Representative	Apply online at https://www.verizon.com/about/work/

Walgreens - Salisbury, Berlin	Pharmacy Tech/Pharm Tech Apprentice Healthcare Customer Associate Customer Service Associate Shift Lead Pharmacy Cashier (Salisbury) Pharmacy Operations Manager (Berlin)	Apply online at https://jobs.walgreens.com/
Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Hourly Supervisor and Training General Merchandise Fuel Station Food & Grocery Cashier & Front End Services Auto Care Center	Apply online at https://careers.walmart.com/
WBOC / WRDE	Field Production Vehicle Operator Traffic Coordinator	Apply online at http://drapermediajobs.com/
WCDC	Ceramics and Pottery Instructor Scheduling Coordinator Janitorial Maintenance Residential Manager Personal Supports Facilitator Personal Care Assistant and Transporter Art and Activity Instructor Weekend Residential Counselor Awake Over Night Residential Counselor	For detailed job descriptions, and to download and print application, go to http://wcdcservices.org/employment-opportunities/ Apply online at https://recruiting.paylocity.com/recruiting/jobs/All/febfa26-4102-46cf-b4be-5f1ddb2c56e2/Worcester-County-Developmental-Center
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at http://www.lifeatwestmarine.com/

Wicomico County	911 Specialist (911 Call Taker and Dispatcher) Administrative Office Associate II Administrative Office Supervisor Correctional Officer I Human Resources Benefits Specialist Maintenance Technician Motor Equipment Operator I Police Communications Specialist I Records Assistant I Records Assistant II Athletic Complex Seasonal Worker Bailiff-Circuit Court Box Office Employee Concessions Manager Concessions Staff Convenience Center Attendant Cook Court Security-Civilian Crossing Guard Emergency Management Technician Ferry Operator Kids Klub After School Staff Maintenance Technician Maintenance/Janitorial Mosquito Control Technician Sports Event & Services Coordinator Weed (Lead) Control Coordinator	Apply online at http://www.wicomicocounty.org/jobs.aspx
Wicomico County Public Schools	Construction Manager II Accounting Associate IV Early Childhood Grants Budget Monitor Contractual Administrative Assistant Contractual Food Service Worker	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Library	Circulation Assistant	Apply online at http://www.wicomicolibraries.org/employment
WMDT	General Sales Manager Studio Technician News Producer Media Specialist	Apply online at https://www.wmdt.com/about-us/job-openings/

Worcester County	<p>Emergency Communications Specialist I Emergency Communications Specialist Trainee Electronic Services Specialist III 911 Call Taker Correctional Officer Trainee Correctional Officer-Cook Landfill Operator II Landfill Operator I Vehicle and Equipment Mechanic Transfer Station Attendant Maintenance Supervisor Road Worker II and III General Laborer/Maintenance Worker I Rec Program Monitor Parks Worker III-IV Office Assistant IV Animal Control Officer Welcome Center Greeter Accounting Clerk II</p>	<p>Apply online at https://worcesterhr.co.worcester.md.us/</p>
Worcester County Public Schools	<p>Educational Assistant Mail-Food Service Driver Bus or Van Driver</p>	<p>Apply online at https://worcestermd.tedk12.com/hire/index.aspx</p>
Worcester County Recreation and Parks	<p>Referee Program Monitor Parks Worker III or IV Gym Monitor Concession Monitor</p>	<p>Apply online at https://worcesterrecandparks.org/about-us/employment</p>
YMCA - Salisbury, Pocomoke	<p><i>Richard A. Henson Family YMCA - Salisbury</i> Early Learning Teacher Membership Services Representative Stay & Play Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff Day Camp Counselor Day Camp Coordinator</p> <hr/> <p><i>Lower Shore Family YMCA - Pocomoke City</i> Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Stay & Play Child Watch Assistant Cleaning Staff Day Camp Counselor Day Camp Coordinator</p>	<p>Apply online at http://www.ymcatchesapeake.org/employment</p>



WE'RE GROWING!!!! - 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!

Brushmaker – 3rd Shift \$18.14/Hour**

Brush Operator – 2nd Shift \$19.19/Hour**

Packer – Night Shift \$16.50/Hour**

XLine Operator – Night Shift \$19.73/Hour**

Production Supervisors – Night Shift

****Night Shifts: \$1/HR Shift Differential**

Top Benefits Package

Retention Bonus – Up To \$1500

Apply on-line: [Careers.Sherwin.com/Crisfield](https://careers.sherwin.com/Crisfield)

 **Maryland Maryland Workforce Exchange**
 DEPARTMENT OF LABOR August 23, 2021 - August 27, 2021

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Job Order Number	Company	Position	Positions open
1421342	Tri-County Council for The Lower Eastern Shore of Maryland	Auto Mechanic	1
1422836	Maryland Department of Public Safety and Correctional Services	Correctional Case Management Manager	1
1423495	K&L Microwave, Inc.	Electronic Assembler	1
1423767	Goodwill Industries of The Chesapeake Inc	Sales Associate	1
1423606	Hallmark Cards, Inc.	Part Time Retail Merchandiser	1
1422202	R.E. Michel Company, Inc.	Warehouse/Counter Service	1
1422370	Zoetis Animal Health	Compliance Analyst	1
1421542	Mattress Firm	Store Manager	1
1422346	Bel-Art Products	Material Handler I	1
1423261	Bel-Art Products	Production Planner	1
1421628	Sherwin-Williams Company	Customer Service Specialist	1
1423219	Sherwin-Williams Company	Packer - Night Shift (Operations Packing Technician)	1
1423220	Sherwin-Williams Company	Xline Operator (Operating Technician II)	1
1423223	Sherwin-Williams Company	Production Supervisor	1
1423210	Sherwin-Williams Company	Brush Maker - 3rd Shift	1

Visit mwejobs.maryland.gov for Additional Information & Instructions to Apply

“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.”



START YOUR SMALL BUSINESS!

Are you interested in small business ownership?

Do you own a small business but want help getting to the next level?

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

If you are receiving TCA and/or in **SNAP/Food Supplement Program assistance (Food Stamps)**, the Maryland State government may be able provide information to help get your business off the ground. Classes may be held online and/or in person. The Public **Assistance to Entrepreneurship Program** will:

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

This program does not provide startup capital but will assist you to source for alternative funding. Access to a computer or other electronic internet access may be required.

Call 410-677-4349 to get more information or go online to PA2E Program to submit an application: dhs.maryland.gov/workforce-development/public-assistance-entrepreneurship-pa2e/



PHARMACY TECHNICIAN PROGRAM



Goodwill Industries of the Chesapeake, in conjunction with CVS Health and Baltimore City Community College, is proud to offer a Pharmacy Technician Program.

This 16 week program includes:

- Pharmacy Calculations
- Pharmacy Theory
- CPR Training
- Pharmacy Tech Certification Exam
- 160 Hour Clinical Externship (M-F 9am-5pm)

Where: **Virtual Facilitator** (*only*)

When: **Monday - Thursday 9am-4pm**

Length of training program: **16 weeks**

Contact: pharmtech@goodwillches.org

Eligibility Requirements

Applicants must be 18 or older with a HS Diploma/GED and no criminal background. Must also pass TABE assessment, urinalysis and PPD screenings.

Students must pass all course requirements to obtain the Maryland Board Pharmacy Technician Certification.

IN PARTNERSHIP with

goodwillches.org



Virtual Format

CUSTOMER SERVICE AND SALES NATIONAL RETAIL CERTIFICATION TRAINING



Goodwill and The National Retail Federation (NRF) have partnered to offer a virtual format customer service and sales training.



Learn the following skills:

- Retail Fundamentals
- Communication and Teamwork
- Problem Solving
- Customer Service
- Inventory Tracking
- Payment Procedures and more!

Where: **Virtual self-paced lessons**

Length: **1 - 2 weeks**

Contact: **443-669-5846** or digitalskills@goodwillches.org

NRF Certification exam upon completion of the training. **Internet access required.**

goodwillches.org



Serv Safe Training

Recommended for the Food and Hospitality Industries

Learn the Principles of Food Safety:

- Food Safety Regulations
- The Importance of Food Safety
- Time and Temperature Control
- Good Personal Hygiene
- Safe Food Preparation
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- HACCP (Hazard Analysis and Critical Control Points)
- Allergens

Course Info:

ONE DAY Online and Self-Paced
Learn the vocabulary and pass the assessment test and receive your certification

Requirements:

- * Complete intake form
- * VALID email address and password
- * Internet required through phone, tablet or computer

Contact:

443-669-5846
digitalskills@goodwillches.org



Earn an official certificate documenting course hours and display your certificate on your resume!

WORKFORCE INNOVATION AND OPPORTUNITY ACT CAREER AND 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 TRAINING COURSES ARE ELIGIBLE?

Please visit the Maryland Eligible Training Provider list located at www.dlir.state.md.us/employment/train/ to search for trainings by training provider, training type, geographic location or key word.



NOT SURE WHAT YOU WANT TO DO?



[My Next Move](#) is an interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers.

HOW DO I 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.



**LOWER SHORE
WORKFORCE ALLIANCE**

Located at the American Job Center
31901 Tri-County Way, Salisbury, MD
(410) 341-6010 — train4jobs.org



Wor-Wic Community College Free Metal Fabrication Training During Evenings: August 2021



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 \$100 (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 with Wor-Wic Community College, Arcon Welding Training Center, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. The training is free thanks to grants from the Maryland Department of Labor EARN and Maryland Energy Administration.

Courses run Monday through Friday for 14 weeks from 5:30-9:00pm. For more information, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for the free career-changing 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 instruction and practice 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, recognize and avoid potential hazards and receive OSHA trainings.

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 techniques and procedures will be discussed, modeled and practiced.

There will be an introduction to industry structures and processes and students will discover requirements to qualify as metal fabricators. Metal fabrication training includes 20% classroom and 80% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.



Wor-Wic Community College

Free Welding Training for eligible candidates

Projected Start Date of Next Course: November 2021

Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to a grant from the Department of Labor EARN Maryland grant.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu. To be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for the 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 urine 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) at est. cost \$150-\$250)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training
- Commit to attend classes, be on time, work hard and not give up!

Stick, Flux Core, MIG and TIG Welding is a 455 hour course with 5 hours of instruction per day, Monday-Friday for 18.2 weeks. The course is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry.

Students will begin by developing knowledge to work safely within industry standards and recognize and avoid hazards. Through instruction, discussion, modeling and practice, students will become proficient with blueprint reading, measuring, hand and power tools, and stick/MIG/flux core/TIG set-ups, processes and clean up.

Safely establish and utilize an oxy-fuel outfit for cutting of steel and the basics of the thermal cutting processes. Use power tools for preparation of base metals prior to welding, be able to use measuring devices and fit-up tools effectively.

Identify the AWS classification of electrodes and their application to the various welding procedures as well as the limitations of filler metals. Select the proper polarity and current requirements for various electrodes and identify the common welding processes used.

Recognize common weld discontinuities, defects and successfully inspect work to industry standards set forth in the "AWS D1.1 Structural welding code." Be aware of the requirements of a "Welder Procedure Specification."

Skills will be articulated verbally, in writing and by performance on quizzes, tests, a final exam and destructive bend test prior to seeking employment. Up to eight welding qualifications may be earned for structural welding.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom (20%) and shop instruction (80%).

The intent behind and expectation of the training is to obtain welding employment.

Wor-Wic Community College

Construction Academy: Free Training for eligible candidates



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a "Construction Academy" 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.

The next two course program runs from Sept. 2021-April 2022, one evening per week with a partial/whole day internship component. For more information, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for this free, career-changing training, contact Quality Staffing Services at 410-742-2600 or visit 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

The "Construction Academy" is designed to prepare students with 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 (math 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.

Experience construction through an internship to strengthen all skills. The intent behind the "Construction Academy" is to obtain construction employment.



RISE

Raising. Independent. Skilled. Employees.

Workforce Development Program

Are you in need of help getting a job and maintaining it, or continuing your education?

We can help!



We Can Help You With:

- GED enrollment
- Job Skills Training
- Work Experience
- Occupational Skills Training
- Mentorship & Counseling

Eligibility:

- 16-24 years old
- Not attending school
- Lives in Worcester, Somerset, or Wicomico County



Contact Grace Center:

(443) 513-4124
info@gracematernalhealth.org



YOUR VISION, OUR MISSION



Telamon Corporation Young Adult Career & Education Program



David Noonan
Call (443) 397-2767
or email dnoonan@telamon.org
31901 Tri-County Way, Suite 112
Salisbury, MD 21804

www.telamon.org

Telamon is an equal opportunity employer and provider of services. Auxiliary aids available upon request. Funding sources and amount available upon request.

Are you 18 to 24 years old and want to get back into school? Continue your education? Or interested in starting a career?

If so... Let's talk.

A proud partner of the
americanjobcenter
network

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



**ONLINE
AND
IN-PERSON CLASS
OPTIONS!**

English for Speakers of Other Languages/ ESL Classes

Steps to Enroll into Classes:

1. Watch the Orientation Video
<https://youtu.be/ItEFyzV3q0s>



2. Complete the Application
<https://forms.office.com/r/gc5wgX4Wjn>

3. Email adulteducation@worwic.edu to schedule an appointment and Complete Testing

The program serves adults who are at least 18 yearsold and residents of Wicomico Co., Maryland. (Some exceptions apply.)

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

Intake, testing, and classes are free, and documentation is not required.

For more Information: Call/Text, (443) 669-6373

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



OPCIONES DE CLASES VIRTUALES Y PRESENCIALES

Clases de Inglés / ESL Classes

Pasos para Inscribirse en Clases:

1. Escuchar el Video de Orientación en Español:
https://youtu.be/lRr_haUT5e0



2. Completar la Solicitud
<https://forms.office.com/r/gc5wgX4Wjn>

3. Envíe un correo electrónico a adulteducation@worwic.edu para programar una cita y completar las pruebas

El programa atiende a adultos que tienen al menos 18 años de edad y residentes de Wicomico Co., Maryland. (Se aplican algunas excepciones).

Los estudiantes son colocados en clases, después de completar las pruebas de ubicación de clases, por orden de llegada.

La admisión, las pruebas y las clases son gratuitas y no se requiere documentación.

Para obtener más información: llame /mensaje de texto, (443) 669-6373

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



OPSYON VITYÈL AK NAN KLAS MOUN

Klas Angle / ESL Classes

Etap pou Enskri nan Klas yo:

1. Tande videyo oryantasyon an Kreyòl:
https://youtu.be/8wh90VC_y4



2. Ranpli Aplikasyon an
<https://forms.office.com/r/gc5wgX4Wjn>

3. Imèl adulteducation@worwic.edu pou pran yon randevou ak ranpli tès plasman klas la

- Pwogram nan sèvi granmoun ki gen omwen 18 an ak rezidan nan distrik de Wicomico, Maryland. (Gen kèk eksepsyon ki aplike.)

Yo mete elèv yo nan klas yo, apre yo fin fè tès plasman klas yo, sou baz premye vini, premye sèvi.

Konsomasyon, tès, ak klas yo gratis epi dokiman pa obligatwa.

Pou plis enfòmasyon: Rele / Tèks, (443) 669-6373



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

There are TWO ways to earn a Maryland High School Diploma: Completing the National External Diploma Program® OR Passing the Official GED® Test!

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can enroll clients from Worcester and Somerset Co.



The NEDP® can enroll clients residing in Wicomico, Somerset, and Worcester Counties. The NEDP® is a computer-based portfolio, which is accessed online. There is a \$150 fee to enroll into the program, which is paid when the client qualifies on Reading and Math skills tests. Clients earn a diploma after all eight competency areas are 100% demonstrated.



There is a \$45 fee for the complete Official GED® Test for 1st time test takers who reside in Maryland. There is a \$30 fee for each GED® Test Subject for re-takes. There are 4 subjects in the complete test. Students schedule for the Official GED® Test at www.ged.com. The Adult Education Program provides testing and classes to help students prepare for the official test, but we are not authorized to schedule, reschedule, or administer the Official GED® Test.



In-PERSON AND ONLINE CLASS OPTIONS

FREE

Steps to Enroll:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>

3. Email adulthoodeducation@worwic.edu to schedule an appointment and Complete Testing.

Testing appointments must be scheduled in advance and completed in-person at Wor-Wic Community College or the Downtown Library in Salisbury.

For more information:
Call/Text, (443) 669-6373

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

Steps to Enroll into Classes:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>

3. Email adulthoodeducation@worwic.edu to schedule an appointment and complete class placement testing

For more information: Call/Text, (443) 669-6373

Intake, testing, and classes are free, and no documentation is required.

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can also enroll clients from Worcester and Somerset Counties.



INTERESTED IN ADULT EDUCATION CLASSES?

We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes.

Registration is now online!

Use the QR code to sign up or call/email us using the information below.

ABE & ESL Classes

In-person intake and pre-testing is required prior to joining a class.

Fall Semester: Sept. 13 - Dec. 17
Spring Semester: Jan. 3 - April 29

We offer day and evening classes with in-person and online options.



OPEN YOUR PHONE'S CAMERA APP AND HOLD IT ABOVE THE CIRCLE TO SIGN UP!

Worcester County Public Schools
Adult Education Program
410-632-5071
adulteducation@worcesterk12.org

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



INTERESADO EN CLASES PARA ADULTOS?

Tenemos clases de educación básica para adultos (ABE) y clases de inglés (ESL). El registro está en línea.

ESL & ABE Virtual Sesiones

Se requiere admisión y pruebas previas en persona antes de unirse a una clase.

Semestre de otoño: 13 de sept - 17 de dic.
Semestre de primavera: 3 de enero - 29 de abr.

Ofrecemos clases diurnas y nocturnas con opciones presenciales y en línea.



¡ABRE LA APLICACIÓN DE LA CÁMARA DE TU TELÉFONO Y MANTÉNLA SOBRE EL CÍRCULO PARA REGISTRARTE!

Worcester County Public Schools
Adult Education Program
410-632-5071
adulteducation@worcesterk12.org

La financiación del programa de educación de adultos es proporcionado por el Departamento de Trabajo de Maryland



ENTERESE NAN KLAS EDIKASYON POU GRANMOUN?

Nou ofri Edikasyon Debaz pou granmoun (ABE) ak klas angle tankou yon dezèm lang (ESL) Enskripsyon an kounye a sou entènèt.

ESL & ABE klas yo

Semès Otòn: 13 septanm - 17 desanm
Semès prentan: 3 janvyè - 29 avril

Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



LOUVRI APP KAMERA TELEFÒN OU AN EPI KENBE LI ANWO SÈK LA POU ENSKRI!

Worcester County Public Schools
Adult Education Program
410-632-5071
adulteducation@worcesterk12.org

Finansman pou pwogram Edikasyon pou granmoun se bay nan Depatman Travay MD



**WORCESTER COUNTY PUBLIC SCHOOLS ADULT EDUCATION
2021-2022**

Key: Class begins Class ends New Student begins Class closes Graduation Semester ends Make-Up Day

Month	S	M	T	W	Th	F	S	Notes
July						1	2	3
1 Online Registration begins	4	X	6	7	8	9	10	
5 Closed: Independence Day	11	12	13	14	15	16	16	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
August	1	2	3	4	5	6	7	
17 Graduation	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
September						1	2	3
6 Closed: Labor Day	5	X	7	8	9	10	11	
13 Fall Semester begins	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
October						1	2	
14 Public schools are closed	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
November						1	2	3
	4	5	6	7	8	9	10	11
	12	13	14	15	16	17	18	19
	20	21	22	23	24	25	26	27
22 - 25 Closed: Thanksgiving Break	28	29	30					
December						1	2	3
17 End of Fall Semester	5	6	7	8	9	10	11	12
20 - 31 Closed: Winter Break	12	13	14	15	16	17	18	19
	20	21	22	23	24	25	26	27
	28	29	30	31				
January								1
	2	3	4	5	6	7	8	9
	10	11	12	13	14	15	16	17
	18	19	20	21	22	23	24	25
	26	27	28	29	30	31		
3 Spring Semester begins								
17 Closed: MLK Day								
February								1
	2	3	4	5	6	7	8	9
	10	11	12	13	14	15	16	17
	18	19	20	21	22	23	24	25
	26	27	28	29	30			
21 Closed: Presidents' Day								
March								1
	2	3	4	5	6	7	8	9
	10	11	12	13	14	15	16	17
	18	19	20	21	22	23	24	25
	26	27	28	29	30	31		
April								1
	2	3	4	5	6	7	8	9
	10	11	12	13	14	15	16	17
	18	19	20	21	22	23	24	25
	26	27	28	29	30			
4 Closed: Professional Day								
14 - 18 Closed: Spring Break								
29 End of Spring Semester								
May								1
	2	3	4	5	6	7	8	9
	10	11	12	13	14	15	16	17
	18	19	20	21	22	23	24	25
	26	27	28	29	30	31		
30 Closed: Memorial Day								
June								1
	2	3	4	5	6	7	8	9
	10	11	12	13	14	15	16	17
	18	19	20	21	22	23	24	25
	26	27	28	29	30	31		

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

Area Adult Education Providers

**** You may enroll with any program that is convenient for you no matter which Maryland county that you live in.****

Dorchester County

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

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

Somerset County

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

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

Wicomico County

Wor-Wic Community College
32000 Campus Drive
Salisbury, MD 21804
Phone: 443-669-6373

Email: adulthoodeducation@worwic.edu

Services Provided: Adult Basic Education Classes, GED Preparation, English as a Second Language (ESL) Classes, and the National External Diploma Program

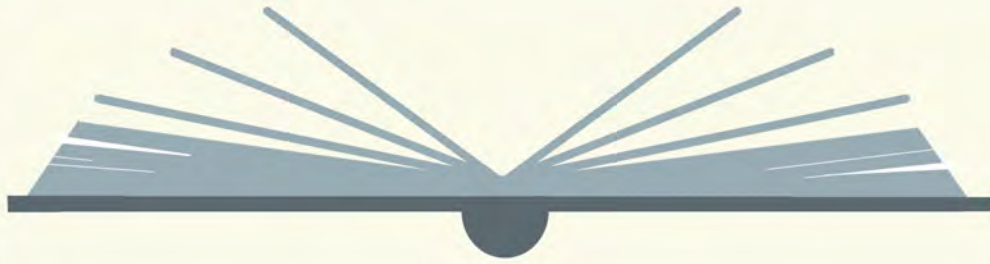
Worcester County

Worcester County Board of Education
6270 Worcester Highway
Newark, MD 21841
Phone: 410-632-5071

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

Need information for another county?

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



PROJECT READ

Need Help Reading?

Enroll in Project READ!

Do you need to improve your reading, math or other literacy skills in order to get a job or earn your GED? Find out how to enroll in Project READ.



Want to become an Adult Literacy Coach?

Would you like to help an adult learn how to read? Find out how you can make a difference in someone's life by becoming a volunteer Adult Literacy Coach.



For more information ask a staff member or contact the Project READ Coordinator at 410-749-3612 x159
www.wicomicolibraries.org



Project READ is funded by the Wicomico Public Libraries in partnership with Rotary Club of Wicomico County, The United Way of the Lower Eastern Shore, and The Richard A. Henson Foundation, Inc.

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
mdlaborg

Maryland Volunteer Lawyers Service, Inc.

800.510.0050
mvlslaw.org

Pro Bono Resource Center of Maryland, Inc.

800.396.1274
probonomd.org

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