

the Job Journal

**TIP
OF THE
WEEK**

The (Simple) Guidelines You Should Follow When Naming Your Resume and Cover Letter Files

When you're first creating a document—even an important one like your resume or cover letter—you might give it a placeholder file name while you're working on it. So if you're job searching, you probably have at least one document named something like "Resume2021" or "FrontEndEng coverletter." But you probably shouldn't submit a cover letter or resume with a file name like this.

"It is important to have a clear and professional file name so your resume doesn't get lost," says Muse career coach Jennifer Smith, a former recruiter and founder of Flourish Careers. Recruiters and other hiring professionals are often working quickly and have multiple positions they're hiring for at any given time, so an easy-to-scan file name "makes it simple for the recruiter to keep track of your info." You'll also "come across as an ideal professional," Smith says, both of which are things that can help you to make a good impression on the recruiter—and anyone else considering hiring you.

How to Name Your Resume or Cover Letter

Here are a few rules to follow as you name your resume and cover letter files—whether you're attaching them to an email or uploading the files to an online system.

Follow any instructions in the job description.

Sometimes job postings will ask you to include the position title or identification number in your file name or to follow a certain format. You should always pay attention to any directions in a job posting. Otherwise, your application might be ignored or you may end up looking like you can't follow instructions—which isn't exactly the most desirable trait in an employee.

Make sure your file name is descriptive and unique to you.

You should always include your first and last name as well as what the file is, Smith says—for example, "Joseph_Washington_Resume."

Format your file name so it's easy to read.

Use capital letters to begin words—especially your first and last name. And separate each word. You can use regular spaces or you might want to use underscores ("_"), hyphens ("-"), or similar. Just avoid slashes ("/") and backslashes ("\") which can mess with different computer systems and programs—if you're able to save a file with these characters at all.

Include the position you're applying to (optional).

If you'd like to, you can always include the title of the job you're applying for and even the name of the organization, which can help you keep track of your documents and also gives a subtle nod to the fact that you've [tailored](#) your materials. So something along the lines of "Cover-Letter-Leah-Kim-Staff-Accountant" or "Batya Feldman Resume The Muse SDR" is a safe bet.

Here are a few more examples of resume and cover file names:

- Ana Maria Estevez Product Designer Resume
- Cover Letter - Rohan Ahmed

- JP_Johansen_Cover_Letter_Sr_Recruiter_Yext
- Kayla-Harrison-Resume

What Not to Do When Naming a Resume or Cover Letter File

Though the exact file name you give your resume isn't the most important thing—as long as it follows the guidelines above—there are a few things you should definitely avoid.

File names that don't make sense:

"I've seen files saved with *other people's* names, or a bunch of random letters and numbers," Smith says. Avoid submitting a resume or cover letter with a file name that is difficult to understand or makes it unclear what the document is.

Version numbers:

Though you can—and *should*—revise your resume and cover letter as you get ready to apply to a job, make sure you delete those version numbers in the file name when you submit it. For example, "Sam-Madison-Resume-v3" won't look as polished as, "Sam-Madison-Resume."

Generic file names:

You should never submit a resume file named "Resume" or a cover letter saved as "Cover Letter Admin Assistant." Your name should *always* be in the file title. If not, how will a recruiter or hiring manager remember who "Resume" belonged to? And how will they easily find your resume if they want to go back to it? If a recruiter or hiring manager wants to find your resume specifically, the first thing they're going to do is search or scan the folder where they saved resumes for your name.

What File Type to Use

While naming your resume or cover letter file, you might also be thinking about the file *type*. So what file format is best for job applications? There are only two right answers: a PDF (.pdf) or a Word document (.docx). You should only use a different file extension if a job description specifies that the employer or recruiter would like to see your documents in a different format, such as .txt or .doc.

Borsellino, Regina. "The (Simple) Guidelines You Should Follow When Naming Your Resume and Cover Letter Files." *The Muse*, Daily Muse Inc., <https://www.themuse.com/advice/resume-cover-letter-file-name-examples>.

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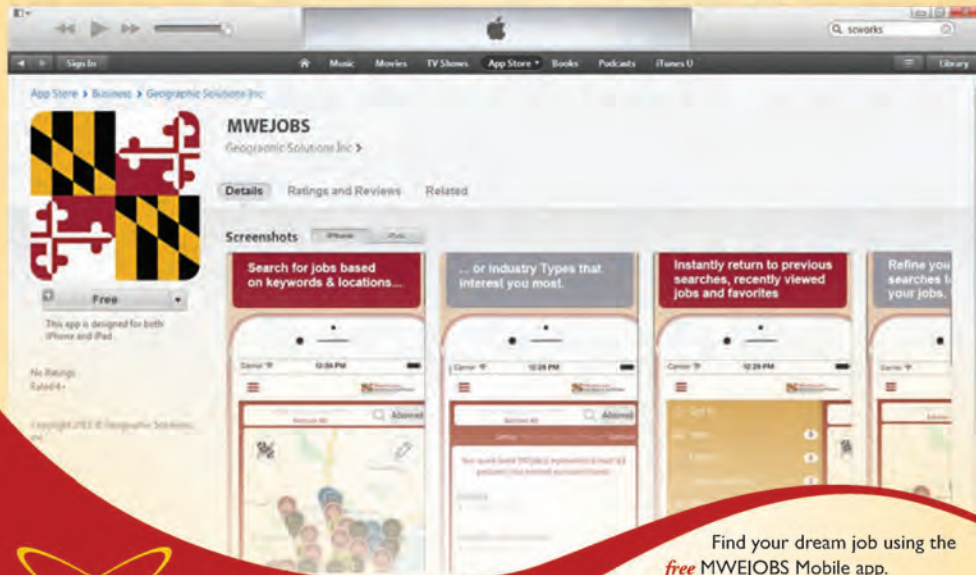


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Tri-County Workforce Development Initiative
31901 Tri-County Way, Suite 110
Salisbury, Maryland 21804

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



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

The latest job openings in your area from 16,000 websites are now at your finger tips. Save and share your favorite job via email, Facebook or Twitter.

With MWEJOBS Mobile's unique "Jobs Nearby" function, you can easily map all of the latest jobs near your current location. Search for jobs around your neighborhood or at a different location. Simply tap color-coordinated pins to see more information or to apply for a job.

MWEJOBS Mobile lets you instantly return to previous searches, recently viewed jobs and your favorite jobs.



mwejobs.maryland.gov



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.



LOWERSHORE BACK TO BUSINESS VIRTUAL JOB FAIR

THE MARYLAND DEPARTMENT OF LABOR

INVITES YOU TO THE LOWER SHORE BACK TO BUSINESS VIRTUAL JOB FAIR

When: Wednesday, September 8, 2021

Time: 10:00 am -11:30 am

Where: Virtual event via Google Meet

Access link to the event will follow after registration

Participating employers include*:

- ✓ Kennedy Services
- ✓ Schuman’s Cleaning Services, Inc.
- ✓ Express Employment Professionals
- ✓ Telamon
- ✓ Wicomico County Government
- ✓ Real Hospitality Group
- ✓ Dunes Manor
- ✓ Princess Royale
- ✓ Department of Labor
- ✓ Nock Insurance
- ✓ Department of Juvenile Services
- ✓ Town of Ocean City
- ✓ Off the Hook Restaurant Group
- ✓ The Crab Bag

*Employer list is subject to change

Register TODAY in the [Maryland Workforce Exchange](#) under Event ID # 89602

For more information, please contact:
Alicia Dennis at alicia.dennis@maryland.gov.

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





Quality Staffing Services

JOB AND CAREER FAIR

Hosted by the Salisbury Area Chamber of Commerce & Lower Shore American Job Center

JOB SEEKERS

Hundreds of job openings in a wide range of industries!

The Job & Career Fair is FREE for attendees & open to the community

Resume assistance is available at event

Bring multiple copies of your resume & don't forget to dress for success!

Visit www.salisburyarea.com for more information.

Thursday October 7, 2021

3:00 - 6:00 PM

The Centre at Salisbury

2300 N. Salisbury Blvd., Salisbury, MD 21801

SPONSORSHIPS AVAILABLE!

Receive the highest level of exposure to all attending vendors and attendees with a **PREMIUM BOOTH LOCATION**, your company logo on signage, print materials, social media posts, press releases, SBYBiz and Chamber websites. See registration form for details!

BUSINESSES

Open to any business seeking employees in the Lower Shore Area

To reserve a space, contact Bill Chambers at bchambers@salisburyarea.com or call 410-749-0144.

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.applio.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	CT Technologist Certified Pharmacy Tech 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	Cook Registered Medication Aide/Med Tech Receptionist Dishwasher Housekeeper Memory Care Caregiver Maintenance Director	Apply online at https://www.atriaseniorliving.com/careers/
Barnes & Noble	Bookseller	Apply online at https://careers.barnesandnoble.com/retail-jobs
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	Freight Processing Lead Store Associate/Stocker	Apply online at https://careers.biglots.com/
Blue Water	<p><i>Berlin</i> Snack Bar Attendant Maintenance Technician Housekeeper Cast Member/Performer Guest Service Specialist Cook Groundskeeper Barista Security Guard Retail Clerk</p> <hr/> <p><i>Ocean City</i> Laundry Attendant Housekeeper Houseman Accounting Clerk Housekeeping Supervisor Maintenance Intern Pool Attendant Front Desk Agent Beach Stand Attendant Reservations Specialist Maintenance Technician</p> <hr/> <p><i>Whaleyville</i> Camp Store Associate Activities Assistant Housekeeper</p>	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.chesapeakebuilding.com/take-action/
Chesapeake Utilities	Delivery Driver (Salisbury) Line Locator I (Salisbury) Gas Operations Supervisor-Metering (Salisbury) Service Technician (Pocomoke) Customer Service Representative I (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 Community Program Coordinator Computer Technician - Police Administrative Assistant I Signal and Lighting Tech Field Ops Technician-Traffic, Streets 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	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	Clerk Specialty Clinic Infection Control Clerk	Apply online at https://www.corizonjobs.com/
Crothall Healthcare	Laundry Service 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	Drilling General Laborer General Laborer Facility Maintenance Marine Sales Representative Administrative Assistant 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	Sales/Customer Service Groundskeeper General Labor Cleaner (Westover)	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 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 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 Sales Associate (Cashier)</p>
<p><i>Berlin</i> Customer Service Leader-Office Assistant Customer Lead Sales Associate (Cashier) Center Store (Grocery) Associate Deli Bakery Associate Specialty Merchandise Associate Frozen Food/Dairy Associate Perishable Associate To Go Associate Produce 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 To Go Associate To Go Lead Produce Associate Deli Bakery Associate Sales Associate (Cashier) Customer Service Leader-Office Assistant Center Store (Grocery) Lead</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 Rehab Office Coordinator Dietary Aide Receptionist Physical Therapist Assistant Senior Maintenance Director</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 - Salisbury, Ocean City	Sales Floor (Salisbury) Truck Unloader & Processor (Salisbury) Cashier (Ocean City) Retail-part-time (Ocean City) Assistant Store Manager (Ocean City)	Apply online at https://jobs.tjx.com/
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	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	Retail Associate (Salisbury) Merchandise Associate (Ocean City) Customer Experience Coordinator (Ocean City) Merchandise Coordinator (Ocean City)	Apply online at https://jobs.tjx.com/
Maryland Department of Transportation	Project Engineer-Transportation Engineering Technician IV (Wicomico)	Apply online at https://www.governmentjobs.com/careers/mdotmd
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 Internal Sanitation Bulk Driver	Apply online at http://www.pepsibottlingventures.com/job

Perdue Farms - Salisbury	Accounts Receivable Coordinator Customer Service Coordinator Dapec Machine Operator Edible Oil Refinery Operator Edible Oil Refinery Supervisor Electrician Feed Mill Clean Up Associate First Processing Mentor Fleet Tech Food Safety/Quality Lead Freight Payables Coordinator Grain Crew Leader Grain Operator Maintenance Mechanic Oil Driver Production Associate Production Associate-Line Lead Second Processing Mentor Sensory Technician Shipping Clerk Soy Crush Operator Soy Crushing Crew Leader Transportation Coordinator Waste Water Technician Yield Technician	Apply online at https://www.perduecareers.com/
Piedmont	Aircraft Records Clerk	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	<i>Wicomico</i> Office Coordinator Logistics Manager Assembler 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	Apply online at https://easternshorejobs.com/

	<p><i>Worcester</i> Lab Technician Administrative Assistant/Guest Services Production Worker Heavy General Laborer Lab Tech Assistant Fabrication & Installation Technician I Sales Representative Electrician Housekeeper/Room Attendant Short Order Cook Line Cook Shipping-Receiving Clerk Accounting Associate Dishwasher Forklift Special Projects Technician</p> <p><i>Somerset</i> Quality Assurance Manager RF Assembler Filter Assembler Filter Technician Senior Technician Plant Worker & Packer Packaging Associate Food Production Worker Assembly Line/Packer</p>	
Red Lobster	<p><i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility</p>	Apply online at https://www.redlobster.com/
Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<p><i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager</p>	Apply online at https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Fruitland & Pocomoke	<p><i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook</p>	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	Computing Lab Support Specialist Postal Services Supervisor Cashier/Customer Service Storekeeper/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 Production Supervisor	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 Transfer Station Attendant II Office Assistant Tax Collections Clerk I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	Food Service Worker	Apply online at https://www.somerset.k12.md.us/
SP Industries - Pocomoke City	Material Handler I	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)	Apply online at https://jobapscloud.com/MD/
	Office Secretary III (Wicomico)	
	Community Health Outreach Worker II (Wicomico)	
	Office Clerk II (Wicomico)	
	Peer Recovery Specialist I, Certified (Wicomico)	
	Correctional Maintenance Officer I (Somerset)	
	Correctional Officer II (Somerset)	
Sun Communities, Inc.	Guest Services Coordinator Resort Groundskeeper Resort Maintenance Technician Snack Bar Attendant Store Clerk	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Salisbury, Ocean City	Sales Associate	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 Diesel Fleet Mechanic Master Technician III Local Shuttle Delivery Driver CDL A Local Delivery Truck Driver Trainee	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	Apply online at https://www.tidalhealth.org/careers
	CNA Trainee	
	ENDO Procedural Tech	
	Food Service-Catering Associate	
	Food Service-Food Production Assistant	
	Food Service-Utility Aide	
	GNA (Crisfield)	
	Medical Assistant (Salisbury, Berlin, Crisfield)	
	Nursing Assistant	
	Patient Care Tech II	
	Patient Care Technician I	

	Patient Service Representative	
	Phlebotomy-Inpatient Technician	
	Phlebotomy-Outpatient Technician	
	Representative-Patient Access	
	Representative-Patient Account	
	Scheduler	
	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	
	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 Executive Administrative Assistant II	Apply online at https://umes.peopleadmin.com/postings/search

Vacasa - Ocean City	Front Desk Specialist Guest Services Manager Owner Relations Manager Rental Accounting Coordinator 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/
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	<p>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 Mower Operator Sports Event & Services Coordinator Weed (Lead) Control Coordinator</p>	Apply online at http://www.wicomicocounty.org/jobs.aspx
Wicomico County Public Schools	<p>Certified Nursing Assistant Licensed Physical Therapy Assistant Construction Manager II Contractual Administrative Assistant Contractual Food Service Worker Custodian I and II Building Service Manager I, II, III</p>	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	<p>General Sales Manager Media Specialist</p>	Apply online at https://www.wmdt.com/about-us/job-openings/

Worcester County	Emergency Communications Specialist I Emergency Communications Specialist Trainee Electronic Services Specialist III 911 Call Taker Correctional Officer-Cook Correctional Officer Trainee Vehicle and Equipment Mechanic Landfill Operator I Transfer Station Attendant Landfill Operator II Maintenance Supervisor Road Worker II and III General Laborer/Maintenance Worker I Office Assistant IV Parks Worker III-IV Rec Program Monitor Animal Control Officer Welcome Center Greeter Accounting Clerk II	Apply online at https://worcesterhr.co.worcester.md.us/
Worcester County Public Schools	Educational Assistant Cafeteria Worker Mail-Food Service Driver Bus or Van Driver	Apply online at https://worcestermd.tedk12.com/hire/index.aspx
Worcester County Recreation and Parks	Referee Program Monitor Gym Monitor Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
Wor-Wic Community College	Administrative Associate III Child Care Aide	Apply online at https://www.schooljobs.com/careers/worwic?
YMCA - Salisbury, Pocomoke	<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	Apply online at http://www.ymcachesapeake.org/employment

Lower Shore Family YMCA - Pocomoke City

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



Job Posting

Family Peer Support Specialist Lower Shore

Who We Are

Founded in 1999, Maryland Coalition of Families (MCF) is a statewide nonprofit with a central office in Columbia, Md., and staff located in communities throughout the state. Using personal experience as parents, caregivers, youth and other loved ones, we connect, support and empower Maryland's families. Our staff provide one-to-one support to parents and caregivers of young people with mental health issues and to any loved one who cares for someone with a substance use or gambling issue. We also advocate to improve systems that impact individuals with behavioral health challenges.

Overview

The Maryland Coalition of Families (MCF) has a full-time (40 hour/week) employment opportunity for a Family Peer Support Specialist (FPSS) to serve families in Somerset, Wicomico, and Dorchester Counties. The FPSS must have experience as a primary caregiver of a youth, adolescent, or young adult who has/had mental health or substance use challenges. The FPSS, after training and orientation, will provide family-to-family support, education, advocacy, coaching, information, referrals and follow-up to families involved with the Department of Juvenile Services (DJS) or families with a youth who has/had mental health or substance use challenges.

Essential Duties and Responsibilities

- Provide education and support to families with youth, adolescents and young adults with mental health needs or who were referred from DJS to negotiate their way through the social, legal, educational and health care systems
- Facilitate a process for families to develop a plan to clarify the problem(s); provide emotional support and identify resources including appropriate levels of services, entitlements, community resources and other natural supports.
- Assist families and youth to build their own community based support network, and ensure that their goals are integrated into one unified plan as necessary.
- Facilitate families accessing supports and services by: sharing information about resources and supports; providing guidance in completing applications; supporting families to fully understand their rights; reviewing documents such as IEPs or reports with families to ensure they fully understand documents; empowering families to effectively articulate their concerns and needs; accompanying families to meetings; and educating families on laws, policies and procedures.
- Build and maintain strong partnerships with DJS staff as well as agencies and providers of services related to behavioral health and other child-serving systems.
- Facilitate training workshops in assigned region for families that are involved with DJS as assigned in contract deliverables
- Facilitate open house events in assigned region for families and community partners as assigned in contract deliverables.
- Collaborate with other MCF staff to develop supportive and educational programs that empower families.
- Administrative duties to include maintaining client files, submitting required documentation, active participation in supervision and in MCF internal and external training opportunities.

Qualifications

- Personal, lived experience as a primary caregiver of a youth, adolescent or young adult who has/had intensive mental health needs is required.
- Personal, lived experience with the Department of Juvenile Services on behalf of a youth, adolescent, or young adult is preferred.
- High school diploma or equivalent.
- Prior experience assisting other families to obtain appropriate services and supports for their child and family members is desirable.
- Must live in one of the counties being served.
- Familiarity with state and local resources and how to access them.
- Willingness and strong ability to build and maintain partnerships with agencies and providers.
- Active listening skills for providing peer support and engagement to families.
- Strong written and oral communication skills.
- Strong computer skills and the ability to efficiently utilize internet search to identify resources.
- Current Maryland driver's license and access to own vehicle; in-state travel required.
- Successful completion of a background check (required for all MCF employees).

Hours/Compensation

- 40 hours/week
- Flexible work schedule
- Salary is \$17.00 per hour with benefits

To apply

To be considered for this position, you must submit (along with your resume) a cover letter describing your relevant lived experience as the primary caregiver of loved one of an individual with mental health challenges and who has been involved with the Department of Juvenile Services. Please provide details regarding what services and resources you have used to support your loved one.

Applications will be reviewed on a rolling basis. Please note that mailed or faxed resumes will not be considered. No phone calls please.

Diversity

Maryland Coalition of Families is committed to hiring a diverse and talented workforce. We are an Equal Opportunity Employer – all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, disability, veteran status or any other classification protected by applicable discrimination laws.

Key words: nonprofit, peer support, casework, case manager, social work, department of juvenile services, mental health, substance use



Job Posting

Family Peer Support Referral Specialist

Who We Are

Founded in 1999, Maryland Coalition of Families (MCF) is a statewide nonprofit with a central office in Columbia, Md., and staff located in communities throughout the state. Using our personal experience caring for loved ones with behavioral health needs, we connect, support and empower Maryland's families and advocate to improve systems that impact individuals with behavioral health challenges, including support to caregivers of loved ones with problem gambling.

Overview

MCF is hiring a Family Peer Support Referral Specialist to serve as the initial contact point for families that have reached out to MCF for information or support. As such, the Referral Specialist is responsible for providing a welcoming environment to families and maintaining a positive relationship with referral sources by providing excellent customer service. The Referral Specialist is responsible for shepherding families through the intake process and providing a warm hand-off to a Family Peer Support Specialist (FPSS).

Essential Duties and Responsibilities

- Serves as the initial point of contact for families and referral sources
- Communicates clearly and regularly with families and referring entities at each step of the intake process.
- Assesses and triages families' needs and provides immediate support and resources when necessary.
- Conducts in-depth intake with care and compassion to ensure thorough understanding of family's needs that will inform decisions about assignment to FPSS.
- Adheres to intake process timelines.
- Ensures all information is entered into MCF database in a timely manner.
- Provides information, support and services to families seeking only one-time interaction or provides a warm hand-off of families to an FPSS when further sustained engagement is needed.
- Conducts empowerment surveys with all incoming families; oversees the collection of satisfaction and empowerment surveys from families after closure.
- Partners with other members of the Family Peer Support team to maintain a centralized, updated directory of behavioral health resources designed to meet the needs of families.

Qualifications

- Personal experience as a primary caregiver or loved one caring for a family member with behavioral health needs is required.
- Must live in Wicomico, Worcester or Somerset County.
- Outstanding customer service skills required to build and maintain partnerships with agencies and providers.
- Active listening skills, attention to detail and ability to manage multi-step processes effectively and efficiently.
- Experience with triage and assessment of needs preferred.
- Advanced computer skills including Microsoft Office applications, internet search engines, virtual platforms and utilizing database systems to review, analyze information and generate reports.
- Familiarity with state and local resources available to support the needs of families
- Strong written and oral communication skills.

- Successful completion of a background check.
- Current Maryland driver's license and access to own vehicle; limited in-state travel required.

Hours/Compensation

- Full time - 40 hours/week
- Flexible work schedule
- Salary is \$18 per hour with full benefits package

To Apply

To be considered for this position, apply on our website www.mdcoalition.org, by submitting your resume and a cover letter describing your interest in this position and relevant experience as a caregiver of a person with behavioral health challenges.

Applications will be reviewed on a rolling basis. Please note that mailed or faxed resumes will not be considered. No phone calls please.

Diversity

In line with MCF's commitment to building a talented and inclusive staff, women, people of color, people with disabilities, and LGBTQ candidates are strongly encouraged to apply. We are an Equal Opportunity Employer – all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, disability, veteran status or any other classification protected by applicable discrimination.



Job Posting

**Family Peer Support Specialist
Lower Shore, Maryland**

This is an excellent opportunity for people who want to help families in need!

We seek people who have had **personal experience (not work related)** as a parent or caregiver of a loved one with substance use challenges.

As a Family Peer Support Specialist, you will use your personal experience to help families in need of emotional support, resources and understanding of various systems, as they support their family through this difficult time.

Who We Are

Founded in 1999, Maryland Coalition of Families (MCF) is a statewide nonprofit with a central office in Columbia, Md., and staff located in communities throughout the state. Using our personal experience as parents we want to support and empower Maryland's families.

Overview

Maryland Coalition of Families (MCF) has a full-time (40 hours/week) position for a Family Peer Support Specialist (FPSS) to serve families in Wicomico, Worcester and Somerset counties who have a loved one with substance use challenges. The candidate must have **personal experience (not work experience)** as a caregiver of a loved one with substance use challenges. After training and orientation, the Family Peer Support Specialist will provide family-to-family support, education, advocacy, coaching, information, referrals and follow-up to families seeking assistance.

Family Peer Support Specialist Essential Duties and Responsibilities:

- Provide education and support to family members or other loved ones on behalf of someone with substance use or problem gambling challenges to assist with negotiating their way through the social, legal, educational and health care systems.
- Facilitate a process for families to develop a plan to: clarify the problem(s); provide emotional support; identify needs and strengths; and identify resources including appropriate levels of services, entitlements, community resources and other natural supports.
- Assist families and other loved ones in building their own community based support network, and ensure that their goals are integrated into one unified plan as necessary.
- Facilitate families and other loved ones accessing supports and services by: sharing information about resources and supports; making phone calls to connect families and other loved ones with resources; providing guidance in completing forms and applications; reviewing documents or reports with families and other loved ones to ensure they fully understand documents; and accompanying them to meetings.
- Support families and other loved ones to fully understand their rights, educate them on laws, policies and procedures, and empower families and other loved ones to effectively articulate their concerns and needs.

- Assist with outreach and education activities for the Good Samaritan Ambassador Program to increase awareness and understanding of the Good Samaritan Law, including conducting outreach to new families previously unconnected to MCF's work.
- Build and maintain strong partnerships with agencies and providers of services related to substance use and problem gambling.
- Administrative duties to include maintaining client files, submitting required documentation, active participation in supervision and in MCF internal and external training opportunities.

Family Peer Support Specialist Qualifications

- Lived (personal, not work related) experience as a caregiver, other family member, or loved one of an individual with substance use is required.
- High school diploma or equivalent.
- Prior experience assisting other families and loved ones to obtain appropriate services and supports for their child and family members, or experience in supporting others with substance use or problem gambling challenges is desirable.
- Familiarity with state and local resources and knowledge of how to access them.
- Willingness and strong ability to build and maintain partnerships with agencies and providers.
- Active listening skills for providing non-judgmental peer support and engagement to families.
- Proficient computer skills and the ability to efficiently utilize internet search tools to identify resources.
- Current Maryland driver's license and access to own vehicle, in-state travel required.
- Successful completion of a background check (required for all MCF employees).

Hours/Compensation

- The position is full-time, 40 hours per week.
- Flexible work schedule.
- Salary commensurate with experience. Salary is \$17.00 per hour.

To apply

To be considered for this position, you must submit (along with your resume) a cover letter describing your personal experience as the primary caregiver or loved one of an individual with substance use challenges. Please provide details regarding what services and resources you have used to support your loved one.

Applications will be reviewed on a rolling basis. Please note that mailed or faxed resumes will not be considered. No phone calls please.

Diversity

Maryland Coalition of Families is committed to hiring a diverse and talented workforce. We are an Equal Opportunity Employer – all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, disability, veteran status or any other classification protected by applicable discrimination laws.



Maryland Workforce Exchange

DEPARTMENT OF LABOR August 30, 2021 - September 03, 2021

JOBS OF THE WEEK

Job Order Number	Company	Position	Positions open
1426385	Salisbury University	Postal Services Supervisor I	1
1426775	Pepsi Bottling Ventures	Bulk Driver	1
1427186	Matheson Tri-Gas	Outside Sales Representative	1
1427199	Bimbo Bakeries USA INC	Warehouse Outlet Associate	1
1427369	Peraton Inc	Manager Project Management 1	1
1426048	Critter Control Operations, Inc.	Territory Sales Inspector	1
1426667	Hallmark Cards, Inc.	Retail Merchandiser (Part-Time)	1
1426590	American Greetings	Merchandiser (Part-Time)	1
1425203	Matheson Tri-Gas	Package Gas Driver 1	1
1425283	Sherwin-Williams Company	Operating Technician Manufacturing	1
1425381	K&L Microwave, Inc.	Electronic Technician	1
1426993	K&L Microwave, Inc.	Quality Specialist	1
1427351	Goodwill Industries of The Chesapeake Inc	Production Sorter 4/5	2
1426397	Goodwill Industries of The Chesapeake Inc	Sales Associate	1
1425287	CCBCC Inc	Warehouse Material Handler	1
1425288	CCBCC Inc	Warehouse Material Handler (Part-Time)	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 modifying aids, interpreter services, and reasonable accommodations."



MARYLAND Workforce Exchange
With a Business and Public Career
Workforce Center

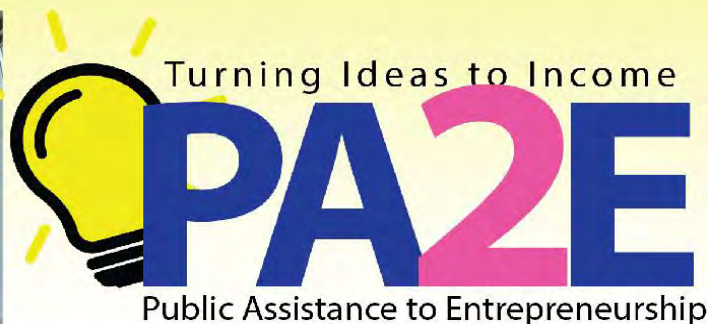


MARYLAND JOBS NOW
A proud partner of the American Job Center network





- Do you want to start your own business?
- Are you receiving SNAP benefits from DHS?
- If so, apply here for our entrepreneurship classes.
www.dhs.maryland.gov/applyPA2E



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 **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: www.dhs.maryland.gov/applyPA2E

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



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

Contact:

443-669-5846
digitalskills@goodwillches.org

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.dlr.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: M-F 5:30-9pm-Oct 2021-Feb 2022



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

FREE

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

FREE

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/rRr_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

FREE

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.

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

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.

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

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 War-Wic Community College or the Downtown Library in Salisbury.

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



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 ingles (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	
	8	9	10	11	12	13	14	
17 Graduation	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
September								
	5	X	7	8	9	10	11	
6 Closed: Labor Day	12	13	14	15	16	17	18	
13 Fall Semester begins	19	20	21	22	23	24	25	
	26	27	28	29	30			
October								
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
14 Public schools are closed	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
November								
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	X	X	X	X	X	27	
22 - 25 Closed: Thanksgiving Break	28	29	30					
December								
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
17 End of Fall Semester	19	X	X	X	X	X	25	
20 - 31 Closed: Winter Break	26							
January								
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	X	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
								3 Spring Semester begins
								17 Closed: MLK Day
February								
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	X	22	23	24	25	26	
	27	28						
								21 Closed: Presidents' Day
March								
	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								
	3	X	5	6	7	8	9	
	10	11	12	13	X	X	16	
	17	X	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								
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	X	31					
								30 Closed: Memorial Day
June								
	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