

the Job Journal

**TIP
OF THE
WEEK**

How to Apply for Jobs Directly on Company Websites

If you have a targeted list of companies to approach for job openings, going directly to the company website is an effective job search method. At many company sites, you can find and apply to all levels of positions online, from part-time hourly work to top management positions.

Benefits of Finding Jobs at Company Websites

If you find positions that catch your eye through large job search websites like Monster, make a list of those jobs and then go to the companies' websites and apply through them instead. The benefit is that you'll be competing against a smaller pool of applicants, which will naturally decrease the competition for your dream job.

Also, you will be delivering your credentials to employers in their preferred format, as opposed to the one utilized by an external job site. Some organizations also provide more detailed information about job openings on their website, compared to the descriptions on job listing sites.

Navigating

There are several ways to find company websites:

- **Use Google:** If you have a particular company in mind, the simplest way to retrieve their jobs is to do a Google search of the company name along with the keywords "jobs" or "careers."
- **Search for company profiles on LinkedIn:** Most organizations have established a presence on LinkedIn that includes a company profile. Insert the names of target companies into the search window on LinkedIn and then follow the link to jobs on the profiles. You can follow the company, so you're sure to see the latest listings. Don't forget to notice if any of your LinkedIn contacts are working at that organization. Consider reaching out to

your contacts in advance or concurrent with your direct application on the company website. Inform them of your interest and ask for assistance or perspective. It is usually most effective to copy your contacts in with your application materials so they can see how you are representing your case.

- **Check US.jobs:** On US.jobs you can browse an extensive list of companies listed on the National Labor Exchange, and search for jobs posted on company websites and state job boards.
- **Use Getwork:** Job site Getwork searches just for jobs on company websites.
- **Leverage job aggregators:** Sites such as Indeed search the web constantly for job postings. Check it regularly to see if the business you're interested in is listed.

How to Search

Jobs are typically listed in the Careers section of the employer's website, though they could also fall under the Human Resources or About Us sections, or at the bottom of the page in a link to More Information. Just about every company has detailed employment information online, including job openings, an employment application, company locations, benefits, and how to apply online. You may be able to sign up for job alerts to notify you of the latest openings as soon as they are posted.

Also, review the press section of the organization's website for press releases and reports on developments at the organizations. Look for specific reasons why the employers' priorities, strategic plans, and goals align with your interests and assets. You can use this information to your advantage in your application and during your job interview.

Find More Company Information

Don't stop at just reading the company's website. Use resources like Glassdoor, Vault, and LinkedIn that provide company information to research the business further, and to find connections who can help you get hired.

What a Posting Reveals

A company's career section provides a window into their corporate world and the image they present. It's up to you to read between the lines. Are the postings easily accessible, clear, professional, and well-written? Are there a large number of openings or many openings concentrated in one area? It could indicate a company poised for growth, or one that's experiencing high turnover and therefore needs a constant supply of applicants.

No Job Listings?

Not all employers list job openings online, but their website can still be a tool to learn a wealth of information about the company that you can use to further your search and leverage in your application and an interview. Get a sense of how they present their business online. Is their site rich with information or simply a sales tool? Is it well-constructed or disorganized? The company's online presence can shine a light on the business as a whole.

Doyle, Alison. "How to Apply for Jobs Directly on Company Websites." *The Balance Careers*, Dotdash, 7 July 2021, <https://www.thebalancecareers.com/finding-jobs-at-company-websites-2060028>.

IN THIS ISSUE

2 MWE JOBS Mobile App

JOB FAIRS

3 MD DOL Regional Hiring Event

4 EMPLOYMENT OPPORTUNITIES

TRAINING SERVICES & OPPORTUNITIES

21 SkillUp Lower Shore Program

22 Pharmacy Technician Program

23 National Retail Certification Training; ServSafe Training

24 WIOA Career & Training Services; Metal Fabrication Training

25 Welding Training; Construction Academy

26 RISE Workforce Development Program; Telamon Young Adult Career & Education

EDUCATION SERVICES & OPPORTUNITIES

27 Wor-Wic ESL Classes

28 Wor-Wic National External Diploma Program & GED Classes

29 Worcester County ESL & ABE

30 Worcester Co. Adult Education Schedule; Area Adult Education Providers

31 Project READ

32 Legal Resources

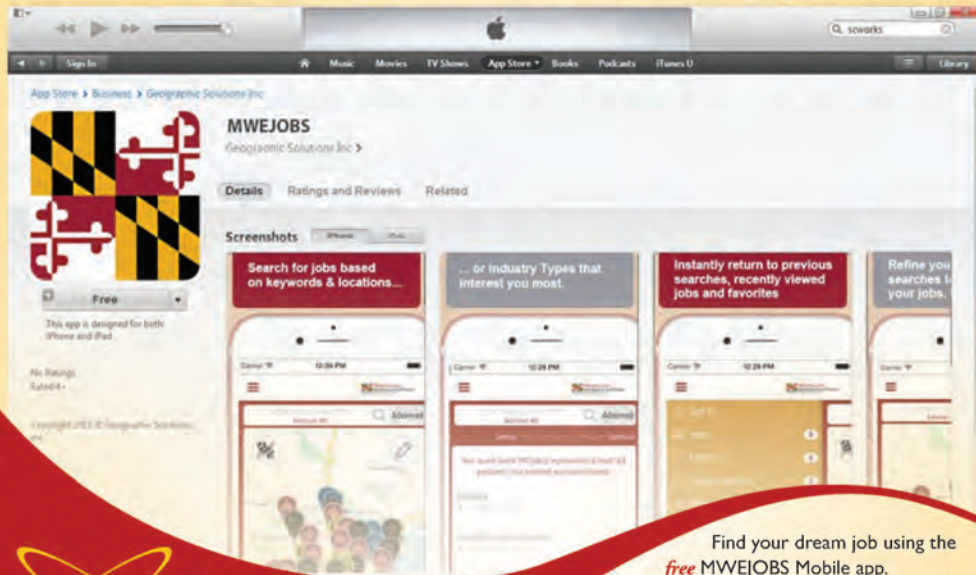
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To subscribe to THE JOB JOURNAL email your request to wicomico_aic@maryland.gov

The Job Journal is brought to you by the Tri-County Workforce Development Initiative, in partnership with the Department of Human Services



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.

Virtual Back To Business FALL Regional Hiring Event



Did You Know?...

Maryland is currently home to 3,900 manufacturing companies, encompassing sectors such as

- aerospace and defense,
- food and agribusiness,
- biopharma,
- medical devices,
- fabricated metal,
- computers,
- electronics and more!



Please direct questions to
Alicia Dennis at
alicia.dennis@maryland.gov

LET'S CELEBRATE MANUFACTURING MONTH!

Monday, October 25, 2021

1:00 pm – 3:00 pm

Hear first-hand from leading Eastern Shore manufacturers on what it's like to work in the manufacturing industry and at their companies.

Featured employers will give insight on:

- Career Pathways
- Soft & Hard Skill Needed To Succeed
- Company Culture & Benefits
- Facility Work Environments

This event is for jobseekers, workforce development staff, students, educators, parents, and others interested in learning more about manufacturing on the Shore.

Click here to [register](#) and access Google Meets link! "See you there!"



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 Salesperson <hr/> <i>Pocomoke</i> Salesperson Store Hourly Retail Parts Pro	Apply on line at https://www.advanceautoparts.jobs/
ALDI	<i>Salisbury</i> Cashier Store Associate <hr/> <i>Berlin</i> Store Associate Cashier Assistant Store Manager	Apply online at https://careers.aldi.us/
Anchorage Healthcare Center	Cook Culinary Aide Activities Leader Personal Care Assistant GNA Transportation Aide/Central Supply Coordinator (GNA preferred)	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	CNA CT Technologist Collections Specialist Emergency Department Tech Floor Care Tech Housekeeping Aide Housekeeping Supervisor Maintenance Specialist Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Registration Specialist Secretary/Nurse Technician Staffing Coordinator Surgical Services Inventory Analyst Surgical Tech	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Management Trainee (Salisbury) Precision AG Consultant (Salisbury) Diesel/Farm Equipment Technician Small Engine Mechanic	Apply online at https://www.atlantictractor.net/employment
Atria	Driver Maintenance Technician Memory Care Caregiver Cook Registered Medication Aide/Med Tech	Apply online at https://www.atriaseniorliving.com/careers/
BesTemps	Administrative Assistant (Various locations) Assembler (Salisbury) Banquet Server (Ocean City) Carpenter (Showell) Cook (Princess Anne) Dishwasher (Ocean City, Princess Anne) Food Service Worker (Princess Anne) 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) Office Clerk (Salisbury) Packaging Operator (Salisbury) Pest Control Technician (Bishopville) Production Associate (Pocomoke) Production Operator (Salisbury) Sales Associate (Salisbury) Sign Installer (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> Cook Snack Bar Attendant Guest Service Specialist	Apply online at https://bwdc.com/

	<p><i>Ocean City</i> Laundry Attendant Housekeeper Houseman Front Desk Agent</p>	
Bob Evans Restaurant	<p>Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor Grill Cook Dishwasher</p>	Apply online at http://careers.bobevans.com/
Boscov's - Centre at Salisbury	<p>Shoe Sales Associate Department Manager Sales Assistant Courtesy Desk Associate Loss Prevention Detective</p>	Apply online at https://www.boscovs.com/
Burlington	<p>Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Retail Store Supervisor</p>	Apply online at https://burlingtonstores.jobs/
Carrabba's Italian Grill - Ocean City	<p>Kitchen Manager Assistant Kitchen/Culinary Manager</p> <p><i>Ongoing recruitment</i> Prep Cook Restaurant Busser Dishwasher Server To-Go Specialist Host Bartender</p>	Apply online at https://www.carrabbas.com/careers
Chesapeake Shipbuilding	<p><i>Ongoing recruitment</i> Pipe Fitter/Plumber Fabricator/Ship Fitter Carpenter Electrician Welder Painter</p>	Apply online at https://www.chesapeakebuilding.com/careers
Chesapeake Utilities	<p>CGS Apprentice/Rail Car (Salisbury) Distribution Systems Technician I (Salisbury) Delivery Driver (Pocomoke, Salisbury) Line Locator I (Salisbury) Gas Operations Supervisor-Metering (Salisbury) Service Technician (Pocomoke) Customer Service Representative I (Pocomoke)</p>	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 Zoo Educator Revenue Supervisor Field Ops Technician Crew Leader Streets Supervisor Asset Management & Facilities Specialist Signal and Lighting Tech Field Ops Technician Housing Code Enforcement Officer I Firefighter/EMT Administrative Assistant I or II	For job descriptions and to print application go to https://salisbury.md/departments/human-resources/careers **Some jobs require special licenses. Please check job description for more details.
	POLICE CAREERS: Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer	
Coastal Hospice & Palliative Care	Medical Coder Homemaker, Dietary Aide/Housekeeper Certified Nursing Assistant (CNA) Certified Medication Technician	Apply online at https://coastalhospice.org/careers/
Cobb - Pocomoke, Princess Anne	Poultry Farm Crew (Pocomoke) Poultry House Worker Night Shift Hatchery Monitor (Pocomoke)	Apply online at https://www.cobb-vantress.com/en_US/careers/
Coca-Cola Consolidated	Warehouse Material Handler Delivery Merchandiser Trainee Merchandiser Bulk Delivery Driver Checker-Warehouse Cashier	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	CAN	Apply online at https://www.corizonjobs.com/
Crothall Healthcare	Laundry Service	Apply online at https://www.crothall.com/careers/all
CVS	Shift Supervisor Management Trainee Pharmacy Technician Retail Store Associate Sr Assistant, Inventory	Apply online at https://www.cvs.com/
Delaware Elevator	Apprentice Elevator Mechanic/Technician Drilling Helper IT Support Technician General Laborer Welder	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Retail Cashier	Apply online at https://www.dickssportinggoods.jobs/
Dove Pointe	CDL Driver Children's Program Aide Weekend Aide Job Coach Residential Program Coordinator Maintenance Floor Tech Aide Instructor House Counselor Mentor Maintenance Tech	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	Environmental Services Aide Rehab Therapy Tech Rehab Nursing Tech I	Apply online at https://www.encompasshealth.com/careers
Exelon Corp	Building Services Technician NERC	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	Administrative Assistant (Salisbury) Clerk (Salisbury) General Laborer (Princess Anne)	Apply online at https://www.expresspros.com/
Five Guys - Salisbury, Ocean City	Crew Member Shift Manager Assistant Restaurant Manager	Apply online at https://www.joinfiveguys.com/

Food Lion	<p><i>Salisbury</i> To Go Associate Quality Assurance Associate Center Store (Grocery) Associate Perishable Associate Evening Manager Customer Service Leader-Office Assistant Customer Lead Frozen Food-Dairy Associate Produce Sales Associate Deli Bakery Sales Associate Sales Associate (Cashier)</p>	Apply online at https://foodlion.careerswithus.com/
	<p><i>Fruitland</i> Quality Assurance Associate Produce Associate Frozen Food and Dairy Associate Center Store (Grocery) Associate Sales Associate (Cashier) Retail Pricing Coordinator</p>	
	<p><i>Berlin</i> Deli Bakery Sales Associate Produce Associate Perishable Associate Customer Service Leader To Go Associate Customer Lead Assistant Deli Bakery Manager Produce Sales Manager Sales Associate-Cashier Center Store Associate Customer Service Leader-Office Assistant Quality Assurance Associate</p>	
	<p><i>Crisfield</i> Receiver Specialty Merchandise Associate Pricing Coordinator Quality Assurance Associate Produce Sales Associate Deli Bakery Sales Associate Perishable Associate I Perishable Frozen Food Dairy Associate Center Store (Grocery) Associate Sales Associate (Cashier) To Go Associate</p>	
	<p><i>Ocean City</i> Customer Service Leader Deli Bakery Associate Sales Associate-Cashier Hourly Seasonal Associate Perishable Associate Produce Associate Center Store Lead</p>	

	<i>Princess Anne</i> Deli Bakery Sales Associate Perishable Associate Assistant Deli Bakery Manager Produce Associate Sales Associate (Cashier)	
Genesis Health Care	Nurse Aide Training Aide-Geriatric Nurse Guest Services Specialist Housekeeper Cook Nursing Unit Assistant Laundry Aide Certified Medicine Aide Dietary Aide Certified Nursing Assistant Driver Activity Assistant Senior Maintenance Director	Apply online at https://www.genesiscareers.jobs/main/
The Green Turtle - Salisbury	<i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server	Apply online at https://thegreenturtle.com
Harbor Freight & Tools - Salisbury, Pocomoke	Retail Sales Associate Retail Stocking Associate Retail Stocking Supervisor (Salisbury) Retail Sales Supervisor (Salisbury) Senior Retail Sales Associate (Pocomoke)	Apply online at https://harborfreightjobs.com/
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	Cook (Snow Hill) Dietary Aide (Snow Hill)	Apply online at https://harrisonseniorliving.com/careers
Holt Food and Paper Company	Day Warehouse Receiver/Stocker Daytime Order Selector Night Warehouse Order Selector	Apply online at http://holtpaper.com/About-Us/Careers
Home Depot (Salisbury, Berlin)	<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)	Apply online at https://careers.homedepot.com/
HomeGoods - Salisbury, Ocean City	Merchandise Coordinator (Salisbury)	Apply online at https://jobs.tjx.com/

Hudson Behavioral Health	Cook Chemical Dependency Tech (Male) Certified Medication Technician Maintenance Peer Support Specialist (Female) Chemical Dependency Tech/Peer	Apply online at https://www.indeed.com/cmp/Hudson-Behavioral-Health/jobs
K&L Microwave	Electronic Assembler Electronic Technician Senior Electronic Technician	Apply online at http://www.klmicrowave.com/employment.php
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> Retail Associate Receiver Stocker Overnight Customer Service Associate Merchandising Service Associate Sales Associate Cashier <i>Pocomoke:</i> Delivery Coordinator Cashier Retail Associate Receiver Stocker Sales Associate	Apply online at https://jobs.lowes.com/
Lower Shore Clinic	Outpatient Services Medical Receptionist	Apply online at https://www.lowershoreclinic.org/careers
Marshall's - Salisbury, Ocean City	Merchandise Associate (Ocean City) Customer Experience Coordinator (Ocean City)	Apply online at https://jobs.tjx.com/
Maryland Department of Transportation	Heavy Equipment Maintenance Technician II	Apply online at https://www.governmentjobs.com/careers/mdotmd
Ocean Pines Association	Swim Instructor Day-Shift Server Golf Maintenance Laborer General Laborer 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	Customer Service Supervisor Customer Service Associate 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	<i>Ongoing recruitment</i> Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/
Pep Boys	General Service Technician Technician A 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 Delivery Driver Pepsi (Trainee DOT) Swing Merchandiser Bulk Driver Forklift Operator/Loader	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	Check Disbursement/Mail Room/Shipping Coordinator Edible Oil Refinery Operator Edible Oil Refinery Supervisor Electric Mechanical Maintenance Mechanic Electrician-Electronic Tech Facilities Coordinator Fleet Tech Grain Crew Leader Grain Operator Lab Technician Maintenance Mechanic Micro Health Services Tech Oil Driver Production Associate Production Associate Line Lead Quality Control Soy Crushing Crew Leader Transportation Coordinator Waste Water Technician	Apply online at https://www.perduecareers.com/
Piedmont	Human Resources Compliance Analyst Aircraft Maintenance Parts Clerk	Apply online at https://piedmont.jobs.net/
Plymouth Tube	Maintenance Technician I IC Technician Maintenance Manager Machine Operator	Apply online at https://us60.dayforcehcm.com/CandidatePortal/en-US/Plymouth

Quality Staffing	<p><i>Wicomico</i></p> <p>Janitorial General Clerical/Admin Assistant Administrative Assistant Soldering Assembler Plating Tech Machine Operator Janitorial Porter Housekeeper Shaft Driller Plant Manager Property Maintenance Technician CNC Operator Assembler Electronic Assembler Security Systems Technician Packaging Tech Facilities Maintenance Technician Electronic Technician Filter Cavity Tech Groundskeeper Restaurant Staff</p> <hr/> <p><i>Worcester</i></p> <p>Lab Technician Shipping-Receiving Clerk Housekeeper/Room Attendant Lab Tech Assistant Pocomoke Heavy General Laborer Scale House Attendant</p> <hr/> <p><i>Somerset</i></p> <p>Plant Worker & Packer Filter Technician Filter Assembler Packaging Associate Food Production Worker RF Assembler Assembly Line/Packer</p>	Apply online at https://easternshorejobs.com/
Red Lobster	<p><i>Ongoing recruitment</i></p> <p>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></p> <p>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	<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 II Administrative Assistant I Storekeeper II-Bookstore Electrician Maintenance Mechanic Sr. Postal Services Supervisor 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	Maintenance Mechanic Operating Technician Packaging Operating Technician Manufacturing Extrusion Operator	Apply online at https://www.sherwin-williams.com/
Shore Up - Wicomico, Worcester, Somerset	Human Resources Assistant Receptionist/Intake Worker Certified Nursing Assistant Nutrition Aide (Stockton) Bus Aide Bus Driver 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 Automotive Mechanic Highway Worker I/Motor Equipment Operator I Transfer Station Attendant Scale House Attendant Motor Equipment Operator I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	Administrative Associate I	Apply online at https://www.somerset.k12.md.us/
SP Industries - Pocomoke City	Inventory Control Lead Material Handler I Picker/Packer	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	Office Services Clerk (Wicomico, Worcester) Temp-Call Center Representative (Wicomico) Office Secretary III (Worcester) Correctional Officer I (Somerset) Correctional Officer II (Somerset)	Apply online at https://jobapscloud.com/MD/
Sun Communities, Inc.	Resort Maintenance Technician	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	Security Guard Fleet Maintenance Manager Forklift Putaway Facility Technician II Outbound Warehouse Supervisor Outside Sales Representative Night Returns/Putaway Returns/Putaway CDL A Local Delivery Truck Driver Warehouse Order Selector Diesel Fleet Mechanic Master Technician III	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/

Texas Roadhouse - Fruitland	Host To Go Dishwasher Line Cook Server	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Administrative Assistant	Apply online at https://www.tidalhealthcareers.org/
	CAT Scan Technologist	
	Coordinator-Activities (Crisfield)	
	Coordinator-Information-Laboratory	
	Coordinator-Referral	
	ENDO Procedural Tech	
	Food Service-Cashier	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Food Production Assistant	
	GNA (Crisfield)	
	Medical Assistant (Salisbury, Berlin)	
	Medical Transcriptionist	
	Monitor Technician	
	Nursing Assistant	
	Parking Attendant	
	Patient Aide	
	Patient Care Assistant	
	Patient Care Tech II	
	Patient Care Technician I	
	Patient Service Representative (Salisbury, Berlin)	
	Phlebotomy Technician (Salisbury, Berlin)	
	Registrar	
Representative-Patient Account		
Scheduler		
Supervisor-Food Service		
Supervisor-Outreach Lab		
Technician-Non-Certified Central Processing		
Technician-Pharmacy Certified		
Unit Secretary		
TJ Maxx - Ocean City	Retail Associate Merchandise Associate	Apply online at https://jobs.tjx.com/
Town of Berlin	Police Officer	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Solid Waste Worker II/Driver	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Communications Operator	
	Plumbing Inspector	
	Vehicle Equipment Technician I	
	Winterfest Worker	
	Greenkeeper	
	Casual Labor	
	Temporary Parks Worker	
	Retention & Recruitment Coordinator	

	Bus Driver Solid Waste Worker I & II Vehicle Equipment Technician I Concessions Worker 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	Landscape & General Maintenance Laborer Auto Mechanic	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	Executive Administrative Assistant I Administrative Assistant I	Apply online at https://umes.peopleadmin.com/postings/search
Vacasa - Ocean City	Home Operations Supervisor Front Desk Specialist-Rentals Consultant Local Operations Manager Maintenance Administrative Assistant	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	Transactional Sales Assistant Program Coordinator Traffic Coordinator	Apply online at http://drapermediajobs.com/
WCDC	Ceramics and Pottery Instructor 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 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 Mower Operator Weed (Lead) Control Coordinator	Apply online at http://www.wicomicocounty.org/jobs.aspx
Wicomico County Public Schools	Substitute Transportation Position 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	Studio Technician Commercial Producer Media Specialist	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Office Assistant IV Emergency Communications Specialist I Emergency Communications Specialist Trainee 911 Call Taker Correctional Officer-Cook Correctional Officer Trainee Landfill Operator I Transfer Station Attendant Landfill Operator II Maintenance Supervisor Grounds Crew Leader Road Worker II and III General Laborer/Maintenance Worker I Parks Worker III-IV Animal Control Officer Accounting Clerk II	Apply online at https://worcesterrhr.co.worcester.md.us/
Worcester County Public Schools	Custodian II Sign Language Interpreter Educational Assistant Bus or Van Driver	Apply online at https://worcestermd.tedk12.com/hire/index.aspx

Worcester County Recreation and Parks	Referee Program Monitor Parks Worker III or IV Gym Monitor Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
Wor-Wic Community College	Building Attendant Information Technology Support Technician	Apply online at https://www.schooljobs.com/careers/worwic?
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Assistant Swim Team Coach 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
	<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	

 **Maryland Maryland Workforce Exchange**
 DEPARTMENT OF LABOR **October 18, 2021 - October 22, 2021**

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Job Order Number	Company	Position	Positions open
1451117	Worcester County Government	Maintenance Supervisor	1
1450236	Salisbury University	Administrative Assistant II Computer Science	1
1451767	Beauchamp Construction	Mechanic	1
1450566	Goodwill Industries of The Chesapeake Inc	Production Sorter 4/5	1
1448946	Sherwin-Williams Company	Sales Associate	1
1448834	Coach	Temporary Support Associate	1
1450369	Northeast Foods	Loaders General Help	1
1448339	Jubilant Cadista Pharmaceuticals, Inc.	Manufacturing Process Operator	1
1449553	Pennsy Supply, Inc.	Plant Loader Operator	1
1449759	Eastern Lift Truck Co., Inc	Technician Apprentice	1
1450112	K&L Microwave, Inc.	Manufacturing Engineer	1
1449078	K&L Microwave, Inc.	RF Design Engineer	1
1448800	CCBCC Inc	Checker - Warehouse (Full Time)	1
1448655	CCBCC Inc	Warehouse Material Handler (Full Time)	1
1450620	CCBCC Inc	Warehouse Material Handler (Part Time)	1
1451171	Pep Boys	Customer Service Advisor	1
1451298	Pep Boys	General Service Technician	1
1451417	Pep Boys	Store Manager of Service	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.”



BUILD YOUR SKILLS

Get free training to build your skills and prepare for your next job through the SkillUp® Lower Shore program supported by Metrix Learning. Start with FREE work readiness courses!

Course Topics Include:

- Digital Literacy
- Internet Skills
- Communication
- Emotional Intelligence
- Business Etiquette
- Critical Thinking
- Effective Email
- Word/Excel
- ...and more!

SIGN UP TODAY!

- 1.) Go to: <http://lowershoreajc.skillupamerica.org/>
- 2.) Click "JOBSEEKERS" → "REGISTER FOR FREE"
- 3.) Fill out your information for instant access
- 4.) Take as many courses as you want for 180 days (6 months)

WHY E-LEARNING?

- Convenient - Accessible 24/7 from any location with high speed internet access
- Flexible - Matches your skill level and learning pace
- No cost - No tuition or travel costs
- **Customers completing assigned work readiness training will be granted access to 5000+ additional courses.**

For access to additional training and career services, please contact Lower Shore Workforce Alliance:

Phone - (410) 341-6515

Email - Training@LSWA.org

<https://lwsa.org>
<http://www.metrixlearning.com>

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.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/Rr_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/8wih90VC_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 War-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	
	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	
17 End of Fall Semester	12	13	14	15	16	17	18	
20 - 31 Closed: Winter Break	19	X	X	X	X	X	25	
	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

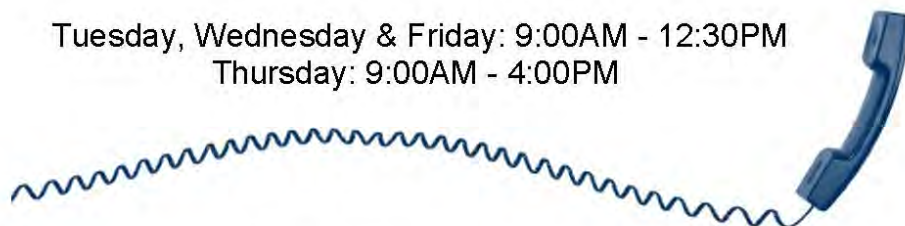
800.845.8550

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