

the Job Journal



**TIP
OF THE
WEEK**

Interview Tips

Interviews are your chance to sell your skills and abilities.

They also give you a chance to find out if the job and company are right for you. Follow the tips here to ace your interviews.

Review common interview questions. Practice answering them with someone else or in front of a mirror. Come prepared with stories that relate to the skills that the employer wants, while emphasizing your:

- Strengths
- Willingness to work and flexibility
- Leadership skills
- Ability and willingness to learn new things
- Contributions to the organizations in which you have worked or volunteered
- Creativity in solving problems and working with people

Figure out in advance how well you qualify for the job. For each requirement listed in the job posting, write down your qualifications. This can show you if you lack a particular skill. Plan how you will address this in the interview so you can convince the interviewer that you can learn the skill.

Make a list of questions that you would like to ask during the interview. Pick questions that will demonstrate your interest in the job and the company. This might include commenting on the news you learned from the company website, and then asking a question related to it. Also ask questions about the job you will be expected to perform, like:

- What are the day-to-day responsibilities of this job?
- How will my responsibilities and performance be

measured? By whom?

- Could you explain your organizational structure?
- What computer equipment and software do you use?
- What is the organization's plan for the next five years?

Be prepared. Remember to bring important items to the interview:

- Notebook and pens
- Extra copies of your resume and a list of references
- Copies of letter(s) of recommendation, licenses, transcripts, etc.
- Portfolio of work samples

On the day of the interview, remember to:

- Plan your schedule so you arrive 10 to 15 minutes early.
- Go by yourself.
- Look professional. Dress in a manner appropriate to the job.
- Leave your MP3 player, coffee, soda, or backpack at home or in your car.
- Turn off your cell phone.
- Bring your sense of humor and SMILE!

Display confidence during the interview, but let the interviewer start the dialogue. Send a positive message with your body language.

- Shake hands firmly, but only if a hand is offered to you first.
- Maintain eye contact.
- Listen carefully. Welcome all questions, even the difficult ones, with a smile.
- Give honest, direct answers.
- Develop answers in your head before you respond. If you don't understand a question, ask for it to be repeated or clarified. You don't have to rush, but you don't want to appear indecisive.

End the interview with a good impression. A positive end to the interview is another way to ensure your success.

- Be courteous and allow the interview to end on time.
- Restate any strengths and experiences that you might not have emphasized earlier.
- Mention a particular accomplishment or activity that fits the job.
- If you want the job, say so!
- Find out if there will be additional interviews.
- Ask when the employer plans to make a decision.
- Indicate a time when you may contact the employer to learn of the decision.

Don't forget to send a thank-you note or letter after the interview.

"Interview Tips." *CareerOneStop*, State of Minnesota,
<https://www.careeronestop.org/JobSearch/Interview/interview-tips.aspx>.

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

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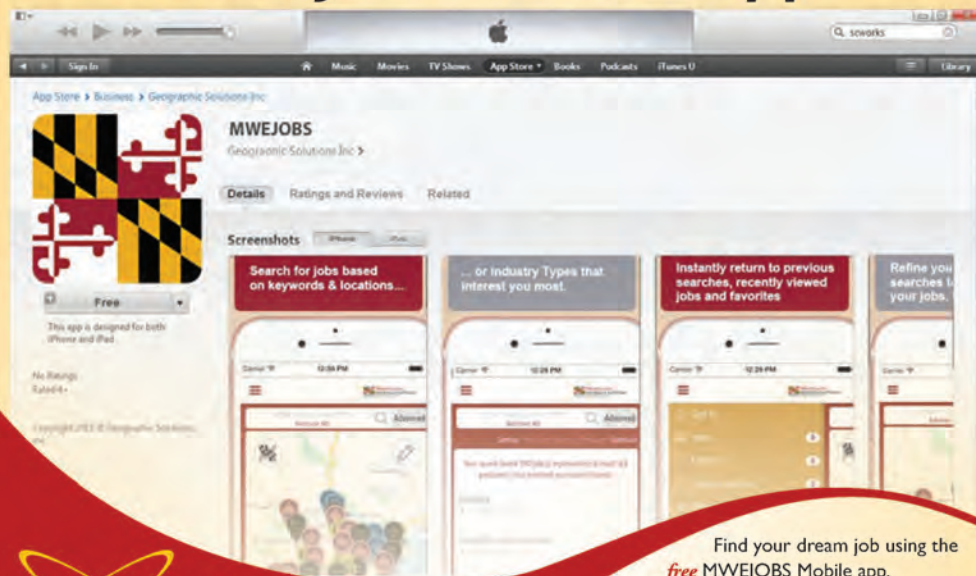
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NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! MWEJOBS Mobile App

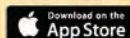


Find your dream job using the **free** MWEJOBS Mobile app.
Instantly view any job posted to the web directly on your mobile phone or tablet.
Simply search for "MWEJOBS" in the Apple iTunes or Google Play sites.

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

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

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



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.



Where to find career opportunities?

www.mwejobs.maryland.gov



31901 Tri-County Way
Suite 111
Salisbury, MD 21804
www.lowershoreajc.org
(410) 341-6515

M-F 8am – 430pm



Christina Williams
Veteran Employment Rep.
410-546-6821 (office)
443-955-9147 (cell)

Veterans Only

**Job Club & Mini Hiring Event February 8, 2022 at the
American Job Center Salisbury, MD (Worcester Room)**

MASK REQUIRED

RESOURCES SESSION 10am -12pm

Utility Industry Training Info

through Wor-Wic & Delmarva Power



Saint James Zion House Support

Services for Vets/Homeless Vets



MINI JOB FAIR 12PM – 3PM



Md Dept. of
Public Safety &
Correctional Services

**AND MORE
EMPLOYERS!!!**

For more information, contact Christina Williams @ 410-546-6821

"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."

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme	<i>Ongoing recruitment</i> Store Associate Meat Cutter In-Store Shopper Night Crew Pharmacy Clerk Cake Decorator Pharmacy Technician	Apply online at https://www.acmemarkets.com/
Advance Auto Parts	<i>Salisbury</i> Store Hourly Store Driver Salesperson	Apply on line at https://www.advanceautoparts.jobs/
	<i>Berlin</i> Store Hourly Store Driver Salesperson	
	<i>Pocomoke</i> Salesperson Store Hourly Retail Parts Pro	
ALDI	<i>Salisbury</i> Stocker Cashier Store Associate	Apply online at https://careers.aldi.us/
	<i>Berlin</i> Store Associate Cashier	
Anchorage Healthcare Center	Cook GNA Nursing Staff Scheduler Personal Care Attendant (includes CNA training) Certified Medication Aide	Apply online at https://jobs.apploi.com/profile/communicarefamily
Applebee's	Bartender Server Carside To-Go Specialist Line Cook Host	Apply online at https://www.applebees.com/en/restaurant-jobs
Atlantic General Hospital	Certified Pharmacy Tech Echocardiographer Executive Administrative Assistant Floor Care Tech Housekeeping Aide Human Resources Assistant Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Outpatient Service & Registration Tech (Phlebotomy) Patient Safety Aide Public Safety Officer Registration Specialist Secretary/Nurse Technician Surgical Tech Ultrasound/Vascular Sonographer	Apply online at https://www.atlanticgeneral.org/Careers.aspx

Atlantic Tractor - Salisbury, Pocomoke	Grounds Maintenance (Salisbury) Lawn & Garden Equipment Sales (Salisbury) Diesel/Farm Equipment Mechanic Small Engine Mechanic	Apply online at https://www.atlantictractor.net/employment
BesTemps	Accounting Associate (Salisbury) Administrative Assistant (Various locations) Assembler (Salisbury) Banquet Server (Ocean City) Carpenter (Showell) Dishwasher (Ocean City) General Laborer (Various locations) Grain Operator (Bishopville) Hospitality Worker (Ocean City) Housekeeper/Houseman (Ocean City) Industrial Maintenance Mechanic (Salisbury) Line Cook (Ocean City) Machine Operator (Salisbury) Maintenance Technician (Salisbury & Ocean City) Material Handler (Salisbury) Packaging Operator (Salisbury) Part Time Administrative Support Specialist (Salisbury) Pest Control Technician (Bishopville) Production Associate (Pocomoke) Production Operator (Salisbury) Sales Associate (Salisbury) Sign Installer (Salisbury) Warehouse Associate (Salisbury)	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker	Apply online at https://careers.biglots.com/
Blue Water	<i>Berlin</i> Cook Lifeguard Housekeeper Assistant Attractions Manager Reservations Specialist Guest Service Specialist Food Services Supervisor Assistant General Manager <i>Ocean City</i> Front Desk Agent Assistant Farm Manager HR Admin Accounting Clerk	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	Sales Associate Loss Prevention Detective	Apply online at https://www.boscovs.com/

Burlington	Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Retail Store Supervisor	Apply online at https://burlingtonstores.jobs/
Carrabba's Italian Grill - Ocean City	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> Pipe Fitter/Plumber Fabricator/Ship Fitter Carpenter Electrician Welder Painter	Apply online at https://www.chesapeakeshipbuilding.com/careers
Chesapeake Utilities	Distribution Systems Technician I (Salisbury) Line Locator I (Salisbury) Damage Prevention Coordinator (Salisbury) Gas Operations Supervisor-Metering (Salisbury) Service Technician (Pocomoke) Customer Service Representative I (Pocomoke) Delivery Driver (Salisbury)	Apply online at https://chpk.com/our-culture/careers/
Chili's Grill & Bar	QA/Expeditor Host To Go Line Cook	Apply online at https://www.chilisjobs.com/
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	Apply online at https://www.cityofpocomoke.com/info/jobs
City of Salisbury	Supervisor-Vehicle Maintenance Auto Mechanic I, II, III Field Ops Technician Motor Equipment Operator II-Sanitation Signal and Lighting Technician I, II Utility Technician Trainee, I, II Water Plant Operator I Waste Water Treatment Operator I Zookeeper II Trolley Bus Operator Zoo Educator	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 Logistics Manager	
Coastal Hospice & Palliative Care	Homemaker, Dietary Aide/Housekeeper Coastal Hospice Volunteer (Unpaid) Certified Nursing Assistant Certified Medication Technician	Apply online at https://coastalhospice.org/careers/
Coca-Cola Consolidated	Checker Delivery Merchandiser CDL-A	Apply online at https://cokeconsolidated.jobs.net/
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs
Compass Group	EVS Operations Manager Lead Housekeeper Housekeeper Sous Chef-Perdue Ballpark Concessions Manager	Apply online at https://careers.compassgroupcareers.com/job-map
CVS	Shift Supervisor Management Trainee Pharmacy Technician Retail Store Associate	Apply online at https://www.cvs.com/
Delaware Elevator	Accounting Resolution Associate Payroll Assistant Apprentice Elevator Mechanic/Technician Drilling Helper AutoCAD 2D Draftsman Project Coordinator General Laborer Project Coordinator Assistant Project Manager Welder	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods	Retail Sales Associate	Apply online at https://www.dickssportinggoods.jobs/
Dove Pointe	Mentor Residential Program Coordinator Instructor Job Developer Maintenance Tech Aide CDL Driver Childrens Program Staff Job Coach House Counselor	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	Patient Services Coordinator/Scheduler Cook Nutritional Services Aide Admissions Representative	Apply online at https://encompasshealth.com/careers
Exelon Corporation	Stockkeeper SCD Maintenance Tech III Maintenance Foreman Supervisor Meter & Install	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	Accounting Clerk Sensory Technician Sanitizer/Housekeeper CNC Machine Operator General Laborer Consumer Disputes Specialist Warehouse Clerk (Berlin) Service Technician/Trainee (Bishopville)	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	<i>Salisbury</i> To Go Associate Assistant Deli Bakery Manager Assistant Store Manager Center Store Associate Quality Assurance Associate Perishable Associate Customer Service Leader Customer Lead Deli Bakery Sales Associate Cake Decorator Sales Associate Cashier Customer Service Leader-Office Assistant	Apply online at https://foodlion.careerswithus.com/
	<i>Fruitland</i> Perishable Associate To Go Associate Specialty Merchandise Associate Pricing Coordinator Frozen Food Dairy Associate Sales Associate (Cashier) Perishable Manager Deli Bakery Sales Associate Assistant Deli Bakery Manager	
	<i>Berlin</i> Customer Lead Assistant Store Manager Customer Service Leader Frozen Food Dairy Associate Sales Associate-Cashier To Go Associate Deli Bakery Sales Associate	

	<i>Crisfield</i> Quality Assurance Associate Customer Lead Cake Decorator Center Store Lead To Go Associate Center Store Associate Customer Service Leader Deli Bakery Sales Associate Sales Associate (Cashier)	
	<i>Ocean City</i> Perishable Associate Assistant Store Manager Produce Associate Sales Associate Cashier Deli Bakery Sales Associate Center Store Manager	
	<i>Princess Anne</i> Deli Bakery Sales Associate Center Store (Grocery) Associate Sales Associate (Cashier)	
Genesis Health Care	Nurse Aide Training Scheduler Aide-Geriatric Nurse Receptionist Housekeeper Laundry Aide Certified Nursing Assistant Cook Certified Medicine Aide Dietary Aide	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	Apply online at https://harborfreightjobs.com/
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	CMT (Salisbury) Dietary Aide (Salisbury)	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> Asset Protection Specialist Designer-Kitchen/Bath Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Lot Associate Measurement Specialist, Flooring (Berlin)	Apply online at https://careers.homedepot.com/
Hudson Behavioral Health	Certified Medication Technician Peer Support Specialist Facility Maintenance Mechanic Chemical Dependency Technician	Apply online at https://www.indeed.com/cmp/Hudson-Behavioral-Health/jobs
K&L Microwave	CNC Machine/Set Up Electronic Assembler Electronic Technician Senior Electronic Technician Inventory Associate Shipping & Receiving Clerk	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> Fulfillment Team Lead Customer Service Merchandising Cashier Warehouse <i>Pocomoke:</i> Sales Associate Customer Service Warehouse Cashier	Apply online at https://jobs.lowes.com/
Lower Shore Clinic	Maintenance Janitor	Apply online at https://www.lowershoreclinic.org/careers
Marshall's - Salisbury, Ocean City	Backroom Coordinator (Salisbury) Merchandise Associate (Ocean City) Store Cleaning Associate (Ocean City) Key Carrier Coordinator (Ocean City)	Apply online at https://jobs.tjx.com/
Ocean Pines Association	Swim Instructor Dispatch/Communications Officer Front Desk Clerk Server Cook Cart Attendant 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 Freight Flow Supervisor	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	Auto 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	QC Supervisor Fountain Install Technician Warehouse Associate Pepsi Bulk CR Delivery Driver Pepsi (Trainee DOT) Swing Merchandiser	Apply online at http://www.pepsibottlingventures.com/job

Perdue Farms - Salisbury	Accounts Payable Processor Culinary Technician Customer Support Specialist II Feed Mill Pickup Driver Feed Mill Dispatcher Food Grade Oil Technician Food Safety Quality Assurance Technician Forklift Operator Garage Supervisor Grain Crew Leader Grain Operator Lead Transportation Coordinator Maintenance Lead Maintenance Mechanic OIL Driver Production Associate Purchasing Clerk Research and Development Lab Technician Shared Services Coordinator Shipping Clerk Soybean Crush Operator	Apply online at https://www.perduecareers.com/
Plymouth Tube	Quality Lab Technician Maintenance Technician I	Apply online at https://us60.dayforcehcm.com/CandidatePortal/en-US/Plymouth
Quality Staffing	<div> <i>Wicomico</i> Electronic Technician Alignment Tech Janitorial General Soldering Assembler Facilities Maintenance Technician Packaging Tech Lead Custodian-Supervisor Warehouse Associate Client Service Associate Accounts Receivable Restaurant Staff </div> <div> <i>Worcester</i> Scale House Attendant </div> <div> <i>Somerset</i> Food Production Worker Plant Worker & Packer RF Assembler Filter Technician Filter Assembler </div>	Apply online at https://easternshorejobs.com/
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://www.redlobster.com/

Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager	Apply online at https://my.peoplesmatter.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
Salisbury University	Postal Services Supervisor Food Service Aide II-Dishroom Lead Food Service Assistant Catering Assistant Housekeeper 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 Prepared Meals and Rotisserie Chicken Associate Member Assist Cart Attendant Cafe Associate Sales & Training Manager-Membership Carwash/Gas Attendant Meat Cutter and Wrapper Member Specialist Pharmacy Tech	Apply online at https://careers.walmart.com/
Sherwin Williams - Crisfield	Production Supervisor Operating Technician Packaging Extrusion Operator	Apply online at https://www.sherwin-williams.com/
Shore Up - Wicomico, Worcester, Somerset	Scanner/Intake Worker Substitute Driver Auditor/Weatherization Health Services Assistant Receptionist/Intake Worker Certified Nursing Assistant Substitute Teacher Nutrition Aide Bus Aide Bus Driver Custodian Child Development Associate Trainee Teacher I Teacher II 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 Transfer Station Attendant	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	Supply Chain Manager Assembler I Material Technician Machine Operator I Material Handler I Senior Quality Technician Picker/Packer	Apply online at https://www.spindustries.com/employment/
Staples	Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Sales Technology Associate Retail Sales Associate Retail Operations Supervisor Print Production Sales Supervisor	Apply online at https://retailcareers.staples.com/
State Of Maryland	Community Health Outreach Worker I (Wicomico) Radio Technician IV (Wicomico) Fiscal Accounts Technician II (Worcester) Police Communications Operator I (Worcester, Somerset) Seasonal Assateague State Park Worker (Worcester) Seasonal Pocomoke River State Park Worker (Worcester) Correctional Dietary Officer I (Somerset) Correctional Dietary Officer Trainee (Somerset) Office Secretary II (Somerset) Office Secretary III (Somerset) Seasonal Janes Island State Park Worker (Somerset) Seasonal Janes Island State Park Boat Captain (Somerset) Correctional Officer II (Somerset)	Apply online at https://jobapscloud.com/MD/
Sun Communities - Berlin, Ocean City	Concessions Attendant Food and Beverage Supervisor Guest Services Coordinator Hospitality Host Hospitality Host Supervisor Resort Groundskeeper Resort Housekeeper Store Supervisor	Apply online at https://careers.suncommunities.com/viewalljobs/
Sysco - Pocomoke	Diesel Fleet Mechanic Technician III-Master Driver, Special Delivery Material Handling Equipment Technician I Warehouse Order Selector	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) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage) Seasonal General Merchandise, Inbound	Apply online at https://jobs.target.com/
Taylor Bank - Berlin	IT Support Specialist Customer Service Associate	Apply online at https://www.taylorbank.com/about/careers
Texas Roadhouse - Fruitland	Line Cook Server Assistant-Busser	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Administrative Assistant	Apply online at https://www.tidalhealthcareers.org/
	CAT Scan Technologist	
	Code Abstractor I	
	Community Health Worker	
	Console Operator	
	Coordinator-Activities (Crisfield)	
	Coordinator-Information-Laboratory	
	Coordinator-Laboratory Purchasing	
	ENDO Procedural Tech	
	Food Service-Cafeteria Aide (Crisfield)	
	Food Service-Catering Associate	
	Food Service-Cook (Crisfield)	
	Food Service-Utility Aide	
	GNA (Crisfield)	
	Mechanic-Facilities	
	Medical Assistant (Salisbury, Berlin, Crisfield, Ocean Pines)	
	Medical Transcriptionist-Lab/Rad	
	Monitor Technician	
	Nursing Assistant (Salisbury, Crisfield)	
	Parking Attendant	
	Patient Aide (Crisfield)	
	Patient Care Assistant (CNA)	
	Patient Care Tech II	
	Patient Care Technician I	
	Patient Service Representative (Salisbury, Crisfield, Ocean Pines)	
	Pharmacy Clerk	
	Phlebotomy Technician (Salisbury, Berlin)	
	Practice Manager	
	Radiologic Technologist (Salisbury, Crisfield)	
	Receptionist-Security	
	Registrar	
	Representative-Patient Account	
	Scheduler	
	Scribe (Salisbury, Berlin)	
	Supervisor-Outreach Lab	

	Surgical Technologist Technician-EKG I Technician-Non-Certified Central Processing Technician-Pharmacy Certified (Salisbury, Ocean Pines) Technician-Service Desk (IT/Information Services) Unit Secretary	
TJ Maxx - Ocean City	Merchandise 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	Property and Evidence Technician	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Convention Maintenance Worker I	
	Heavy Equipment Operator	
	Crew Leader	
	Plant Operator I	
	Account Clerk	
	Dispatcher	
	Tram Ticket Seller	
	Camp Horizon Day Camp Counselor	
	Scamper Camp Day Camp Counselor	
	Golf Course Maintenance	
	Tennis Attendant	
	Concessions Worker	
	Beach Activities Coordinator	
	Beach Activities Assistant	
	Activities/Arts & Crafts Day Camp Counselor	
	Beach Patrol-Surf Beach Facilitator	
	Skate Park Worker	
	Building Maintenance Worker	
	Casual Labor	
	Retention & Recruitment Coordinator	
	Bus Driver	
	Solid Waste Worker I & II	
	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	WIOA Intake Coordinator Administrative Aide Mobile Workforce Specialist Customer Services Representative/Scheduler Transit Bus Operator Landscape & General Maintenance Laborer	Apply online at https://tcclesmd.org/human-resources/
Ulta Beauty - Salisbury, White Marlin Mall	Associate Hair Stylist (Salisbury) Prestige Beauty Advisor Beauty Advisor Hair Stylist	Apply online at https://careers.ulta.com/

UMES	Electrician High Voltage MT Maintenance Mechanic Housekeeping Supervisor II Administrative Assistant I Security Guard Clerical Administrative Assistant II Service Worker	Apply online at https://umes.peopleadmin.com/postings/search
Vacasa - Ocean City	Onboarding Specialist Front Desk Specialist Owner Relations Manager	Apply online at https://www.vacasa.com/careers/positions
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 Store Lead	Apply online at https://careers.walmart.com/
WBOC	Promotions Producer Media Specialist Traffic Coordinator	Apply online at https://www.drapermediajobs.com/jobs/
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 Assistant Administrative Office Associate I Correctional Officer I Maintenance Technician Mechanic-Airport Motor Equipment Operator I Police Communications Specialist I Quartermaster Athletic Complex Seasonal Worker 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	Contractual Transportation Positions Contractual Custodian Contractual Food Service Worker Custodian I and II Assistant Building Service Manager I, II & III Maintenance Technician III-HVAC	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Library	Communications & Marketing Manager Homework Help Center Supervisor Mobile Services Assistant	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Accountant Media Specialist	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Emergency Communications Specialist I Emergency Communications Specialist Trainee 911 Call Taker Correctional Officer Trainee Landfill Operator II Transfer Station Attendant Landfill Operator I Building Maintenance Mechanic I Grounds Worker II Road Worker IV Roads Worker V General Laborer/Maintenance Worker I Animal Control-Kennel Attendant	Apply online at https://worcesterhr.co.worcester.md.us/
Worcester County Developmental Center (WCDC)	Personal Care Assistant and Transporter Personal Supports Facilitator Maintenance Assistant Weekend Residential Counselor Awake Over Night Residential Counselor Residential Manager	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
Worcester County Public Schools	Custodian II Educational Assistant Bus or Van Driver	Apply online at https://worcesstermd.tedk12.com/hire/index.aspx
Worcester County Recreation and Parks	Referee Parks Worker III or IV Gym Monitor Concession Monitor	Apply online at https://worcessterrecandparks.org/about-us/employment
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Membership Services Coordinator 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.ymcashesapeake.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

Worcester County Government is NOW HIRING

Full Time

Current Positions:

Economic Development

Workforce Specialist

Fire Marshal

Fire Investigator III

Jail

Correctional Officer Trainee

Emergency Services

911 Call Taker

Emergency Communications Specialist I

Emergency Communications Specialist
Trainee

Sheriff's Office

Animal Control—Kennel Attendant
Part Time

Treasurer's Office

Accountant

Public Works

Landfill Operator I/II

Transfer Station Attendant

Project Manager

Grounds Worker II

Building Maintenance Mechanic I

Roads Worker IV/V

Plant Operator

General Laborer/Maintenance Worker I

- Full Benefit Packages for FT Employees - Member of Maryland State Retirement System - EOE/AA



Apply Online:

worcesterhr.co.worcester.md.us



Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR February 07, 2022 - February 11, 2022

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Job Order Number	Company	Position	Positions open
1516863	Caleres, Inc.	Associate Manager	1
1516971	WBOC (Draper Holdings)	Promotions Producer	1
1515597	Sherwin-Williams Company	Extrusion Operator	2
1515909	Bay Shore Development Corporation	Amusement and Recreation Attendants	1
1516016	SAS Retail Services LLC	Part Time Merchandiser	1
1514883	Clear Channel Outdoor, LLC	VP REPA	1
1515446	Director of Finance	HEI Hotels & Resorts	1
1515312	Pepsi Bottling Ventures	Warehouse Lead	1
1517737	Pep Boys	Technician	3
1517009	Tri-County Council for the Lower Eastern Shore of Maryland	Business Services Specialist	1
1515857	Wicomico County	Deputy Sheriff (Non-Certified)	1
1517742	Holt Paper and Chemical Co Inc	CDL-A Delivery Driver	1
1517343	K&L Microwave, Inc.	Inventory Associate	1
1515941	BAYADA Home Health Care, Inc.	LPN, Licensed Practical Nurse - All Shifts	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."



MARYLAND JOBS NOW
A proud partner of the [americanjobcenter](http://americanjobcenter.org) networks



WORKFORCE INNOVATION AND OPPORTUNITY ACT CAREER AND TRAINING SERVICES

DO YOU NEED SKILLS TRAINING TO START A NEW CAREER OR ADVANCE IN YOUR CURRENT CAREER?

Speak with a career counselor to see how the Lower Shore Workforce Alliance could help you reach your goals through a free CAREER TRAINING SCHOLARSHIP.



WHO ARE WE?



The Lower Shore Workforce Alliance receives funding to provide Workforce Innovation and Opportunity Act Title I training services. These funds are used to pay tuition, fees, books and supportive services for individuals who receive a career training scholarship.

WHAT TRAINING COURSES ARE ELIGIBLE?

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



NOT SURE WHAT YOU WANT TO DO?



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

HOW DO I APPLY?

- ✓ Register in MWE (mwejobs.maryland.gov/) and create a resume.
- ✓ Speak with a career counselor at the American Job Center to learn about available programs, eligibility and the enrollment process.



**LOWER SHORE
WORKFORCE ALLIANCE**

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



Serving Somerset, Worcester and Worcester Counties

SkillUp® Lower Shore
Register for Free Introductory Courses

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	• Emotional Intelligence	• Effective Email
• Internet Skills	• Business Etiquette	• Word/Excel
• Communication	• Critical Thinking	• ...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>

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

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

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

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

Contact:

443-669-5846
digitalskills@goodwillches.org



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)

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.

Where: **Virtual Facilitator (only)**

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

Length of training program: **16 weeks**

Contact: pharmtech@goodwillches.org

IN PARTNERSHIP with

goodwillches.org



Wor-Wic Community College

Free Metal Fabrication Training: M-F 5:30-9pm- March-June 2022 + July-Oct. 2022



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 metal fabrication career-changing training, contact Quality Staffing Services at (410) 742-2600.

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

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 Dates: Nov. 2021-April 2022 + May-Sept. 2022

Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services, Crystal Steel 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 twelve 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.-April each year, 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.

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

Do you need help finding a job and maintaining it?
Would you like to continue your education but not sure where to start?
Interested in obtaining skills to help you get a job?

We can help you!



We can help you with:

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

Eligibility:

- 16-24
- Male and Female
- Not attending school
- Lives in Worcester, Wicomico or Somerset Counties
- Ready to be successful

Funded By:



Contact Grace Center:
(443) 513-4124
info@gracematernalhealth.org



THEIR VISION, OUR MISSION



Telamon Corporation Young Adult Career & Education Program



Jennifer Baker-Lupinetti
call 443-359-9930
or jlbakerlupinetti@telamon.org
31901 Tri County Way 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 or do you know a 17-24 year old that is not in school?

Telamon's young adult career and education program may be able to help them build skills that lead to a successful career. Our program provides education, resources, and personal supports to help make career and life decisions.

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/ItEFyzV3q0s>
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 us not authorized to schedule, reschedule, or administer the Official GED® Test.

Steps to Enroll:

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



2. Complete the Application
<https://forms.office.com/r/gc5wgX4Wjn>
3. Email adulthoodeducation@worwic.edu to schedule an appointment and Complete Testing.

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

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

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

**IN-PERSON
AND ONLINE
CLASS
OPTIONS**



FREE

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



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 proporcionada 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 dezyèm 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 TELÈFON 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 X Closed: snow △ Graduation △ Semester ends △ Make-Up Day

July 1 Online Registration begins 5 Closed: Independence Day	<table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>4</td><td>X</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>16</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	Th	F	S						1	2	4	X	6	7	8	9	10	11	12	13	14	15	16	16	18	19	20	21	22	23	24	25	26	27	28	29	30	31	January 3 Spring Semester begins 17 Closed: MLK Day	<table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>X</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	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												
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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.



CRISFIELD LIBRARY
Thursdays,
February 3, 17, & 24
from 2-4pm

PRINCESS ANNE LIBRARY
Fridays,
February 4, 11, 18, & 25
from 10am-12pm

Want to learn how to use a computer? Need some help learning how to navigate Windows 10? Call or stop by the Crisfield or Princess Anne Library to register for one-on-one computer help.

COMPUTER HELP

Please join us for upcoming training.

Financial Wellness Series

3 Tuesdays

Feb. 1, 8, 15, 2022

1:00 – 2:00 pm

Setting Financial Goals

Creating a Spending Plan

Dealing with Debt

Saving

Understanding Credit and Credit Scores

Presented by: *University of MD Extension*

Register on EventBrite:

<https://www.eventbrite.com/e/telemon-financial-wellness-series-tickets-228310160837>

Location: Telamon Corporation, American Job Center

31901 Tri-County Way, Ste. 12, Salisbury, MD



Legal Clinic

DOWNTOWN LIBRARY
FEBRUARY 9, 2022
2:00 PM - 4:00 PM

Our Cyber Clinics allow Maryland Volunteer Lawyers Service to reach clients in hard-to-reach counties. We partner with the Wicomico Public Library Job Center in Salisbury to make these clinics happen. Clients attend the clinics in-person at the library, while MVLS volunteer attorneys participate from the MVLS Office using just a computer and a webcam to speak with clients and help them through legal issues. Some of the issues the legal experts can address:

- Bankruptcy-Chapter 7
- Expungements & Shielding
- Birth Certificates
- Debt and Consumer Disputes
- Foreclosures
- Deed Changes
- Name Changes
- Income Tax Disputes
- Divorce & Custody

Potential clients interested in attending the clinic should call the Job Center at 410-749-3612 ext. 161

Family Law Assistance

Divorce • Domestic Violence
 Custody • Adoption
 Visitation • Child Support
 Guardianship • Name Change

Dorchester County Circuit Court
 206 High Street
 Cambridge, Maryland

Mondays, Noon to 3:30 PM

410.228.1395

Somerset County Circuit Court
 11770 Somerset Avenue
 Princess Anne, Maryland

Fridays, 9 AM to Noon

410.651.4618

Wicomico County Circuit Court
 101 North Division Street
 Salisbury, Maryland

Mondays, 9 AM to Noon

410.334.3127

Worcester County Circuit Court
 1 West Market Street
 Snow Hill, Maryland

Mondays, 9:30 AM to 2:30 PM

410.632.5638

LEGAL RESOURCES

Maryland Courts Self-Help Centers

410.260.1392
mdcourts.gov/selfhelp

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

Family Law Hotline

800.845.8550

Monday-Friday, 9:30 AM to 4:30 PM

Legal Forms Hotline

800.818.9988 (English)
 877.293.2507 (Spanish)

Tuesday, Wednesday & Friday: 9:00AM - 12:30PM
 Thursday: 9:00AM - 4:00PM



These organizations may assist you with free or reduced cost legal representation:

Disability Rights Maryland

800.233.7201
disabilityrightsmd.org

Legal Aid Bureau Inc.

800.444.4099
mdlab.org

Maryland Volunteer Lawyers Service, Inc.

800.510.0050
mvlslaw.org

Pro Bono Resource Center of Maryland, Inc.

800.396.1274
probonomd.org