

the Job Journal

**TIP
OF THE
WEEK**

7 Essential Work Skills To Ensure Career Success in 2022

Now's a great time to look at your resume, think about your current job, and set yourself up for success in the new year, even if that means looking for a new job.

It can be challenging to know, with any degree of certainty, whether you have the skills employers are looking for or the right kind of training and background to land the job of your dreams.

Here are seven skills that can help you get ahead and find success in 2022:

1. Decision-making skills.

What do you do when presented with a series of options, all of which are fine, but you need to pick an option? The ability to make decisions quickly and with confidence is very attractive to employers. They want someone who can weigh options, consider the strengths of each and move with confidence in the direction of their choosing.

2. Stress management.

Who hasn't had their shoulders up to their ears from stress in the past 18-24 months? Being able to handle stress, adapt to tense situations and keep their cool under pressure is a big win for employers. You'll be seen as someone who is reliable and level-headed, someone who can take everything in stride, and who will be a rock under pressure.

3. Creativity and innovation.

When you look at a creative toy, like bricks or clay, do you have dozens of ideas on working with the raw materials to make something new? Someone creative can approach a problem with a different viewpoint, see opportunities in challenges, and get excited about finding new ways to address old issues. Someone unafraid to try new things and learn from them is a great asset to their team.

4. Problem-solving.

Are you able to take a big task and break it down into smaller, manageable parts? Do you like the challenge of being told something is impossible, but you need to get it done anyway? Problem-solving skills go hand-in-hand with creativity: it's about being open to trying new things or expanding the traditional way of approaching a topic and being willing to do something a different way if it results in a positive outcome. It also includes a willingness to listen to new ideas and give things a try to see what happens.

5. Data and IT security.

How many people do you know who have been victims of a phishing scam or some identity theft? Companies are on high alert about security breaches and are looking for ways to protect their private data, along with their clients' and customers' information. If you're tech-savvy and can show management new ways to improve security, you'll stand out among job candidates.

6. Remote working skills.

We're all tired of Zoom calls. But the ability to work remotely also shows a kind of flexibility and adaptability that speaks well of your willingness to find ways to cope with changing situations. It also suggests the ability to self-manage and stays motivated even without someone over your shoulder, a kind of independence that managers like to see when they're juggling multiple projects at once.

7. Communication skills.

Strong communicators are vital in busy offices. Someone who can quickly and accurately relay important information by email, phone, or text message is someone who becomes integral to a team's success. Sharing instructions, clearly explaining priorities and objectives, and keeping everyone on the same page is important to running projects smoothly.

Employers are looking for job candidates with a number of skills, and different ones at that, but having strength in these abilities can help you stand out among job candidates.

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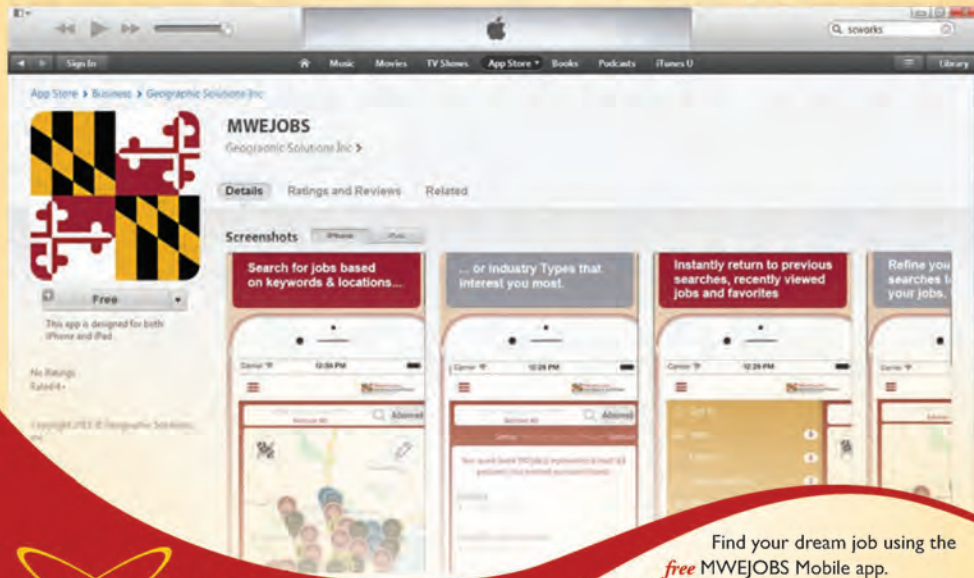


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NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! MWEJOBS Mobile App

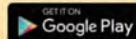


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Step 1
Enroll at
<https://mwejobs.maryland.gov>

Step 2
Create a résumé in the system.

Step 3
Schedule your one-on-one appointment (see below for contact information).

Step 4
Bring copies of your résumé, cover letter or other job search materials to your appointment.

Contact Us

410-341-8533 Ext 0

Job & Career Specialists

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Bill Draucker
Jorge DeJesus Jr.
Andrea Kenney
Killian Walker
Twanda Stanley

Veterans Representative

J. Zack Walker
Cherice Johnson
Christina Williams

Reentry Navigator

Open Position

Email:

dlwdalsalsbury-LABOR@maryland.gov

31901 Tri-County Way
Salisbury, MD 21804



www.labor.maryland.gov



Résumé Reviews

Not getting any interviews? Have your résumé reviewed by a Job Service Specialist to discuss up to date résumé ideas and formatting tips to get your résumé to the top of the pile.

Job Search Techniques

If you are frustrated from navigating through endless job boards, social networking sites and piles of newspapers, we can help you mainstream your job search and learn to focus on finding the right job.

Interviewing Tips

Learn how to get prepared for your upcoming interview and how to best answer questions about employment gaps, terminations and other sticking points that can be tricky, and what questions you need to ask the employer.

Labor Market Consultation

Explore resources that will help you to research careers, industries and find information about specific occupations. By utilizing the most up-to-date labor market information available for salaries, job outlook and training, we can help you make more informed decisions in your job search.

Effective Online Job Applications

We can assist you through the sometimes complicated process of completing online applications from setting up an email account to copy and pasting your résumé into the application.

Job Skills Identification

Finding transferrable job skills while changing careers can be difficult, we can help you explore your past experience and learn how to translate those skills to another field.

Resources for Job Seekers

There are many resources for job seekers from getting funding to go back to school to veteran services to computer training, ask how the One-Stop can help you in finding your next career.

Ask Us to Design a Custom Consultation to Meet Your Needs

Meet one on one with a Job Service Specialist to further discuss problems you are encountering during your job search and how to overcome them with confidence.

Maryland's American Job Center networks are an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Auxiliary aids, interpreter services, and reasonable accommodations are available upon request at local American Job Centers.

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	Store Hourly Store Driver Salesperson	Apply on line at https://www.advanceautoparts.jobs/
Anchorage Healthcare Center	Nurse Aide (non-certified, CNA Trainee) GNA Certified Medication Aide	Apply online at https://jobs.applioi.com/profile/communicarefamily
Applebee's	Bartender Server Carside To-Go Specialist Host Line Cook	Apply online at https://www.applebees.com/en/restaurant-jobs
Atlantic General Hospital	AGHS Rad Tech/Medical Office Assistant Anesthesia Tech/Transporter Central Processing Tech Certified Coding Specialist Certified Pharmacy Tech Collections Specialist Emergency Department Tech Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Outpatient Service & Registration Tech Peer Recovery Specialist Public Safety Officer Registration Specialist Scheduler Secretary/Nurse Technician Surgical Tech	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Accounts Payable Specialist (Salisbury) Turf Equipment Salesperson (Salisbury) Service Writer Diesel Technician Ready to Mow Technician (Pocomoke) Lawn & Garden Salesperson (Pocomoke)	Apply online at https://www.atlantictractor.net/employment

BesTemps - Various locations	Accounting Associate Administrative Assistant Assembler Banquet Server Carpenter Dishwasher Filter Technician General Laborer Grain Operator Hospitality Worker Housekeeper/Houseman Industrial Maintenance Mechanic Landscaping Assistant Line Cook Machine Operator Maintenance Technician Material Handler Packaging Operator Part Time Administrative Support Specialist Pest Control Technician Production Associate Production Operator Sales Associate Shipping and Receiving Supervisor Sign Installer Warehouse Associate	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker	Apply online at https://careers.biglots.com/
Blind Industries	Cutting Operations Associate	Apply online at https://www.bism.org/career
Blue Water	<p><i>Berlin</i></p> Pool Attendant Snack Bar Attendant Retail Clerk Cook Lifeguard Housekeeper Groundskeeper Guest Service Specialist	Apply online at https://bwdc.com/
	<p><i>Ocean City</i></p> Front Desk Agent Houseman Snack Bar Attendant Housekeeper Reservations Specialist Snack Bar Supervisor	

Bob Evans Restaurant	Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor General Manager Grill Cook Front of House Back of House Dishwasher	Apply online at http://careers.bobevans.com/
Boscov's	Sales Associate Department Manager	Apply online at https://www.boscovs.com/
Burlington	Shortage Control Lead Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Retail Store Supervisor Retail Store Closing Lead	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
Chili's	Line Cook Prep Cook	Apply online at 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 Pocomoke	Water/Wastewater Lead Operator Public Works General Laborer Police Communications Operator Entry Level/Lateral Police Officer	Apply online at https://www.cityofpocomoke.com/info/jobs

City of Salisbury	Administrative Assistant I/II Electrician/Signal & Lighting Tech Field Ops Tech Crew Leader Field Ops Tech Meter Tech I Utility Tech I Wastewater Plant Mechanic Wastewater Treatment Plant Operator I Water Plant Maintenance Operator Water Plant Operator I/II Police Communications Officer Quartermaster Records Management Technician Victim/Witness Coordinator Bus Operator Community Programs Specialist Field Operations Tech Guest Services Associate 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.
Coastal Hospice & Palliative Care	Access Coordinator Homemaker, Dietary Aide/Housekeeper Certified Nursing Assistant	Apply online at https://coastalhospice.org/careers/
Cobb - Pocomoke	Poultry Farm Worker	Apply online at https://www.cobb-vantress.com/en_US/careers/
Coca-Cola Consolidated	Delivery Merchandiser Trainee Cashier Warehouse Supervisor Warehouse Material Handler Merchandiser Delivery Merchandiser Presales Delivery Merchandiser	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	Cook Cook, Helper Supervisor, Cook Cashier Housekeeper Patient Transporter	Apply online at https://careers.compassgroupcareers.com/
CVS	Shift Supervisor Management Trainee Pharmacy Technician Retail Store Manager Retail Store Associate	Apply online at https://www.cvs.com/
Delaware Elevator	Apprentice Elevator Mechanic/Technician Drilling Helper General Laborer Welder Service Representative	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods	Retail Cashier Retail Sales Associate	Apply online at https://www.dickssportinggoods.jobs/

Dove Pointe	Direct Support Professional Mentor Aide Childrens Program Mentor	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	Floor Technician Rehab Nursing Tech I	Apply online at https://encompasshealth.com/careers
Exelon Corporation	Rea Estate Specialist Sr Real Estate Representative Journeyman Lineman SCD NERC	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	Legal Secretary/Paralegal Service Advisor Voice Communications Technician Compensation and Total Rewards Specialist Administrative Assistant Secretary/Treasurer Junior Staff Accountant Customer Service Representative Filing Line Operator Capsule Machine Operator General Laborer Clerk/Scanner Claims Coordinator Production Associate Grain Operator	Apply online at https://www.expresspros.com/
Five Guys - Salisbury, Ocean City	<i>Ongoing recruitment</i> Crew Member Shift Manager Assistant Manager General Manager	Apply online at https://www.joinfiveguys.com/
Food Lion	<i>Salisbury</i> Deli Bakery Sales Associate Produce Sales Associate Cake Decorator To Go Associate Quality Assurance Associate Perishable Associate Center Store Associate Customer Lead Sales Associate Cashier <i>Fruitland</i> Specialty Merchandise Associate Pricing Coordinator Produce Sales Associate Center Store Associate Perishable Associate Sales Associate (Cashier) Deli Bakery Sales Associate	Apply online at https://foodlion.careerswithus.com/

	<p><i>Berlin</i></p> <p>Produce Sales Associate Center Store Associate Seasonal Associate Perishable Associate Customer Service Leader Customer Service Leader Deli Bakery Sales Associate Customer Lead Sales Associate-Cashier To Go Associate</p> <p><i>Crisfield</i></p> <p>Deli Bakery Sales Associate Customer Lead To Go Associate Customer Service Leader Sales Associate (Cashier)</p> <p><i>Ocean City</i></p> <p>Perishable Associate Cake Decorator Center Store Lead Sales Associate Cashier Customer Service Leader To Go Associate Seasonal Associate Center Store Associate Seasonal Resort Floater Specialty Merchandise Associate Center Store Manager</p> <p><i>Princess Anne</i></p> <p>Perishable Associate Deli Bakery Sales Associate Sales Associate (Cashier)</p>	
Genesis Health Care	<p>Cook Paid Nurse Aide Training Driver Geriatric Nursing Assistant (GNA) Dietary Aide Bookkeeper Certified Medicine Aide (CMA)</p>	Apply online at https://www.genesiscareers.jobs
The Green Turtle - Salisbury	<p><i>Ongoing recruitment</i></p> <p>Bartender Cook Dishwasher Host Server</p>	Apply online at https://thegreenturtle.com
Harbor Freight & Tools - Salisbury, Pocomoke, Berlin	<p>Retail Sales Associate (Salisbury, Pocomoke) Retail Stocking Associate (Salisbury, Pocomoke) Store Manager (Berlin) Retail Sales Supervisor (Salisbury)</p>	Apply online at https://harborfreightjobs.com/
Harrison Senior Living	<p>Geriatric Nursing Assistant CMT Activities Aide Dietary Aide Housekeeper Cook</p>	Apply online at https://harrisonseniorliving.com/

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	Apply online at https://careers.homedepot.com/
Hudson Behavioral Health	Behavioral Health Aide Residential Case Manager	Apply online at https://hudsonhealth.org/careers/
Longhorn Steakhouse	Dishwasher To Go Specialist Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Lowe's - Salisbury, Pocomoke	<i>Pocomoke:</i> Head Cashier	Apply online at https://jobs.lowes.com/
Lower Shore Clinic	OMH Medical Assistant PCP Medical Assistant Residential Peer Specialist Home Health Aide CNA/GNA Residential Community Health Worker Personal Care Aide	Apply online at https://www.lowershoreclinic.org/careers
Marshall's - Salisbury, Ocean City	Retail Stockroom Supervisor (Salisbury) Retail Cleaning Associate (Salisbury, Ocean City) Customer Experience Supervisor (Ocean City) Retail Merchandise Associate (Salisbury, Ocean City)	Apply online at https://jobs.tjx.com/
Maryland Department of Transportation	Driver Skills Test Examiner (Wicomico)	Apply online at https://www.governmentjobs.com/careers/mdotmd
Ocean Pines Association	Swim Instructor Aquatics Front Desk Facility Coordinator Dispatch/Communications Officer Golf Maintenance Laborer Prep & Line Cook Server Bartender 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 Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's	Seasonal 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	<i>Ongoing recruitment</i> 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	Automotive Mechanic Assistant Service Manager General Service Technician Technician B Customer Service Advisor	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Shop Support Beverage Equipment Trainee Warehouse Associate Beverage Equipment Service Tech A Fleet Technician B Offsite Equipment Repair Tech Delivery Driver Pepsi (Trainee DOT) Merchandiser	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	Diesel Fleet Technician	Apply online at https://www.perduecareers.com/
	Edible Oil Refinery Supervisor	
	Embrex Crew Associate	
	End User Computing Technician	
	Feed Mill Pickup Driver	
	First Processing Mentor	
	Garage Supervisor	
	Grain Operator	
	Lab Technician I	
	Maintenance Mechanic	
	Maintenance Support Coordinator	
	Maintenance Tech I	
	Micro Health Services Tech 4	
	Panel Operator	
	Production Associate	
	Regional Payroll Specialist	
	Settlement Clerk	
Shipping Clerk		
Soybean Crush Operator		
SPC Checker		
Transportation Coordinator		

	Waste Water Technician	
Piedmont Airlines	Customer Service Agent Aircraft Avionics Technician Airframe and Powerplant Mechanic Onboarding Specialist Aircraft Records Clerk Aircraft Records Analyst Flight Attendant	Apply online at https://piedmont.jobs.net/
Plymouth Tube	Production Operator Maintenance Technician	Apply online at https://www.plymouth.com/careers/
Quality Staffing	<p><i>Wicomico</i></p> Alignment Technician Janitorial General Soldering Assembler Facilities Maintenance Technician Packaging Tech Lead Custodian-Supervisor Warehouse Associate Delivery Truck Driver Electronic Technician Restaurant Staff Security Systems Technician	Apply online at https://easternshorejobs.com/
	<p><i>Worcester</i></p> Scale House Attendant	
	<p><i>Somerset</i></p> Food Production Worker Plant Worker & Packer RF Assembler Filter Technician Filter Assembler	
Red Lobster	<p><i>Ongoing recruitment</i></p> 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>	<p><i>Ongoing recruitment</i></p> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager	Apply online at https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Fruitland & Pocomoke	<p><i>Ongoing recruitment</i></p> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Bartender Cook	Apply online at https://www.rubytuesday.com/careers

Salisbury University	Storekeeper I Banquet Server - As Needed for Events Food Service Assistant Cashier 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 Freezer, Cooler and Deli Stocker Associate Member Specialist Cake Decorator Personal Shopper Member Team Lead Produce Associate Baker & Packager Associate Prepared Meals and Rotisserie Chicken Associate Member Assist Cart Attendant Cafe Associate Meat Cutter and Wrapper	Apply online at https://careers.walmart.com/
Sherwin Williams - Crisfield	Extrusion Operator Operating Technician Manufacturing	Apply online at https://www.sherwin-williams.com/
Shore Up - Wicomico, Worcester, Somerset	Home Energy Data Entry Clerk Scanner/Intake Worker Substitute Driver Weatherization Auditor 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 Groundskeeper Equipment Manager	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	Food Services Manager	Apply online at https://www.somerset.k12.md.us/
SP Industries - Pocomoke	Machinist I Picker/Packer Maintenance Mechanic CNC Machinist Assembler I Machine Processor I Shipping & Receiving Clerk Packaging Machine Operator Mold Press Operator Plastic Fabricator Production Supervisor Planner II Moldtech A	Apply online at https://www.themuse.com/profiles/spindustries

Staples	<i>Ongoing recruitment</i> Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Sales Technology Associate Retail Sales Associate Retail Operations Supervisor Retail Sales Print Supervisor	Apply online at https://retailcareers.staples.com/
State Of Maryland	Building Services Worker (Wicomico) Computer Network Specialist I (Wicomico) Cook II (Wicomico) Direct Care Assistant I (Wicomico) Maintenance Chief IV (Wicomico) Maintenance Mechanic Senior (Wicomico) Radio Technician III (Wicomico) Office Services Clerk (Wicomico, Worcester) Peer Recovery Specialist I, Certified (Worcester) Fiscal Accounts Clerk I (Worcester) Field Aide (Wicomico, Worcester, Somerset) Mosquito Control Field Technician/Field Supervisor/Field Aide (Wicomico, Worcester, Somerset) Medical Care Program Associate I (Somerset) Correctional Dietary Officer Trainee (Somerset) Natural Resources Technician I (Somerset)	Apply online at https://jobapscloud.com/MD/
Sun Communities - Berlin	Guest Services Coordinator Hospitality Host Resort Housekeeper Store Clerk Store Supervisor	Apply online at https://careers.suncommunities.com/viewalljobs/
Sysco - Pocomoke	Outside Sales Representative Wash Bay/Fuel Utility Worker Account Coordinator Contract Sales CDL A Local Delivery Truck Driver 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)	Apply online at https://jobs.target.com/
Taylor Bank - Ocean City/Berlin	Customer Service Associate	Apply online at https://www.taylorbank.com/careers
Texas Roadhouse - Fruitland	Server Line Cook Server Assistant-Busser Line Cook-Broil/Grill Baker Dishwasher Host To Go	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Administrative Assistant	Apply online at

	Audiovisual Technician CNA Trainee Client Support Technician Console Operator Coordinator-Referral Coordinator-Activities Courier ENDO Procedural Tech Food Service-Cafeteria Aide Food Service-Catering Associate Food Service-Cook Food Service-Utility Aide Laboratory Information Coordinator Manager-Investigational Drug Services Medical Assistant Nursing Assistant Nursing Office Coordinator Operator-Console Parking Attendant Patient Care Tech II Patient Service Representative Phlebotomy Technician Pulmonary Technician Radiologic Technologist Referrals/Authorization Coordinator Registrar Representative-Patient Account Scanner Scribe Security Guard Security Receptionist Supervisor-Outreach Lab Surgical Scheduler/Medical Assistant Surgical Technologist Technician-Certified Central Processing Technician-Pharmacy Certified Unit Secretary	https://www.tidalhealthcareers.org/
TJ Maxx - Ocean City	Merchandise Associate	Apply online at https://jobs.tjx.com/
Town of Berlin	Administrative Assistant Stormwater Laborer Assistant Superintendent of Water Wastewater Spraysite Operator Police Communications Officer	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Plant Operator I Heavy Equipment Operator Firefighter/EMT IV Paramedic Vehicle Equipment Technician II	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/

	Camp Horizon Day Camp Counselor Casual Labor Building Maintenance Worker Skate Park Worker Temporary Parks Worker Police Data Clerk Surf Rescue Tech/Lifeguard Boardwalk Comfort Station Attendant Maintenance Worker Dispatcher Tennis Attendant Concessions Worker Bus Driver Solid Waste Worker I & II Bus Maintenance Tech I Tram Driver Tram Conductor	
Tri-County Council for the Lower Eastern Shore of Maryland	Certified Child Care Worker Public Transit Driver Youth Engagement Specialist	Apply online at https://tcclesmd.org/human-resources/
Ulta Beauty - Salisbury, Ocean City	Beauty Advisor Assistant Stylist (Salisbury) Prestige Beauty Advisor Hair Stylist General Manager (Ocean City)	Apply online at https://careers.ulta.com/
Vacasa - Ocean City	Property Caretaker Owner Relations Manager Front Desk Specialist Housekeeping Coordinator Linen Specialist Maintenance Technician Office Coordinator	Apply online at https://www.vacasa.com/careers/positions
Verizon	Spanish Bilingual Retail Sales Representative	Apply online at https://www.verizon.com/about/work/
Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Service Shop Technician III Service Shop Entry Technician Service Shop Preventative Maintenance Technician Service Shop Repair Technician 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	Show Producer Accountant Promotions/Event Assistant Traffic Coordinator Radio Account Executive Media Specialist	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 I	Apply online at http://www.wicomicocounty.org/jobs.aspx
	Administrative Office Supervisor	
	Associate Equipment Operator	
	Audio/Visual Tech	
	Audiovisual Technician	
	Chef/Kitchen Manager	
	Correctional Officer I	
	Crew Leader	
	Department Assistant	
	Events & Services Coordinator	
	Facilities Maintenance Technician	
	Facility/Grounds Worker	
	Ferry Operator	
	Lead Equipment Operator	
	Maintenance Mechanic	
	Mechanic-Airport	
	Motor Equipment Operator II	
	Office Associate	
	Police Communications Specialist I	
	Project Coordinator II	
	Purchasing Specialist	
	Solid Waste Superintendent	
	Athletic Complex Seasonal Worker	
	Concessions Manager	
	Concessions Staff	
	Convenience Center Attendant	
	Cook	
	Court Security-Civilian	
	Crossing Guard	
	Emergency Management Technician	
	Encore Chef	
	Encore Concessions	
	Encore Server	
	Kids Klub After School Staff	
	Kids Klub Summer Camp Staff	
	Mosquito Control Technician	
	Mower Operator	
	Park Ranger	
	Pemberton Nature Camp Counselor	

	Pemberton Nature Camp Director Program Coordinator-Youth Sports & Special Events Rig Crew Member Stagehand Weed (Lead) Control Coordinator	
Wicomico County Public Schools	Payroll Specialist One on One CNA/Instructional Assistant Assistant Operations Manager Custodian I and II Contractual Transportation Positions Contractual Custodian Maintenance Foreman-HVAC Contractual Food Service Worker Site and Grounds Worker I	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Library	Reader Van Coordinator Mobile Services Assistant	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Master Control Operator Technical Director Studio Technician	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Emergency Communications Specialist I Emergency Communications Specialist Trainee Emergency Management Specialist Correctional Officer Trainee Office Assistant III Landfill Operator Crew Leader Building Maintenance Mechanic I Roads Worker V Temp Roads Worker Roads Worker IV General Laborer/Maintenance Worker I Concession Monitor Law Enforcement Support Legal Assistant	Apply online at https://worcesterhr.co.worcester.md.us/
Worcester County Developmental Center (WCDC)	Personal Care Assistant and Transporter Personal Supports Facilitator Weekend Residential Counselor Awake Over Night Residential Counselor	Apply online at https://wcdcservices.org/
Worcester County Public Schools	WOW Program Coordinator WOW Summer Program Coordinator Custodian II Contractual Food Service Worker Educational Assistant Bus or Van Driver	Apply online at https://worcestermd.tedk12.com/hire/index.aspx
Worcester County Recreation and Parks	Swim Lesson Instructor Referee Recreation Superintendent Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
Wor-Wic Community College	Audio-Visual Support Analyst Building Attendant Cybersecurity Analyst	Apply online at https://www.schooljobs.com/careers/worwic?
YesCare Health (formerly Corizon Health) - Westover	Medical Records Clerk Certified Nursing Assistant Administrative Assistant	Apply online at https://careers.yescarecorp.com/

<p>YMCA - Salisbury, Pocomoke</p>	<p><i>Richard A. Henson Family YMCA - Salisbury</i> Membership Services Representative Stay & Play Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff Day Camp Counselor Day Camp Coordinator</p>	<p>Apply online at http://www.ymcachesapeake.org/employment</p>
	<p><i>Lower Shore Family YMCA - Pocomoke City</i> Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Stay & Play Child Watch Assistant Cleaning Staff Day Camp Counselor Day Camp Coordinator</p>	



Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR

July 18, 2022 - July 22, 2022

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Job Order Number	Company	Position	Positions open
1608600	Image Power, Inc	Slot Technician Trainee	5
1607970	Tile Mechanics Corp	Apprentice/Helper	2
1607768	Orkin, LLC	Home Service Technician (Will Train)	1
1608773	Vulcan Materials Company	General Laborer - Training Available	1
1608369	AlSCO	Route Relief Utility Driver	1
1608900	Matheson Tri-Gas	Site Manager	1
1608313	PPG Industries, Inc.	Retail Sales Associate	1
1608211	Coach	Assistant Store Manager I	1
1607627	Pepsi Bottling Ventures	Delivery Driver Pepsi (Trainee DOT)	1
1609400	LHC Group Inc.	Physical Therapist Home Health	1
1607548	Salisbury University	Housekeeper Lead	1
1609057	Rite Aid of Maryland, Inc.	Retail Supervisor	1
1608802	Rite Aid of Maryland, Inc.	Pharmacy Service Associate PT	1
1608860	HEI Hotels & Resorts	Room Attendant	1
1608872	HEI Hotels & Resorts	Food & Beverage Assistant Manager OEM	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."



Attention Job Seekers -
Looking for something new? Work in Maryland's Coast!

COASTAL
Careers
Job Board

WORCESTER COUNTY, MD

Connecting the community with local jobs and careers
Find your new seasonal, part-time or full-time career on the Job Board

www.workmarylandscoast.org



No account is needed to view available jobs!

MARYLAND'S
Coast
WORCESTER COUNTY

For more information contact:
Workforce Development Specialist
Nancy Schwendeman, 410-632-3112 x2120
nschwendeman@marylandscoast.org



CAREER & TRAINING SERVICES

The Lower Shore Workforce Alliance (LSWA) receives funding to provide Workforce Innovation and Opportunity Act (WIOA) Title I training services. LSWA provides funding for a variety of training and supportive services and strives to meet each individual's specific needs. Such services include skills and career assessments, occupational skills training, career counseling and referral services, which allow participants to become economically self-sufficient.



HOW DO I APPLY

✓ Register in MWE

Register in the Maryland Workforce Exchange, <https://mwejobs.maryland.gov> and create a resume

✓ Speak with an Intake Coordinator

To see if you are eligible and to complete an application.



Training Courses

To search for eligible trainings, please visit the Maryland Eligible Training Provider List <http://www.dllr.state.md.us/employment/train/>.



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.



CONTACT US

Lower Shore Workforce Alliance
Located at the American Job Center
31901 Tri-County Way
Salisbury, MD 21804

410-341-6010
www.lswa.org



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://lswa.org>
<http://www.metrixlearning.com>

WIOA Title I is an equal opportunity program. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515. TTY Users call via Maryland Relay

Service 7-1-1



LOWER SHORE WORKFORCE ALLIANCE

LOWER SHORE

4+E

PARTNERSHIP

ENGAGE

- Online Learning Platform
- Virtual Job Fair Events
- Survey Employers to Address Specific Needs
- Online Application for Participation

EMPLOY

- Re-Employment Incentives:
We pay 50% of wages for four weeks.
- Job Fairs/Recruitment Events
- Job Readiness Training
- Career Counseling



EDUCATE

- Online Training Incentives:
We pay tuition and cash incentives for completing.
- Educational Coaching
- Online Courses and Certifications

EQUIP

- Transportation Assistance: We provide bus passes and other commuting options.
- Referral Network to Support Employees with Services
- Connect Businesses to Services and other Benefits

For More Information:

David Noonan, Grant Manager
31901 Tri-County Way, Suite 113
Salisbury, MD 21804
Phone: (410) 341-3835, ext. 1103
Email: dnoonan@lswa.org
Website: www.lswa.org

This program is funded by a grant provided by the Maryland RELIEF Act of 2021. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515. TTY Users call via Maryland Relay Service 7-1-1



Prepare for a Career in the Utility Industry!

Are you interested in a career in the utility industry? Wor-Wic Community College in partnership with Delmarva Power will hold **FREE** Information Sessions to discuss the career pathway. Registration is accepted on a first-come, first-served basis.



Next steps after the Information Sessions:

- 1) Pass the reading and math assessments to determine your eligibility.
- 2) Take the "Get Into Energy" Math and Test Preparation course at Wor-Wic. Topics covered to prepare you to take the Delmarva Power pre-employment examination are reading comprehension, basic math, job readiness and mechanical concepts. **Tuition for the course is \$25.**
- 3) After you complete the course, you will take the Delmarva Power pre-employment examination to determine your next steps in the process.

Reserve your seat today! Call us at 410-334-2815 or email djones-ward@worwic.edu.

Virtual sessions will be held on June 28 at 10am and 6pm and July 21 at 6pm!

In-person sessions will be on July 12 at 10am and 6pm at Wor-Wic!

Wor-Wic Community College

Free Metal Fabrication Training: M-F 5:30-9pm- July-Oct. 2022 + Nov. 2022-March 2023



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 measure, layout, form, cut and assemble metal pieces, then learn how to weld pieces together. Students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes.

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: May-Sept. 2022 + Oct. 2022-March 2023

Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon, 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.

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.



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!

PHARMACY TECHNICIAN PROGRAM

Rx

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



FOODWORKS
MARYLAND FOOD BANK

CULINARY JOB TRAINING PROGRAM



Food Works – Wicomico County is an opportunity to receive 12 weeks of intense culinary training! SERVSafe & assistance in job placement!

“My time at FoodWorks was life-changing, I always felt support in class and am now on my way to realizing my culinary dreams.”

“I was really honored to go through the program. It made me want to get up and go every day.”

Contact:

mdfoodbank.org/apply-foodworks
Kerry Cleaver • kcleaver@mdfoodbank.org • 443.253.8605 • 410.334.2815

Monday – Friday 9:30am-6pm • Must be 18+



32000 Campus Dr, Salisbury, MD 21804

 **YOUR INSTITUTION, OUR MISSION**



Telamon Corporation

**Young Adult
Career & Education Program**



Sheronda Brown
sbrown@telamon.org
410-713-5822

www.telamon.org

Telamon is an equal opportunity employer and provider of services. Auxiliary aids are available upon request for those with a disability. Funding sources for our programs are available.


Do you know an 18-24 year old who is not returning to college this fall, or struggling to enroll, due to multiple barriers?

Telamon's young adult program could help them navigate their barriers and help them return to college, more prepared and with an additional advocate.

Our Workforce and Career Training Division team members work with eligible participants to create a personalized education and/or workforce plan.

This FREE program complements your career counseling and educational services by providing job readiness, referrals, emergency assistance, supportive services, and tuition assistance.

Let us HELP you increase your completion rates and/or increase enrollment into your training programs!

 **YOUR VISION, OUR MISSION**



Telamon Corporation
Young Adult Career & Workforce Program



LyVea Oliver
loliver@telamon.org
410-202-6489

www.telamon.org

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.

Telamon is an equal opportunity employer and provider of services. Auxiliary aids are available upon request for those with a disability. Funding sources for our programs are available.



CRISFIELD LIBRARY
Thursdays,
July 7, 21, and 28
from 2 to 4pm

PRINCESS ANNE LIBRARY
Fridays,
July 1, 8, 15, 22, and 29
from 10 to 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

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



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

English for Speakers of Other Languages/ ESL Classes

Steps to Enroll into Classes:

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



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

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

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

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

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

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

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



**OPCIONES DE
CLASES
VIRTUALES Y
PRESENCIALES**

Clases de Inglés / ESL Classes

Pasos para Inscribirse en Clases:

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



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

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

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

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

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

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

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



**OPSYON
VITYÈL AK
NAN KLAS
MOUN**

Klas Angle / ESL Classes

Etap pou Enskri nan Klas yo:

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



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

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

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

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

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

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



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

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

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



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



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

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



Steps to Enroll into Classes:

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



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

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

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

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

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

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

Steps to Enroll:

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



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

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

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

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



INTERESTED IN ADULT EDUCATION CLASSES?

We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes. Registration is now online!

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

ABE & ESL Classes

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

We are currently accepting registrations for summer and fall sessions!

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.

Clases de ESL & ABE

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

¡Actualmente estamos aceptando inscripciones para las sesiones de verano y otoño!

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

Kounye a nou aksepte enskripsyon pou sesyon ete ak otòn!

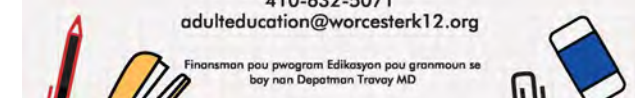
Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



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



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.

DO YOU NEED YOUR DRIVER'S LICENSE? WE CAN HELP!

Is transportation a barrier to:

- A new job?
- Taking classes?
- Helping your family?



Don't have a computer to go online?

**Wor-Wic
Community
College Offers:**

Can't get to the facility to complete
the driving portion?

Scholarships to reduce
the cost to as little as \$50!!!

Laptops to borrow to complete
the online classroom at home!

A ride to and from your Behind-the-Wheel
drives!

Don't let these barriers keep you from the freedoms of
having your driver's license!

Register at :

[https://www.worwic.edu/
DriverEducation](https://www.worwic.edu/DriverEducation)

YOU CAN GET YOUR LICENSE!

For more information, contact:
Kelly Carey, 410-334-6729, kcarey@worwic.edu





MARYLAND
LEGAL AID

Advancing
Human Rights and
Justice for All



Free Workforce Legal Services

- ◆ Do you need help expunging your criminal record?
- ◆ Are you being sued or harassed by bill collectors?
- ◆ Do you need help navigating family law matters?
- ◆ Are you facing eviction or foreclosure?
- ◆ Do you have a landlord-tenant issue?



Maryland Legal Aid may be able to help.

Meet one-on-one with a Maryland Legal Aid attorney to discuss your civil legal issues and get help expunging your criminal record.

Location:
Lower Shore American Job Center
31901 Tri-County Way
Salisbury, MD 21804

Time:
9:00 a.m. to 4:00 p.m.

Dates:
1st and 3rd Thursday of every month beginning in May

Registration is not required. Attendees are assisted on a first-come, first-served basis. For more information contact Maryland Legal Aid's Lower Eastern Shore office at 410-546-5511.

Worcester County Circuit Court

Family Law Legal Clinic For Self-Represented Litigants



Family Services Division
Court House, Room 101
One West Market Street
Snow Hill, Maryland 21863

Website:
To access Family Law Forms online go to: www.mdcourts.gov
Click on: "Court Forms"

Statewide Legal Help Phone Line:

410-260-1392

HOURS OF OPERATION

TUESDAYS
9:30 - 2:30

Sign Up Begins at 8:30 a.m.

In Family Services, Room 101

Free Consultation and Assistance with Family Law Matters Only
Divorce, Custody, Visitation,
Name Change & Modifications to existing Orders

An attorney is available to answer legal questions and assist with the completion of court forms for persons who are unrepresented.

***You MUST wear a MASK to be seen in person**

For further information you may call the Family Services Division @
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

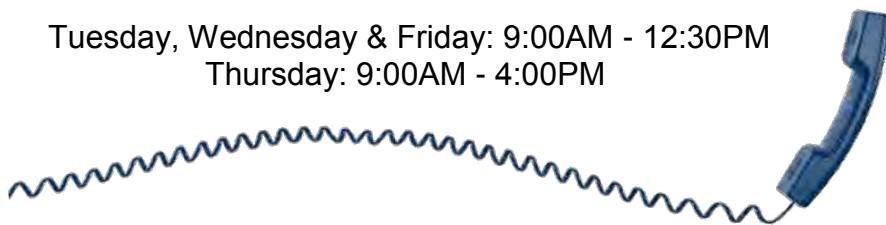
800.845.8550

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
mdlaborg

Maryland Volunteer Lawyers Service, Inc.

800.510.0050
mvslaw.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