

the Job Journal

**TIP
OF THE
WEEK**

How to Reschedule a Job Interview

You have a job interview scheduled but you're sick, your car won't start, you're stuck in a storm, you have technology issues, or you simply can't make it. What should you do? We all know how important interviews are, but sometimes circumstances arise that can require you to reschedule even the most important job interview.

If you're not sure you can get there for any reason, it's better to try to reschedule in advance than to call from the road when you slipped off into a ditch during a snowstorm, or are on your way to the urgent care with a sick child.

There are appropriate ways to reschedule a job interview to preserve a chance of getting hired, even though you can't make your scheduled interview. Here's how to reschedule a job interview.

Reasons for Rescheduling an Interview

One of the most common reasons for rescheduling a job interview is when the applicant is sick. But, there are other reasons besides illness that necessitate rescheduling an interview. Most companies understand that circumstances come up—a sick family member, a scheduling conflict, car troubles, you're interviewing remotely and have technology issues, and a variety of other reasons. It's a good idea to be honest about why you need to reschedule, so make sure it's a valid reason.

Most employers are understanding, and will be glad to reschedule at a more convenient time. If they aren't flexible, it could be an indicator of how they will be as an employer, and that could be a sign that this isn't the best job for you.

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What to Do if You Are Sick

Showing up for an in-person job interview when you are sick is going to worry the interviewer, not impress them. If you have any respiratory or flu-like symptoms—including a cough, runny nose, stuffy nose, or a sore throat—do both yourself and the hiring manager a favor and stay home.

You will be spreading unwanted germs, and will not interview well if you're sick. Your judgment may be called into question as well. Do they really want to hire someone who is willing to put their colleagues at risk?

Note: Interviewers don't want to meet with sick candidates, so definitely think about rescheduling if you are ill.

How to Reschedule an Interview

What's important is to let the company know in a timely manner that you won't be able to make the interview and to try to secure a new interview date when you talk to them. If you need to cancel an interview rather than reschedule, give the hiring manager as much notice as possible.

Important: It's best to notify the person who scheduled the interview by email and phone as well, to ensure that your message is received as soon as possible.

Depending on the interviewer's schedule, they may not see one or the other message until arriving in the office.

Let them know you can't make it and ask if it would be possible to reschedule:

- Apologize for needing to reschedule.
- Suggest a day or two when you'll be available if you email or leave a voicemail.
- If you get an answer, ask when would be a convenient time for you to interview.
- When rescheduling because of illness, make sure to give yourself some time to recover.
- Be as flexible as possible, and try to accommodate their schedule to set another date for the meeting. They are giving you a second chance, so be gracious.

Provide as Much Notice as Possible

Whatever the reason, give the company as much notice as possible that you aren't going to be there. Being considerate of the interviewer's time will be appreciated.

Warning: Canceling at the last minute, unless it's a genuine emergency, may be held against you.

Contact the interviewer just as soon as you know you won't be able to make the interview. Interviewers and hiring managers are human beings, too, and they are most likely to understand and appreciate your being honest and giving them enough notice to adjust their own schedules.

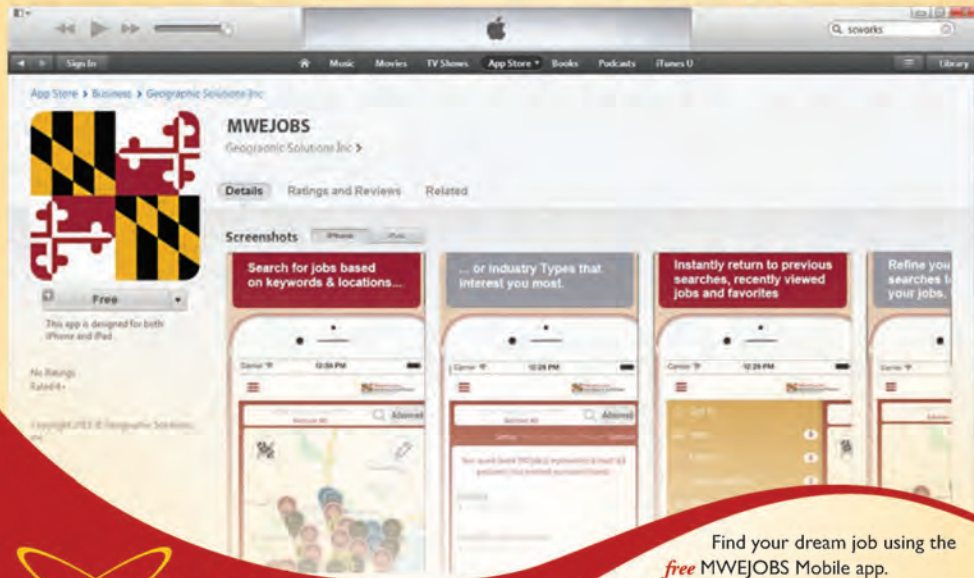
Follow Up to Confirm the New Date

Send a thank-you note before your rescheduled interview to thank them for letting you reschedule. Let them know you understand that their schedules are busy and say you appreciate their accommodating your need to change plans. Confirm the date and time of the rescheduled interview in your message.

Doyle, Alison. "How to Reschedule a Job Interview." *The Balance Careers*, Dotdash, 20 February 2022, <https://www.thebalancecareers.com/how-to-reschedule-a-job-interview-2061326>.



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 & Career Specialists

YoVanda Brown
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

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.



Quality Staffing Services

JOB AND CAREER FAIR

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

JOB SEEKERS

Hundreds of job openings in a wide range of industries!

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

Resume assistance is available at event

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

Visit www.salisburyarea.com for more information.

Thursday October 6, 2022

3:00 - 6:00 PM

The Centre at Salisbury

2300 N. Salisbury Blvd., Salisbury, MD 21801

SPONSORSHIPS AVAILABLE!

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

BUSINESSES

Open to any business seeking employees in the Lower Shore Area

To reserve a space, contact Cindy Morgan Chambers at amorgan@salisburyarea.com or call 410-749-0144 x 102.

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) Cook Dietary Aide 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 Certified Coding Specialist Certified Pharmacy Tech Financial Counselor Housekeeping Aide Medical Office Assistant Medical Receptionist Patient Greeter Peer Recovery Specialist Public Safety Officer Scheduler Surgical Tech	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Grounds Maintenance (Salisbury) Accounts Payable Specialist (Salisbury) Turf Equipment Salesperson (Salisbury) Lawn & Garden Mechanic Agriculture Equipment Mechanic 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	<i>Berlin</i> Groundskeeper	Apply online at https://bwdc.com/
	<i>Ocean City</i> Night Auditor Beach Stand Attendant Front Desk Agent Houseman Housekeeper Property Accounts Payable Specialist	
	<i>Whaleyville</i> Maintenance Technician Activities Supervisor Camp Ranger Housekeeper Camp Host Camp Store Associate Snack Bar Attendant	

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
Chesapeake Utilities	CGS Apprentice/Rail Car Customer Service Rep I Customer Billing Rep I Field Coordinator I Operations Assistant I Distributions Systems Technician I Propane Delivery Driver Service Technician I Back Office Analyst I	Apply online at https://chpk.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	Certified Building Inspector Public Works Maintenance Worker I Utilities Field Service Technician I Waste Water Treatment Plant Superintendent	Apply online at https://www.cityoffruitland.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 II Electrician/Signal & Lighting Tech Utility Tech I Wastewater Plant Mechanic Wastewater Plant Operator I Water Plant Maintenance Operator Water Plant Operator I/II Zookeeper I Zookeeper II Police Communications Officer Quartermaster Records Management Technician Victim/Witness Coordinator Bus Operator Field Operations Tech 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	Certified Nursing Assistant Certified Medication Technician	Apply online at https://coastalhospice.org/careers/
Cobb - Pocomoke	Poultry Farm Worker Brood House Feed Conversion Worker	Apply online at https://www.cobb-vantress.com/en_US/careers/
Coca-Cola Consolidated	Trainee Route Sales Warehouse General Laborer Warehouse Material Handler Warehouse Supervisor 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 Trainee Pharmacy Technician Retail Store Manager Delivery Driver Delivery Lead Retail Store Associate Pharmacy Technician	Apply online at https://www.cvs.com/
Delaware Elevator	Apprentice Elevator Mechanic/Technician Drilling Helper Residential/Special Applications Engineering Coordinator General Laborer Warehouse Driver 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	Maintenance Director 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	Environmental Services Aide Floor Technician Rehab Nursing Tech I	Apply online at https://encompasshealth.com/careers
Exelon Corporation	Journeyman Lineman SCD NERC	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	Legal Secretary/Paralegal Service Advisor Senior Relationship Manager Voice Communications Technician Mover Compensation and Total Rewards Specialist Warehouse Associate CDL Driver Shipping Clerk Capsule Machine Operator Filling Line Operator Claims Coordinator Checker Grain Operator Production Associate	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 To Go Associate Sales Associate Cashier Quality Assurance Associate Center Store Associate Perishable Associate Cake Decorator Customer Lead	Apply online at https://foodlion.careerswithus.com/

	<p><i>Fruitland</i> Customer Service Leader Specialty Merchandise Associate Pricing Coordinator Produce Sales Associate Frozen Food Dairy Associate Center Store Associate Perishable Associate Sales Associate (Cashier) Deli Bakery Sales Associate</p> <p><i>Berlin</i> Perishable Manager Center Store Associate Perishable Associate Center Store Lead Frozen Food Dairy Associate Customer Service Leader Deli Bakery Sales Associate Customer Lead Sales Associate-Cashier</p> <p><i>Crisfield</i> Center Store Associate Deli Bakery Sales Associate Customer Lead To Go Associate Customer Service Leader Sales Associate (Cashier)</p> <p><i>Ocean City</i> Perishable Associate Deli Bakery Sales Associate Sales Associate Cashier Customer Service Leader To Go Associate Cake Decorator Seasonal Associate Center Store Associate Seasonal Resort Floater Specialty Merchandise Associate</p> <p><i>Princess Anne</i> Cake Decorator Produce Sales Associate Perishable Associate Center Store Associate Deli Bakery Sales Associate Sales Associate (Cashier)</p>	
<p>Genesis Health Care</p>	<p>Cook Paid Nurse Aide Training Scheduler Driver Geriatric Nursing Assistant (GNA) Bookkeeper Certified Medicine Aide (CMA) Dietary Aide</p>	<p>Apply online at https://www.genesiscareers.jobs</p>

The Green Turtle - Salisbury	<i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server	Apply online at https://thegreeneturtle.com
Harbor Freight & Tools - Salisbury, Pocomoke, Berlin	Retail Sales Associate (Salisbury, Pocomoke) Retail Stocking Associate (Salisbury, Pocomoke) Retail Sales Manager (Berlin) Retail Stocking Manager (Berlin) Senior Retail Sales Associate (Salisbury)	Apply online at https://harborfreightjobs.com/
Harrison Senior Living	Geriatric Nursing Assistant CMT Dietary Aide Housekeeper Cook	Apply online at https://harrisonseniorliving.com/
HEI Hotels - Fontainebleau Resort Ocean City	Cook I Maintenance Food & Beverage Manager Executive Chef Food & Beverage Assistant Manager Bartender Conference Services Manager Director of Rooms	Apply online at https://www.heihotels.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/
HomeGoods	Merchandise Associate	Apply online at https://jobs.tjx.com/
Hudson Behavioral Health	Housekeeping Aide Peer Recovery Specialist Behavioral Health Aide Residential Case Manager	Apply online at https://hudsonhealth.org/careers/
K&L Microwave	Electronic Technician Electronic Assembler Customer Service Representative CNC Machine Operator	Apply online at https://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	<p><i>Salisbury</i> Warehouse</p> <p><i>Pocomoke</i> Cashier Retail Sales Head Cashier Warehouse</p>	Apply online at https://jobs.lowes.com/
Lower Shore Clinic	<p>Residential Peer Specialist Home Health Aide CNA/GNA Residential Community Health Worker Personal Care Aide</p>	Apply online at https://www.lowershoreclinic.org/careers
Marshall's	<p>Retail Associate (Salisbury) Retail Store Cleaning Associate (Salisbury) Retail Customer Experience Supervisor (Salisbury) Retail Stockroom Supervisor (Salisbury) Retail Merchandise Associate (Ocean City) Store Cleaning Associate (Ocean City) Retail Merchandise Supervisor(Ocean City)</p>	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	<p>Swim Instructor Beach Club Bathroom Attendant Aquatics Front Desk Facility Coordinator Dispatch/Communications Officer Golf Maintenance Laborer Prep & Line Cook Server Bartender General Laborer Lifeguard</p>	Instructions to apply at https://oceanpines.org/web/pages/work-here
Olive Garden	<p><i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender</p>	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	<p><i>Ongoing recruitment</i> Delivery Driver Bartender Dishwasher Prep Cook Restaurant Busser Line Cook Server Host To-Go Specialist</p>	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	General Service Technician Assistant Service Manager Auto General Service Technician Technician B Customer Service Advisor	Apply online at https://careers.pepboys.com/
Pepsi	Warehouse Manager II Beverage Equipment Trainee Warehouse Associate Beverage Equipment Service Tech A Fleet Tech B Transport Driver	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	Accounts Payable Processor	Apply online at https://www.perduecareers.com/
	Claims Coordinator	
	Diesel Fleet Technician	
	Edible Oil Refinery Supervisor	
	End User Computing Technician	
	Feed Mill Driver	
	First Processing Mentor	
	Food Safety-Quality Assurance Technician	
	Freight Payable Clerk	
	Grain Operator	
	Lead Maintenance Mechanic	
	Maintenance Mechanic	
	Maintenance Support Coordinator	
	Micro Health Services Tech 4	
	Panel Operator	
	Production Associate	
	Production Associate Lead	
Production Associate Line Lead		
Shared Services-Organic Trading Coordinator		
Soybean Crush Operator		
Weighing & Grading Operator		
Piedmont Airlines	Aircraft Avionics Technician Customer Service Agent Airframe and Powerplant Mechanic	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> Janitorial General Alignment Tech Soldering Assembler Electronic Technician Delivery Truck Driver Restaurant Staff Security Systems Technician Client Service Associate Accounts Receivable Warehouse Associate</p> <hr/> <p><i>Worcester</i> Scale House Attendant</p> <hr/> <p><i>Somerset</i> Food Production Worker Plant Worker & Packer RF Assembler Filter Technician Filter Assembler</p>	Apply online at https://easternshorejobs.com/
Red Lobster	<p><i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility</p>	Apply online at https://www.redlobster.com/
Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<p><i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager</p>	Apply online at https://my.peoplesmatter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Fruitland & Pocomoke	<p><i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Bartender Cook</p>	Apply online at https://www.rubytuesday.com/careers
Salisbury University	Assistant Manager University Dining Services Chick-fil-A Manager Administrative Assistant I Postal Services Supervisor I Storekeeper I Banquet Server - As Needed for Events Housekeeper Assistant Cashier Food Service Assistant	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx

Sam's Club	Maintenance Custodian Associate Member Frontline Cashier Merchandising and Stocking Associate 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/
Seacrets - Ocean City	Food Runner Expeditor Seasonal Receptionist Maintenance-Painter Audio Visual Team Distillery Tour Guide Store Attendant Emergency Medical Technician (EMT) Carpenter	Apply online at https://seacrets.com/employment/
Sherwin Williams - Crisfield	Extrusion Operator	Apply online at https://www.sherwin-williams.com/
Shore Up - Wicomico, Worcester, Somerset	Scanner/Intake Worker Substitute Driver 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	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	Substitute Teacher	Apply online https://www.somerset.k12.md.us/

SP Industries - Pocomoke	Machinist I Maintenance Mechanic IT Support Specialist Material Technician Assembler I Machine Processor I Picker/Packer Quality Technician Shipping & Receiving Clerk Production Supervisor Machine Operator I Packaging Machine Operator Mold Press Operator Plastic Fabricator Line Leader	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) Cook II (Wicomico) Geriatric Nursing Assistant II (Wicomico) Maintenance Mechanic Senior (Wicomico) Office Services Clerk (Wicomico) Field Aide (Wicomico, Worcester, Somerset) Fiscal Accounts Technician Supervisor (Worcester) Fiscal Accounts Clerk II (Worcester) Seasonal Trail Technician (Worcester) Administrative Aide (Somerset) Chief Marine Engineer (Somerset)	Apply online at https://jobapscloud.com/MD/
Sun Communities - Berlin	Hospitality Host Resort Housekeeper Store Clerk	Apply online at https://careers.suncommunities.com/viewalljobs/
Sysco - Pocomoke	Outbound Warehouse Supervisor Culinary Specialist Specialist, Specialty/Imports CDL A Local Delivery Truck Driver Warehouse Order Selector Specialist, Premium Protein	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 - Berlin	Customer Service Associate Loan Review Specialist	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	Activities Coordinator Administrative Assistant Assistant-Lifeline Program Audiovisual Technician Billing/Collection Representative Client Support Technician Console Operator Courier Data Administrative Assistant ENDO Procedural Tech Food Service-Cook Medical Assistant Medical Transcriptionist Nursing Assistant Nursing Office Coordinator Onboarding Coordinator Parking Attendant Patient Account Representative Patient Care Assistant Patient Care Tech II Patient Care Technician I Patient Service Representative Phlebotomy Technician Pulmonary Technician Radiologic Technologist Representative-Patient Account Scanner Scheduler Scribe Security Guard Security Receptionist Supervisor-Outreach Lab Surgical Scheduler/Medical Assistant Surgical Technologist Technician-Certified Central Processing Technician-Pharmacy Certified Telesitter Unit Secretary	Apply online at https://www.tidalhealthcareers.org/
TJ Maxx - Ocean City	Customer Experience Coordinator Key Carrier Coordinator	Apply online at https://jobs.tjx.com/

Town of Berlin	Electric Line Worker 1st Class Police Communications Officer	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Parks Worker	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Carpenter	
	Maintenance Worker	
	Plant Operator I	
	Heavy Equipment Operator	
	Vehicle Equipment Technician II	
	Firefighter/EMS	
	Youth Sports Official	
	Basketball/Indoor Soccer Scorekeeper/Timer	
	Casual Labor	
	Building Maintenance Worker	
	Temporary Parks Worker	
	Police Data Clerk	
	Surf Rescue Tech/Lifeguard	
	Boardwalk Comfort Station Attendant	
	Seasonal Maintenance Worker	
	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	Driver-Public Transit Systems Support Associate Office Services Clerk	Apply online at https://tcclesmd.org/
Trimper's Rides - Ocean City	Game Attendant Graphic Designer Social Media and Events Coordinator Ticket Box Operator Office Assistant Head of Housekeeping Housekeeper Carpenter Ride Mechanic Ride Operator	Apply online at https://www.trimperrides.com/about-us/employment/
Ulta Beauty - Salisbury, Ocean City	Assistant Stylist (Salisbury) Beauty Advisor Prestige Beauty Advisor Hair Stylist Retail Sales Manager (Ocean City) General Manager (Ocean City)	Apply online at https://careers.ulta.com/
UMES	General Assistant Administrative Assistant II	Apply online at https://umes.peopleadmin.com/
Vacasa - Ocean City	Owner Relations Manager Maintenance Technician Office Coordinator	Apply online at https://www.vacasa.com/careers/positions
Verizon	Retail Sales Representative 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.drapermidajobs.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
	Associate Equipment Operator	
	Audio/Visual Tech	
	Correctional Officer I	
	Crew Leader	
	Department Assistant	
	Events & Services Coordinator	
	Facilities Maintenance Technician	
	Facility/Grounds Worker	
	Ferry Operator	
	Human Resources Specialist/Benefits	
	Lead Equipment Operator	
	Maintenance Crew Leader I	
	Maintenance Mechanic	
	Maintenance Technician	
	Mechanic-Airport	
	Police Communications Specialist I	
	Project Coordinator II	
	Purchasing Specialist	
	Recreation Program Specialist	
	Senior Department Coordinator	
	Solid Waste Superintendent	
	Supervisor of Operations	
	Traffic Control Device Specialist	
Athletic Complex Seasonal Worker		
Concessions Manager		
Concessions Staff		
Convenience Center Attendant		

	<p>Cook</p> <p>Court Security-Civilian</p> <p>Crossing Guard</p> <p>Emergency Management Technician</p> <p>Encore Chef</p> <p>Encore Concessions</p> <p>Encore Server</p> <p>Kids Klub After School Staff</p> <p>Kids Klub Summer Camp Staff</p> <p>Mosquito Control Technician</p> <p>Mower Operator</p> <p>Park Ranger</p> <p>Pemberton Nature Camp Counselor</p> <p>Pemberton Nature Camp Director</p> <p>Program Coordinator-Youth Sports & Special Events</p> <p>Rig Crew Member</p> <p>Stagehand</p> <p>Weed (Lead) Control Coordinator</p>	
Wicomico County Public Schools	<p>School Vehicle Operator (Bus)</p> <p>Home School Liaison</p> <p>Construction Manager II</p> <p>Facilitator for Beyond the Ropes Course</p> <p>Contractual Transportation Positions</p> <p>Contractual Administrative Assistant</p> <p>Contractual Custodian</p> <p>Contractual Food Service Worker</p> <p>Custodian I and II</p> <p>Maintenance Foreman-HVAC</p> <p>Site and Grounds Worker I</p> <p>Food Service Manager II</p> <p>Maintenance Technician III-HVAC</p>	<p>Apply online at</p> <p>https://www.applitrack.com/wcboe/onlineapp/default.aspx</p>
Wicomico Public Library	<p>Mobile Services Assistant</p> <p>Community Support Specialist</p>	<p>Apply online at</p> <p>http://www.wicomicolibraries.org/employment</p>
WMDT	<p>Master Control Operator</p> <p>Technical Director</p> <p>Studio Technician</p>	<p>Apply online at https://www.wmdt.com/about-us/job-openings/</p>
Worcester County	<p>Emergency Communications Specialist I</p> <p>Emergency Communications Specialist Trainee</p> <p>Correctional Officer Trainee</p> <p>Landfill Operator I-II</p> <p>Transfer Station Attendant</p> <p>Building Maintenance Mechanic I</p> <p>Roads Worker V</p> <p>Temp Roads Worker</p> <p>Roads Worker IV</p> <p>General Laborer/Maintenance Worker I</p> <p>Concession Monitor</p> <p>Legal Assistant</p>	<p>Apply online at</p> <p>https://worcesterhr.co.worcester.md.us/</p>

Worcester County Developmental Center (WCDC)	Awake Overnight Residential Counselor Art and Activities Instructor Personal Supports Facilitator Weekend Residential Counselor	Apply online at https://wcdcservices.org/
Worcester County Public Schools	Before and After Childcare Director 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	Apply online at https://www.schooljobs.com/careers/worwic?
YesCare - Westover	Certified Nursing Assistant Medical Records Clerk Administrative Assistant	Apply online at https://careers.yescarecorp.com/
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Assistant Swim Coach Membership Services Representative Stay & Play Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff Day Camp Counselor Day Camp Coordinator	Apply online at http://www.ymcachesapeake.org/employment
	<i>Lower Shore Family YMCA - Pocomoke City</i> Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Stay & Play Child Watch Assistant Cleaning Staff Day Camp Counselor Day Camp Coordinator	

VACANCY ANNOUNCEMENT

August 16, 2022

St. James A.M.E. Zion Church – Zion House is seeking a candidate to fill the vacancy of Office Manager for our Homeless Veteran Reintegration Program (HVRP) and the SSVF Shallow Subsidy Program. This position provides administrative support to the case management staff and performs general office duties.

This is a grant funded position. Salary is commensurate with skill level. This is a full-time (40 hour per week) position. Health Insurance is available. Candidates should be proficient in Microsoft office.

We observe all federal holidays and allow 10 days for personal leave. Interested applicants should contact Dr. Loré L. Chambers at (410) 742-4950, ext. 112, or e-mail your resume to llchambers007@gmail.com.



Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR

August 22, 2022 - August 26, 2022

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Job Order Number	Company	Position	Positions open
1633490	Maryland Department of Public Safety and Correctional Services	Correctional Officer I	25
1633413	Salisbury University	Assistant Manager	1
1633435	Quality Staffing Services, Inc.	Finite Scheduler	1
1630575	Verizon	Spanish Bilingual Retail Sales Representative	1
1631510	Goodwill Industries of The Chesapeake Inc.	Donations Attendant- Salisbury	1
1632408	Bel-Art Products	Picker/Packer	1
1630530	Fastenal Company	Warehouse Associate	1
1631484	R.E. Michel Company, Inc.	Warehouse/Driver	1
1632815	Chesapeake Utilities Corporation	Service Technician I	1
1632600	Rite Aid of Maryland, Inc.	Store Manager	1
1631092	Pepsi Bottling Ventures	Beverage Equipment Trainee	1
1633405	Jubilant Cadista Pharmaceuticals, Inc.	Packaging, Process Technician	1
1633021	DILA	Employment Specialist	1
1632419	TCC (The Cellular Connection)	Sales Associate	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

Wor-Wic Community College

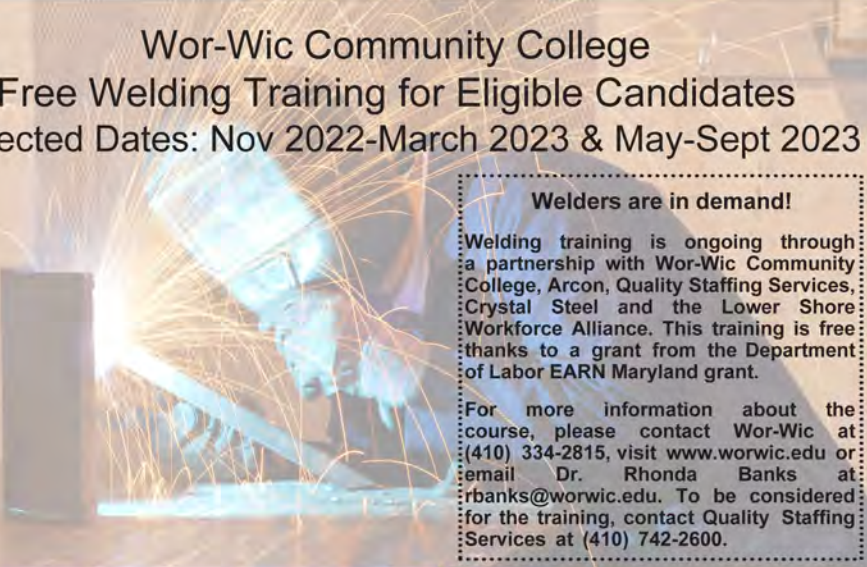
Free Welding Training for Eligible Candidates

Projected Dates: Nov 2022-March 2023 & May-Sept 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.



Wor-Wic Community College

Free Metal Fabrication Training: M-Th, 5:30-9pm—August-Nov. 2022 + January-May 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 Thursday for 17 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 238 hours of evening instruction and practice over 17 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. Some 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.



Virtual Format

CUSTOMER SERVICE AND SALES NATIONAL RETAIL CERTIFICATION TRAINING



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



Learn the following skills:

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

Where: **Virtual self-paced lessons**
 Length: **1 - 2 weeks**
 Contact: **443-669-5846** or digitalskills@goodwillches.org
 NRF Certification exam upon completion of the training. **Internet access required.**

goodwillches.org



Serv Safe Training

Recommended for the Food and Hospitality Industries

Learn the Principles of Food Safety:

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

Course Info:

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

Requirements:

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



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

Contact:

443-669-5846
digitalskills@goodwillches.org

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



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.

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/rR_r_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

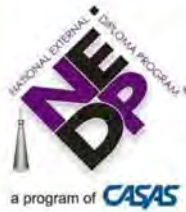


WOR-WIC COMMUNITY COLLEGE

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 Wor-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!

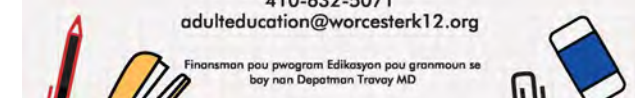
Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



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

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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





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.

Family Law Legal Clinic For Self-Represented Litigants

Worcester County Circuit Court



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

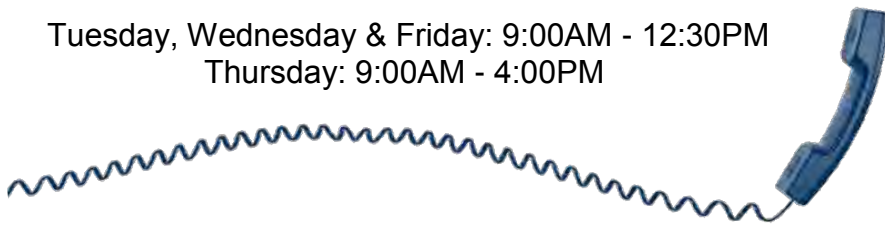
800.845.8550

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