#### **LOOKING FOR WORK?**

Find a career path, part-time or fulltime work. Find a job that offers benefits.

#### **8 SOFT SKILLS THAT** WILL GET YOU HIRED **IN 2023**

Take a closer look at which soft skills are most in demand from recruiters around the world in 2023.

#### **STUDENT LOGO CONTEST**

Hey Students! Tri-County Goes Purple Needs Your Art Skills.

#### **JOB FAIRS**

Bring your resume and cover letter.

#### **NEW AMERICANS**

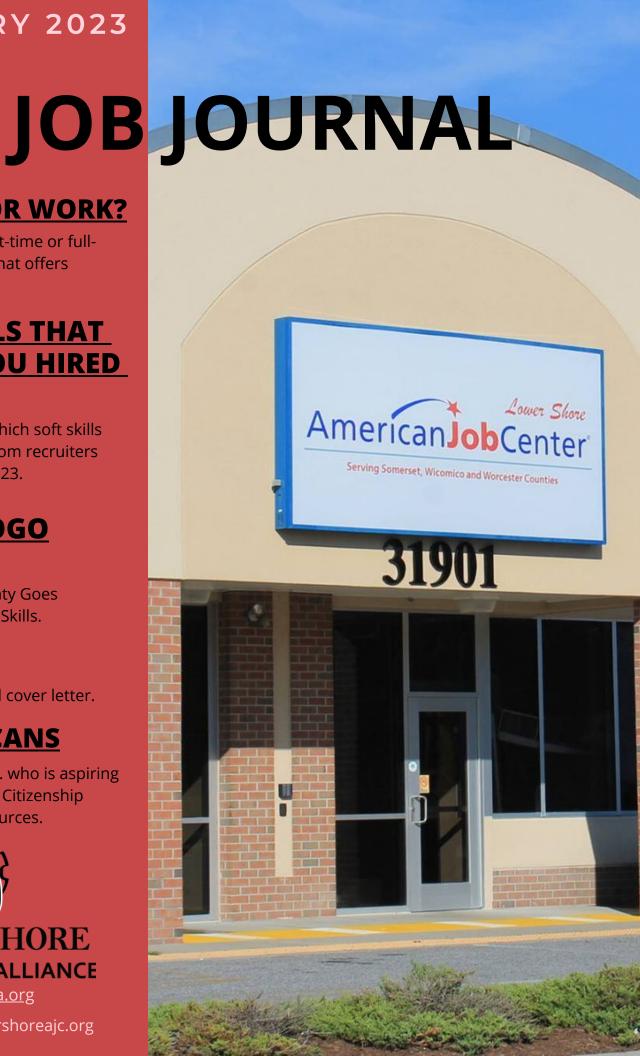
An individual in the U.S. who is aspiring to take the Path to U.S. Citizenship ...looking for work resources.



**WORKFORCE ALLIANCE** 

https://lswa.org

https://www.lowershoreajc.org



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#### Happy Friday!

The Job Journal is released on the first Friday of each month. The Job Journal contains helpful information and resources from the three counties: Somerset, Wicomico, and Worcester. Please feel free to click on the links within the Table of Content for quick access.

Currently, we have an Instagram page, and we need followers! So please take a few minutes and subscribe to our Facebook and Instagram pages.

If you need to subscribe or unsubscribe to the Job Journal, you can email us at jobjournal@lswa.org.

In addition, if you are a non-profit organization and would like to submit information about an event or resource, email us at jobjournal@lswa.org by the 15th of each month.

hank









The purpose of an employee spotlight is to celebrate the great staff at Lower Shore America Job Center and showcase firsthand stories about our workplace. This month, we would like to introduce Jorge DeJesus Jr, employed with Maryland Workforce Exchange. Read his inspiring story here!

#### What do you like most about the work you do here?

What I like most about working for the Maryland Department of Labor Division of Workforce Development and Adult Learning is getting to interact with and help our customers. Most of our customers are unemployed and have yet to learn their next step; some have worked their whole lives for one employer, and being unemployed is new to them. I like assisting and coaching them, from applying for a job to getting an interview; it's very rewarding.

### What is the most exciting/interesting/challenging project you've worked on here?

We wear a lot of hats in our office, so we never really have a dull moment, but the most challenging part/project is being part of the Rapid Response team. The Rapid Response team goes to businesses closing or laying off a mass number of people, and it's really hard to try to talk about our programs and how we can help a group of people that don't know what's going to happen next.

How long have you been with the Maryland Workforce Exchange, working with

Veterans?

3 years



#### How did you get started in the industry?

After leaving the military, I wanted to try something different, so I started working with Telamon Corporation, helping migrant and seasonal farmworkers as a case manager; I would help them find stable long-term jobs. Although working at Telamon was great, I could only work with a specific group of people, and I wanted to be able to do more.

#### What drew you to apply for this position and why?

What drew me to apply for this position is that I wasn't going to be doing just one thing; working here has allowed me to attend different pieces of training, meet different people, and have various roles within our office.

#### What do you enjoy most about working at MWE?

I enjoy meeting new people and getting to know their stories the most, plus watching them grow from not knowing how to use a computer to being self-sufficient and seeing the excitement on their faces when they have a job interview or get a new job. I also interact with different employers and agencies and learn about what they do and how we can work together to assist our customers.

#### What is one thing that you wish people knew about your job?

We are not unemployment; we can't fix your unemployment benefits issues, but we do try, and we'll do whatever it takes to assist you.

#### What was your dream job or profession when you were a kid?

My dream job as a kid was to be a lawyer, but I ended up joining the Army instead which was one of the best decisions I ever made.

Thank you, Jorge DeJesus Jr; we love your dedication and that motivation to assist everyone that walks into the Maryland Workforce Exchange. You have been an inspiration to others as well. We are delighted to have you here. Congratulations on your third year at the American Job Center, Maryland Workforce Exchange (MWE). We are wishing you the best!

# 8 SOFT SKILLS THAT WILL GET YOUR HIRED IN 2023

" At Clevry, we believe there are many benefits to recruiting based on soft skills (check out our What are Soft Skills? article to gain a deeper understanding of the subject)."

For many years now the recruitment and staffing industry has long been driven by CVs, often necessitating strict criteria and tough requirements for education, background and "hard" skills. Which is why we have decided to take a closer look at which soft skills are most in demand from recruiters around the world in 2023.

#### **Growth mindset**

Again and again we see recruiters and businesses demand a growth mindset from their candidates and any potential new employees.

People and individuals who are not afraid to fail and see setbacks and challenges as opportunities for further learning and development are increasingly in demand. Having a growth or entrepreneurial mindset is more about openness to change, receiving feedback constructively, being resilient and continuous learning.



https://www.clevry.com/insights/8-soft-skills-that-will-get-you-hired-in-2023

#### Communication

Recruiters often tout communication as being one of the most highly sought after soft skills in their candidates.

The ability to easily grasp and then disseminate information to others in a way that is easy for them to understand is a skill that has far reaching benefits, even outside of a work environment.

#### **Creativity**

Creativity is a powerful tool for gaining new ideas, finding new ways to innovate above your competitors and having a highly engaged set of employees.

Innovation can be an essential factor in creating a competitive advantage that helps your organization stand out from its competitors.

#### **Focus**

Social media, mobile technology and the advent of the internet have shortened all of our attention spans and made being able to focus deeply on work tasks more of a challenge than in the past, therefore having the ability to focus well on what you're doing will become more important.

#### **Cultural awareness**

Becoming more aware of other cultures is an important part of increasing diversity and inclusion in the workplace. Something that will become more and more important as digital technology continues removing our remaining degrees of separation.

#### Critical thinking/ problem solving

Critical thinking is the ability to think outside the box to come up with new solutions and help solve problems more effectively. As the world of work becomes more and more digitized the ability to think critically and solve problems in new and novel ways

#### Leadership

Whether it's a new manager, team leader or an experienced CEO - leadership is always critical to leading effective teams and navigating the current market conditions to deliver business growth.

Remember you don't actually have to be a business leader to display good leadership qualities!

#### **Emotional intelligence**

Generally speaking, high performers typically have high emotional intelligence, which includes empathy, self-awareness, and cooperativeness.

Having a high EQ allows you to be better at understanding other people and thus make better decisions. The more you know about your people, the better you can help them perform.

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



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.

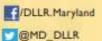
MWEJOBS Mobile lets you instantly return to previous searches, recently viewed jobs and your favorite jobs.

#### mwejobs.maryland.gov









mwejobs.maryland.gov



#### Enroll at https://mwejobs.maryland.gov

- 1. Create a résumé in the system.
- 2. Schedule your one-on-one appointment (see below for contact information).
- 3. Bring copies of your résumé, cover letter or other job search materials to your appointment.

#### Contact

(410) 341-8533

YoVanda Brown
Bill Draucker
Jorge DeJesus Jr.
Andrea Kenney
Killian Walker
Dyann Foskey
Tyler Horton
Hannah Schweikert

#### **Veterans Representative**

Cherice Johnson Christina Williams

**Reentry Navigator** Tawanda Redding

Office Email:

<u>dlwdalsalisbuy-LABOR@maryland.gov</u>

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 decisions that are more informed 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 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.

# Level Up Lower Shore!

We help young adults age 16 - 24 who want to

make a positive change in their lives

and need help to find the right

opportunities to make it happen





### **Program Services**



#### BE EMPOWERED

Get knowledge, resources and skills essential for a successful career: enroll in classes to earn a high school equivalency.



#### BE EMPLOYED

Assistance with getting a sustainable job that can lead to a prosperous career.



#### **GET TRAINING**

Enroll in training that leads to employment in your chosen career path; get tuition and/or book assistance while in training.



#### **GET INSPIRED**

By mentors in your field of interest.



Lower Shore Workforce Alliance 410-341-3835

info@LSWA.org

410-341-3845

### Adult Education



Individuals can enroll in classes to increase their basic reading, math, and writing skills or learn the English Language, prepare for the GED® tests, and increase their readiness for work or job advancement. Instruction is available for anyone over age 18 who is not currently enrolled in high school. Classes are offered in all Maryland counties and Baltimore City. Follow the link to locate classes in your area.

Federal support for adult instructional services is provided by the Workforce Innovation and Opportunity Act which creates a partnership with states to jointly fund the Adult Education activities.

Maryland Adult Education High School Diploma
Options brochure



# **Free**Self–Paced Computer Classes

At the Lower Shore American Job Center

#### **Lab Training Hours:**

Mon. & Wed. 8:30 a.m.-12:30 p.m. and 1:30 p.m.-4:30 p.m. Tues. & Thurs. 12:30 p.m.-4:30 p.m.

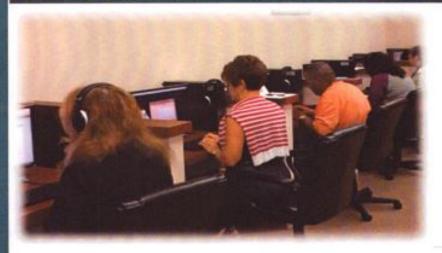
31901 Tri-County Way Salisbury, MD 21804 Phone: (410) 341-6515

Fri. Closed



# WOR-WIC

#### COMMUNITY COLLEGE



OBTAIN

A

REFERRAL

and

REGISTER

TODAY!

#### **Keyboard Skills**

Develop skills in typing and effectively using the keyboard. Practice drills to increase your accuracy and speed. No previous experience is required.

#### Introduction to Computers and Technology I \*

Obtain the workplace skills you need in using Microsoft Office 365/2016 (Word, Excel, PowerPoint), and Internet basics with SAM, a web-based training program. Prerequisite: "Keyboard Skills" or basic knowledge of a keyboard.

#### Introduction to Computers and Technology II \*

Advance to the next level and go beyond the basics. Increase your skills in using all the Microsoft applications to complete self-paced capstone projects. Prerequisite: "Introduction to Computers and Technology I."

#### Applied Computers & Technology \*

Combine all skills learned in "Introduction to Computers Technology I & II" and prepare to use Microsoft Office in the workplace by completing twelve Skills Assessment Manager (SAM) projects using Microsoft Office 365/2016. Prerequisite: "Introductions to Computers and Technology I and II."

#### Microsoft Word Level I (Assessment Required)

To show knowledge and understanding of computer concepts, to improve page layout and advance formatting to complete a (SAM) project.

#### Microsoft Excel Level I (Assessment Required)

To use knowledge and skills to create workbooks, format text, add worksheets and create charts in Microsoft Excel to complete a (SAM) project.

In order to participate, stop by the front desk at the American Job Center to be referred by an agency.

- Set your own schedule and start building your resume today by updating your computer skills.
- Receive a Wor-Wic Document of Attendance and Participation upon successful completion.
- ◆ Prepares you for additional college-level courses. Earn requirements toward Wor-Wic's Continuing
- Education Workforce Training Certificate in Computer and Office Technology Essentials.



### Worcester County Judy Center Early Learning Hub



### PARENTING CLASSES:

Parenting Now!

For parents with children Prenatal to 5 years old



Dates: Every Wednesday starting Feb 8-Mar 29

Time: 10:00AM-11:30AM Location: Pocomoke Library

LIGHT REFRESHMENTS & CHILDCARE PROVIDED



THE PARENTING NOW CURRICULUM FOCUSES ON:

- SELF CARE
- STRESS & ANGER MANAGEMENT
- COMMUNICATION SKILLS
- POSITIVE DISCIPLINE **CLASSES LAST 1.5 HOURS** FOR 7 SESSIONS/WEEKS Space is limited!

CONTACT THE JUDY CENTER FOR MORE INFORMATION 410-632-5224

REGISTER BY FEB 1ST ONLINE (QR CODE) OR BY RETURNING SLIP BELOW

NAME OF PARENT/GUARDIAN(S)



NAME OF CHILDREN & AGES

PARENT PHONE NUMBER

### 2023 COVID-19 Benefits Update



The federal government recently announced significant changes that impact the Supplemental Nutrition Assistance Program (SNAP) and Medicaid programs. The changes will end some benefits and services that were temporarily made available to customers due to the Public Health Emergency (PHE) during the COVID -19 Pandemic. The federal decision returns benefits to the eligible amount a household of your size received before the pandemic crisis.

It's important to note that these federal changes can not be appealed by states. This specific change in SNAP benefit amount is the result of a recent federal law; therefore, it is not subject to the fair hearing regulations. 7 CFR 271.7(f) Please read this page carefully so that you are aware of the changes and how they may impact you.

#### IMPORTANT: SNAP- Emergency Allotments (EA) Ending on February 28. 2023

HTTPS://DHS.MARYLAND.GOV/2023-COVID-19-BENEFITS-UPDATE/

If you are impacted by your SNAP benefits returning to the standard federal allotment amount and need emergency food assistance, we encourage you to contact the Maryland Food Bank at https://mdfoodbank.org/findingfood/or Capital Area Food Bank at https://www.capitalareafoodbank.org/findingfood-assistance/.



## Are you interested in becoming a professional caregiver? Would you like to update your caregiver skills?



### FREE training with MAC's new Care Provider Training Program

Training includes Alzheimer's and dementia education, CPR and First Aid certification, fall prevention, medication awareness and more.

To learn more, register or find out when our next session begins, contact Susan Hill at 410-742-0505, Ext. 147 or email shill@macinc.org



https://www.dllr.state.md.us/employment/newamerwrkforc

New Americans - Workforce Development and Adult Learning

# NEW AMERICANS





Jobs



Education/Classes



Celebrating New Americans



Skilled Immigrant Task Force



Resources for Staff



Looking to Hire New Americans

# HEY STUDENTS

# TRI- COUNTY 60ES PURPLE REEDS YOUR ART SKILLS!

Somerset, Wicomico and Worcester Goes Purple are looking for a talented student to create the logo for their Tri-County Goes Purple Kick-Off Event!

The chosen logo will be printed on materials that will be given out to the public and shared via social media and other



Subinil By: 03/31/23

THE WINNER WILL RECEIVE:

\$250.00 AMAZON GIFT CARD

OPPORTUNITY TO THROW OUT THE 1ST PITCH AT THE KICK-OFF EVENT

FAMILY 4-PACK OF TICKETS TO THE SHOREBIRDS GAME





Wicomico Goes Purple strives to promote conversations around the dangers of substance misuse and encourage our community to take a stand against it. Wicomico Goes Purple is an awareness campaign focused on prevention, treatment, and recovery resources available in our community, and will emphasize the important role our encouragement agencies play to combat this epidemic.

### Tri County Goes Purple Art Contest Instructions

- All submitted logos must be submitted in a high-resolution format no later than 03/31/23 to christina.bowie@maryland.gov
- Winner must agree to signing an art release that states the winner's logo can and will be used on materials including, but not limited to t-shirts, flyers, brochures and giveaways.
- Art must capture ALL three counties in a creative way.
- For questions, please email christina.bowie@maryland.gov or call 443-977-7994

Last years winner, Crisfield High School student Harmony
Carter had her art displayed on print and social media
advertisements for the event, a billboard and a t-shirt.
Where the artwork is able to be displayed is dependent on
grant funding and is not guaranteed.



### TELAMON CORPORATION

NATIONAL FARMWORKER JOBS PROGRAM (NFJP)



### NFJP

Have you or family member worked in the agriculture industry including crops, canneries, poultry, aquaculture or a simple field in the last 2 years? Are you ready to advance your job skills? If so, let's talk.



Become self-sufficient during lean times. In partnership with the National Farmworker Jobs Program (NFJP), Telamon provides services that educate, train, or prepare eligible farmworkers for other jobs. Our trained staff members work one on one with you to develop a plan to meet your needs and help you achieve your goals. The programs can help you identify career paths and assess your skills and interests.

You can also turn to Telamon for help finding work through on-thejob training, local market information, and job placements. Bilingual services are available in many of our offices. The U.S. Department of Labor

The U.S. Department of Labor funds this program.

Services include:
Career counseling
Job and classroom training
Customized training programs
Remedial education and GED preparation
English as a Second Language (ESL) classes
Skill upgrades and occupational credentialing
Job placement
Pre-Apprenticeship Programs

To Apply: https://www.telamon.org/maryland-es/

# VETERANS OUTREACH PROGRAM



We can help you!

When you've served in the military long enough, you might relate all of your experiences to the armed forces and the tasks you're assigned by a superior.

Many service members follow a very programmed career progression, so initiative may not be as absolute in the military as it is in the civilian world where self-promotion is key to career advancement.

That said, your employment application for civilian or private-sector work must be your marketing tool to highlight your skills and capabilities, particularly those acquired during military service.



VETERAN PROGRAM OUTREACH

# Pre-Employment WORKSHOP

OPEN TO ALL JOBSEEKERS

Looking for a new job, and don't know where to start? Attend our Pre-Employment workshop to enhance your skills as a job seeker.

Interest Profiler . Explore what your interests are to help find the perfect job.

MWE Basics \* Learn to navigate MWE. Learn how to register, search for jobs, and upload your résumé to MWE.

Job Application How To's . Learn how to properly apply to online applications and understand assessments.

Basic Beacon/Unemployment Knowledge • Understand your correspondence and how to file weekly certifications as well as where to go for updates.

labor.maryland.gov/employment/veteranservices.shtml

RESUME opment related field.

siness prospects and he such as customers a

JOB APPLICATION

AMPLICANTINFORMATION

**EVERY** 

Tuesday 1-3 pm Thursday 10 am-12 pm

For more information or to register, contact: Cherice Johnson 31901 Tri-County Way Salisbury, MD 21804 410-341-8533 ext 1220 cherice.johnson@maryland.gov

labor.maryland.gov/employment/veteranservices.shtml



Serving Somerset, Wicomico and Worcester Counties





This episode features an interview with Darrell "Coach D" Andrews, Founder of Darrell Andrews, LLC, and Associates, as he shares his powerful story of his experiences growing up and how he became a coach and workforce professional. Darrell also discusses the importance of self-care for workforce professionals.

#### Check us out on social media

**E05: A WORFORCE PROFESSIONAL SUCCESS STORY** 

# THE NEW RULES FOR COVER LETTERS IN 2023

One-page, ultra-long cover letters are a thing of the past. Instead, here's what employers are looking for and what you need in it now.



Picture it: You're applying for jobs on LinkedIn or another similar job board, and there's a field to input a cover letter. But it's optional. So, do you take the 30-minutes to 1-hour to craft a cover letter that will impress, or do you take the chance that the hiring manager might not even look at it, and skip?

One thing's for certain: Many companies have dropped their letter cover requirement in recent years. that's worthy And celebration or all who apply. But for the companies that still want to see a longer missive, what are the new rules for cover letters for 2023?

Thankfully, the long cover letter templates of the 2000s have made their way to retirement. Dear sir or madam: You may rejoice. Yes, employers want to get to know your motivations, but no one wants to read more than a half page. Essentially, the new cover letter is a lot shorter, and should also be sweeter, meaning that it has to show more personality. Take, for example, the character length of a Facebook post versus a Tweet. One has an unlimited number of characters (63,206, to be exact), while the other has just 280 characters. But a Tweet's limited character count inspires us to condense all the most important information, and make sure our words pack a punch. This is exactly how serious job seekers need to be thinking about a cover letter. Here's how to craft the perfect cover letter for 2023

#### **BREVITY IS KING**

If you're still working with a cover letter template from years past, it's time for a trim. Somewhere between 200 to 400 words is the modern sweet spot for cover letters, which is about half a page long and 3 to 6 paragraphs, according to Zety, a resume site. The main things you need to incorporate into your cover letter include: the motivations behind your application, your career objectives, and a spotlight on achievements. career respondents in the Resume Lab survey said the most important thing to include is why you want to work for the company. So, focus on why you want to be there, what attracted you to the job, and why you would be a good fit.



#### TO SEND OR NOT TO SEND

If the job doesn't require a cover letter, do you still need to send one? Around 75% of hiring decision-makers still expect to see a cover letter attached, in addition to a resume, according to a survey by Resume Lab. If the cover letter is listed as "optional," then hiring managers want to see who will go the extra mile.

Think of it this way: Even if they don't review your cover letter with a finetoothed comb, the effort you put into writing one does not go unnoticed. Also, if your resume isn't exactly where you want it to be just yet, that cover letter could be your saving grace, especially if it's clever and typofree. In the same Resume Lab survey, 83% of hiring managers said that a great cover letter can actually guarantee you an interview even if your resume isn't up to par. So, if you're nervous about your resume, you're not out of the running yet!



A few basic rules on cover letter presentation: if you're interviewing in person, bring a few copies with you in case someone asks. It's always better to be over-prepared, even in this digital age. And if you're uploading files to a job site, make sure you have separate files for your resume and cover letter. Not only do most sites ask for them as separate documents, but having unique attachments will help make sure they stay organized (for you, and for your prospective employer.)

#### NO DOUBLE DIPPING, PLEASE

With any resume and cover letter combo, try to limit repetition. In other words, don't put the same exact list of achievements on your resume and then rehash an almost identical version in your cover letter.

#### THE SECRET TO SUCCESS IS SIMPLE

Lastly, before sending out any piece of an application, triple check to make sure there are no grammatical errors. A cover letter is a 200 to 400-word professional love letter, and it needs to be grammatically flawless, as it's the only first impression you'll ever get to make...



And while we're on the topic, if you're going on an application blitz, please please make sure you have the right company name and hiring manager name listed on all correspondence. There's nothing worse than hitting "send" on the application for your dream job only to realize that you actually referred to the company as their biggest competitor.







An Exelon Company

#### 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 career pathway. Day and evening sessions will be available.

The process includes three-steps:

- You must take reading and math assessments to determine your eligibility to take the course.
- 2) Once you pass the assessments, you must take the "Get Into Energy" Math and Test Preparation course at Wor-Wic Community College. Day and evening classes will be available. The topics covered to prepare you to take the Delmarva Power pre-employment examination are reading comprehension, basic math and mechanical concepts. Tuition for the course is \$25.
- Once you complete the course, you will take the pre-employment examination to determine your next steps in the process.



Reserve your seat to attend one of the information sessions by calling Wor-Wic at 410-334-2815.

Registration for information sessions will be accepted on a first come, first serve basis.



<u>lswa.org/employers</u>

WE ARE

### BUSINESS **SERVICES**

Lower Shore Workforce Alliance is a division of the Tri-County Council for the Lower Eastern Shore of Maryland

#### TAKE YOUR BUSINESS TO THE NEXT LEVEL



Our goal is to contribute to the success of the local employers in the Tri-County area by funding training programs to train new hires and upskill current employees.



#### STRATEGY

We are reaching out and open to qualified employers in the community who are willing to participate. We can make the community stronger through our local businesses.



#### RECRUITING AND **EMPLOYMENT**

Our team can assist with recruiting events and provide screening and referral of qualified candidates.



"Vehicles for Change Inc. (VFC) empowers families with financial challenges to achieve economic and personal independence through car ownership and technical training. In 1999, Vehicles for Change opened outside of Baltimore, Maryland. After building sustainable car award and automotive training programs in the Maryland-Virginia-Washington D.C. region, VFC began work to replicate those programs nationally, aiming to bring independent transportation and training in the automotive field to as many people as possible."



### **February 9, 2023**



YOU ARE INVITED TO

# BUSINESS AFTER HOURS

THURSDAY

2023

9

FEBURARY

5-7 PM













31440 WINTERPLACE PARK SALISBURY MD 21804

RSVP: SKEARSLEY & VEHICLESFORCHANGE. ORG

# MID-SHORE PRO BONO

# ACCEPTED NOW THROUGH MARCH 1, 2023

for

# EXPUNGEMENT CLINIC Wednesday, MARCH 29th

5:00 PM--7:00 PM

Somerset County Health Department
Wellness and Recovery Center

11674 Somerset Avenue
Princess Anne, MD 21853
Wellness and Recovery Center

Wellness and Recovery Center

Call Mid-Shore Pro Bono at 410-690-8128 for intake or go to midshoreprobono.org to do an intake online.



# Free Legal Assistance Drop-in Clinic

Maryland Legal Aid hosts and coordinates FREE legal clinics with community organizations from around the state. MLA staff, pro bono attorneys, paralegals, administrative staff, and law students are available on-site to help assist individuals.

MLA handles civil (not criminal) cases involving a wide range of issues, including, child custody, housing, public benefits, consumer law, bankruptcy, criminal record expungements to remove barriers to obtaining child custody, housing and employment.

Visit us at the Lower Shore American Job Center:

31901 Tri- County Way, Salisbury MD 21804

February 9,2023 May 11, 2023 August 11, 2023 November 9, 2023

9:30 am - 12:00 pm





# Free Tax Preparation

Appointment Only 410~749~1142

If you make less than \$60,000 you may be eligible to have your 2022 taxes prepared at no cost to you. Call us today with any questions or to schedule an appointment.

Two Convenient Locations:

#### SHORE UPI Inc.

500 Snow Hill Road Salisbury MD 21804

January 23, 2023 to April 10, 2023

Mondays & Wednesdays 4:30PM to 8PM Saturdays (every other)10AM to 2PM (drop off daily at Main Office when open)

#### Loretta Village Community Room

12409 Loretto Road Princess Anne MD 21853

January 27, 2023 to March 24, 2023

Fridays 9:00AM ~ 12:00PM (drop off/pick up)



At SHORE UP! Inc., no person shall on the grounds of race, color, religion, age, sex, national origin, ancestry, or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination in the provision of any care, service or admission.

#### LEGAL SELF-HELP CENTERS

FREE legal help in civil cases for individuals who do not have a lawyer. Watch a short introductory video about the walk-in (in-person) court help centers or the call or chat services.

#### MARYLAND COURTS SELF-HELP CENTERS

410-260-1392 mdcourts.gov/self-help 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: 9:00 AM- 12:30 PM Thursday: 9:0 AM- 4:00 PM

#### SOMERSET COUNTY CIRCUIT COURT

11770 Somerset Avenue Princess Anne, Maryland Fridays, 9:00 AM to Noon 410-651-4618

#### **WORCESTER COUNTY CIRCUIT COURT**

81 West Market Street Snow Hill, Maryland Mondays, 9:30 AM to 2:30 PM 410-632-5638

#### **DISABILITY RIGHT MARYLAND**

800-233-7201 disabilityrightsmd.org

#### **LEGAL AID BUREAU INC.**

800-818-9988 (English) 877-293-2507 (Spanish) Tuesday, Wednesday & Friday: 9:00 AM- 4:00 PM

#### MARYLAND VOLUNTEER LAWYER SERVICES, INC.

800-510-0050 mvlslaw.org

#### PRO BONO RESOURCE CENTER OF MARYLAND, INC

800-396-1274 probononmd.org

#### WICOMICO COUNTY CIRCUIT COURT

1101 North Division Street Salisbury, Maryland Mondays, 9 AM to Noon 410-334-3127

# Lower Shore American Job Center Mobile Workforce Services Unit

The American Job Center (AJC) Mobile Unit is a community outreach program utilizing the latest technology to deliver on-site employment search and career services. The AJC mobile unit is outfitted with a generator and seven computers with cellular Internet access making it a truly self-contained employment resource.

The AJC mobile unit maintains a regular schedule of locations throughout Somerset, Wicomico and Worcester counties.



A mobile job center is back helping Lower Shore residents secure their next job

DELMARVA - A resource is making its way back across the Lower Eastern Shore. That resource happens to be on wheels and it's providing tools for local job seekers.

Click here to visit the Mobile Monthly Schedule

## BUSINESS



#### INTERNATIONAL NETWORKING WEEK<sup>™</sup>

BN1.

5-11 2023

#### Tuesday, February 7, 2023 at 11:30 AM- 1:00 PM

- Event by BNI Ocean Pines Tuesday Lunch Maryland USA
- Ocean Pines Community Center
- S Duration: 1 hr 30 min
- Public · Anyone on or off Facebook

Let's celebrate networking! We invite you to network with our local business professionals and tell us all about your business! We love networking, building relationships and helping other businesses.

Bring a stack of your business cards & plan to join in the fun and value of networking.

Questions? Email - AnitaHicks@BNI.com or call - 410-600-4075

### **GROWTH BUSINESS**

## MCE WOMEN'S BUSINESS CENTER

# ASPIRE TO SUCCEED & LEAD

MCE Women's Business Center 8th Annual Women's Conference March 3,2023



**Hosted in Person!!!** 



## SPONSORSHIP OPPORTUNITIES, VENDOR & VIRTUAL VENDOR SPACE AVAILABLE



Contact Lisa Twilley , Director 410.546.1900 ext 108 LTwilley@MarylandCapital.org

## Job Fair

TOWN OF OCEAN CITY, MD

## JOB FAIR



Ocean City, MD 21842

Beach Patrol
Construction
Convention Center
Emergency Communications
Fire/Fire Marshal

Maintenance
Police
Recreation & Parks
Solid Waste
Transportation

& more!!



Questions? Call 410-289-8970.

To apply online: governmentjobs.com/careers/oceancitymd
To download an application: oceancitymd.gov





# ATLANTIC GENERAL HOSPITAL JOB FAIR



#### We are Hiring!

- Cat Scan Tech
- Certified Pharmacy Tech
- Medical Office Assistant
- Medical Receptionist
- Medical Technologist (Lab)
- Nurse Tech
- Radiologic Tech
- Registered Nurse
- Surgical Tech

#### Ask us about:

C.N.A. Program

Observation Opportunities
Scholarship Program
Excellent Benefits

Accepting New Grad RNs in Med Surg, ICU and OR!

Enroll in our Nurse Residency Program: Guides transition to Professional Nurse

Wednesday, February 8th, 2023 4:00pm - 7:00pm

Send Your Resume To: jobs@atlanticgeneral.org

<u>jobs@atlanticgeneral.org</u>

In College? Come talk to us about

future opportunities!



#### Attention Job Seekers -

Looking for something new? Work in Maryland's Coast!







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



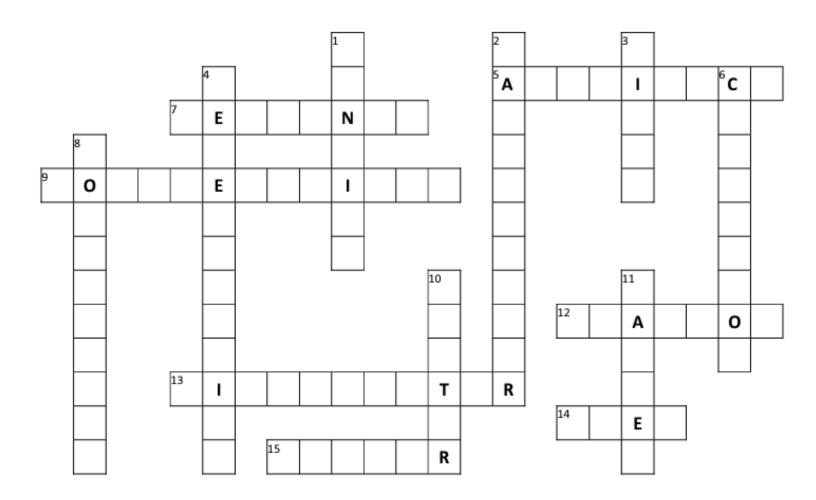
No account is needed to view available jobs!



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

#### CAREER CROSSWORD PUZZLE

Read the clue at the bottom to figure out the career that matches each description, and fill in the answers on the puzzle!



#### **ACROSS**

- 5 Designs buildings.
- 7 Fixes cars.
- 9 Enforces the laws and keeps you safe
- 12 Helps you buy a house.
- 13 Puts out fires.
- 14 Cooks meals at a restaurant.
- 15 Keeps your money safe.

#### DOWN

- 1 Cleans your teeth and keeps them healthy.
- 2 Cuts your hair.
- 3 Can fly a plane.
- 4 Doctor that helps animals.
- 6 You can talk to them about your problems.
- 8 Writes newspaper articles.
- 10 Helps you feel better when you are sick.
- 11 Grows fruits and vegetables.

### Small Local Business Hiring...



We have positions available for CDL DRIVERS & HEAVY

**EQUIPMENT MECHANICS** 

(Some Labor Required)

Please Call 410-835-2700

Monday-Friday 8:00-5:00 for more information

#### St. James A.M.E. Zion Church- Zion House

We are seeking

Office Manager

HUD-VASH/ Shallow Subsidy Housing Navigator

P. O. Box 3082, Salisbury, MD 21801 Tel: 410-742-1427

http://www.stjamesamez.org

## OCEAN PINES AQUATICS

LIFEGUARD CERTIFICATION CLASS COMING SOON!

It's only February, but we're already looking forward to the summer swim season!

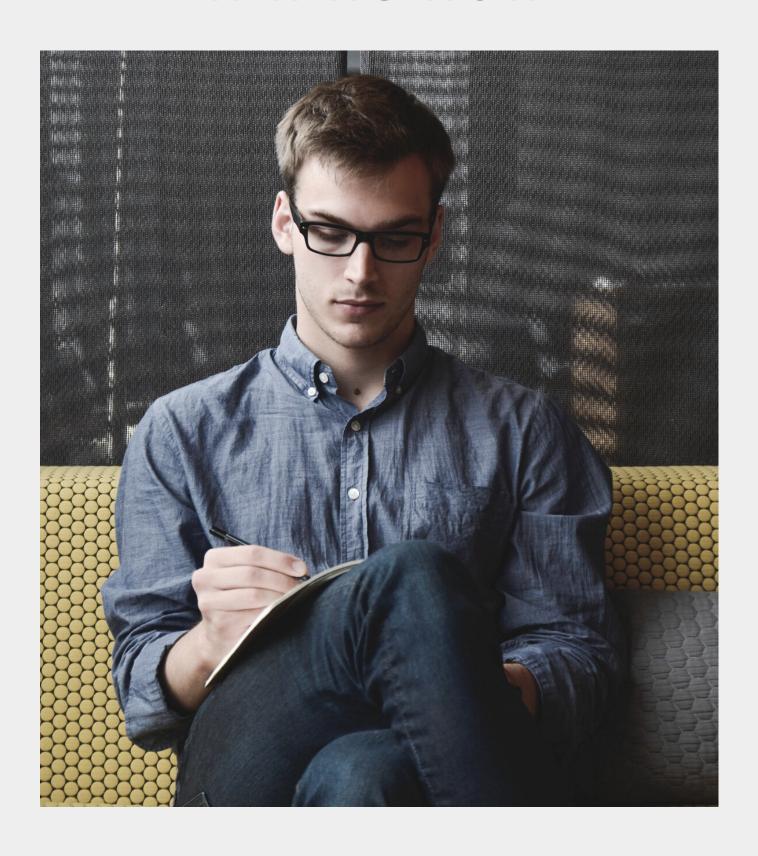
If you or someone you know would like to join our lifeguarding team, be sure to mark your calendar for April 21-23. \*\*Participants musts be ages 15+ by the last class date.\*\* Call 410-641-5255 for more info, or stay tuned for more details!

APPLY HERE
HTTPS://WWW.OCEANPINES.ORG/WE
B/PAGES/WORK-HERE



www.oceanpines.org/web/pages/aduati cs?fbctde1wAR0Ze\_; y4qfe\_W7DwvQ4aPRLqkYaD5i0 TxM7cs1es-11, 2007, 1

## BUSINESSES HIRING NOW







## WE'RE HIRING

**JOB POSITION** 

#### SKILLS INSTRUCTOR II

#### REQUIREMENTS

The skills instructor II is responsible for delivering stimulating lessons, formulating supplemental learning materials and tracking learning outcomes. Incumbents will be required to prepare and deliver relevant curriculum to students using a variety of teaching methods to include, but not limited to, lecture, class discussion, demonstration labs, and projects Classes and certification trainings are facilitated in person, online or using a blended-learning approach. This position will coordinate the day-to-day operations of the Goodwill Career Center.

LOGO	EMPLOYER	POSITION AVAILABLE	HOW TO APPLY
	Advance Auto	Store Driver	Apply Online
Advance	Parts	Salesperson	
	ALDI	Part-Time Store Associate	Apply Online
	Berlin	Part-Time	·
ACBI			
	Anchorage	GNA (NEW INCREASED WAGES)	Apply Online
	Healthcare Center	Cook	
CommuniCare		CMA	
Serving with Pride.			
	Atlantic General	Medical Office Assistant	Apply Online
	Hospital	Medical Receptionist	
		Registration Specialist	
ATLANTIC		Radiology Assistant/Student Intern	
care.givers		Diet Aid	
		House Keeping Dep.	
<u></u> 1	Avenues Recovery	Addictions Counselor	Apply Online
AVENUES	,	Administrator	<u> </u>
A RECOVERY COMMUNITY			
010	Bob Evans	Server	Apply Online
Bob Evans	Restaurants	Kitchen Prep	
RESTAURANTS		Host/Cashier	
		Dishwasher	
	D (C   140)	Key Supervisor	A 1 0 I
BUFFALO WILD	Buffalo Wild	Line Cook	Apply Online
WINGS.	Wings	Host/Cashier/Greeter Bartender	
		Server	
	Burlington	Seasonal Cashier Associate	Apply Online
Curlington Lobo		Shortage Control Lead	
<b>Durlington</b>   Jobs		Retail Store Closing Lead	
	Chesapeake	Dental Receptionist-	Apply Online
	Health Care	Hispanic and Haitian Creole	
Chesapeake		Interpreters Medical Assistant	
HEALTH CARE			
CHESAPEAKE	Chesapeake	Pipe Fitter/Plumber	Apply Online
SHIPBUILDING	Shipbuilding	Electrician	
SHIPBUILDERS & NAVAL ARCHITECTS		Welder	
aut .	City of Fruitland	Police Officer	Apply Online
FRUITLAND	Sity St. Haitiana	. 5.155 5111661	<u> </u>
Maryland			
	City of Salisbury	Administrative Assistant	Apply Online
Salisbury	,	Homeless service case coordinator	
MARYLANDY		Community Programs Specialist	

TO THE OFFICE AND THE	City of Pocomoke	Water/Wastewater Operator in Training	Apply Online
Salisbury	Salisbury University	Storekeeper l Housekeeper Assistant Assistant Athletic Trainer	Apply Online
CRYSTAL STEEL FABRICATORS, INC.	Crystal Steel	Driver Class A Maintenance Foreman Maintenance C Class Machine Operator Fabricator C Class	Apply Online
Comfort Keepers.	Comfort Keepers	Long-Term Live-In Caregiver CNA Caregivers PRN Nurse	Apply Online
<b>♥CVS</b> Health <sub>®</sub>	CVS	Retail Store Associate Trainee Pharmacy Technician Delivery Driver	Apply Online
DOVE POINTE "Leading the Way" for over 50 years	Dove Pointe	Mentor Community Case Manager Residential Program Counselor	Apply Online
Encompass Health Rehabilitation Hospital of Salisbury	Encompass Health	Environmental/Food Services Case Manager	Apply Online
Genesis 🔰	Genesis Health Care	Activity Assistant Geriatric Nursing Assistant Nursing Aide Training Assistant Administrator	Apply Online
the Greene Turtle.	The Green Turtle	Kitchen Prep Server Dishwasher	Apply Online
HARRISON SENIOR LIVING	Harrison Senior Living	CNA; CMT; RN; Dietary Aide; Housekeepers	Apply Online
LowerShore ImmediateCare.	Lower Shore Immediate Care	Front Desk Receptionist	kbowen@lowershoreim mediatecare.com
CAREERS	Home Depot	Customer Service/Sales Lot Associate Freight/Receiving Administrative Office Assistant	Apply Online
HUDSON Behavioral Health	Hudson Behavioral Health	Behavioral Health Aide Counselor for Inpatient Addictions Cook Maintenance	Apply Online
Kuspy Kreme	Krispy Kreme	Doughnut Delivery Driver Team Member	Apply Online

Lower Shore Clinic, Inc.	Lower Shore Clinic	Care Wrap CMA/CNA Medical Receptionist- Part-time Team Leader PRP Addictions Specialist Housekeepers	Apply Online
MANOKIN Valueling a deposit	Manokin Nursing and Rehab	GNA CMA	Apply Online
MISSION BBQ° The American Way.	Mission BBQ	Assistant Kitchen Cashier Dishwasher Cook	Apply Online
PETSMART	PetSmart	Early Morning Stocker Retail Sale Associate Bather/Groomer Trainee	Apply Online
PERDUE.	Perdue Farms - Salisbury	Live Operations PLC Technician Maintenance Mechanic Flock Advisor Hatchery Chick Delivery Driver	Apply Online
QUALITY Staffing Services	Quality Staffing Services	Parts Coordinator IT Administrator Carpenter Project Manager/Restoration	Apply Online
Real HVAC Services	Real HVAC Services	Customer Service Representative	Apply Online
RubyTuesday	Ruby Tuesday	Cook Server Bartender Kitchen Pre/ Salad Bar Prep	Apply Online
SHORE UP!	Shore Up! Inc.	Nutrition Aide Substitute	Apply Online
ZONNO	Somerset County Board of Education	Substitute Teacher Middle School Testing Coordinator	Apply Online
<b>%</b> TidalHealth	Tidal Health	Medical Office Support Medical Assistant & Floater Patient Service Representative Administrative Assistant Aide- Imaging Tech Patient Accounts	Apply Online

	Town of Princess Anne	Maintenance Worker Circuit-Rider Staff Person	Apply Online
PUBLIC SCHOOLS	Wicomico County Board of Education	Food Service Worker Instructional Assistant Substitute Teacher Maintenance Technician HVAC & Security/Fire Alarm Electrician	Apply Online
WORCESTER COUNTY PUBLIC SCHOOLS	Worcester County Board of Education	Educational Assistant One on One Custodians Food Service Worker Bus or Van Driver Cafeteria Positions	Apply Online
MO RC & BOOK OF THE BUSINESS O	Worcester Count Recreation & Parks	Emergency Communications Specialist 1 Correctional Office Trainee Transfer Station Attendant Public Works- Maintenance Legal Ass. Part-Time	Apply Online

#### THANK YOU









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#### **GLOSSARY**

MWE- Maryland Workforce Exchange

LSWA- Lower Shore Workforce Alliance

WIOA- Workforce Innovation Opportunity Act

