



CHESAPEAKE JOB LISTING

April 18, 2019

EMPLOYMENT SERVICES

P.O. Box 8, Wye Mills, MD 21679

The Office of Employment Services publishes this listing of job openings for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each job announcement if you are interested in applying for one of the positions. For more information please contact the Office of Employment Services at (410) 822-5400, 758-1537, or 228-4360, ext. 5804.

1880 Bank (749) Part-Time Teller Position - 29 hours per week to work at both Talbot County and Dorchester County locations. Must be available to work Saturdays 8:15 to 12:15. Flexibility, Teamwork and Energy a MUST. Send resume to: 1880 Bank, Attn: Judann Culver, 501 Idlewild Ave., PO Box 629, Easton, MD 21601 or fax to 410-819-8091 or email: judann.culver@1880bank.com. E.O.E M/F. (Date listed: 3/1/19)

ACTS (953) invites you to join our growing Team. We Hire Smiling People. Heron Point, 501 E. Campus Avenue, Chestertown, MD 21620. Positions Available: Dining Room Servers; Medical Diet Aides (Serves Meals in Skilled & Assisted Living); Dishwashers. What's in it for you? •Competitive pay rates; •Flexible scheduling options - many shifts available; •Continuing training opportunities; •Opportunity for promotion and advancement. Apply Online At: www.indeed.com www.act-jobs.org. (Date listed: 4/17/19)

Absolute Pressure Cleaning (926) Cambridge, MD 21613. **Lead Spray Technician** (JO#97634). We are primarily a mobile commercial pressure cleaning business. We pressure clean tractor-trailers, dump trucks, heavy equipment, and fleet of cars. We go to work when they are done for the day and their trucks are sitting. Our busiest days are Friday, Saturday and Sunday. We will mostly work in the afternoons and early evening throughout the week. Competitive Pay. Weekly Bonus Programs. Opportunity to Earn Commission. Several Weeks of In-Field Training. To apply email resume to: lisa@washmytrucks.com. (Date listed: 4/9/19)

Adidas (950) Queenstown, Maryland. **Retail Store Associate** (Job Order #978602). Apply online at: <http://ipc.us/t/2DEDC581903A40A7>. (Date listed: 4/15/19)

Anne Arundel Medical Group (933) Easton, Maryland. **Physical Therapy Aide** (MWE Job Order #976756); **Physical Therapist** (MWE Job Order #976734). Apply online at: www.aamccareers.org. (Date listed: 4/10/19)

AutoBell® Carwash (837) 119 South Piney Road, Chester, MD. **Team Members – PT** (Refer to MWE Job Order #888912); **Team Members – FT** (Refer to MWE Job Order #968500). Autobell® Car Wash is America's fourth largest full-service, conveyORIZED car wash company with over 80 locations in Georgia, North Carolina, South Carolina, Virginia and Maryland. APPLY - www.autobell.com. (Date listed: 3/19/19)

Autumn Lake Healthcare (921) Denton, MD. **RN or LPN Unit Mgr.** (JO#976174); **GNA's** (JO#974047); **RNs/LPNs** (JO#976167). To apply email resumes to: darce@autumnhc.net. (Date listed: 4/9/19)

Azz (954) 3011 Millington Road Millington, MD 21651. **Industrial Painter** (Refer to MWE Job Order #911639); **Electrician I, II, & III** (Refer to MWE Job Order #911647); **Press Brake Operator** (Refer to MWE Job Order #949212); **Quality Inspector** (Refer to MWE Job Order #949219). Apply in person M-F between 8 A.M – 2 P.M. or <https://azz-inc.jobs.net>. (Date listed: 4/17/19)

The Big Owl (895) Grasonville, Maryland. **Cook/Line Cook** (MWE Job Order #973214). Apply online at: www.thebigowl.com. (Date listed: 4/2/19)

Caroline County (928) **Assistant State's Attorney** (JO# 976376). Licensed in State of Maryland. **Deadline: April 26, 2019**. Submit cover letter and resume to: Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629 or email to hrposting@carolinemd.org www.carolinemd.org. (Date listed: 4/8/19)

Caroline County Department of Health (136) 403 S. 7th Street, Denton, MD 21629. Main Purpose of Job: An **Environmental Health Specialist Trainee** is the entry level of work at a local health department performing inspections and investigations to ensure compliance with environmental health laws and regulations. Protection of the public health is the main purpose of the Environmental Health Specialist position, protection more desirably obtained through voluntary compliance with the existing regulations or, when necessary, using compliance procedures established in regulation and law. This is an entry level position under close supervision from a higher level Environmental Health Specialist. Education: Determined by the Maryland Board of Environmental Health Specialists under the licensing requirements for Environmental Health Specialists. Experience: None. Licenses, Registrations and Certifications: 1. At the time of hire, candidates for positions in this classification must possess a certificate of eligibility to be licensed as an Environmental Health Specialist from the Maryland Board of Environmental Health Specialists. A copy of your certificate must be attached to the application. 2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. Selection Process: Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Benefits: Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. Further Instructions: Online application process is STRONGLY preferred. If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850 or Application.Help@maryland.gov. If online process is not available, please send your paper application to: Maryland Department of Health, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request

by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. Should additional information regarding this recruitment be required, please contact the Maryland Department of Health Recruitment and Selection Division at 410-767-1251 or via email at dhmh.jobs@maryland.gov. (Date listed: 7/17/18, Updated 8/23/18, Updated 10/18/18)

Caroline County Department of Recreation and Parks (439) Program Leaders. The Department: We are responsible for the development, delivery and management of a variety of recreation programs and public facilities within Caroline County. These include amenities and outcomes such as: Instructional sport and fitness programs, Community events, Afterschool program services, Athletic facilities, Public waterways access, Arts development programs, Playgrounds and walking trails, Community partnerships, Youth Camps and Trips and discount tickets. Learn more about Caroline County Recreation and Parks by visiting our [Department page](#). EOE. About the Job: Positions located in afterschool programs at schools in Caroline County. Instructional interest/experience in nutrition/cooking, math/reading, and sports/fitness, science and arts/crafts. Between 9-11 hours per week, M-Th after school hours. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. Salary: \$12-\$18 per hours based on experience/education level. **Deadline: Open until filled.** How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629. Applications available from this address or call 410.479.4105 to receive by fax or email. Applications can also be downloaded [HERE](#). Download to desktop; save as document and email to: hrposting@carolinemd.org. (Date listed:)

Caroline County Parks & Recreation (881) Program Specialist II (JO#972273). To apply download application from: www.carolinemd.org. Fill out and mail by 4/18/19 to Caroline County Human Resources, 103 Gay St., Denton, MD 21629. (Date listed: 3/28/19)

Caroline County Public Schools (762) Denton, MD. Child Development Assistant I-IV. Caroline County Public Schools is accepting applications for Child Development Assistant positions. For more details and for application procedures visit the system's website at <https://carolineschools.org>. Equal Opportunity Employer. (Date listed: 3/4/19)

Catapult Learning (891) We work collaboratively with five Maryland Eastern Shore school districts (Kent, Caroline, Dorchester, Talbot, Worcester) to serve special education students with emotional/behavioral concerns who are unsuccessful in the general education setting. We provide our students highly structured therapeutic classroom settings which include a low student to staff ratio, comprehensive behavior management, and crisis intervention services. We are currently interviewing for **Teachers**. We have opportunities in the elementary, middle and high school settings. The teacher will provide instruction to students in grades K-12 with emotional and behavioral needs. The teacher will collaborate with other teachers and parents on a regular basis. The teacher will create and implement individualized instruction for students in a small class setting. Job requirements: Four year degree. Teaching Certification (desired). Reliable Transportation. Must pass criminal background check. Please email: Rebecca.Enders@catapultlearning.com to learn more. (Date listed: 4/1/19)

Chesapeake Building Components, Inc. (914) Construction Laborers (30) (JO#974849). Apply in person to: 29469 Reagan Drive, Easton, MD. 21601. (Date listed: 4/4/19)

Chesapeake Center (860) 713 Dover Rd. Easton, MD. 21601. Residential Supervisor (JO#970757); Direct Support Professional (JO#970753). Call 410-822-4122 for interview. (Date listed: 3/25/19)

Chesapeake College (948) is currently accepting cover letters and resumes for the following replacement position: **Special Police Officer Supervisor**: Grade 110NE. Responsibilities: Special Police Officer (SPO) Supervisor(s) at Chesapeake College are responsible for providing a uniform presence to ensure the safety and security of all occupants and facilities on the campus. Requirements: High School diploma or G.E.D., graduate of a state approved police academy, and a minimum of five (5) years of excellent service as a police officer is required, preferably with supervisory/scheduling experience. The applicant must be able to meet the qualifications for the award of a Special Police Commission and Handgun Carry Permit from the State of Maryland (Chesapeake College to sponsor the applicant). They must have a valid Maryland driver's license and clean driving record. Shift hours are 3:00 p.m. – 11:00 p.m. Interested applicants should submit a cover letter & resume to hr@chesapeake.edu. **This position is open until filled.** Please visit our website for additional information on positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and women are encouraged to apply. (Date listed: 4/15/19)

Chesapeake College (939) **Adult Education Program Intake Helper (IH)**. Location: Various locations between Kent, Queen Anne's, Talbot, Caroline, and Dorchester Counties. Willing to travel outside your home county. Job Requirements: Bachelor's Degree preferred. Must be detail-oriented and organized. Friendly personality. Available for a flexible schedule. Job Description: Meet with students one-on-one and in groups to explain the Adult Education Program offerings and requirements. Will supervise collection of student's personal data, conduct testing, and record results. During this process IH are to actively engage students in the thought process of identifying their immediate goals while also mapping what their next steps will be. Please e-mail letter of interest and resume to: Brenda Horrocks bhorrocks@chesapeake.edu. (Date listed: 4/11/19)

Chesapeake College (924) is currently accepting cover letters and resumes for the following position: **Assistant Teacher, Early Childhood Development Center** – Part-Time Temporary We are currently looking for a Part-time Assistant Teacher to work alongside another teacher in our classrooms working with 3-11 year olds. We have a small center consisting of a 3-4 year old program, 4-5 year old program, and school-age program. Responsibilities: •Creating a fun leaning environment for the children; •Assist teachers with lesson planning and the implementation of the curriculum; •Meet the needs of individual children; •Communicating appropriately and professionally with both parents and fellow staff members; •Providing positive guidance by supporting social and emotional development; •Establishing positive and productive relationships with families. Requirements: •90-hour Preschool Certification or willing to complete; •Associate's Degree in Early Childhood or related field, preferred; •One year of experience working with children, preferred; •Must complete the annual clock hours required by the Office of Child Care to advance or maintain childcare credentials; •CPR/First Aid Certification, preferred. Hours for position are flexible, but limited to 28 hours per week. The child care center is open Monday through Friday 7:00am-5:30pm. **Interested applicants should submit a cover letter and resume msaperstein@chesapeake.edu no later than May 31, 2019.** Please visit our website for additional information on open positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and women are encouraged to apply. (Date listed: 4/9/19)

Chesapeake College (923) is currently accepting cover letters and resumes for the following position: **Nursing Assistant (CNA) Instructor** – Part-Time Temporary. Responsibilities: •Participates in the development and evaluation of the training program; •Implements the approved training program; •Supervises the classroom laboratory experience; •Evaluates student performance in the classroom; •Provides supervision and clinical evaluation of each trainee at the clinical training site; •Ensures that attendance and grades are recorded for each student and class; •Ensures that the proper clinical ratio of one (1) instructor for every eight (8) students is met; •Functions as the liaison between students, the Allied Health Director (AHD) and the Lead Instructor; •Evaluates course curriculum and resource materials and submits recommendations to the Lead Instructor and/or AHD for consideration; •Submits course information, i.e., class

rosters, student exams, skills checklists and Performance Improvement Notes, to Lead Instructor and/or AHD for record keeping within one (1) week of course completion; •Functions as a representative of the College and follows all required College policies and procedures. **Requirements:** •RN licensed to practice in Maryland; •Minimum of two (2) years nursing experience, one (1) year of which was in caring for the elderly or chronically ill within the past five (5) years; and •Completed a minimum 16-hour course in the principles of adult education OR have a minimum of two (2) years teaching experience. Interested applicants should submit a cover letter and resume lwidmaier@chesapeake.edu. **This position is open until filled.** Please visit our website for additional information on open positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and women are encouraged to apply. (Date listed: 4/9/19)

Chesapeake College (827) is currently accepting cover letters and resumes for the following position: **Men's Basketball Head Coach:** Part-Time Temporary. Responsibilities: The head coach is responsible for all program components including planning, organizing, recruiting, public relations, monitoring of student academic progress and personal development. Requirements: Candidate should have coaching experience at the high school or college level. Interested applicants should contact Frank Szymanski, Director of Athletics, at 410-822-5400, ext. 5750. **This position is open until filled.** Please visit our website for additional information on open positions www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and women are encouraged to apply. (Date listed: 3/15/19)

Chesapeake College (826) is currently accepting cover letters and resumes for the following position: **Adjunct Faculty – Sociology.** Responsibilities: Beginning August 2019. Position is responsible for teaching introductory sections of Sociology. Teaching responsibilities may include night classes, online classes, and classes at other sites including dedicated dual-enrollment classes at high schools in our service area. Other responsibilities include conducting and providing data for course level assessment. Requirements: Master's degree in related discipline, with at least 15 graduate hours in Sociology. Teaching experience in both face-to-face and online environments preferred. **For best consideration, interested applicants should submit a cover letter, resume, and unofficial transcripts to hr@chesapeake.edu by Tuesday, April 30, 2019.** Please visit our website for additional information on open positions www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and women are encouraged to apply. (Date listed: 3/15/19)

Chesapeake College (807) is currently accepting cover letters and resumes for the following replacement position: **Nursing Faculty:** 10-month. **Responsibilities:** This full-time position begins August 2019 and serves students in the third and fourth semesters of an Associate of Science Nursing Program; utilizing a team approach to achieve student learning outcomes in each course. Responsibilities will include both classroom and clinical teaching, engaging in department and college wide service activities, and academic advising. Classroom content includes responsibility for nursing concepts related to mental health nursing and medical/surgical and/or pediatric nursing. Clinical responsibilities include direct supervision of students in psychiatric and acute care settings. Requirements: Current RN licensure in the state of Maryland, Master's degree in Nursing, and demonstration of a strong foundation in mental health nursing theory and clinical practice as well as medical surgical and/or pediatric nursing. A Masters in Nursing Education or Post-Masters Certificate in Nursing Education is preferred. Interested applicants should submit a cover letter, resume, and unofficial transcripts to hr@chesapeake.edu. **This position is open until filled.** Please visit our website for additional information on open positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 3/13/19)

Chesapeake College (793) Electrical Technician, Grade: 109NE. **Responsibilities:** Performs level electrician tasks in the installation and maintenance of wiring, electrical systems and equipment up to 480 volts 3 phase. Operate, inspect and work around primary switching gear rated at 25,000 volts. (No direct contact with primary). This position is responsible for performing skilled work involving the installation, maintenance, and repair of the Electrical

Systems for the entire Physical Plant of the Wye Mills Campus and the Cambridge Center. In addition to this position; diagnoses electrical problems, locate faults and recommends upgrades and repairs. Orders materials and supplies as needed to maintain electrical/mechanical systems and works with outside contractors as needed to facilitate work in a timely manner. Advises and assists other technicians with wiring problems on equipment such as fans, heaters, pumps or vehicle electrical systems. Also assists other technicians in their trades or with other tasks which require additional manpower. This position requires the highest technical skill base of any position in the Facility Maintenance Department which requires an employee in this class. This requires an employee in this class to use reasonable care, judgment, and the safe application of their knowledge in the performance of their duties. This position requires the ability to work a flexible schedule that may include weekends, holidays, and college emergencies. This position is designated as "essential" and will require working outside normal work hours. Essential personnel may be called in to work outside of regular working hours to assist with inclement weather and other college activities. Required: High school diploma or G.E.D. Must have completed a four (4) year apprenticeship and three (3) years as a journeyman Electrician. Possession of a State of Maryland Journeyman's Electrician's License with at least three (3) years' experience working in a commercial/institutional setting. Possession and retention of a valid motor vehicle operator's license. Thorough knowledge of the principles, terminology, tools and equipment used in the electrical trade including the following: thorough knowledge of electrical theory and codes, ability to read and interpret blueprints, specifications, and schematics. Ability to make repairs using electrical safety practices; ability to work with all voltages; good knowledge of mechanical systems and repair work; ability to plan and direct work of other electricians and assistants; ability to perform manual work; ability to establish and maintain effective working relationships with co-workers and supervisors; knowledge of energy management systems; some knowledge of personal computers and pertinent application; regular and timely attendance; performance of duties a safe manner. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu. **Open until filled**. Please visit our website for additional information on positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 3/11/19)

Chesapeake College (696) is currently recruiting for the following replacement position: **Men's Soccer Head Coach**. Responsibilities: The head coach is responsible for all program components including planning, organizing, recruiting, public relations, monitoring of student academic progress and personal development. Requirements: The successful candidate should have coaching experience at the high school or college level. Interested applicants should call Frank Szymanski, Director of Athletics, at 410-827-5828. **Position will be open until filled**. Please visit our website for additional information on this position. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 2/9/19)

Chesapeake Conservancy (898) Bilingual Interpretive Outreach Assistant - APPLY; Interpretive Outreach Assistant - APPLY; Geospatial Data Scientist - APPLY. Please click on the APPLY link following the job title for more information and to apply or go to <https://recruiting.paylocity.com/recruiting/jobs/List/1458/Chesapeake-Conservancy-Inc>. (Date listed: 4/2/19)

Chesapeake Group Homes, Inc. (857) Direct Support Professional / 1on1 Direct Care Staff. Overview: The Direct Support Professional/1on1 Direct Care Staff provides basic personal care and implements residential goals and outcomes for the individuals living in Chesapeake Group Homes/ Chesapeake Developmental Unit and who attend the day programs with Developmental Disabilities and Head Injuries. The Direct Support Professional / 1on1 Direct Care Staff works closely with the individuals to foster growth and development in all aspects of the individual's life. Areas include: cognition, behavior management, personal hygiene care, recreation, sensory needs, etc. The Chesapeake Group Homes/ Chesapeake Developmental Unit, Inc. program is designed to ensure that all the individual's capabilities and functioning abilities are maintained and that staff only provides the necessary level of assistance to maintain each client's level of independence in all areas of their lives. Job Summary: The Direct Support

Professional /1on1 Direct Care Staff provides care to individual as established in Chesapeake Group Homes and Day Programs policies and procedures, current standards of care and practice and applicable state/federal regulations. In addition, the Direct Support Professional /1on1 Direct Care Staff are responsible for handling tasks which may involve exposure to visible blood contamination or reasonably anticipated blood contamination in compliance with the OSHA's Blood borne Pathogen Standard and Chesapeake Group Homes Exposure Control Plan for Blood borne Pathogens. Physical Requirements: This job requires good physical and mental health. Physical activities may include lifting, rotating and assisting residents who are partially or totally dependent for moving about. Other physical requirements of the Direct Support Professional /1on1 Direct Care Staff include stooping, bending, standing and walking most of an eight, ten or twelve hour shift. The Direct Support Professional /1on1 Direct Care Staff must be willing and able to work a flexible shift. Qualifications/Education: The Direct Support Professional / 1on1 Direct Care Staff must have the ability to communicate ideas verbally and in writing, and must show sound judgment and sensitivity when dealing with the needs of the developmentally disabled and head injured client. The Direct Support Professional /1on1 Direct Care Staff must have the ability to establish and maintain effective working relationships within the interdisciplinary team. The Direct Support Professional /1on1 Direct Care Staff must present a positive role model in appearance and actions at work and have the ability to coordinate and execute appropriate meal preparation and overall household tasks and be dependable and reliable. The Direct Support Professional /1on1 Direct Care Staff must be a Certified Medication Technician or complete an approved training program and pass competency examinations in clinical skills and written knowledge within 90 days of employment in accordance with statutory requirements. RECERTIFICATION and RENEWAL – It is your responsibility to ensure that the delegating nurse receives all proper documents regarding recertification and renewal of your Medical Technician Certification. Please remember that your employment is contingent on keeping your certification current and active. All costs associated with renewal will be at the expense of the employee. One-on-one will shadow or accompany consumer at all times during shift. Duties: •Understand and agree with Chesapeake Group Homes and Day Programs philosophy and goal to maintain, improve and/or enhance each resident's quality of care and quality of life. •Administering of posted medications and medication changes under the direction of the delegating Registered Nurse as prescribed and overall monitoring of individual's health. •Assure the appearance of the individuals are appropriate at all times by making sure the individuals are well groomed, having clothing that fits well, have clothing free of stains and/or damage. Provides assistance with personal hygiene care (activities of daily living (ADL's) Examples: waking clients, dressing, grooming, morning routines, bedtime routines, providing incontinence care. •Provide active treatment to the individuals using prescribed teaching strategies for residents under his or her care. Provide an environment of learning by using natural opportunities and meaningful activities, as well as implementing goal plans designed to maintain or enhance the resident's abilities and keep residents actively engaged at all times. •Documentation must be completed prior to end of shift. Documentation includes toileting schedules, personal hygiene care, active treatment goals, incident reports, progress notes, communication book, seizure reports, behavior documentation, social and recreation, calorie counts, intake and output, and others as needed. •Documentation of incidents or special occurrences within 24 hours. •Report seizures, accidents, illness, changes in mental status or behavior, or signs of individuals discomfort to Health Services Director / RN. •Behavior Intervention – follow proper behavior protocols for each individual and document as per procedures. Actively engage with the individual to prevent behaviors from occurring. •Respond to requests from individual for assistance in a respectful and timely fashion. •Responsible for the care and security of possessions and money belonging to the individuals and/or their homes. •Observe individuals rights including, but not limited to, privacy, dignity, etc., when rendering care to residents as required by Chesapeake Group Homes/ Chesapeake Developmental Unit, and Day Programs policies and procedures, current standards of care and practice and applicable state/federal regulations. •Use facility or resident equipment and supplies in an appropriate manner. Reports concerns or requests assistance as indicated. •Function as a member of the Interdisciplinary Team using ethical conduct as a representative of the agency. •Communicate in a professional manner with co-workers, families, and outside agencies. Provide input to supervisors concerning the residents as needed. •Transport individuals as needed to medical

appointments, community outings, etc. •Attend, monitor and implement outcomes/goals according to individual plan and turn in all documentation to the residential supervisor at the first of the month. •Promote and encourage social interactions from individuals during meals, during direct care and at other times as appropriate. •Support, maintain and assist with projects related to the Activity Programs of the facility. This Position description does not list all of the responsibilities, skills, or working conditions associated with the position. It reflects those principal job elements essential for making a fair classification decision for the position. TO APPLY: Go to: www.chesapeakecenter.org for Pre-Requisite Information and Application or call 410-822-4122. (Date listed: 3/21/19)

Childcare/Driver (889) Saint Michaels family looking for someone to drive children to after school activities 3:00-7:00 daily. Kerryguns@rocketmail.com. (Date listed: 4/1/19)

Choptank Electric (854) **System Controller**. Seeking motivated individual to fill the position of System Controller. Position will work out of district office located in Denton, MD. Must be High School graduate or equivalent. Must be capable of communicating on telephone, 2-way radio and completing required reports and logs associated with such communications. Must be able to effectively communicate with others verbally and in writing. Excellent computer skills are a must. Applicants must pass an applicable pre-employment test. Successful applicant will be required to enroll in a Power Delivery Program and complete the program within two years. Will involve working irregular hours, including a night swing shift. Visit Choptank Electric's website for details on application submission www.choptankelectric.coop. (Date listed: 3/21/19)

Choptank Transport (931) Preston, MD. **Track & Trace Evenings**. (JO#976753); **Inside Sales Representative** (JO#955725); **Carrier Sales Support** (JO#940537); **Software Engineer** (JO#924853); **Corporate Recruiter** (JO#940532); **PT Track & Trace Coord.** (JO#940530); **MGR of Accounting Services** (JO#976758); **Customer Service Rep** (JO#976766). Apply on line: www.choptanktransport.com. (Date listed: 4/10/19)

Choptank Transport (22) **Carrier Sales Support Representative**: Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As a Carrier Sales Support Representative with Choptank, you'll be talking to lots of potential carriers and negotiating the movement of our customers' freight, while ensuring your carriers know they have your support for anything that might happen along the way. This is your time to let your critical thinking skills shine through. We're not a "one and done" environment, so you are on the front lines of building relationships with those carriers as well. You will also be working with our sales department as well as the rest of your logistics team, so an excellent work ethic and communication skills are key. Worried that you don't know anything about logistics? We will train you! Choptank has a state-of-the-art, award-winning training program crafted to make sure you have all the tools and knowledge you will need to be successful in your new career. (Positive attitude and coachability required). Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com.

Christ Church Easton (922) **Nursery Assistant**. Christ Church, an active Episcopal church located in downtown Easton, seeks part-time help for its children's nursery during weekend worship services. Hours are Saturday from 4:30 pm to 6:30 pm and Sunday from 8:30 am to 12:30 pm with flexibility needed for other church events. Must be 21 or older and have reliable transportation. Childcare experience and a desire to provide a nurturing, Christian environment for infants and toddlers a must. Hourly rate of \$12/hour. References and background check required. To apply, send cover letter and resume by April 30 to christchurchnursery2019@gmail.com. No phone calls please. (Date listed: 4/8/19)

Coach New York (913) Queenstown, MD. Modern Luxury Brand Coach is sourcing Top Talented candidates for **Sales and Stock Associate positions** for the Queenstown Outlet Location. We are offering a competitive hourly rate and flexible schedule. Please contact the store for additional information or follow the following directions to apply. Coach Queenstown, 417 Outlet Center Drive, Queenstown, MD 21658. 410-827-4930. To Apply: visit careers.tapestry.com/Coach on your computer or mobile device. Search for opportunities by key word and location. Click on roles that interest you to see the full job description. Select "Apply Now". (Date listed: 4/4/19)

Coon & Cole, LLC (870) Paralegal sought for a small Easton law office, whose base office is located in Towson, Maryland. Must be flexible to travel to Towson occasionally for training. Job responsibilities include, but are not limited to, answering telephones and taking messages, scheduling meetings and depositions, docketing the firm calendar, typing/drafting/editing correspondence and pleadings, scanning/filing, and occasional hand-filing pleadings at both the District Court and Circuit Court for Talbot County. Litigation experience preferred but not required. Applicants should send their resume, professional references and salary requirements to ljs@cooncolelaw.com. Applicant must possess their own transportation. (Date listed: 3/27/19)

Crab Shack (850) on Rt. 50 in Easton is hiring for the season. Full and part time positions available. MUST BE ABLE TO WORK WEEKENDS AND HOLIDAYS. Do not apply if you can't work weekends. **Steam room** and **counter help** wanted. Send resume to cmhiggins28610@yahoo.com or call 410-310-9591 and leave message to set an appointment to fill out an application. (Date listed: 3/21/19)

Creafill Fibers Corporation (894) 10200 Worton Rd., Worton, MD. **Accounting Personnel** (See MWE #973228 for details); **Production Techs** (See MWE #973231 for details); **Industrial Mechanic** (See MWE #973235 for details). Email - fiber@creafill.com. (Date listed: 4/1/19)

Cutts & Case, Inc. (692) Prestigious wooden-boat shipyard, located in Oxford, MD is looking for **skilled and unskilled workers** interested in the marine trades. Jobs available for unskilled laborers wanting to develop boatyard skills in finish work, mechanical systems, carpentry and sailboat rigging. Workers with previous boatyard experience are encouraged to apply. Salary based on experience. Great location, benefits and competitive salaries. 40-hour work week with possibility for overtime. Work hours are weekdays, 8AM to 4:30PM. Occasional weekend work available. Please send resume outlining previous work experience. Contact Linda at lindafeatherman@gmail.com. (Date listed: 2/13/19 Updated: 3/14/19)

Dart (Solo Cup) (932) in Federalsburg, MD. (All jobs with benefits). **Maintenance Mechanic** (JO#863310); **Inspector Packers** (JO#863288); **Assistant Press Operator** (JO#863338); **Quality Control Tech** (JO#952938); **Maintenance Supervisor** (JO#939105); **Machine Operator I** (JO#939111); **Machine Operator II** (JO#939107); **Utility Worker** (JO#952940); **Press Operators** (JO#952941); **Fork Lift Operator II** (976783); **Inspector Packer II** (JO#971587); **Machine Operator III** (976786). Apply on line only at: www.dart.jobs. (Date listed: 4/10/19)

Dorchester County (955) Cambridge, MD. **Correctional Officers** (JO#980015). To apply download application at: www.docogonet.com, fill out and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613. (Date listed: 4/18/19)

Dorchester County (877) Cambridge, MD. **911 Dispatchers (Certified)** (JO#870674); **Correctional Officers** (JO#870678); **Paramedic** (JO#896319); **Civil Engineer** (JO#896361); **GIS Specialist** (JO#971792). To apply download application at: www.docogonet.com, fill out and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613. (Date listed: 3/27/19)

Dorchester County Public Schools (941) Openings: **Substitute Teachers** (JO#977402); **Substitute Custodians** (JO#977408); **Substitute School Bus Drivers** (JO#977413). Apply on line to: <http://www.dcpsmd.org>. Click on Job Opportunities. (Date listed: 4/11/19)

Echo Hill Outdoor School (703) Residential Teaching Position. Teacher/Naturalist.

Located on Maryland's Eastern Shore of the Chesapeake Bay. Introduction: Echo Hill Outdoor School (EHOS) has successfully provided over forty-five years of residential and recreational learning experiences. Programs are designed to introduce and acclimate participants to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Watershed Ecology of the Chesapeake Bay and its surrounding ecosystems, group and individual development on our low and high element challenge course, and exploration of history and the human environment in the Chesapeake Bay region. The program is flexible and committed to custom designing programs so as to meet the needs of a wide range of students/ participants, typically 3rd through 9th grade, from both public and private schools, as well as college students and adults of all ages. Responsibilities: At EHOS you would teach a variety of classes from all of our curriculum areas. You would also supervise and counsel all aspects of participant residential life during their stay at the school including overnights in platform tents or dormitories, table-heading at family style meals, and supervision during recreational time and other activities. Qualifications: EHOS is seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Experience working with and relating to children and people of all ages is extremely beneficial. A background in Education, Recreation, Environmental or Outdoor Education, Challenge Course facilitation, Psychology, Natural Sciences, Marine Biology, Liberal Arts or related fields is desired. Compensation: Starting salary for Teacher/Naturalist is \$250-\$270 per week. Individuals with demonstrated current certification in Wilderness First Responder, Wilderness First Aid, American Red Cross Lifeguard Training, or Valid State Teacher Certification will be considered at a slightly higher starting range. EHOS owned housing and board are a condition of this residential teaching position. Ten-twelve month contracts may be available for interested, committed individuals depending upon future openings, specialized positions available, and satisfactory job performance. A staff excess sickness and accident medical plan is available. Deadline: Applications are welcome year round. Primary starting dates are in March and late August. To Apply: If you are interested in a challenging and rewarding experience please send cover letter, resume, two written reference letters and three telephone reference contacts to: Betsy Zelter McCown. jobs@ehos.org. Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton Maryland 21678. (410) 348-5880. (Date listed: 2/19/19)

The Empowerment Center (912) 615B Pine St., Cambridge, MD. Summer Program Group Counselor. Duties: Lead a group of 10 to 12 children ages 10-12, work with an assistant. Dates: July 8th to Aug. 15th - Monday to Thursday - 8:30 to 3:00 (26 hours/week)/ Salary: \$10 per hour The days consist of morning academics with afternoon activities including arts and crafts, motor activities, music, games etc. Once a week: movie, pool day, field trip. For more information contact: Joyce Green – 443-477-2572. (Date listed: 4/5/19)

Fastenal (943) Easton, MD. Sales Associate (MWE Job Order #977593); Part Time Sales Associate (MWE Job Order #977595). Apply online at: <https://careers.fastenal.com>. (Date listed: 4/12/19)

Food Lion (936) Stevensville, MD. PT Center Store (Grocery) Associate (MWE Job Order #976815); PT Deli Bakery Associate (MWE Job Order #976817); PT Produce Associate (MWE Job Order #976836); PT Quality Assurance Associate (MWE Job Order #976840); PT Sales Associate (Cashier) (MWE Job Order #976845); PT Customer Service Leader – Office Assistant (MWE Job Order #976866); FT Frozen Food/Dairy Associate (MWE Job Order #976872). Apply online at: <https://www.foodlion.com>. (Date listed: 4/10/19)

Governor's Office of Crime Control & Prevention (949) Receptionist. Main Purpose of the Position: The Receptionist is responsible for answering the phones for the Governor's Office of Crime Control & Prevention and greeting, welcoming, and assisting guests. Minimum Qualifications (Experience and Education): Graduation from an accredited two year college or university with a degree or any equivalent combination of education, experience, and training that provides the required skills and abilities is preferred along with 2-5 years of administrative

experience. Major Duties and Responsibilities: 1. Primary responsibility for the Receptionist operations include but not limited to: •answering a multiline phone system in a courteous and professional manner; •greeting, welcoming, and assisting guests; •registering and directing guests to appropriate staff person or place; •handling messages with accuracy and professionalism. 2. Performing administrative tasks for the Director's Executive Assistant (EA) as assigned with routine duties to include but not limited to; •backing up the EA with screening the Director's telephone calls; •serving as a back up in the EA's absence; •filing correspondence. 3. Updating the master telephone list for the agency to reflect accurate contact information (full name, phone #, office #, floor #, and email address). 4.Sorting, distributing, and sending mail, documents via courier service, and UPS items for the staff. 5. Assisting with other administrative duties as needed and as assigned. Special Knowledge, Skills and Abilities: 1. Knowledge of correct form for business correspondence, office communications, etc. 2. Knowledge in Google Applications (special emphasis placed on Gmail and calendar). 3. Knowledge in Microsoft Office Suite (special emphasis placed on Word & Excel). 4. Possess excellent communication skills with a focus on customer satisfaction. 5. Possess an ability to work effectively with a diverse constituency (including public officials, sub-recipients and co-workers). 6. Possess the ability to handle confidential information in a professional manner. 7. Possess the ability to provide assistance in a service oriented, customer focused fashion and maintain a professional and positive approach when dealing with internal or external customer requests, inquiries and complaints. 8. Possess the ability to work well both independently and as a team member. 9. Possess the ability to prioritize competing requests, demands and deadlines. 10. Possess strong organizational skills to maintain detailed and accurate records. Additional Information: 1. Office location: 100 Community Place, Crownsville, MD 21032. 2. The position is a special appointment under the State's personnel system. 3. The annual salary range is \$35,000 – \$40,000. 4. The equivalent grade/step range is 11/3 – 11/7. 5. This is a contractual, full time position (40 hours per week). 6. Please note your employment is contingent upon passing the vetting process and an interview with the Appointments Office and passing a required criminal history records check through the fingerprinting process. 7. Please send resume, cover letter and official transcripts to email: dinfo_goccp@maryland.gov. No phone calls please. 8. **Deadline for submission is close of business on May 1, 2019.** (Date listed: 4/15/19)

The Great Gourmet (957) Federalsburg, MD. **Forklift Driver** (JO#980132). To apply email resume to: kim@thegreatgourmet.com. (Date listed: 4/18/19)

Green's Septic & Excavation, LLC (929) Chestertown, Maryland. **Heavy Equipment Operator/ Laborer** (Refer to MWE J. O. #976357). Email Resume and requested info to greensseptic@gmail.com. (Date listed: 4/9/19)

Hallmark Cards (862) **Part-Time Merchandiser** (MWE Job Order #970717). Apply online at: <https://fieldjobs-hallmark.greatjob.net>. (Date listed: 3/25/19)

Hanover Foods (874) Ridgely, MD. **Production Workers** (JO#971735). Email resumes to: roberts@hanoverfoods.com. (Date listed: 3/27/19)

Headwaters Seafood & Grill (915) Easton, MD. **Dishwasher** (MWE Job Order #974985). Email resume to: headwaters.wade@gmail.com. (Date listed: 4/4/19)

Heron Point of Chestertown, MD (920) 501 E. Campus Ave. **Registered Nurse (PT)** (Refer to MWE Job Order #975823); **House Keeper 3** (Refer to MWE Job Order #975820); **Care Coordinator** (Refer to MWE Job Order #966477); **Home Health Aide** (Refer to MWE Job Order #966490); **Physical Therapist** (Refer to MWE Job Order #966474); **Bus Driver** (Refer to MWE Job Order #934577); **Home Health Director of Nursing** (Refer to MWE Job Order #966484). APPLY - <https://www.acts-jobs.org>. (Date listed: 4/8/19)

Heron Point of Chestertown, MD (919) 501 E. Campus Ave. **Food Production Assistant 2** (Refer to MWE Job Order #934673); **Mechanic Specialist** (Refer to MWE Job Order #956239); **Security Guard** (Refer to MWE Job Order #966467); **Companion** (Refer to MWE Job Order #956244); **GNA – WillowBrooke** (Refer to MWE Job Order #935588); **Physical Therapist Assistant** (Refer to MWE Job Order #934578); **Home Health Wellness Aide** (Refer to MWE Job Order #956247). APPLY - <https://www.acts-jobs.org>. (Date listed: 4/8/19)

Hertrich of Easton (454) is hiring world class business professionals. **Auto Sales Consultants / Automotive Sales Representatives / Customer Service Associates / Sales** – apply today at www.hertrichcareers.com. Do you have what it takes to be a SUCCESSFUL Hertrich Automotive Sales Consultant? Read on to find out- What do Hertrich Auto Sales Associates do? At all of Hertrich Family 17 Dealerships, in the tri-state area and along the Eastern Shore, our Auto Sales Reps work with customers through every step of the auto buying process. The proven Auto Sales Consultant / Automotive Sales Representative / Customer Service Associate / Sales successful steps include: •Communicating to auto customers what makes Hertrich unique. •Spending time with guests to determine their car and truck needs. •Presenting vehicles for test drives. •Demonstrating all available automotive models, features, and benefits to the customers' auto needs. •Develop a creative and successful strategy for every vehicle sale. •Maximize profitability in each and every car and truck deal. •Ensure that every Customer is completely satisfied with their automotive purchase experience. •Complete accurate paperwork and computer entries for all clients. •Follow up with new and existing automotive customers and clients. •Perform other duties as assigned by Management. What does it take to be successful as a Hertrich Auto Sales Consultant / Automotive Sales Representative / Customer Service Associate? (Read carefully because this is very important!). The requirements for earning up to \$100,000 annually are: •A strong ability to work with and relate to all types of customers and to earn their respect. •Self-motivation and driven desire to be the very best automobile Sales Associate! With consistently strong customer service, Hertrich Sales Consultants can advance to management positions and various opportunities throughout the organization with a proven successful work ethic. •Must be dedicated to finding the right vehicle for every customer. •Exceptional speaking, writing and active-listening skills. •Good computer skills. •A PASSION FOR SELLING in a Team oriented environment! Is there anything else you need know? YES-- •You MUST be able to work a flexible retail schedule, including evenings, Saturdays, and some holidays. •High school diploma or GED required. •A valid driver's license is required with few to no points. •GREAT ATTITUDE & SMILE each and every day. Don't Forget... The Hertrich Family of Dealerships, along with our Collision Centers, is a family-owned and operated organization with a strong financial foundation in our communities for over 50 years in the automotive industry. We represent the most complete line of multi-franchise dealerships in Delaware and the Eastern Shore area and have over 16 locations and 3 Collision Centers in the tri-state area. Our associates enjoy a fast-paced culture with top salaries and incentives, paid vacations, on-going training for longevity, bonuses, 401k with company match, employee purchase discounts, Medical, Dental, Vision, Disability, Life Insurance and more. "Offers of employment are conditional. Candidates must successfully complete a Pre-Employment Drug Screening, Criminal Background Check, and Motor Vehicle Record Check. A criminal record will not automatically disqualify an applicant from employment. We are a drug-free workplace. We are an EEO/ AA employer. Job seekers will be given consideration without regard to their disability or protected veteran status." (Date listed)

Hyatt Regency Chesapeake Bay Golf Resort Spa and Marina (823) is looking for experienced **Bartenders** for their Poolside Tiki Bar, Lobby Bar, Blue Point Provision Company. At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. Bartenders are responsible for providing libations and offering customized recommendations. The right person should be familiar with the latest in mixology, bar equipment, and sanitation standards, with a focus on maintaining an attractive bar. This position offers opportunity for casual conversation, creativity and allows for building on one's style and previous bartending experiences. Preferred candidates

will have understanding of state and local serving guidelines. Visit our website at <https://www.hyatt.com/> or call 410.901.6365. (Date listed: 3/19/19)

Island Builder Services (867) 200 Anchor Lane Chester, MD. **Construction Laborers** (Federal & State erosion control projects) (See MWE Job Order #970791). \$15.00 per hour. Phone 410-643-8078 for an appointment. (Date listed: 3/25/19)

Job Fairs (782) Upcoming Job Fairs and Events - Workforce Development & Adult Learning – Click [HERE](#). (Regular updates to list)

Kent County Government (944) **Maintenance Worker** (See MWE Job Order #977444 for details). To apply: Obtain application from the County Commissioners' Office at 400 High St., 2nd Floor, Chestertown, MD. 21620. www.kentcounty.com. **Receipt of application and a COMPLETE copy of driving record are required by 4:30 p.m. on May 1, 2019.** (Date listed: 4/11/19)

Kent County Maryland (864) Chestertown, MD. **Armed Courthouse Security Officer** (MWE Job Order #969636); **Paramedic** (MWE Job Order #969663); **Seasonal Maintenance Worker** (MWE Job Order #969645); **Deputy Sheriff** (MWE Job Order #969653). Apply online at: <http://www.kentcounty.com>. (Date listed: 3/25/19)

Kent County Public Schools (956) Rock Hall, Maryland. **Accounts Payable Secretary.** Education: Bachelor's or Associate's Degree preferred. High School Diploma or Equivalency Certificate required. Experience: Three (3) years of progressive clerical accounting experience "or" any equivalent combination of education and experience that provides the required knowledge, skills and abilities to perform the work of this position. Knowledge, Skills, and Abilities: The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made on request to enable individuals with disabilities to perform the essential functions. •Demonstrated ability to effectively work and communicate with diverse populations. •Proficient with computer based financial systems. •Ability to employ business technology tools (e.g. Microsoft Office Suite, calculator, copiers, E-mail). Physical Requirements: Sufficient manual dexterity to enable operation of computer keyboards; ability to communicate well verbally and in writing; good vision and hearing, with corrective devices if necessary. Position often requires extended periods at a desk, performing repetitive tasks. Position requires occasional lifting of boxes up to 25 pounds. [APPLY HERE](#). (Date listed: 4/18/19)

Koski Trucking (863) Hurlock, MD. **5 CDL-A Truck Drivers** (JO#970727). To apply email resume to: Vickie@koski.ws or fax to- 410-754-3264. (Date listed: 3/25/19)

LaMotte (904) **Full – Time Spin Machine Operator for 3rd Shift** – Will operate the filling equipment that dispenses liquids and/or pouching equipment. Fills in for any production filling. Cross trains with QC Tech & fills in when needed. Requires mechanical aptitude, troubleshooting skills, good color perception, manual dexterity & ability to transport up to 50 pounds & operate loaded pallet jack. Hrs. are 11:00 p.m. to 7:15 a.m. Work week begins 11:00 p.m. Sunday and ends 7:15 a.m. Friday, with overtime as needed. Contact Person for this Job: Jennifer Horsey, Tel: (443) 666-3068, applications@lamotte.com. (Date listed: 4/3/19)

LaMotte (903) **Full – Time Test Strip Machine Operator for 2nd Shift** – Sets up and operates the complete line following various machine set-up instructions. Maintains awareness of all safety requirements and alerts Management of any variations or problems. Completes daily preventative maintenance and maintains cleanliness of the equipment. Maintains inventory control of manufactured items and raw materials. Assures adequate material for the daily workload. Maintains accurate records of materials processed and completes all logs related to daily operation. Works with Management on scheduling of products. Must be well organized and have good attention to detail. Must be dependable; be able to work independently; understand and respect the delicacy of the products working with; follow instructions exactly; be motivated towards products and process improvement; be able to work closely with other staff members.

Must be able to handle a pallet jack; and be able to transport up to 50 pounds. Hrs. are 3:45 p.m. to 12:30 a.m., Monday through Friday, with overtime as needed. Contact Person for this Job: Jennifer Horsey, Tel: (443) 666-3068, applications@lamotte.com. (Date listed: 4/3/19)

LaMotte (902) Full – Time Reagent QC Tech for 1st Shift – Conducts QC testing on all liquid reagents and powders. Provides adjustments to reagent and powder prep technicians. Conducts QC testing on incoming raw materials including chemicals and apparatus. Prepares and test “QC Make” reagents. Responsible for preparing stand stock solutions used by QC and standards for the meter department. Assists in clean-up of hazardous material spills and is responsible for hazardous waste disposal. Provides QC support to other product lines in the absence of other QC technicians. Assists with refilling solvent bottles used in the lab from drums located in the solvent shed. Trains new department employees. AA degree in chemistry, Chem. Tech, biology, environmental science, etc. is preferred or minimum of 2 years QC laboratory experience. Must have excellent color matching skills and general computer knowledge and the ability to use Microsoft Works, Excel and Corel software. Must be able to transport up to 40lbs and wear a chemical cartridge respirator. Hrs. are 7:00 a.m. to 3:45 p.m., Monday through Friday, with overtime as needed. Contact Person for this Job: Jennifer Horsey, Tel: (443) 666-3068, applications@lamotte.com. (Date listed: 4/3/19)

LaMotte (901) Full – Time UDV QC Tech for 1st Shift – Conducts performance and physical attribute testing on all UDV (unit dose vial) bulk powders, samples vials and pouches. The balance of the job will be to assist QC/QA in conducting quality control tests on liquid reagents, powders, color standards and test papers. Requires chemical testing or chemical technician experience. Some college chemistry (general, analytical) preferred. Must have good color perception, good laboratory skills to safely handle chemicals and able to transport up to 30 pounds. Must be able to handle several tasks simultaneously, have the ability to prioritize workload, handle repetitive tasks, work independently and follow instructions. Hrs. are 7:00 a.m. to 3:45 p.m., Monday through Friday, with overtime as needed. Contact Person for this Job: Jennifer Horsey, Tel: (443) 666-3068, applications@lamotte.com. (Date listed: 4/3/19)

LaMotte (900) Full – Time Production Manager in Test Strips/Liquid Reagents for 1st Shift – Will manage the Test Strips and Liquid Reagent Departments. Will have accountability for the safety, quality, production, and personnel functions of Test Strips and Liquid Reagents. Will also ensure that the department achieves the highest level of production efficiencies, while maintaining our quality standards. Will works with the Assistant Manager/Scheduler to develop and distribute production schedules with a focus of “On Time, Every Time.” Identifies scheduling priorities. Requires a minimum of Bachelor’s Degree, five years of manufacturing experience, with 3 years in supervisory experience preferred. Must have general computer knowledge and the ability to use Microsoft Word, Excel and Company business software. Requires good judgment, problem solving, communication & math skills as well as good color perception. Contact Person for this Job: Jennifer Horsey, Tel: (443) 666-3068, applications@lamotte.com. (Date listed: 4/3/19)

LaMotte (899) Full – Time Lab Manager for 1st Shift. Will manage personnel, including time card approval, counseling/disciplining, and conducting performance appraisals. Conducts testing at all stages of test strip and liquid reagent production as needed. Will prioritize work schedule for ADM, Converting, and QC lab personnel. Conducts/schedules QC testing on all purchased test strips as needed. Assists R&D and test strip production and reagent production with solving problems. Assists in the development of test strip colors for “batch matched” product and new products. Requires a BS in Chemistry or equivalent lab experience. Must have lab and personnel management skills and be willing to travel to printing companies. Must also be able to transport up to 40 pounds and wear a chemical respirator. Must be capable of performing and directing lab work and flow. Monday through Friday, with overtime as needed. Contact Person for this Job: Jennifer Horsey, Tel: (443) 666-3068, applications@lamotte.com. (Date listed: 4/3/19)

Lowe's (868) Easton Store. **Facility Service Associate** (JO#952861); **Head Cashier** (JO#9971649); **Merchandising ASM** (JO#952865); **Cashiers** (JO#952857); **Garden Center Employee** (JO#940635); **Night Stockers** (JO#940629); **CSA ProServices IV** (JO#971652); **Sales Floor Seasonal** (JO#940644); **Installed Sales Product Asso.** (JO#9512870). Apply on line at www.lowes.com/careers. (Date listed: 3/27/19)

The Maryland Farmers Market Association (MDMFA) (934) a statewide non-profit that aims to increase healthy food access for all through a robust network of farmers markets, is hiring a **Food Access Coordinator** to manage all food access programming at the following farmers market in Talbot County: Easton Farmers Market, 100 Block of North Harrison Street, Easton, MD 21601. Saturdays from April 13 through December 14, 8:00 a.m. - 1:00 p.m. Completion of duties will require approximately 8.5 hours/week. The purpose of food access programming at farmers markets is to improve access to fresh, local foods for food insecure individuals and households. The Food Access Coordinator is responsible for: a) Coordinating SNAP (EBT), Maryland Market Money (matching program), credit/debit, and other non-cash (such as coupons or certificates) transactions at the farmers markets each week; b) Distributing payments and token bags to vendors each week at the start of market; c) Collecting tokens from vendors each week at the close of market; d) Attending all markets throughout the 2019 season, arriving prior to market start and remaining through market close; e) Reporting and analyzing weekly data on SNAP (EBT), Maryland Market Money, credit/debit, and other non-cash spending at the markets; f) Program supply maintenance and refresh plus data reporting in MDMFA's Millersville, MD office once per week; g) Ongoing communication with market vendors and market managers about the program; and h) Participating in trainings and workshops as scheduled. Qualifications include: •A self-starter with ability to manage multiple projects simultaneously and with attention to detail; •Demonstrated commitment to food justice and local food systems; •Strong verbal, written, and customer service skills; •Skilled at using data spreadsheets or aptitude for developing this skill; •Reliable transportation; info@marylandfma.org. www.marylandfma.org. Mailing: P.O. Box 6355, Annapolis MD 21401. Office: 741 Generals Hwy, Suite 103, Millersville MD 21108. •Willingness to work outdoors in varied seasons; •Experience working with diverse populations; and •Willingness to learn the technicalities of federal nutrition benefits programs. This independent contract position will run from date of hire through December 14, 2019 and is a rate of \$16/hour. To apply, please submit a resume, cover letter, and three references to info@marylandfma.org. **Position open until filled.** (Date listed: 4/10/19)

Maryland Mentoring Services (685) is seeking to hire **mentors** and **one-to-ones** who live on the Eastern Shore. As a mentor/one-to-one, you will be working with a foster child who lives on the Eastern Shore. As a mentor, some of your duties will include but not limited to, assisting clients with homework, chores, preparing for school, taking them to fun activities, an assisting when teaching proper behavior. You MUST BE ABLE TO PASS A BACKGROUND CHECK, HAVE A CAR, WILLING TO HELP OUR CHILDREN IN EVERY ASPECT OF LIFE. Maryland Mentoring Services is located in the Baltimore area. We are looking to open an office on the Eastern Shore to better service our children who live on the Eastern Shore. We are looking to hire 30 new mentors within (1) one month. If you are looking for a new job where you will be able to assist and help children, please email us your resume marylandmentoringervices@gmail.com. (Date listed: 2/12/19)

The Maryland National Capital Park Police (940) is hosting their **3rd Annual Regional Law Enforcement Career Fair on May 10, 2019**. The Career Fair will have over 45 law enforcement agencies from Maryland, Virginia, Delaware, Pennsylvania, and New York City. These agencies are looking to hire hundreds of new police officers, special agents and state employees. Last years' event drew approximately 400 career seekers! So if your students are looking to start their career in law enforcement, this is the event to attend. This Career Fair is a great way to meet recruiters and familiarize your students with law enforcement. FREE tickets are available on Eventbrite and Facebook. (Date listed: 4/11/19)

Montgomery County (821) Secure your future. Apply for Correctional Officer/Security positions. **One-day applicant processing event. April 27, 2019 – 8:30am – 6pm.** Montgomery College Rockville Campus – Mannakee Building, 900 Hungerford Drive, Rockville, MD. Apply online: www.montgomerycountymd.gov/OHR - Click Search Jobs (IRC36583). Apply online by 4/23 to secure your spot or walk-in and apply on 4/27. Be prepared to 15 minute written assessment and 15 minute interview. Qualified candidates will be provided with a contingent job after on-site. Background interviews will be scheduled while on-site. Picture ID required (Drivers License). Bring a copy of DD214 is requesting veterans preference. \$46,320 starting salary and great benefits. For more information call 240.777.9759. www.montgomerycountymd.gov.COR. (Date listed: 3/14/19)

Montgomery County (818) To view the vacancy below, please click on the job title and you will be redirected to the complete position. **Correctional Officer III: IRC 37007 – Closes April 27, 2019** (ONE DAY HIRING EVENT); **Community Corrections Intern – Closes July 4, 2019**; **Correctional Dietary Officer II: IRC33905 – Open Until Filled**; **Correctional Health Nurse :IRC35268 – Open Until Filled.** (Date listed: 4/4/19)

Nanny/Family Assistant – Part-Time (871) We are looking for assistance with our 3 children at our home in Chestertown. We have 8 year-old twins and a 5 year-old. Duties include help with homework, dinner and bedtime routine. Some weekend hours possible too. Also looking for assistance during daytime when children are in school with tidying up and organizing clothes, toys, linens, and household supplies. To apply or discuss, please call Therese at 301-693-8359. (Date listed: 3/27/19)

The Oaks Waterfront Inn and Events (887) Upscale boutique style B&B Inn and Event Venue searching for **P/T associate to engage with guests via email, phone and in person.** The right person will be energetic and enjoy event coordination and sales along with front office work, guest arrivals, concierge services and breakfast service. A computer and social media savvy person with excellent verbal and written communication skills will fit right in. Flexibility is key in the hospitality world, schedules may include weekends, evenings and weekdays. Resumes are being accepted by emailing to tracey@the-oaks.com. (Date listed: 3/29/19)

Paul Reed Smith (239) PRS has openings for: *Accounts Receivable Accountant, Manufacturing - 2nd Shift, Manufacturing-1st Shift, Warehouse Manager.* View these and other available positions at <https://www.prsguitars.com/careers/> (Date Listed: 3/28/19)

Pep-Up (907) **Store Manager** (JO#973971). Hire, train, and manage store associates; supervise day-to-day task assignment; promote sales; enforce all company policy & procedures; promote excellent customer service. **Sales & Deli Associates** (JO#973969). Applicants should have good communication and people skills to work with the public. Applicants should have basic mathematical skills and be able to properly conduct money handling skills. Applicants should be self-motivated and be able to work in a fast paced, demanding environment. Applicants should be able to lift at least 50lbs. Applicants must have experience. **Requirements:** Enjoys working with people; team player; flexible scheduling availability; prompt attendance; knowledgeable of safe food handling; organized; customer service driven. Apply in person at 209 Hayward St., Cambridge, MD 21613. (Date listed: 4/3/19)

Pratt Physical Therapy (890) is looking for a **Physical Therapist Assistant** to join our team in Chestertown, MD. Ideal candidates must have the ability to treat under the direct supervision of a Physical Therapist and in accordance with the standards of care as well as all laws. Must be able to provide manual treatments, massage and execute exercise programs. This individual will need to be able to work 15- 20 hours per week, with flexible hours from Monday – Friday, 8:00 am – 4:30 pm. This job is onsite for Dixon Valve and Coupling Company and is for their employees. No insurance involved! **Responsibilities:** ●Good Communication with Physical Therapist on clients. ●Maintain up to date and detailed notes on clients in SOAP note format

•Communicate with clients to provide successful treatment and achieve treatment goals
Competencies: •License to practice as a physical therapist assistant in the state of Maryland;
•Ability to handle back to back clients in a busy working environment (one client every 30 minutes); •Customer focused attitude; •Must be able to work independently. Experience & Education: •Ideal candidate will have worked in an outpatient physical therapy setting for a minimum of two years. Will consider a new grad. •Will have taken advanced manual therapy classes. To apply please send resume to: caroline@prattphysicaltherapy.com. (Date listed: 4/1/19)

Protenergy (935) Cambridge, MD. **Filler Operator** (JO#931239); **Production Supervisor** (JO#931237); **Aseptic Service Engineer/Specialist** (JO#950735); **Quality Assurance Coord.** (JO#976895); **Material Planner** (JO#976902); **Senior Food Technician** (JO#976904). Email resume to: cdeaney@us.protenergyfoods.com. (Date listed: 4/10/19)

Olarant (909) Easton, MD. **Assistant Health Fraud Investigator (Intake Investigator)** (MWE Job Order #973936). Apply online at: <http://www.qualityhealthstrategies.org>. (Date listed: 4/4/19)

Queen Anne's County (942) Centreville, MD. **Transit Administrator**. This position plans, coordinates, supervises and evaluates all County Ride transit operations. This includes coordination of all fixed route, demand response, and other services; coordination of all human service agency transportation in the County. [View Job Details](#). (Date listed: 4/12/19)

Queen Anne's County (927) Centreville, MD. **Mentoring and Character Counts Coordinator**. The person in this position works under the supervision of the Chief of Housing and Families Services through the Division of the Local Management Board also known as the Queen Anne's County Community Partnerships for Children (Partnership). The Mentoring and Character Counts Coordinator is responsible for the implementation and ongoing operations of the Character Counts program in Queen Anne's County. The majority of work and time spent in this position is for the oversight, implementation and coordinator of the CommUNITY mentoring program, an initiative that falls under Character Counts! Queen Anne's. [View Job Details](#). (Date listed: 4/10/19)

Queen Anne's County (916) Centreville, MD. **Construction Inspector I**. This entry level position provides construction and general inspection services to the County within the Departments of Public Works and Parks. Under the supervision of the Division Chief or their designee, this position performs a range of general inspection tasks and construction services which support the construction and maintenance and safety needs associated with County Infrastructure, Facilities and/or Equipment. [View Job Details](#). (Date listed: 4/4/19)

Queen Anne's County (855) Centreville, MD. **Correctional Officer - Full Time**. Responsible for maintaining security within the County's Detention Center. [View Job Details](#). (Date listed: 3/21/19)

Queen Anne's County (892) **Fiscal Accounts Clerk II**. Queen Anne's County Dept. of Health is seeking a two FT Contractual Fiscal Accts Clerk II, \$14.04/hr w/ 2yrs exp reviewing, verifying, recording, adjusting and balancing financial transactions. HS diploma/GED. Highly desirable to be proficient in Excel. E.O.E. Please [APPLY HERE](#). (Date listed: 4/1/19)

The Queen Anne's County Department of Health (is hiring for a Full-Time contractual position. An **Alcohol and Drug (A/D) Associate Counselor** is the full performance level of work, at the certified Bachelor's Degree level, counseling clients with substance use disorders by using intervention, treatment and rehabilitation. This position performs certified level of work with the full range of counseling duties for clients with substance use disorders under general supervision. Education: Determined by the Maryland State Board of Professional Counselors and Therapists under the requirements for Certified Associate Counselors-Alcohol and Drug. Experience: Determined by the Maryland State Board of Professional Counselors and Therapists

under the certification requirements for Certified Associate Counselors-Alcohol and Drug. Please apply at <https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=19&R2=001563&R3=0005>. (Date listed: 4/2/19)/

RAUCH inc. (873) 106 N. Harrison St, Easton, MD has an immediate opening for the following: **CAD Tech & Designer.** **Requirements:** •Possess good communication skills; •Detail oriented; •Ability to follow directions; •Ability to read and understand building or site plans; •Proficient with computers and problem solving; •Experience with AutoCAD Civil 3D, and related Autodesk software; •Experience with Microsoft Excel. **Responsibilities:** •Prepare construction documents (including plan, section and detail drawings) using AutoCAD Civil 3D; •Conform to appropriate standards and best practices; •The work will generally encompass all aspects of civil engineering with a focus on water, sewer, drainage and grading; •Design of municipal public works projects (such as underground utility improvements) and private site development projects; •Perform quantity take-offs. We offer a competitive salary & benefits package, a great family atmosphere and the opportunity to grow. This position is for our Easton, MD office. Thank you for your interest in this position. Please forward your resume, cover letter, any letters of recommendation and any representative samples of project work to the following: liz@raucheng.com. (Date listed: 3/26/19)

Reeb Millwork Corporation (896) 1315 Goldsboro Road, Barclay, MD 21607. **Material Handler** (JO#892384); **Assembler** (JO#946855); **Assembler 3** (JO#973485); **Field Service Coordinator** (JO#973482); **Market Support Manager** (JO#973473); **National Accounts Rep.** (JO#924922); **B2B Inside Sales Rep** (JO#946824); **Quality Technician** (JO#973484); **Truck Driver Class A** (JO#973471). Competitive base pay & comprehensive benefits offered. Apply online: www.reeb.com/careers. (Date listed: 4/2/19)

Safeway (872) 1925 Main Street Chester, MD 21619. **Cake Decorator** (JO#932399); **Floral Department** (JO#932363); **Cashier** (JO#970756); **Fuel Department** (JO#932404); **Grocery Clerk** (JO#970758); **Courtesy Clerk** (JO#932384); **Night Crew Clerk** (JO#970759); **Deli/Meat Clerk** (JO#969508). Many More. Apply <http://www.careersatsafeway.com>. (Date listed: 3/25/19)

St. Martin's Ministries (925). We are looking for a part time **Residential Program Assistant** (JO#976335) for Saint Martin's Transitional House. The hours vary and are based on our current staffing needs. The hours are evening and weekends as well as possibly some overnights. We are looking for a compassionate, energetic, and enthusiastic candidate who likes working with people. This position involves supporting women, children and families in their efforts to successfully transition to independent living. To apply email resume to: casemgr@stmartinsministries.org. (Date listed: 4/9/19)

ScribeAmerica (658) Now hiring **Medical Scribe** position. ScribeAmerica hires and trains anyone interested in a career in medicine. We provide paid classroom and clinical training in the medical department to prepare applicants to be medical scribes. The role of the scribe offers exciting first-hand experience in the medical department and full one-on-one shifts working with board certified physicians. The job is second to none for exposure to medicine, disease processes, medical decision-making and procedures performed in the medical department. We are looking for motivated, loyal applicants who have a passion for learning about the medical field to join our team. If you are looking to be a part of a professional medical scribe team, please apply directly at www.scribeamerica.com/apply today. (Date listed: 2/6/19 Update 4/2/19)

Service Consulting, Inc. (885) Trappe, MD. **Administrative Assistant** (Part-Time) (MWE Job Order #972159). Apply: Via email: charlesdouglasb@gmail.com; In person: 3391 Oak Hill Dr. Trappe, Maryland 21673; By phone: (410) 820-8191. (Date listed: 3/28/19)

Shore Bancshares (947) Easton, MD. **Loan Assistant** (MWE Job Order #978290). Apply online at: <http://www.americasjobexchange.com>. (Date listed: 4/15/19)

Smokehouse Grill (945) Full Service Catering. Looking for a great summer job, Smokehouse Grill Catering is now hiring for summer 2019 positions. Call 410.643.6851. Email your resume to thesmokehousegrill.com. Bartenders; Event Wait-staff; Grill Masters; Chefs; Kitchen. Starting pay is \$12/hour plus gratuities. Working for Smokehouse Grill Catering will include the wedding industry, culinary industry, bartending, event planning, coordination & production. Most events are weddings on Friday's, Saturday's & Sunday's. Some weekday events are available. We provide on-site training. (Date listed: 4/12/19)

Staples (888) Easton, MD. **Technology Sales Associate** (MWE Job Order #972664). Apply online at: www.staples.com. (Date listed: 4/1/19)

Talbot County (910) **WARDEN/DIRECTOR** – Talbot County Government is seeking a director responsible for leading, directing, supervising and managing the administration and operation of all activities of the Talbot County Department of Corrections. Minimum requirements: Possession of a Bachelor's degree from an accredited college or university in criminal justice, social sciences, or public administration plus a minimum of five (5) years of progressive experience in the administration, management and oversight of a correctional facility. Certification by the Maryland Police and Correctional Training Commission is required. Job description available online at talbotcountymd.gov. Generous benefits package. **Consideration date extended to April 19, 2019.** Starting salary \$91,155 – Final salary determination DOQ. To submit an application package, please go to our [WEBSITE](#) – Employment Applications. Please mail resume with a cover letter and at least three professional references to: Employment Applications, Talbot County Government, 11 N. Washington Street, Easton, MD 21601. Talbot County is an Equal Opportunity Employer. (Date listed: 4/4/19)

TALKIE COMMUNICATIONS (861) 99 Talbot Blvd., Chestertown, MD.
Installation, Maintenance & Repair (IMR) Technicians (See MWE Job Order #970736 for details). Email Resume to jobs@talkiefiber.co. (Date listed: 3/25/19)

Tanglewood Conservatories (875) Denton, MD 21629. **Carpenter/Installer** (JO#955046); **CNC Operator/Programmer** (JO#971723). Apply on line at: <http://tanglewoodconservatories.com/careers>. (Date listed: 3/27/19)

Target (951) Easton, Maryland. Looking for a part time job or a career? Come join our team. Basic Job requirements: •Create an amazing and friendly experience for every guest; •Stay current on sales and product knowledge; •Be able to lift 40 lbs; •Maintain company standards. We offer great pay and benefits including: •10 % discount at Target and Target.com + an additional 20% off fruits & veggies, Simply Balanced and C9 merchandise (+ 5% more with a Target REDcard). •Market competitive pay. •A variety of schedules offered, including weekend only availability. •Check out targetpayandbenefits.com for even more. Interested? Apply online at Target.com/careers or call Hannah or Tyler at 410- 770-6180 for more Information. We can't wait to meet you. (Date listed: 4/15/19)

TEKsystems (952) Hanover, MD. **Business Operations Associate**. Please click on the following link for job description and to apply. <https://careers-teksystems.icims.com/jobs/1185/business-operations-associate/job>. (Date listed: 4/16/19)

Tommy Bahama (946) Queenstown Outlet R-15244. **Sales Associate**. LIVE THE ISLAND LIFE. Tommy Bahama is more than just an island inspired brand, it's a lifestyle! Live the Island Life as an ambassador of our brand, representing the season's stylish trends. We look for those who are passionate about growth as we offer a variety of rewarding positions, from sales to management. You will play an important role in our store leadership, inspiring your team to work together to achieve our goals, create an environment of aloha fun, while exceeding guest expectations - taking them someplace great. Come join us, share knowledge on latest designs and provide guest with world class service! BE THE ISLAND GUIDE. •Create a relaxed destination – Genuinely greet all guests with a friendly smile, select and help locate or obtain merchandise based on guest needs and desires. •Set the course – Learn, reference, and share current product

knowledge with our guest; providing prompt recommendations and professional service to enhance their shopping experience (e.g. fit, fashion wardrobing advice and suggesting add-ons).
•Build the perfect oasis – Emphasize brand direction and seek opportunities to inform guest of current marketing programs and upcoming events. •Onboard your crew – Actively participate in all store-related meetings, working towards exceeding sales and service performance goals set by store management. ESSENTIALS FOR LIFE IN PARADISE. •You have 2+ years of Guest and Sales experience. •You have a “get things done” mindset. •You are a natural collaborator and are able to identify opportunities and take initiative. •You have a High School diploma or GED.
•Willingness to perform other duties as required that are necessary to support the business. ESSENTIAL PHYSICAL REQUIREMENTS. •Lift and/or move up to approximately 50 pounds frequently. •Bending/stooping/kneeling required – frequently. •Climbing ladders – occasionally.
•Routine standing for duration of shift (up to 8 hours). •Ability to work varied hours and days including nights, weekends and holidays as needed. Mahalo (thank you) for your interest in Tommy Bahama! https://oxford.wd5.myworkdayjobs.com/en-US/TommyBahamaUS/job/QueenstownMD---Queenstown-Outlet/Sales-Associate_R15244-1.
(Date listed: 4/12/19)

Tommy Bahama (918) Queenstown, Maryland. **Part-Time Sales Associate** (MWE Job Order #975811). Apply online at: <https://www.tommybahama.com/en/about/tb-careers>. (Date listed: 4/8/19)

Town of Centreville (938) **Utility Worker** (Seasonal Part-Time). Department of Public Works. The Town of Centreville is a customer-focused local government. The Town offers an attractive salary and pleasant working conditions in the County Seat of Queen Anne’s County on Maryland’s Eastern Shore. The Utility Worker position assists with maintenance of the Town’s streets, parks, water lines and sewer mains for the Town of Centreville. Responsibilities Include: fixing potholes, painting parking lines and operating equipment. Applicants should hold working knowledge of: the operation of trucks, the care and routine maintenance of such vehicles and gasoline engines; Traffic regulations of the State of Maryland, and possess the ability to follow directions. Minimum Qualifications: This position requires a valid Maryland Driver’s License and clean driving record. Starting salary is \$13.68/hr. Applicants should submit an application via email to kebaugh@townofcentreville.org, by fax 410-758-4741 or mail to 101 Lawyers Row, Centreville, MD 21617. **Applications will be accepted until the position is filled.** For further information, please contact Krystal Ebaugh, Human Resources Manager at 410-758-1180, or visit the Town website www.townofcentreville.org. EOE. (Date listed: 4/10/19)

Town of Centreville (937) **Utility Worker** (Full-Time). Department of Public Works. The Town of Centreville is a customer-focused local government and offers a competitive salary, benefits package and pleasant working conditions in the County Seat of Queen Anne’s County on Maryland’s Eastern Shore. This position assists with maintenance of the Town’s streets, parks, water lines and sewer mains. Responsibilities Include: fixing potholes, painting parking lines and operating equipment. Applicants should hold working knowledge of: the operation of trucks, the care and routine maintenance of such vehicles and gasoline engines; Traffic regulations of the State of Maryland, and possess the ability to follow directions. Minimum Qualifications: High School Diploma or GED preferred. This position requires a valid Maryland Driver’s License, the ability to pass a Dept. of Transportation physical exam, and ability to obtain a Commercial Driver’s License. An equivalent combination of education and experience may substitute for certain qualifications. Starting salary is \$13.68/hr with opportunity for growth. Full-time benefits include Health Insurance, Dental, Vision, Retirement Plan, Group Life Insurance, Short term and Long term Disability, Paid Holidays off, Accrued Vacation and Sick Leave, Personal Leave Days, Christmas club account and other voluntary benefits such as Flex Spending Accounts, Deferred Comp, Voluntary Life Insurance, and AFLAC. Applications should be submitted via email to kebaugh@townofcentreville.org, by fax 410-758-4741, or mail to Attn: Human Resources, 101 Lawyers Row, Centreville, MD 21617. **Applications will be accepted until the position is filled.** For further information, please contact Krystal Ebaugh, Human Resources Manager at 410-758-1180 or visit the Town website www.townofcentreville.org. EOE. (Date listed: 4/10/19)

Travelers (906) Claim Rep Trainee Outside Property- Easton, MD. Job ID: 18780BR. Job Category: Claim. Location: Salisbury, MD. Company Information: Solid reputation, passionate people and endless opportunities. That's Travelers. Our superior financial strength and consistent record of strong operating returns mean security for our customers – and opportunities for our employees. You will find Travelers to be full of energy and a workplace in which you truly can make a difference. Job Summary: This is an entry level position that requires satisfactory completion of required training to advance to Claim Professional, Outside Property. This position is intended to develop skills for investigating, evaluating, negotiating and resolving claims on losses of lesser value and complexity. Provides quality claim handling throughout the claim life cycle (customer contacts, coverage, investigation, evaluation, reserving, negotiation and resolution) including maintaining full compliance with internal and external quality standards and state specific regulations. As part of the hiring process, this position requires the completion of an online pre-employment assessment. Further information regarding the assessment including an accommodation process, if needed, will be provided at such time as your candidacy is deemed appropriate for further consideration. This job does not manage others. This job works under Close Supervision: Work is reviewed at several steps along the way. (Generally pertains to trainee positions.) Primary Job Duties & Responsibilities: Completes required training which includes the overall instruction, exposure, and preparation for employees to progress to the next level position. It is a mix of online, virtual, classroom, and on-the-job training. The training may require travel. The on the job training includes practice and execution of the following core assignments: Handles 1st party property claims of moderate severity and complexity as assigned. Establishes accurate scope of damages for building and contents losses and utilizes as a basis for written estimates and/or computer assisted estimates. Broad scale use of innovative technologies. Investigates and evaluates all relevant facts to determine coverage (including but not limited to analyzing leases, contracts, by-laws and other relevant documents which may have an impact), damages, business interruption calculations and liability of first party property claims under a variety of policies. Secures recorded or written statements as appropriate. Establishes timely and accurate claim and expense reserves. Determines appropriate settlement amount based on independent judgment, computer assisted building and/or contents estimate, estimation of actual cash value and replacement value, contractor estimate validation, appraisals, application of applicable limits and deductibles and work product of Independent Adjusters. Negotiates and conveys claim settlements within authority limits. Writes denial letters, Reservation of Rights and other complex correspondence. Properly assesses extent of damages and manages damages through proper usage of cost evaluation tools. Meets all quality standards and expectations in accordance with the Knowledge Guides. Maintains diary system, capturing all required data and documents claim file activities in accordance with established procedures. Manages file inventory to ensure timely resolution of cases. Handles files in compliance with state regulations, where applicable. Provides excellent customer service to meet the needs of the insured, agent and all other internal and external customers/business partners. Recognizes when to refer claims to Travelers Special Investigations Unit and/or Subrogation Unit. Identifies and refers claims with Major Case Unit exposure to the manager. Performs administrative functions such as expense accounts, time off reporting, etc. as required. Provides multi-line assistance in response to workforce management needs; including but not limited to claim handling for Auto, Workers Compensation, General Liability and other areas of the business as needed. May attend depositions, mediations, arbitrations, pre-trials, trials and all other legal proceedings, as needed. Must secure and maintain company credit card required. In order to perform the essential functions of this job, acquisition and maintenance of Insurance License(s) may be required to comply with state and Travelers requirements. Generally, license(s) must be obtained within three months of starting the job and obtain ongoing continuing education credits as mandated. In order to progress to Claim Representative, a Trainee must demonstrate proficiency in the skills outlined above. Proficiency will be verified by appropriate management, according to established standards. Perform other duties as assigned. Minimum Qualifications: High School Diploma or GED and one year of customer service experience OR Bachelor's Degree required. Valid driver's license – required. Education, Work Experience & Knowledge: Bachelor's Degree preferred or a minimum of 2 years of work OR customer service related experience preferred. Job Specific & Technical Skills & Competencies: Demonstrated ownership attitude and customer centric response to all assigned tasks – Basic Verbal and written communication skills -Intermediate

Attention to detail ensuring accuracy – Basic Ability to work in a high volume, fast paced environment managing multiple priorities – Basic Analytical Thinking – Basic Judgment/ Decision Making – Basic. The URL to apply: <https://careers.travelers.com/job/9069614/claim-rep-trainee-outside-property-salisbury-md-salisbury-md/>. (Date listed: 4/3/19)

UniSite Design, Inc. (882) is a manufacturer and designer of high-quality commercial grade site furnishings located in Denton, Maryland. We take great pride in designing and manufacturing Victor Stanley products which are one of the finest collections of site and street furnishings (litter receptacles, benches, tables & chairs, picnic tables, bike racks & bollards) in the world. Carefully integrated designs and innovative use of materials and technology embody our commitment to produce durable, strong, functional, attractive and comfortable site furniture. Please visit our online [Career Center](#). We are currently searching for qualified candidates for several positions including: A **Production Support Assistant** to provide administrative support to the Production and Engineering Departments. Works closely with the Engineering and Manufacturing Manager to ensure production runs smoothly and in a timely manner. Must be able to work independently in a fast paced environment while multi-tasking to assist with planning and organizing of manufacturing operations. A **Design Engineer** who works directly within the Engineering Department to support our manufacturing facility. They should have the ability to use computer aided design (CAD) modeling and finite element analysis (FEA) software to modify and test designs based on company standards. They are responsible for determining recycle content and performing weight calculations for products. The Design Engineer must demonstrate strong engineering fundamentals. They work together with the Production and Maintenance Departments, Customer Service, and Art Department as well as other staff members. The Engineering Department spans the full spectrum of engineering from industrial design, to design engineering, to manufacturing engineering, to tool design. A **Quality Control Technician** that works closely with the Production and Engineering Departments to ensure quality of all incoming materials and components, work in progress, and finished product. The Technician must be able to work independently in a fast paced production environment. They are responsible for checking physical attributes, verifying dimensions, performing various quality tests, using independent judgment, and clearly documenting specific findings. A Machinist that works in our Maintenance Department to support production needs. The ideal candidate should have the ability to use specialty machine tools, such as lathes, milling machines, and CNC machining centers to produce precision parts. They must have the ability to fabricate and modify parts to make or repair machine tools and maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. They must possess the ability to write basic CNC programs, modify existing programs, and tend CNC machines. Daily activities will include receiving requests from production, engineering, and other departments for items to be made using specialty machine tools. Among other things, these requests will include custom robot welding fixtures, precision parts, and machine tooling. A **Maintenance Mechanic** that works directly within the Maintenance Department to support production. They perform routine preventative maintenance and ensure that industrial production equipment continues to operate at maximum productivity, quality, and safety. They diagnose, repair, replace and install industrial equipment and machine parts for conveyors, presses, shears, etc. The maintenance mechanic also performs regular facility and building maintenance. A **CNC Machine Tender** that works directly within the Maintenance Department to support Production. This position is responsible for daily tending of simple CNC processes for our Waterjet and Plasma machines. Daily activities will include receiving requests from Production, Engineering, and other departments for parts to be made. The machine tender must be able to measure parts and quality check them against engineering drawings and specifications. Candidates must be highly motivated, competent, reliable, safe and quality conscious. A **Power Tool Repair Technician** that works directly with the Maintenance Department to support Production. This position is responsible for providing routine preventative maintenance, stocking, and repairing of tools (hand, power, air) and tool systems throughout the factory. They issue and maintain tools, perform daily preventative maintenance (PM) on the air system, manage tool inventory, enter tool information into the asset tracking system, and assist other members of the electric shop as directed. Lastly, we are seeking individuals for various hourly **General Production Positions** (Welder/Material Handler/Loader-Unloader/Wood Assembler) to work in our Production Department. The

candidates must be a highly motivated, competent, reliable, safe and quality conscious individual. Our manufacturing positions are physical so the candidate must be able to lift up to 50 lbs., stand for 8 hours, and work in warm conditions during the summer months. Please apply in person or online through our [Career Center](#). UniSite Design, Inc., 1105 Park Lane, Denton, MD 21629. UniSite Design, Inc. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. (Date listed: 3/28/19; Updated: 4/15/19)

USA Fulfillment (882) 313 Talbot Boulevard, Chestertown, MD 21620. **Customer Services Representative** (See MWE Job Order #877228); **Warehouse Team Members (FT)** (See MWE Job Order #885710). Apply in person to the above address between 8:30 am – 3:00 pm, Monday – Friday. Online at www.usafill.com. (Date listed: 3/28/19)

UM Shore Regional Health (930) Easton, MD.
Access Representative (JO#975973) OR **Attendant** (JO#975964); **Telecommunication Attendant** (JO#975971); **Medical Lab Asst. (Supplemental)** (JO#976222); **Staff Nurse - Ambulatory** (JO#976225); **Nurse Tech. (PT)** (JO#976388); **Registered Nurse -Telemetry** (JO#976396). Apply: <http://ummscareers.org/>. (Date listed: 4/9/19)

WalMart (911) Cambridge Store. **Stockers** (JO#949243); **Cashiers** (JO#949242); **Lawn & Garden Associates** (JO#949246); **Assemblers** (JO#974447). Veterans are encouraged to apply. Apply on line to: www.walmart.com/apply. (Date listed: 4/4/19)

WalMart (865) Easton, MD. **PT-Remodel Associates** (JO#970772); **PT-Forklift Drivers** (JO#970775). Veterans are encouraged to apply. Apply in Easton store or on line at: www.walmart.com/apply. (Date listed: 3/25/19)

Warren's Wood Works Inc. (886) 8708 Brooks Drive, Easton, MD. **Stairs Designer/Sales Person** (Refer to Job Order #972588); **Warehouse & Lumber Yard Worker** (Refer to Job Order #972583); **CDL Driver** (Refer to Job Order #972579). (Date listed: 3/29/19)

The YMCA (634) Dorchester County. **Camp Staff for 2019 Summer Camp Season.** Please join us for a group interview on: ~~Thursday, March 21 at 6pm; Thursday, April 4 at 6pm;~~ **Saturday, April 20 at 11am; Thursday, May 2 at 6pm.** Great benefits and perks. Please submit an application online prior to your interview www.ymcachesapeake.org/employment. For questions, please contact Summer Camp Director, Jen Lehn at jlehn@ymcachesapeake.org or Youth Development Director, Ashlie Elliott at aelliott@ymcachesapeake.org. (Date listed: 1/29/19)

YMCA Camp Tockwogh (727) Worton, MD. Summer – Wellness Center Assistant. •Work alongside RN's. •Provide care for children and young adults. •Room & Board provided. Wage: \$240/week from June 4 – August 18, 2019. Must be 21+. Will receive training in: MedTech, CPR & First Aid. If you're interested in applying, visit our website – <http://ymcacamptockwogh.org>. Rhino Merrick, Camp Director, rmerrick@ymcade.org, 410.348.6000. (Date listed: 2/26/19)

The Office of Employment Services makes every effort to publish the job listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. Chesapeake College is an Equal Opportunity Institution.