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 (265) Information Technology Manager (265) Purpose: To oversee the Information Technology function for the Bank including system, network, software and hardware management and maintenance; technical support and training; project management; and regulatory and compliance requirements. Essential Duties: Works as Bank liaison with outsourced IT team, FIS Pronet, in all IT areas, which include the following: Performs management of administrative systems and networks including but not limited to Microsoft Office (Outlook, Excel, Word, etc.); our core processing system, Bankway; Credit Risk Management; IS View and A2I. Responsible for the successful management of these systems and related objects in the areas of security, availability, recoverability, performance and software installation. Manages the resolution of system/network related problems and supports system/network related solutions. Identifies, deploys, and supports enterprise-wide software infrastructure and applications to support network-based services such as but not limited to e-mail, authentication, calendaring, electronic directories and mobile devices. Maintains high-level knowledge and remains current in the most up to date technology of products, services, and initiatives which enable the Bank to perform at its fullest potential. Responsible for network security, installing new applications, distributing software upgrades, monitoring daily activity, enforcing licensing agreements, developing a storage management program and providing for routine backups. Manages Bank Incident Response, Vendor Management and Bank Disaster Recovery Plan. Oversees all Information Technology functions including but not limited to the installation, trouble-shooting and repair of new and/or existing PCs, the maintenance and administration of both a computer network and connected desktop and laptop computers. Manages the technical support function in all information technology areas including training or providing training resources for all Bank employees as needed. Responsible for the implementation coordination/management of information technology projects from kickoff through completion. Serves as Bank liaison for all vendors related to our Information Technology systems/networks and functions, such as our core processor, electronic banking and web site host. Manages internal and external audits and regulatory examinations as they relate to Information Technology including review and update of IT policies and procedures. Complies with and maintains internal operational and security policies and procedures and maintains customer confidentiality at all times. May perform other appropriate duties as assigned. Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Degree in Information Technology from four-year College or university or equivalent training. Five years of Information Technology experience preferred. Skills needed: High degree of knowledge and understanding of Information Technology including but not limited to systems/network management and maintenance, technical support and IT project management. Attention to detail and ability to coordinate and effectively execute multiple responsibilities. Excellent organizational, analytical, problem solving and communication skills. Committees: Asset Liability Committee, Audit and Compliance Committees, Strategic Planning Committee and Information Technology Steering Committee.
Contacts: Contact with associates, customers and vendors. Compliance: Associate must comply with all requirements, policies and procedures of the Bank. In addition, the associate will be required to complete other compliance and regulatory training as specified by Bank Management by appropriate deadline. How to apply: Send resume to Judann Culver at judann.culver@1880bank.com. (Date listed: 9/11/19)

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 Updated 9/5/19)

Adidas (281) Seasonal Part Time Retail Store Associate (Job Order #1036317). Apply online at: http://ipc.us/t/9C531DF5D03E4B8 D. (Date listed: 9/13/19)

Aerotek’s Client (186) is currently hiring for a Medical Assistant in the Eastern Shore Maryland area. Medical Assistant. • Responsible for working in a fast-paced pain management clinic. • Responsible for checking patient vitals: heights, weight, blood pressure, temperature. • Record patient family medical history and medications list in EMR system. • Collect urine drug screen samples and enter data into LIMS system. Qualifications: Medical Assistant Certificate of Completion. Minimum of 1 year of experience. Please e-mail resumes with most up to date contact information to: Feven Tsegai. E-mail: ftsegai@aerotek.com. Phone: 410-567-8002. (Date listed: 8/20/19)

All Mines, LLC (208) Highway Labor Support ● Caroline County (MWE Job Order #1028613); ● Kent County (MWE Job Order #1028625); ● Queen Anne’s County (MWE Job Order #1028635); ● Talbot County (MWE Job Order #1028640). Apply at an American Job Center near you. (Date listed: 8/26/19)

Anchor Yacht Basin (246) 1048 Turkey Point Rd, Edgewater, MD 21037. AnchorYachtBasic@verizon.net. 410.978.1431. Full service marina that has 125 wet slips, a fuel dock, beer store and plenty of winter land storage. Over the last 40 years our service department has worked tirelessly to build a great reputation. As a service provider, we pride ourselves on our high quality of work, timeliness and honesty. Over recent years we have made a push to expand our network in the boating community and have been successful. With the increased demand for our service department, we are looking to add a service technician to our team. When we say we are a full service marina, we truly mean it. Our service manager has over 40 years’ experience and has worked his way through almost every challenge a boat can offer. The technician that will join our team will have substantial experience in the marine industry as a service technician and is ready for any job, no matter how large or small. Our mechanical service department is only one of the many aspects to our business. Everyone on our team, from our head mechanic to our fuel attendants, seek to help one another in all tasks that help the marina as a whole. Although, the majority of the job will involve mechanical service, our new service technician will be willing to do whatever it takes to help all facets of our business. Our ideal candidate will have the following qualities: • At least five years of experience in the marine industry as a technician or mechanic. • Is honest and has a team-first mentality. • Has a great work ethic and passion for marine mechanics. • Can communicate effectively with customers and teammates. • Can receive, schedule and complete jobs with minimal supervision. • Can troubleshoot and repair electric systems and marine sanitation systems. • Experience with Cummins, Volvo, Yamaha or mercury products, as well as any marine generators is a plus. Any job offer will be contingent upon completion of a satisfactory background check. Compensation: • Compensation: You will receive a competitive hourly rate based on skills and experience, subject to deductions for taxes and other required amounts, payable on a bi-weekly basis. • Health and Life/AD&D: You will be eligible to participate in the Company health insurance plan, subject to the terms and conditions of the plan, as it may be amended from time to time. • Paid Time Off (PTO): You are eligible for PTO as set forth in our Employee Handbook and with regard to Company policy. PTO is an all-purpose time off policy for eligible employees to use for vacation, illness (including your illness or to
attend to that of a family member), injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. •Holidays: Anchor Yacht Basin observes six holidays each year and you are eligible for holiday pay on such dates, subject to the terms and conditions of our policy, as it may be amended from time to time. If you are ready to join one of the most elite marine service departments in the Annapolis area and want to make an impact right away, please contact us immediately. (Date listed: 9/6/19)

**Autobell Car Wash** (224) Now Hiring. Interested in flexible hours, top $$$, college scholarships, no late work, & a FREE weekly car wash? Apply online at www.autobell.com/jobs. (Date listed: 8/28/19)

**Bakery** (279) Cambridge, MD. **Baker** (JO#1021228) Fast, efficient and Bi-lingual a plus. **Assistant Baker-PT** (JO#1037136). To apply email resume to: DevineSweets2@gmail.com. No Phone Calls Please. (Date listed: 9/16/19)

**Bay Imprint** (267) in Easton is looking for a positive and meticulous candidate to join our squad as a screen full-time printing assistant. We will train the right candidate to prep screens, check in tees, and print apparel. Enjoy a consistent weekly schedule, and keep your evenings and weekends free. More info: https://www.bayimprint.com/employment.php. (Date listed: 9/11/19)

**Bayberry Landscape Development** (226) Photoshop Design / Office Assistant – full-time position. We are looking for: •31-40 hours per week Monday-Friday in Stevensville, MD. •Design our clients’ landscape vision in Photoshop. Required college level Photoshop courses completed (please specify on resume). •Office Assistant – job estimates, vendor communication and miscellaneous office related tasks. All applicants send resume to Maggie@baybld.com. (Date listed: 8/28/19)

**BDKinc.com** (1195) IT Made Simple. **Technology Sales** position opening in Salisbury and Easton. BDK is a managed service provider and IT services & consulting firm headquartered in Easton, Maryland. We provide a full range of IT services with one goal in mind - to be a strategic technology partner that helps our clients achieve their business objectives. We’re extremely proud of our portfolio of clients. We provide services for large national customers, but we also serve small businesses in our local community. We love this mix. It keeps us grounded in our small-town roots, but it also challenges us to always be current on the latest technology innovations and trends. We are currently looking for full-time employees to join our growing sales team. **Job Description:** •Meet with clients to determine system specifications, work practices and nature of their business to define the scope of projects. •Prospect and develop new business relationships with clients as well as maintain current clients through marketing and networking. •Assess IT needs within companies and give independent and objective advice on the use. •Attend industry events and civic organization functions. •Prepare budget documentation for customers. •Create Marketing literature. •Be involved in sales, support and maintain contact with client organizations. •Identify potential clients and build and maintain marketing lists. •Stay up to date on IT trends and innovative products. Interested in the Technology Sales position? Please contact Tony Holt 410-820-9926 or email sales@bdkinc.com. (Date listed: 6/14/19)

**Benedictine** (294) **Walk-in interviews** –Tuesday, October 15th, 2019 from 1pm – 3pm and Wednesday, November 6th from 12pm-2pm. Stop by for an on-the-spot interview for any of our currently vacant positions including Direct Support Professionals, Health Care Assistants, Shift Supervisors and more! 14299 Benedictine Lane, Ridgely, MD 21660. For more information or to reserve a spot call 410.364.9825. (Date listed: 9/18/19)

**BP Environmental, Inc.** (191) is looking for a **full time bookkeeper** to join our team in Easton, MD Must have a minimum of 5 years bookkeeping experience, must be proficient w/QuickBooks Pro and basic accounting & be able to perform all basic functions of a small office (Accounts Payable, Accounts Receivable, Payroll, Quarterly reports. Reconciling GL accounts, GL Insurance, Health Insurance renewals, etc). Excellent salary and benefits for experienced person. Send detailed resume to: laparson@bpenvironmental.net. (Date listed: 8/21/19)

**Cambridge International** (276) **Customer Care Advocate** (JO#1023441); **Crimper** (JO#1023432); **Machine Operator/Weaver** (JO#1023426); **Welders** (JO#1029655). Apply on line at: [wwws.rexnord.com/careers](http://wwws.rexnord.com/careers). (Date listed: 9/13/19)

**Caroline County Department of Corrections** (243) **Correctional Officer I.** About the Department: The Caroline County Department of Corrections operates the County Detention Center located at 101 Gay Street in Denton. The Detention Center is a secure correctional facility. Inmates can spend up to 18 months at the facility. Individuals with longer sentences are normally sent to State prison. In Caroline County the majority of our inmates are local residents waiting to stand trial or serving time for lesser offenses. In many areas, the jail is “out of sight and out of mind.” We take a different approach in Caroline County. With innovative, thoughtful programs like CARE (Community Assistance and Rehabilitation Enterprise), work release, and the cat shelter program, we try to keep our low security inmates involved in the community. Our work programs provide valuable services to local agencies and help lower the cost of corrections for taxpayers. We also have had many success stories where positive work experiences and other programs have helped local residents learn from their mistakes and avoid returning to jail. Visit our Department Page at [https://www.carolinemd.org/131/Corrections](https://www.carolinemd.org/131/Corrections) for more information. About the Job: Corrections is a uniformed service and one of the largest branches of law enforcement. Correctional officers are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been sentenced to serve local jail time, 18 months or less. EOE. Requirements: Must be at least 18 years of age and a high school graduate or G.E.D. Upon employment offer, applicants will be subject to a substance abuse test, physical exam, psychological evaluation, and complete background investigation. EOE. Salary: State Certified $17.09/hour ~ Non-Certified $15.76/hour. Deadline: September 23, 2019. How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay Street, Suite 1, Denton, MD 21629. Applications available from this address or call 410.479.4105 to receive by fax. Applications can also be downloaded from our website at [www.carolinemd.org](http://www.carolinemd.org). Save completed and signed application and email to hrposting@carolinemd.org. (Date listed: 9/5/19)

**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:)

Caroline County Department of Public Works (268) Facilities Superintendent. About the
Department: The Public Works Department maintains the County’s critical infrastructure. This
includes roads, bridges, buildings, land, vehicles, and heavy equipment. The Department is
comprised of two major divisions, Roads and Facilities, and includes the Central Shop, where
County and allied agency vehicles are maintained, and administrative offices, including
Purchasing. Learn more about Caroline County Public Works by visiting our Department page at
https://www.carolinemd.org/139/Public-Works. About the Position:  This is a full-time supervisory
position responsible for the efficient operation and maintenance of County buildings and facilities.
The superintendent plans, coordinates, administers the division budget and directs the
maintenance repair of County buildings and facilities. This includes work by skilled trades,
grounds maintenance, custodial services, building security, and refuse management and any
other related work. It is an Exempt position from the overtime provisions of the FLSA.
Requirements:  Ability to implement work methods and procedures that promote a safe working
environment and ensure proper staff training in work safety. OSHA and EPA knowledge.
Thorough knowledge of laws, codes, ordinances, and regulations pertaining to the design
construction of public buildings, energy and water conservation, fire safety, and providing access
to persons with disabilities. Thorough knowledge of procedures regarding purchasing, contracts,
bid awards, and budgeting and county personnel policies. Ability to supervise, accomplish goals,
and have working knowledge of methods, materials and equipment used in building work.
Including, materials, equipment, heating, AC, ventilation, mechanical, electrical, plumbing,
handling hazardous materials, energy conservation. Ability to read drawings and specifications.
Maintain records, prepare reports and work on on-going projects. Bachelor’s Degree in business
administration, public administration, engineering, architecture or a related field and 4 years’
experience in multiple facility management, including supervision of staff involved in facility
maintenance, repair, and security; OR an equivalent combination of training and experience. A
valid Maryland Class C driver’s license. Upon Employment offer, applicants must submit to a
substance abuse test and complete criminal background check. EOE. Salary: $62,763 - $79,545
/Annually. Depending upon experience. Application Deadline: September 26, 2019. How to Apply:
Submit completed applications to the Caroline County Office of Human Resources, 103 Gay
Street, Ste. 1, Denton, MD 21629. Applications available from this address or call 410-479-4105.
You can also find the application on our website at www.carolinemd.org. Email completed and
signed applications to hrposting@carolinemd.org. (Date listed: 9/11/19)
**Caroline County Humane Society** (093) Ridgely, MD. **Kennel Techs PT.** **Job Summary:** Provide care for sheltered animals. Treats animals with kindness and respect and seeks to socialize in order to make them more adoptable. Maintains a clean and sanitary environment for shelter animals. **Specific Job Duties:**• Clean and maintain kennels and animal living areas on a daily basis. • Clean other shelter areas. Sweep, take out garbage, etc. • Wash food and water bowls and put them away in an orderly fashion. • Provide each animal with food and water following approved feeding protocols. • Help as needed with the check-in of new animals and animal evaluations. • Follow proper safety measures and procedures when using chemicals and cleaning supplies. • Assist other employees, clients, and volunteers in a cheerful and respectful manner. • Help with washing, drying and folding of laundry. • Help maintain a clean and organized environment. • Inform medication tech or director of any health issues with the animals. • MUST love and enjoy working with dogs and cats. • MUST be able to humanely handle animals. This includes all breeds and sizes of dogs and cats! • MUST be able to work harmoniously with other employees and be part of our team. • MUST be able to stand for long periods of time. • MUSTS be able to lift and carry 40 lbs bags (of food and litter). • MUST be able to bend and squat regularly. • Able to handle large animals (up to 100 lbs dog). • Must be punctual, reliable, and responsible. You must be willing to work with both dogs and cats (and sometimes rabbits, guinea pigs, etc). Previous experience a plus, but not required. You MUST BE COMFORTABLE HANDLING DOGS AND CATS IN A HUMANE MANNER. We are looking for someone interested in doing weekends, or willing to work weekends on a rotating basis. Starting salary is $10.10 per hour. No benefits are associated with this position. You must be over 18 years of age. Background check. If you are interested in making a difference in the lives of the homeless, lost and abused animals in our shelter, please send your resume to leanne.gower@carolinehumane.org. (Date listed: 7/21/19 Updated 8/22/19)

**Caroline County Sheriff’s Office** (293) **Crossing Guard.** About the Department: The Caroline County Sheriff’s Office is the primary law enforcement agency for Caroline County Maryland. With various professional fields such as Patrol, Narcotics, Canine Unit, and the Criminal Investigation Division (CID). About the Job: Part-time (10 hrs.) weekly – 10 months employment revolving with school year (summers off). This is a contractual position for a civilian employee in the Caroline County Sheriff's Office. No police or traffic safety experience necessary. The employee will ensure the safe passage of pedestrians crossing designated roadways and/or highways within Caroline County, Maryland. The employee MUST be available mornings and afternoons or as needed for school openings and closings. The employee MUST be willing to work during inclement weather conditions; Training, uniforms and gear will be provided by the Sheriff’s Office. Requirements: Must be at least 18 years of age. Graduated from an accredited high school or be in possession of a General Education Development Certificate (G.E.D.), acceptable to the Maryland Office of Education. Must pass within the first month of hire, a Sheriff's Office approved, traffic direction training program – supervised by a member of the Caroline County Sheriff's Office. Must have reliable transportation to and from assigned post. Upon an employment offer, substance abuse test and complete background check. EOE. Salary Range: $15.00/hourly. **Deadline: October 1, 2019.** How to Apply: Submit completed and signed applications to: Caroline County Office of Human Resources, 103 Gay St., Suite 1, Denton, Maryland 21629. Applications available from this address or call 410.479.4105. Applications can also be downloaded on our website www.carolinemd.org. Email applications to hrposting@carolinemd.org. (Date listed: 9/18/19)

**Chesapeake Bay Hyatt** (296) **Banquet Attendant** (JO#1034883); **Storeroom Attendant** (JO#1038477); **Executive Sous Chef** (JO#1034895); **Golf Equipment Operator** (JO#1038478); **Cooks** (JO#966499); **Event Sales Manager** (JO#1034887); **Certified Life Guards** (JO#981159); **Culinary Supervisor** (JO#1000722); **Food + Beverage Runner** (JO#1038479). Apply on line at: www.hyatt.com. (Date listed: 9/19/19)
Chesapeake College (301) is currently accepting cover letters and resumes for the following position: **Part-Time Cambridge Center TRiO Program Coordinator**: 112E. TRiO Program Description: The TRiO Student Support Services is a federally funded program supporting students from disadvantaged backgrounds by providing the following services directly or in partnership with other campus divisions and programs: Academic tutoring, study skills: assistance in postsecondary course selection; information on student financial aid programs, benefits and resources for locating public and private scholarships; assistance in completing financial aid applications; services designed to improve financial and economic literacy, and assistance in applying for admission to, and obtaining financial assistance for enrollment in four-year programs. The program also provides individualized guidance for personal, career, and academic information, mentoring programs, instruction designed to acquaint students with career options, and exposure to cultural and leadership development programs. Responsibilities: Under the general supervision of the Director of TRiO Student Support Services, and working with a broad network of campus partners, the incumbent will be responsible for coordinating tutoring services for program participants, and providing information and support with financial aid, academic and transfer advising and planning, career guidance and overall college success. The Program Coordinator will also be responsible for designing and overseeing all TRiO Program social media venues; TRiO website; TRiO Campus CANVAS course oversight and expansion, and all marketing/publicity materials. This position is funded with federal grant funds and continued employment is contingent upon the availability of funds. The TRiO Program Coordinator is a 9-month, part-time (17.5 hour per week) position. Required: Bachelor's degree required in Psychology, Social Work or in Marketing, Public Relations, Graphic Design, with a Master's degree preferred; Minimum 1-3 years of experience in educational advising, counseling and or related public relations/marketing/graphic design; Excellent planning and organizational skills and the ability to function as a team player; Microsoft Office Suite including, Word, Excel, Publisher, Outlook etc., Database usage proficiency and the ability to employ emerging technologies; High proficiency in website design and maintenance, developing and overseeing a broad array of social media use, utilizing college online resources such as CANVAS; Graphic design; Prior experience working in a service-centered environment with disadvantaged students; Ability to work independently under minimum supervision. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu no later than Friday, October 11, 2019. 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: 9/19/19)

Chesapeake College (300) is currently accepting cover letters and resumes for the following position: **Part-Time Cambridge Center Administrative Assistant**: Job Grade 105NE. Responsibilities: This position’s priority is to provide a multitude of services to mirror the main campus in order to provide students with whatever they may need to facilitate their achievements at Chesapeake College. This position supports the operation of the Center by providing high-level reception and support in the day-to-day Center activities. This position has responsibility for maintaining high quality communication channels between the Center and the users of its services including other college departments. This position assists the Director in the day-to-day operations of the Center. This position represents the College to the public and students. Work schedule is Monday thru Wednesday, 1 – 5:30 p.m. & Thursday, 1:30 – 5:30 p.m. Required: High School Diploma required. Two years of computer training, preferably experience with ERP systems such as Colleague. Good oral communication skills required in dealing with the public. Must be able to work unsupervised. For best consideration, submit a cover letter and resume to hr@chesapeake.edu no later than Friday, October 4, 2019. Position 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: 9/19/19)
Chesapeake College (299) is currently accepting cover letters and resumes for the following position: **Temporary Part-Time Skilled Trades Laboratory Technician**. Responsibilities: Responsible for providing assistance with laboratory maintenance, organization, and preparation for the skilled trades programs offered on the Wye Mills campus. This 12-month position involves a flexible 28-hour work week. Requirements: A minimum of a high school diploma (or equivalent). Minimum three (3) years of work experience in construction or related skilled trades. Excellent communication skills, time management abilities, and good organizational skills. Ability to manage multiple projects independently, with accuracy, attention to detail, and in collaboration with Skilled Trades instructors and staff. Preferred Qualifications: Trades-related license or certification, completion of a trades program or apprenticeship. Possess knowledge and experience in multiple trades (i.e., HVAC, electrical, marine/automotive, welding, carpentry, etc.), 10+ years working in the trades. For best consideration, submit a cover letter, resume, & any trades related licenses or certifications to tellis@chesapeake.edu. **Position 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: 9/19/19)

Chesapeake College (277) is currently accepting cover letters and resumes for the following position: **Student Success Sr. Administrative Associate**: Job Grade 110NE. Responsibilities: Provide administrative assistant support to the Vice President for Student Success & Enrollment Management. This position requires a high level of interaction with college employees, students, public school officials and the public. Work ranges from standard office support to performance of administrative duties involving decision-making and judgment. Serves in an advisory capacity; anticipating and posing solutions for potential problems. Serves as a liaison with students, deans, directors, faculty, and staff in carrying out the functions of the division. The scope of the position requires a clear understanding of the College's mission and a broad institutional prospective. Required: Associates Degree. At least three (3) years’ experience in support of a senior leadership position. Ability to communicate well in written form as well as orally, and prioritize and organize work flow. Requires a broad knowledge base of institutional and state policies and procedures that affect student services. Discretion and confidentiality are essential. Advanced computer skills (for example: Access, Excel, Word, Publisher, Print Shop, etc.). Interested applicants should submit a cover letter and resume to hr@chesapeake.edu no later than Friday, September 27, 2019. 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: 9/13/19)

Chesapeake College (240) is currently accepting cover letters and resumes for the following position: **College Receptionist: Temporary**. Responsibilities: This position is often the first point of contact for most incoming calls for the college. Provides general information and/or transfers callers to other departments when necessary. Greets and directs visitors. May provide general office support on a variety of clerical activities and related tasks. Hours will be Monday-Thursday 8:30 a.m. – 11:30 a.m. with some flexibility to work other hours on an as needed basis. •Manage incoming calls on multiline Operator telephone console. Provide excellent customer service as a first point of contact for the college. Transfer callers to appropriate department and direct visitors that come to the first floor lobby of the Dorchester Administration building. •Provide consistent, high-quality, accurate, and customer oriented service and up to date information. Required: •High school diploma required. •Excellent oral communications skills. •Competency in the use of the Microsoft Office Suite. Interested applicants should submit a cover letter and resume to dcarroll@chesapeake.edu. **Position 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: 9/5/19)
**Chesapeake College** (239) is currently accepting cover letters and resumes for the following position: **HR Assistant: Temporary.** Responsibilities: The Human Resources Assistant is responsible for providing general support to the Human Resources Department in assisting with overall recruitment efforts, benefits and compensation, employee relations, employee wellness and support for special projects. This is a temporary position reporting to the Director of Human Resources. Hours are flexible but limited to 28 hours per week. • Serves as first point of contact for walk-in visitors to Human Resources. Greets and screens visitors. • Assists in supporting the recruiting process by screening resumes; attending selection committee meetings; communicating with applicants; and preparing new hire paperwork. • Assists with performance management via the college’s on-line performance management system. • Provides administrative support to the Benefits Coordinator with the employee wellness program. Attending meetings, taking minutes, and assisting with wellness initiatives. • Assists with new employee orientation and planning/coordinating various college functions such as the Holiday Breakfast and the Service Awards Luncheon. • Processes Tuition Reimbursement/Remission requests. • Tracks regulatory training results for new hires. • Assists the Benefits Coordinator with administration of benefits as needed. • Provides administrative support to the Director of HR with employee relations issues such as Title IX and harassment investigations. Required: AA degree required. Minimum of three years of experience in human resources or in an administrative capacity, with a preference for experience in hiring/employment in a higher education setting. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu. **Position open until filled.** Please visit our website for additional information on positions [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 9/5/19)

**Chesapeake College** (101) is currently recruiting for the following position: **Clinical Medical Assistant Instructor – Part-time Temporary.** Responsibilities: Chesapeake College is accepting applications for part-time day and/or evening Certified Clinical Medical Assistant Instructors in the Continuing Education division of the college. Responsibilities include teaching students in both classroom and skills lab settings, ensuring students gain the knowledge and skills required to pass the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam. Instructors will be expected to deliver established course curriculum and lab set-up, lab safety, student monitoring, transfer of knowledge in support of certification preparation, troubleshooting classroom technical issues, and tracking equipment usage and inventory. In addition, instructors will assess students for content mastery and skills proficiency and maintain student attendance and grades in accordance with established policies. Instructors may also assist with content development and curriculum. Requirements: The successful candidate will possess expert skills, knowledge, experience, and education in the healthcare field. Associate’s degree in healthcare with a minimum of two years of work experience in a patient care setting in the clinical medical assisting, nursing or other related healthcare field. Experience in teaching adult learners. All Adjunct Instructors require excellent oral, written, and interpersonal communication skills; ability to write syllabi and exams; ability to develop learning strategies, curriculum and assessments; as well as the ability to work with adult learners of varying abilities from diverse backgrounds. Preferred: Bachelor’s degree in healthcare or a related field and five years of work experience in a patient care setting in the clinical medical assisting, nursing or other related healthcare field. Current CMA, RMA, CCMA credentials. Interested applicants should submit a cover letter and resume to Lisa Widmaier, Director of Non-Credit Healthcare Programs, at lwidmaier@chesapeake.edu. **Position will be open until filled.** Please visit our website for additional information on this position. [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 7/23/19)

**Chesapeake College** (128) is currently accepting cover letters and resumes for the following position: **Director of Library and Academic Support: Job Grade DIRIII.** Responsibilities: The Director of Library and Academic Support is an administrative position reporting to the Dean for Teaching and Learning. The director provides leadership for the integrated library and academic support center through supervision of full- and part-time staff and work with campus partners for
development, delivery, and evaluation of cross-disciplinary, multimodal library and academic support for the diverse needs of students and other campus constituents. The director develops and implements assessment measures in line with federal, state, and Middle States Higher Education Commission (MSHEC) accrediting guidelines. The director serves on institutional, faculty, and ad hoc committees. Requirements: • Master’s degree; ALA accredited master’s degree in library science, or master’s degree in rhetoric, composition, psychology, or related field required. • 3 years of full-time (or equivalent) experience in academic assistance in higher education; writing centers and/or library experience preferred. • 2 years of experience supervising, mentoring, evaluating, and/or training tutors. • Experience working with or in an academic library. • Ability to motivate and lead teams of people in a collaborative, team-oriented work environment. • Experience with variety of service modes (e.g., face-to-face, online, appointment-based, drop/walk-in) and strategies. • Excellent public speaking, interpersonal, organizational, communication, mentoring, and problem-solving skills. • Experience assessing tutors or tutoring programs. • Ability to multi-task and produce quality work under deadlines. • Commitment to work with diverse populations of students and colleagues. • Strong technical skills and the ability to work with colleagues to implement appropriate technologies; experience with TutorTrac and/or LibAnswers administration preferred. • Grant, budgeting, experience strongly preferred. • Willingness to work flexible schedule, including some nights or weekends. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu by October 25, 2019. Please visit our website for additional information on these positions www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 7/31/19)

Choptank Supply, Inc. (288) 802 Crystal Ave, Denton, MD. 21629. Forklift Driver (JO#1037566); Lumber Yard Laborer (JO#1037575); Truck/Delivery Driver (JO#1037579). Apply in person to- 802 Crystal Ave, Denton, MD 21629. (Date listed: 9/17/19)

Compass Regional Hospice (212) is committed to providing “care on your terms” through our Hospice, Palliative and Bereavement Care programs. Our committed staff provides quality and compassionate care to our patients and their loved ones throughout Queen Anne’s, Kent and Caroline Counties. Our employees are technically skilled, possess the highest level of compassion, and are devoted to the philosophy of hospice care. Compass Regional Hospice is always on the search for great talent. We are currently seeking a Clinical Educator to join our health care team. We offer a positive work environment, fulfilling work, career growth opportunity and great benefits. Summary of Responsibilities: The functions of the Clinical Educator are to provide professional development and education services by supporting the clinical staff in acquiring knowledge and skills so that they can competently meet the needs of the patients served by Compass Regional Hospice while maintaining compliance with all standards and regulations. Reports to: The Director of Clinical Services. Responsibilities and Functions: • Ensures educational activities are congruent with Compass Regional Hospice’s mission, values, goals, priorities, and resources. • Develops, implements, and evaluates orientation and preceptorships in conjunction with the leadership team. • Facilitates new employee orientation of all clinical staff. • Facilitates medication technician training. • Collaborates with Quality Manager, Clinical Managers and leadership team to prioritize educational needs in relation to findings from clinical audits, observations during supervisory visits, or discussions with clinical staff. • Provides an appropriate climate for learning, and facilitates the adult learning process by developing, planning, and presenting educational activities. • Assists learners to identify both their learning needs and the effective learning activities required to meet those needs while fostering a positive attitude about the benefits and opportunities for life-long learning. • Identifies changes that should be made in clinical practice using evidence-based approach and facilitates the initiation of, adoption of, and adaptation to change. • Serves as a resource by assisting clinicians in identifying problems, identifying available internal and external resources, and selecting educational options. • Integrates ethical principles in all aspects of practice. • Provides ongoing evaluation of the quality and effectiveness of the educational activities to ensure that they maintain and enhance professional development that promotes the delivery of cost-effective high-quality hospice care. • Collaborates with others at the local and state levels with regard to hospice professional development. • Maintains clinical competence and certification in the area of hospice and palliative
care. • Works in conjunction with Director of Clinical Services and Quality Manager to maintain a
culture of "survey readiness" at all times. • Assists Director of Clinical Services and Quality
Manager with surveys and corrective actions/follow-up. • Participates in policy and procedure
development. • Coordinate and carry out the planning and implementation of annual safety fair
and clinical skills days in conjunction with Manager of Professional and Volunteer Services.
• Maintain compliance of Clinical Department in the area of continuing education. • Provide
education and support to staff for the EMR system. • Provides coverage to clinical team to
maintain adequate staffing. • Rotates through administrator on call schedule. • Other duties as
assigned. Qualifications: • Graduate of an accredited school of nursing. • Registered Nurse license
issued in the State of Maryland. • Bachelor’s Degree in nursing and a minimum of three years in
hospice related field. • Minimum 3 years in an education role (i.e., mentor/preceptor, clinical
education). • Certification in hospice and palliative care. Skills Required: • Has knowledge of
professional nursing principles, practices, concepts, and procedures, and documentation
requirements as applied to the care of the hospice patient population. • Excellent critical thinking
skills, good nursing judgment and able to manage all aspects of terminal care and specific
expertise in hospice nurse case management, different levels of care, crisis intervention and
resolution, family counseling and pain and symptom management. • Knowledge of how to collect
health data in a systematic and ongoing manner, prioritizing data collection to identify education
needs. • Knowledge of and/or experience with Suncoast Systems electronic medical record.
• Excellent oral and written communication skills. • Knowledge of Medicare/Medicaid Regulations
and Joint Commission Standards. Other Duties: Please note this job description is not designed to
cover or contain a comprehensive listing of activities, duties or responsibilities that are required
for the employee of this job. Duties, responsibilities and activities may change at any time with or
without notice. FLSA Status: This position is classified as exempt under the Fair Labor Standards
Act. If you are interested in being a part of our growing team, submit your resume and cover
letter, expressing your interests to hr@compassregionalhospice.org. Compass Regional Hospice is
an Equal Opportunity Employer. We are committed to the principle of equal employment opportunity for
all employees and to providing a work environment free of discrimination and harassment. All employment
decisions are based on the organization’s needs, job requirements, and individual qualifications, without
regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran,
disability, or any other status protected by laws or regulations in the locations where we operate. (Date
listed: 8/26/19)

Compass Regional Hospice (211) is committed to providing “care on your terms” through our
Hospice, Palliative and Bereavement Care programs. Our committed staff provides quality and
compassionate care to our patients and their loved ones throughout Queen Anne’s, Kent and
Caroline Counties. Our employees are technically skilled, possess the highest level of compassion,
and are devoted to the philosophy of hospice care. Compass Regional Hospice is always on the
search for great talent. We are currently seeking PRN CNA’s to join our health care team. We
offer a positive work environment, fulfilling work, career growth opportunity and great benefits.
Summary of Responsibilities: Provides personal care services and medication to the terminally ill
patient and performs related tasks in the hospice center and/or the patient/family home, in
accordance with the plan of treatment as assigned by the case manager. Behaves in a manner
that consistently conveys commitment to the job of providing around-the-clock, compassionate
and professional care. Responsible for carrying out the duties assigned in order to increase the
level of comfort, and to maintain personal hygiene and a safe, healthy environment for the
patient and co-workers. Reports to: Clinical Manager – Hospice Centers. Responsibilities &
Functions: Direct Patient Care: • Assists in feeding patients (if necessary) and provides
nourishment between meals. • Takes and records patient vital signs as directed by hospice nurse.
• Assists patients in and out of bed and assists with ambulation. • Assists patients to bathroom or
in using bedpan, urinal or bedside commode. • Gives personal care including baths, back rubs,
oral hygiene, shampoos and changes bed linen as often as necessary. • Consistently utilizes
resident identifiers prior to administration of medication. • Documents residents’ response to
medication according to CRH policy and procedure. • Recognizes and reports adverse drug
reactions and reports per CRH policy and procedure. • Continuously makes rounds to assure
residents’ comfort and safety. • Answers call bells promptly to respond to patient/family questions
or concerns. • Collaborates as a team member in order to meet residents’ plan of care. • Reports
changes in residents’ condition and/or needs to case manager. • Administers medications within
scope of practice per certification. •Consistently follows the "Five Rights" of medication administration. •Changes simple dressings or ostomy bags as directed. •Performs blood sugar finger sticks and documents results. Notifies Hospice Center Manager (or designee) of same. •Does patient laundry, light meal preparation, and housekeeping duties as needed. •Responsible for daily cleaning of resident rooms. Rooms to be cleaned at time of discharge per CRH policy. Safety & CRH Protocols: •Recognizes unique responses to medication based upon age of patient. •Meets safety needs of residents and uses equipment safely and properly. •Accurately sign out narcotics, wastages and documents on MAR as appropriate. •Disposes of sharps in accordance with safety procedures. •Complies with current CDC hand hygiene guidelines. •Follows CRH policies and procedures regarding standard precautions/infection control. •Demonstrates a thorough knowledge of safety policies and procedures, including proper body mechanics. •Communicates in a professional manner and demonstrates respect for residents, their families, volunteers and co-workers. •Adheres to the organization’s documentation and care procedures and standards of personal and professional conduct. General CRH Responsibilities: •Participates as a member of the hospice interdisciplinary team. •Obtains a minimum of 12 in-service training hours per year. •Maintains the confidentiality of employee, patient/client and agency information at all times. •Responds to oral and/or written requests for job performance improvement in a manner that conveys a desire to improve performance. •Accepts and performs other related duties and responsibilities as required. Minimum Qualifications: •Possess a high school degree or general equivalency degree. •Possession of certification to practice as a Certified Nursing Assistant or Geriatric Nursing Assistant in the State of Maryland. •Ability to read and follow written instructions and document care given. •Demonstrated ability to make meaningful patient observations and write brief, accurate reports for patient files. •Self-directing with the ability to work with limited supervision. •Must have reliable means of transportation. •Maintain good personal hygiene. •Must be at least eighteen years of age. Additional Qualifications: •Complete hospice orientation. •Be in agreement with the hospice concept of care. •Be flexible and able to work on several projects simultaneously. •Be able to work harmoniously with many different types of individuals and groups. •Advances knowledge and skills; attends in-services and workshops as appropriate. •An ability to cope with the stress of continual loss. Physical Qualifications: •Must be able to lift 30-35 pounds. •Must be able to perform job-related duties which require lifting, standing, bending, transferring, stooping, stretching, walking, pushing, partial or complete assistance with activities of daily living without assistance from another health care worker or significant other. •Must be able to communicate verbally and in writing with individuals and families in end-of-life situations. •Must be able to use a computer and other office equipment to document patient information. •Must be able to hear to process directions and requests from doctors, nursing supervisors, patients, and other individuals. Work Scheduling: •Must be able to work 12-hour flexible shifts set by supervisor. FLSA Status: This position is classified as non-exempt under the Fair Labor Standards Act. If you are interested in being a part of our growing team, submit your resume and cover letter, expressing your interests to hr@compassregionalhospice.org. Compass Regional Hospice is an Equal Opportunity Employer. We are committed to the principle of equal employment opportunity for all employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on the organization’s needs, job requirements, and individual qualifications, without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or any other status protected by laws or regulations in the locations where we operate. (Date listed: 8/26/19)

Compass Regional Hospice (210) is committed to providing “care on your terms” through our Hospice, Palliative and Bereavement Care programs. Our committed staff provides quality and compassionate care to our patients and their loved ones throughout Queen Anne’s, Kent and Caroline Counties. Our employees are technically skilled, possess the highest level of compassion, and are devoted to the philosophy of hospice care. Compass Regional Hospice is always on the search for great talent. We are currently seeking PT Weekend Social Workers to join our health care team. We offer a positive work environment, fulfilling work, career growth opportunity and great benefits. Summary of Responsibilities: The Medical Social Worker is responsible for the implementation of standards of care for medical social work services. He/she assures a variety of social work interventions to hospice patients, families and care givers is provided in conjunction with other members of the interdisciplinary team. He/she assures the
psychosocial, financial and bereavement concerns are addressed in each patient/family care situation. Reports to: Supervisor of Support Services. In that absence responsible party will be the Executive Director. Responsibilities & Functions: Patient Care: •Provide psychosocial, assessment on patients entering the hospice program. •Address any financial concerns from the patient or family member(s). •Define patient/family issues and concerns based on total team assessment and the psychosocial care plan, and develop interventions when appropriate. •Identify and coordinate community resources on behalf of patient/families. •Serve as liaison between patients/families/caregivers and community agencies. •Interpret hospice and insurance reimbursements policies to patient/families and other agencies as necessary. •Participate in discharge planning as needed. Assist patient/family/caregiver with securing durable power of attorney and with funeral arrangements, as needed. •Participate in interdisciplinary team meetings to develop and review care plans. •Collaborate with other team members for patient/family benefit. •Provide appropriate documentation in clinical record for services rendered. •Assist physicians and other team members in understanding significant social and emotional factors related to health problems and death/dying issues. •Develop written material specific to area of expertise and responsibility for use by team to benefit hospice patients and the community at large. General CRH Duties: •Participate in peer review and quality assurance procedures as appropriate. •Participate in hospice training and in-service programs as requested. •Participate in annual self-appraisal and development plan. •Speak with community and professional groups on behalf of hospice. •Maintains the confidentiality of employee, patient/client and agency information at all times. •Accepts and performs other related duties and responsibilities as required. Qualifications: •Master’s degree and current license of eligibility at Licensed Graduate Social Worker (LGSW) level. •4-5 years education and/or clinical experience in a health care setting and/or in family dynamics. •2-3 years’ experience in a palliative care setting, preferred. •2-3 years’ experience in communicating orally and in writing about patient care standards and care with patients and family members. Physical Qualifications: •Must be able to communicate verbally and in writing with individuals and families in end-of-life situations. •Must be able to use a computer and other office equipment to document patient information. •Must be able to hear to process directions and requests from doctors, employees, patients, and other individuals. •Must be able to drive to visit patients’ homes for social work visits and patient care. Work Scheduling: •Every other weekend – 8:00am to 4:30pm w/unpaid ½ lunch – guaranteed 8 hours of paid time both days. FLSA Status: This position is classified as non-exempt under the Fair Labor Standards Act. If you are interested in being a part of our growing team, submit your resume and letter of interest to hr@compassregionalhospice.org. Compass Regional Hospice is an Equal Opportunity Employer. We are committed to the principle of equal employment opportunity for all employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on the organization’s needs, job requirements, and individual qualifications, without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or any other status protected by laws or regulations in the locations where we operate. (Date listed: 8/26/19)

Compass Regional Hospice (209) is committed to providing “care on your terms” through our Hospice, Palliative and Bereavement Care programs. Our committed staff provides quality and compassionate care to our patients and their loved ones throughout Queen Anne’s, Kent and Caroline Counties. Our employees are technically skilled, possess the highest level of compassion, and are devoted to the philosophy of hospice care. Compass Regional Hospice is always on the search for great talent. We are currently seeking PRN Hospice Center Nurses to join our health care team. We offer a positive work environment, fulfilling work, career growth opportunity and great benefits. Summary of Responsibilities: The Hospice Center Nurse works under the general direction of the Clinical Manager- Center, and the patients attending physician in the provision of skilled nursing assessment, planning and care in order to maximize the comfort and health of patients and their families. The hospice center nurse is responsible for identifying patient/family needs and for providing supportive care in accordance with the attending physician’s orders, plan of care and CRH’s policies and procedures, including pertinent documentation and timely completion of all paperwork required. The Hospice Nurse may function as a visiting Nurse or Case Manager. Reports to: Clinical Manager - Centers. In that absence responsibility falls to the Director of Clinical Services. Responsibilities and Functions:
• Promote Compass Regional Hospice philosophy. • Assume shared responsibility for patients who reside in the hospice center and their families to include the assessing, planning, implementing and evaluating phases of the nursing process. • Promotes involvement of the patient/family in the plan of care with emphasis placed on pain and symptom management, emotional and spiritual support. • Initiate communication with attending physicians, other hospice staff members and other agencies as needed to coordinate optimal care and use of resources for the patient/family. • Maintain regular communication with the Clinical Manager, Centers to review caseload. • Maintain regular communication with the attending physician concerning patient/family status. • Maintain daily communication with the hospice nurse practitioner and/or medical director regarding the general inpatient (GIP) level of care patients in the center. • Obtain data on physical, psychological; social and spiritual factors that may influence patient/family health status and incorporate data into the plan of care. • Maintain up-to-date patient records so that problems, plans, actions and goals are accurately and clearly stated, and changes are reflected as they occur. • Seek input from other team members regarding the patient plan of care to obtain additional knowledge and support. • Accept responsibility for coordinating physical care of the patient by teaching primary caregivers, volunteers, and employed caregivers or by providing direct care as appropriate. • Meet regularly with hospice clinical staff to review problems or unique issues from caseloads, share professional support, and exchange feedback aimed toward enhancing professional growth. • Attend patient conference and facilitate discussion of issues from case load for full staff discussion, consultation and evaluation. • Supervise and update the health aide plan of care every two weeks or more frequently as needed. • Inform the Clinical Manager - Centers of unusual or potentially problematic patient/family issues. • Responds to patients/families of other hospice nurses during on-call times, or as requested by the Clinical Manager - Centers to meet patient/family needs during the absence of other hospice nurses. • Provide appropriate support at time of death and period of bereavement. • Takes responsibility and accountability for own nursing practice, continuing education and professional development.

General CRH Duties:
• Participate in CRH's orientation and in-service training programs for professional staff. • Participate in agency and community programs as requested to promote professional growth and understanding of hospice care. • Demonstrate familiarity with policies of the agency and rules and regulations of State and Federal bodies which aid in determining policies. • Maintains the confidentiality of employee, patient/client and agency information at all times. • Accepts and performs other related duties and responsibilities as required. Minimum Qualifications: • Registered Nurse from an accredited college or university. • Possession of a current license to practice as a registered professional nurse in the State of Maryland. • 2-3 years of varied work experience as a professional nurse, hospice experience preferred. • 1-2 years’ experience working in an acute care setting. (A new registered nurse may be accepted for employment upon agreement to participate and completion of CRH’s Preceptor Program, an intensive orientation program.). • Skilled in nursing practice, able to cope with family emotional stress and tolerant of individual lifestyles. • Dependent on work experience/training, hospice nurse may be designated to perform assessments for pediatrics, obstetrics, psychiatrics, etc.

Additional Qualifications: • Complete hospice orientation. • Be in agreement with the hospice concept of care. • Be flexible and able to work on several projects simultaneously. • Be able to work harmoniously with many different types of individuals and groups. • Advances knowledge and skills; attends in-services and workshops as appropriate. • An ability to cope with the stress of continual loss. Physical Qualifications: • Possesses physical ability to perform job-related duties which may require lifting, standing, bending, transferring, stooping, stretching, walking, pushing, partial or complete assistance with activities of daily living without assistance from another health care worker or significant other. • Must be able to communicate verbally and in writing with individuals and families in end-of-life situations. • Must be able to use a computer and other office equipment to document patient information. • Must be able to hear to process directions and requests from doctors, employees, patients, and other individuals. • Must be able to drive to visit patients’ homes for supervision and patient care. • Must have a valid driver’s license, furnish own reliable transportation and maintain insurance coverage. Work Scheduling: • Must be flexible to rotate shifts, providing 24 hour 7 days a week coverage for Compass Regional Hospice Centers.

FLSA Status: This position is classified as non-exempt under the Fair Labor Standards Act. If you are interested in being a part of our growing team, submit your resume and cover letter, expressing your interests to hr@compassregionalhospice.org. Compass Regional Hospice is an
Equal Opportunity Employer. We are committed to the principle of equal employment opportunity for all employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on the organization’s needs, job requirements, and individual qualifications, without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or any other status protected by laws or regulations in the locations where we operate.

Corsica Technologies (259) Tier 3 Automation Engineer (JO#946755); Account Executive (JO#1034617); IT Service Desk Technician Tier 2 (JO#1034801); Tier 3 Automation Engineer (JO#1034622); NOC Divisional Manager (JO#1034806); NOC Technician 1-(3rd Shift M-F 10pm-7am (JO#1034811); NOC Technician 1 (Sat-Sun 6am – 7pm) (M – F 6 am – 4 pm) (JO#1034813); Onsite IT Support Technician 1 (JO#1034815). Apply - https://www.corsicatech.com. (Date listed: 9/10/19)

Credit Plus, Inc. (260) Customer Service Representative/Call Center. The shift for this position is 11 am-8 pm, Monday - Friday. Please do not apply if you are not able to work this shift. Job Summary: Provides effective customer service to external customers using his/her knowledge of the company's products and services. Essential Duties and Responsibilities: •Processes orders, prepares correspondence and fulfills customer needs to ensure customer satisfaction. •Provides timely and accurate information to customers. •Meets productivity and quality standards. •Receives and handles ACD calls and requests. •Performs other duties as assigned by the customer service team leader and/or manager. •Spanish speaking a plus - receive pay differential. Education and/or Experience: •High School diploma or equivalent. •Successfully completed training class and orientation period. Knowledge and Skills Requirements: •Computer Knowledge. •Ability to communicate effectively both written and orally; effective listener. •Detail oriented; analytical ability; able to prioritize and organize; self-starter. Job Requirements: Language Skills: •Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist. •Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule forms. Mathematical Skills: •Basic math skills. •Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Reasoning Ability: •Ability to define problems, collect data, establish facts, and draw valid conclusions. •Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Send resumes to Kat Mathews; kmathews@creditplus.com. No calls please. “Only these file types will be allowed: .PDF / .TXT / .DOC / .DOCX any other types will be blocked. Total file size limit is 10mb.” (Date listed: 9/10/19)

Crystal Steel Fabricators (112) is currently looking to hire Structural Steel Fabricators for our facility in Delmar, DE and at our new Federalsburg, MD location. Qualified applicants should have the ability to read prints to assemble structural steel beams, columns and other structural product types from various detail pieces. Use of tape measures, squares and other hand tools as well as tack welding is required. Ideal candidate would have experience as a fabricator but could sacrifice some experience for bright energetic people with a good work ethic that are trainable. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to alana@crystalsteel.net. (Date listed: 7/25/19 Updated: 8/8/19)

Crystal Steel Fabricators (111) is currently looking to hire CNC Machine Operators for our facility in Delmar, DE and at our new Federalsburg, MD location. The equipment that we use consists of an Angeline, Drill Line, Plasma Table, Python X and a Press Brake. Qualified applicants should have the ability to read prints to confirm parts are being made as per print. Basic Knowledge of CAD/CAM and how to post to NC machines is required. Use of tape measures, squares and other hand tools is a must. Ideal candidate would be bright and energetic with a good work ethic. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to alana@crystalsteel.net. (Date listed: 7/25/19 update 8/8/19)
Crystal Steel Fabricators (110) is currently looking to hire Structural Steel Helpers for our facility in Delmar, DE and at our new Federalsburg, MD location. Position calls for bright energetic people with a good work ethic that are trainable. This is an entry level position into being a fabricator. Helpers do many simple tasks in the shop to assist Fabricators such as gathering fittings, grinding and moving steel with overhead cranes. Ability to use a tape measure is required. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to alana@crystalsteel.net. (Date listed: 7/25/19 updated: 8/8/19)

Crystal Steel Fabricators (109) is currently looking to hire Structural Steel FCAW Welders for our facility in Delmar, DE and at our new Federalsburg, MD location. Qualified candidate must be able to pass an AWS welding test in the 3G and 4G unlimited position using FCAW to be a certified welder. Knowledge of AWS weld symbols is required. Should have the ability to recognize and use the correct WPS for the process and joint design that will be welded. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to alana@crystalsteel.net. (Date listed: 7/25/19 Updated: 8/8/19)

Dart (Solo Cup) (231) Federalsburg, MD. (All jobs with benefits). Plant Manager (JO#1023272); Lead Maintenance Mechanic (JO#1010450); Inspecter Packer I (JO#1010432); Production Supervisor (JO#1023271); Senior Press Operator (JO#1032371); Machine Operator I (JO#1010442); Machine Operator II (JO#1010446); Assistant Press Operator (JO#1032377); Press Operators (JO#10104457); Maintenance Mechanics (JO#1023270). Apply on line only at: www.dart.jobs. (Date listed: 9/3/19)

Delmarva Community Services (247) Finance Manager (JO#1034412) - BS Degree and 10 Years’ experience. To apply, download application on line at http://www.dcsdct.org, fill out, add resume and mail to: Delmarva Community Services, 2450 Cambridge Beltway, PO Box 637, Cambridge, MD 21613. (Date listed: 9/9/19)

Denny’s (271) Grasonville, MD. Overnight Cook (#1035835 MWE Job Order); Restaurant Manager (#1033687 MWE Job Order). Apply in person at: 101 VFW Road, Grasonville, Maryland 21638. (Date listed: 9/12/19)

Dorchester County (201) Motor Equipment Operator IV (JO#1029285). Full time with benefits. To apply download application at: www.docogonet.com. Fill out and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613. Application deadline is 9/6/2019. (Date listed: 8/26/19)

Dorchester Soil Conservation (215) Part-time Administrative Assistant with no benefits - $16,088 starting salary. This position performs administrative, secretarial and accounting support to the District Manager and Board of Supervisors. Responsibilities include maintaining financial records, filing, database updates, invoicing and other clerical/administrative duties. This position requires excellent customer service. Minimum Requirements: •High School or GED. •2 years of general office experience. Must be proficient with computers and software such as Microsoft Office suite. Familiarity with Quick Books preferred. Contact Karen Houtman at karen.houtman@maryland.gov or call 443-225-7374 to get an application and job description for the position. You may email, hand deliver or send thru post office to ATTN: Karen Houtman, 204 Cedar Street, Suite 200, Cambridge, MD 21613. Applications must be received no later than 4:30 pm. Eastern Standard time on October 4, 2019 for best consideration. EOE. (Date listed: 8/27/19)
**Eurofins Agroscience Services (218) Inside Sales & Proposals Coordinator.** Position Summary: Assist the Business Development Managers in the pursuit and achievement of the company's mission, vision, and business objectives. Follow the agreed upon business process flow for demand generation, and actively perform the role to assist the team in meeting yearly financial goals. Essential Job Functions: (Responsibilities, Accountabilities, and Competencies: May not include all duties of this job). Job Duties: •Partner with assigned Business Development Manager(s) to drive sales within assigned region/accounts; •Be familiar with pertinent study protocols, GLPs, SOPs and ensure adherence to them in one's own work as well as work received from other individuals; •Assist in developing systems to optimize efficiency and accuracy of updates and ensuring the satisfaction of clients; •Enter sales leads into the Customer Relationship Management (CRM) database and assign them to the appropriate Business Development Manager for follow up. Respond to leads as required. •Review customer scope and prepare quotes/proposals. Consult with Scientific Advisors and Operations staff to gather technical/scientific information required for accurate proposals to meet customer needs. •Nurture and develop sales within targeted list of Inside Sales accounts via telephone, email, and, as required, visits to the client site or at conferences/symposia. •When required, serve as Client Services contact between EAG and clients once work is initiated. •Provide client updates when necessary and submit customer change orders into the CRM. •Collaborate with Accounts Receivable and Payable to correctly determine invoicing amounts and timelines (milestones). •Act as liaison between clients and accounting department to forecast future invoices and meet client's budgetary needs. •Internal Contacts: Regularly interacts with all members of the Laboratory Staff from Easton, Columbia and Hercules sites, Corporate Management & members of the Business Development/Commercial Team. •Outside Contacts: Regularly interacts with Client Representatives, Consultants and Partnering Businesses during client visits to EAG sites or at conferences/symposia as required. •Occasional air/car travel required for this position. Required Education and/or Experience: Bachelor's Degree and at least two years technical experience in an Environmental Toxicology or related field. Must be knowledgeable in broad areas of responsibilities related to environmental consulting. Please send resumes to heatherhillaert@eurofinsus.com. (Date listed: 8/27/19)

**FedEx Freight (187)** Your road to success begins at FedEx Freight. FedEx Freight is seeking professionals who want to start a career with our company. Listed below are the positions currently available in Maryland, Virginia, West Virginia and Delaware. These positions are available at our facility located at 9825 Godwin Court Manassas, Virginia: **Freight Handler Part-Time** (Job ID number 436454BR). These positions are available at our facility located at 16201 Walthall Industrial Pkwy, South Chesterfield Virginia: **Freight Handler Part-Time** (Job ID number 436963BR); **Freight Handler Part-Time** (Job ID number 436875BR). These positions are available at our facility located at 1016 Enterprise Circle Chesapeake, Virginia: **City Driver** (Job ID number 436018BR). These positions are available at our facility located at 388 Front Royal Pike Winchester, Virginia: **Road Driver** (Job ID number 436510BR). These positions are available at our facility located at 104 Ivy Ridge Lane Fishersville, Virginia: **Freight Handler Part-Time** (Job ID number 436778BR); **Road Driver** (Job ID number 436779BR); **Driver Apprentice** (Job ID number 436693BR). These positions are available at our facility located at 3417 1st Ave, Nitro, West Virginia: **Service Center Support PT** (Job ID number Req ID: 436508BR). These positions are available at our facility located at 7331 Carbide Rd, Baltimore, Maryland: **Manager Service Center** (Job ID number 437010BR); **Shop Technician 3** (Job ID number 436142BR); **Supv-Operations** (Job ID number 436472BR). These positions are available at our facility located at 16114 Transportation Circle Hagerstown, Maryland: **Team Leader Part-Time** (Job ID number: 436930BR); **City Driver** (Job ID number 436279BR); **Supv-Fleet Maintenance** (Job ID number 435844BR); **Freight Handler Part-Time** (Job ID number 436932BR); **Freight Handler Part-Time** (Job ID number 436301BR); **Freight Handler Part-Time** (Job ID number 436728BR); **Freight Handler Part-Time** (Job ID number 435576BR); **Freight Handler** (Job ID number 437053BR). These positions are available at our facility located at 4810 Williamsburg Rd Unit 8, Hurlock, Maryland: **City Driver** (Job ID number 435456BR). These positions are available at our facility located at 8850 Corridor Road Annapolis Junction, Maryland: **Team
Leader Part-Time (Job ID number 436590BR). Benefits Include: • Health/Dental/Vision • Paid Vacation • Retirement Plan (401K) • Personal Paid Time • Holiday Pay • Life Insurance • Wellness Programs • Long and Short Term Disability • Stock Purchase Plan • Credit Association • Direct Deposit • Tuition Assistance • Shift Pay Differential for 2nd and 3rd Shifts • Safety Shoe Reimbursement. To apply: Go to this web site and fill out the application. https://careers.fedex.com/freight? Please use the ID number or the location assigned to the job to get to the specific job you are requesting. When you have completed the application on line, please send an email to Mark Young: mark.young@fedex.com stating your interest in a position. (Date listed: 8/20/19)

Fiber Arts Center of the Eastern Shore (FACES) (065) Executive Director. Job Description: The Executive Director is responsible for managing the daily operations of FACES. Responsibilities include: budgetary and development oversight (grants, private donations, membership drive, etc.), development and coordination of a volunteer program, oversight of teaching proposals and class scheduling, develop innovative exhibits and special events, serve as a liaison with CCCA and Downtown Denton. Position requires 20 hours per week including 12 hours on-site. Goals: • Develop a volunteer program – recruit and train a roster of regular volunteers, oversee volunteer schedules, explore volunteer incentives. • Grow existing membership. • Grants – identify and pursue new sources of grant funding, take lead on writing proposals and completing grant applications, maintain accurate records and timely reporting for existing grants. • Fundraising – create and manage a portfolio of private donations and major gifts, develop and oversee special fundraising events. Qualifications: Bachelor’s Degree or equivalent experience. Excellent writing, financial and budgetary, computer, social media, and interpersonal skills. Strong customer service ethic. Familiarity with state and regional foundations and funding sources, and a proven track record of successful grant solicitation preferred. Deadline for Applications: September 30, 2019. Send resume to: Fiber Arts Center of the Eastern Shore, 7 N. 4th Street, Denton, Maryland 21629. (Date listed: 7/11/19)

Genesis Corsica Hills Center (255) 205 Armstrong Avenue, P.O. Box 50, Centreville, MD. GNA (FT) (JO#953518); GNA (PT) (JO#953321); LPN (FT) (JO#989294); RN Supervisor (FT) (JO#989303); Speech-Language Pathologist (JO#1034586); Recreation Assistant (JO#1034579). (Date listed: 9/9/19)

Hanover Foods (274) Ridgeley, MD. Safety, Health and Environmental Manager (JO#1035901). Apply on line at: www.hanoverfoods.com. (Date listed: 9/12/19)

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
veten status." (Date listed)

H&R Block (286) Easton, MD. Tax Professional (JO#1037239); Preseason Tax
Professional (JO#1037244); First Year Tax Professional (JO#1037247); Multi-Unit Team
Leader (JO#1037248). Apply: https://www.hrblock.com/corporate/career-opportunities/. (Date
listed: 9/16/19)

H&R Block (285) Denton, MD. Tax Professional – (JO#1037261); Preseason Tax
Professional (JO#1037259); First Year Tax Professional (JO#1037253); Associate Team
Leader (JO#1037265). Apply: https://www.hrblock.com/corporate/career-opportunities/. (Date
listed: 9/16/19)

H&R Block (206) Do people think of you as friendly? Are you able to work in a fast-paced
environment? H&R Block is seeking customer-centric seasonal Receptionists who can work in
multiple locations with a flexible schedule during the tax season from January to April. As a
Receptionist in an H&R Block office, you'll be an integral part of showcasing our passion and
pride and delivering on our purpose: To provide help and inspire confidence in our clients and
communities everywhere. After successfully working this tax season, you may find that you want
to apply to return for subsequent seasons, or even apply for advancement. What you'll do:
• Greet clients in a personalized, friendly, and inviting manner. • Match clients with the best-suited
tax professional for their needs. • Schedule clients how they would like to be scheduled. • Handle
client exits by ensuring all current and future needs are met. • Maintain office cleanliness and
organization of resources with team members. • Other duties as assigned. What you will bring to
the team: • High school diploma or equivalent. • Experience working in a fast-paced environment.
• Previous experience in a customer service environment. It would be even better if you also had:
• Sales and/or marketing experience. • Ability to multi-task. • Strong organizational and time-
management skills. • Knowledge of cash register operations. • Knowledge and experience with a
Windows based computer system. Bilingual candidates strongly encouraged to apply. How to
apply: www.hrblock.com/careers. Send resume to zhane.brightful@tax.hrblock.com. (Date listed:
8/26/19)

H&R Block (284) Tax Professional - Federalsburg Office (JO#1037249) - Cambridge Office
(JO#1037241); First Year Tax Professional - Federalsburg Office – (JO#1037262) -
Cambridge Office – (JO#1037274); Associate Team Leader - Federalsburg Office
(JO#1037268) - Cambridge Office (JO#1037272). Apply on line at: www.hrblock.com/careers.
(Date listed: 9/16/19)
**H&R Block (205)** Are you a passionate people leader, capable of managing multiple offices? Do you want to work for six months of the year, and have the remainder of the year free to pursue other interests? H&R Block is looking for a **Multi-Unit Team Leader** to accelerate our seasonal tax business by managing three H&R Block offices and providing leadership to the customer-centric teams that work within them. As a Multi-Unit Team Leader, you will serve as the front-line manager responsible for leadership and development of associates, delivering an outstanding client experience, and achieving all office related growth objectives (i.e., clients, revenue and earnings) for three tax offices. Prior tax preparation experience is not required. You’ll begin working a flexible part-time schedule in the fall as you ramp up for the busy tax season, then transition to a full-time schedule from January through April. After working a successful tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement opportunities.

**What you’ll do:**
- **Manage office staffing, operations, and logistics for three offices with support from two Associate Team Leaders.**
- **Partner with the District General Manager (DGM) to create and implement office-level growth plans and client growth targets, which includes developing local partnerships and managing office community involvement.**
- **Assist the DGM in recruiting and interviewing candidates for tax office associate positions.**
- **Build an engaging team environment, across all offices, by training and coaching associates while holding them accountable to execute on Standard Operating Procedures (SOP) and recognizing outstanding associate contributions.**
- **Conduct timely performance reviews and partner with Associate Relations Center to resolve associate issues and address performance concerns.**
- **Lead daily team meetings and communicate essential information to tax office associates.**
- **Create associate work schedules across all offices and ensure accurate timekeeping, as well as labor management, for staff in all offices.**
- **Travel between the three offices as required.**
- **May prepare tax returns, as needed.**

**What you’ll bring to the team:**
- **People management experience, with the demonstrated ability to grow and develop associates.**
- **Demonstrated aptitude for growth plan execution and ability to lead towards growth culture.**
- **Strong decision-making and judgment skills and the ability to function well in a fast-paced environment with minimal supervision.**
- **Strong interpersonal and communication skills, and a customer-centric mindset that seeks to understand and exceed client needs.**
- **Computer proficient with the ability to use MS Office.**
- **Bachelor’s degree in a related field, or high school diploma with the equivalent combination of experience.**
- **Successful completion of the H&R Block Tax Knowledge Assessment or Income Tax Course (if preparing tax returns).**

**It would be even better if you also had:**
- **Multi-unit people management experience in the retail, restaurant, banking, or other related industry; management of people within military service positions can also be a good fit.**
- **Bilingual candidates strongly encouraged to apply.**

**How to apply:**
[www.hrblock.com/careers](http://www.hrblock.com/careers). Send resume to zhane.brightful@tax.hrblock.com. (Date listed: 8/26/19)

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**H&R Block (204)** Are you driven by solving problems and enjoy leading people? Do you want to work for six months of the year, and have the remainder of the year free to pursue other interests? H&R Block is looking for passionate **Team Leaders** to accelerate our seasonal tax business by managing a single H&R Block tax office and providing leadership to a customer-centric team of associates. As a Team Leader, you will serve as the front-line manager responsible for leadership and development of tax office associates, delivering an outstanding client experience, and achieving all office related growth objectives (i.e., clients, revenue and earnings). You’ll also act as a knowledgeable resource on tax topics and products to associates, and prepare accurate tax returns for clients, as needed. You’ll begin working a flexible part-time schedule in the fall as you ramp up for the busy tax season, then transition to a full-time schedule from January through April. After working a successful tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement opportunities.

**What you’ll do:**
- **Partner with the District General Manager to create and implement office-level growth plans, which includes developing local partnerships and managing office community involvement.**
- **Assist the District General Manager in recruiting and interviewing candidates for tax office associate positions.**
- **Serve as point of contact for onsite escalated client service concerns.**
- **Ensure clients are scheduled properly and conflicts are resolved.**
- **Lead daily activities to ensure that all tax office associates work is completed according to deadlines, with attention to quality standards, priorities and overall goals.**
- **Build an engaging team environment**
by training and coaching associates to execute on Standard Operating Procedures (SOP) and recognizing outstanding associate contributions. •Lead daily team meetings and communicate essential information to tax office associates. •Create associate work schedules and ensure accurate timekeeping and overtime management. •Prepare tax returns, as required. What you’ll bring to the team: •Prior experience working in a customer service, shift leader, or similar role. •Experience supervising or managing people. •Successful completion of the H&R Block Tax Knowledge Assessment or Income Tax Course. •Annual completion of 18-hours of continuing education and ability to meet all other IRS and applicable state requirements. •Customer-centric mindset with strong communication skills. •Computer proficient with the ability to use MS Office. •Demonstrated ability to work independently with minimal supervision. •Passionate, determined, resilient under stress and a will to win attitude. •Able to work a flexible work schedule of 40 hours per week and flexibility in work assignments based on business needs. •High school diploma / equivalent or higher. It would be even better if you also had: •2+ years as a Tax Professional. Bilingual candidates strongly encouraged to apply. How to apply: •www.hrblock.com/careers. Send resume to zhane.brightful@tax.hrblock.com. (Date listed: 8/26/19)

H&R Block (203) Are you driven by helping people? H&R Block is looking to hire Associate Team Leaders who will be passionate about our purpose: To provide help and inspire confidence in our clients and communities everywhere. As an Associate Team Leader for H&R Block, you will support a single retail office during tax season to deliver a world class client experience and assist with the daily supervision of tax office associates. Prior tax preparation experience is not required as this role does not prepare taxes. You’ll begin working a flexible part-time schedule in early December as you ramp up for the busy tax season and transition to a full-time schedule from January through April. After working a successful tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement opportunities. What you’ll do: •Support the Multi-Unit Team Leader, serving as onsite point of contact for tax office associates and clients, ensuring quality and consistent execution that will allow us to promote the value of H&R Block. •Execute and hold all tax office associates accountable to Standard Operating Procedures (SOP) execution and client service experience, with escalation to the Multi-Unit Team Leader and District General manager as necessary. •Serve as point of contact for onsite escalated client service concerns. •Ensure clients are scheduled properly and conflicts are resolved, with escalation to the Multi-Unit Team Leader and District General Manager as necessary. •Lead the office from the front desk, providing phone coverage and engaging with clients to deliver an outstanding experience. •Lead daily activities to ensure that all tax office associates are scheduled, and work is completed according to deadlines, with attention to quality standards, priorities and overall goals. •Lead daily huddles and communicate essential information to office associates. What you will bring to the team: •Prior experience working in customer service or similar role. •Strong organizational skills and ability to plan and manage day-to-day office operations. •Customer-centric mindset and strong communication skills. •Computer proficient with the ability to use MS Office. •Demonstrated ability to work independently with minimal supervision. •Passionate, determined, resilient under stress and a will to win attitude. •Able to work a flexible work schedule of 40 hours per week and flexibility based on business needs. •High school diploma / equivalent or higher. It would be even better if you also had: •Experience supervising or managing people. •History of delivering outstanding customer experiences. Bilingual candidates strongly encouraged to apply. How to apply: •www.hrblock.com/careers. •Send resume to zhane.brightful@tax.hrblock.com. (Date listed: 8/26/19)

Hydrasearch (207) 203 A Log Canoe Circle Stevensville, MD. “The Industry Leader in Quality Marine Hardware for over 60 years” information@hydrasearch.com. CAD Draftsperson (Refer to MWE Job Order #1029317); Production Supervisor (Refer to MWE Job Order #1029322). Apply http://www.hydrasearch.com/careers. (Date listed: 8/26/19)

Hydrasearch (174) is looking for a CAD Draftsperson to join our team in Stevensville, MD. This position supports the Engineering and Manufacturing organization by providing clear, accurate models and drawings of parts and assemblies. Utilizing SolidWorks software, the
Draftsperson transforms initial rough designs into 3D models and 2D drawings. With guidance and support from senior staff, the draftsperson uses their knowledge of drafting techniques as well as internal instructions and pre-established guidelines to perform the functions of the job. As a member of the Hydrasearch team, you'll receive: competitive salary, paid vacation, bonus program, 401K plan, health benefits, & much more. Apply to Linda Dawson at ldawson@dixonvalve.com or visit our web site at www.hydrasearch.com and click on Careers at bottom of page.

**Responsibilities:**
- Create or revise Engineering drawings using SolidWorks and Dixon Drafting Standards.
- Work with production and Engineering personnel to revise drawings to reflect product and manufacturing improvements.
- Assist Engineering in performing part inspections of both raw materials and machined product.

**Competencies:**
- Ability to read blue prints and understand mechanical drawings.
- Ability to read measuring tools such as calipers and micrometers.
- Strong technical, mechanical, and mathematical ability.
- Strong written and oral communication skills.
- Proficient in CAD programs such as SolidWorks.

The above statements are intended to describe the general nature and level of work performed in this position and are not intended to be an exhaustive list of all duties, responsibilities and skills required and are subject to change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Employment at Hydrasearch Company, LLC is contingent upon the candidate's ability to pass a pre-employment criminal background check, drug screening and physical capabilities test. Applicants are considered for all positions without regard to race, color, creed, religion, sex, sexual orientation. (Date listed: 8/14/19)

**Interstate Container** (236) Cambridge. **General Helpers** (JO#985610); **Industrial Electricians** (JO#1002255). Fill out Interstate Container application at any One Stop. Interstate Container (Division of DS Smith) is a corrugated box manufacturer on the Eastern Shore of Maryland. (Date listed: 9/4/19)

**Instacart** (198) Centreville, Easton. **Shopper** (MWE Job Order #1027630) (Easton), (MWE Job Order #1027987) (Centreville). Apply Via email charles.yates@instacartshopper.com, or by phone (240) 621-2273. (Date listed: 8/23/19)

**Instacart** (184) Every few years, a company emerges and transforms an industry. Instacart has been leading the evolution of an $800B retail market, and redefining how people shop for groceries. In a few short years, we've launched same-day delivery in over 200 major North American markets, provided flexible work to tens of thousands of Personal Shoppers on our platform, and have helped sell and deliver more than $1B in grocery products. As an In-Store Shopper, you get to make someone's day each time you shop! Instacart Shoppers help their customers and community by giving back valuable time and enabling easy access to their favorite grocery stores.

**What You’ll Do**
- Shop for groceries using Instacart’s proprietary Shopper App
- Become an expert in your store and its products
- Ensure each customer gets all their items, or a great replacement, in perfect condition every time
- Communicate with the customer to ensure they understand any changes
- Work with our fun, friendly team to pick, pack and stage orders as efficiently as possible.

**What You Get**
- Multiple scheduling options that work with your life
- Be part of a diverse and dynamic team at one of the fastest-growing startups in the world
- A first step toward becoming a supervisor, manager and beyond - over 10% of Instacart’s corporate employees are former Shoppers.

**Our Values**
- As a team member at Instacart, you’ll be expected to live our values every day.
- Solve for the customer - Do whatever it takes to ensure each customer has a great experience with Instacart
- This is your baby - Take ownership of every order by picking fresh, high-quality items and packing them with care
- Every minute counts - Shop every order as efficiently as possible, and use your downtime to help others
- Go far together - Support your teammates in doing their best work
- Of course, but maybe - Help us improve a little bit every day, and be open to change. We're a startup!

**Basic Requirements**
- 18+ years old
- Eligible to work in the US
- Able to safely lift and carry 30 pounds without assistance
- Consistent access to a recent smartphone (iPhone 4S or above or Android 4.0+)
- Available to work Sundays and/or Mondays
- Available to work at least 16 hours each week
- No car required!

This is a great role if you have previous experience in the grocery industry (such as a personal shopper, cashier, stock clerk, customer service representative, produce buyer), or if you just think shopping is fun. We welcome candidates who may also be working with companies like Lyft, Uber Eats, or Postmates. Instacart is an equal opportunity employer and considers qualified applicants without regard to gender, sexual orientation, gender identity, race, veteran or
disability status. Apply in under 5 minutes! Attend an in-person session and start working in as little as one week! Additional Information Similar experience: Courier, couriers, courier job, courier work, delivery, delivery job, delivery work, transportation, personal shopper, assistant, admin, helper, trainer, professional driver, driving work, flexible job, flexible work, flex-work, part-time job, part-time work, student job, student work, student, students, fast cash, quick cash, food, entry-level job, entry-level work, odd job, odd jobs, work from home, seasonal job, seasonal work, temp job, temp work, postal worker, retail, call center, contract worker. Apply HERE. (Date listed: 8/20/19)

International Federation of Professional and Technical Engineers (IFPTE) (290)

Bookkeeper / Accounting Clerk - Entry Level Position. Full-time entry-level position available for international labor union located in NW Washington DC. Duties will include: • Billing • Entering Cash Receipts • Bank Deposits • Processing Accounts Payable Invoices • Check Disbursements • Filing • Credit Card Statement Reconciliations • Entering General Journal Entries • Maintaining Local Union and Vendor Files • General Office Duties. This position is a union represented position; thirty-five hour work week; excellent benefit package with generous employer 401k contributions. Requirements: Candidate must be reliable; Associates degree in business related field of study preferred with an emphasis in accounting desired; experience with Microsoft Office applications (Excel, Word, Outlook). This is an entry-level position. Training will be provided. Previous work experience in an office setting is desirable; bookkeeping experience a plus. Great opportunity for growth and advancement. To Apply: Please send cover letter and resume to executive@ifpte.org. Use Bookkeeper in the subject line. Applications must be received by Friday September 27, 2019. No phone calls please. (Date listed: 9/17/19)

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

Kate Spade (298) Queenstown, MD. Overview: Crisp color, graphic prints and playful sophistication are the hallmarks of kate spade new york. From handbags and clothing to jewelry, fashion accessories, fragrance, eyewear, shoes, swimwear, home décor, desk accessories, stationery, tabletop and gifts, our exuberant approach to the everyday encourages personal style with a dash of incandescent charm. We call it living colorfully. kate spade new york has more than 450 specialty and outlet shops in 47 countries around the world. Our colorful products are sold worldwide, in every time zone and on every continent. Whether in San Francisco, Sao Paulo or Shanghai, our shops are always warm and inviting. Welcome to kate spade new york.

Responsibilities include but are not limited to the following: • client & service expert: achieves individual sales goals develops strong product knowledge across all categories the sales associate is responsible for ensuring exemplary customer service by delivering the ultimate kate spade experience able to develop a personal clientele through effective use of the selling skills, proactive client outreach and use of client book. • building brand equity: understand and communicate the kate spade aesthetic, brand philosophy and lifestyle to the customer demonstrate interest and ability to work as part of a team. • operational excellence: execute operational tasks as per company directives accurately processes all pos transactions adhere to and apply visual directives, ensure that store standards are executed daily. Qualifications physical requirements: available to work store schedule, as needed, including evenings and weekends standing for extended periods of time able to safely lift boxes up to 40 pounds comfortable climbing ladders. Skills and abilities required: • professional selling skills and exceptional interpersonal skills. • prior luxury goods experience preferred. • proactive ability to multi-task and prioritize works well in a team environment. • college degree preferred. kate spade new york is an Equal Opportunity/Affirmative Action Employer: Minority/Female/Disabled/Veteran. Job Type: Part-time. How to Apply: visit katespade.com and scroll down to careers and choose u.s.a.. under job listings, type in queenstown to view open positions at our shop. (Date listed: 9/19/19)

Kent Center, Inc. (237) is a nonprofit organization that provides highly personalized 24-hour services to adults with a broad spectrum of intellectual and developmental disabilities. Services are provided without regard to race, color, creed, sex, age, national origin, marital status, disability, sexual orientation, veteran status, or membership in an organization. To achieve our
mission, staff members and individuals embrace our Core Values of being Caring, Organized, Respectful, Accountable and Positive. Together, we are enhancing all lives by creating hometown connections and helping our individuals become included members of their community. Kent Center is the primary provider in Kent and northern Queen Anne’s Counties, of daytime, vocational, respite, supported employment, and/or residential services for more than 80 adults. Kent Center’s services are tailored to meet the specific needs of each person we have the privilege of working with and focus on enhancing their lives as well as the lives of their families. We currently have the following openings: **Day Program Manager, Supported Employment Supervisor, Residential Supervisor, Direct Support Professional** (Both Day and Residential positions are available), and **Part-Time Bus Driver**. To apply please visit: [https://kentcenter.mitcawm.com/jobs/](https://kentcenter.mitcawm.com/jobs/). We look forward to hearing from you. (Date listed: 9/5/19)

**Kent County Government** (242) **Lead Facility Monitor** (See MWE Job Order #1033356 for details); **Deputy Clerk** (See MWE Job Order #1033365 for details); **Motor Equipment Operator I or II** (See MWE Job Order #1033354 for details). Apply: [https://www.kentcounty.com](https://www.kentcounty.com) or obtain application from the County Commissioners’ office 400 High St., Chestertown, MD. 21620. (Date listed: 9/5/19)

**Lane Engineering, LLC** (1158) **Civil Engineer**. •Perform engineering functions in support of project designs of varying complexity, •Design grading, drainage and utility plans using AutoCAD Civil 3D, •Prepare and assemble details needed for construction, •Perform hydraulic and hydrologic stormwater management analysis and design, •Design sediment and erosion control measures applicable for varying project types, •Prepare cost estimates. **Requirements and Qualifications:** •B.S. in Civil Engineering from an ABET accredited institution, with experience primarily in land/site development, with knowledge of utilities, drainage and stormwater management, •Working knowledge of CAD/Civil 3D design software, •Knowledge of local and State permitting processes is preferred. Download our Employment Application form at [www.leinc.com](http://www.leinc.com). Email the form along with your resume to Gale Collins: gcollins@leinc.com. (Date listed: 6/7/19 Updated 8/22/19)

**Lane Engineering, LLC** (1157) **Party Chief**. Lane Engineering, LLC is currently accepting resumes for experienced field crew chiefs in our Easton, MD office. This is a full time position with full benefits including health insurance, paid holidays and personal time, 401(k) and tuition reimbursement. Applicants must be experienced in the field of land surveying, able to perform physically demanding work outside in all types of weather, and have a valid driver’s license. Experience with Leica robotic total stations and GPS preferred. Download our Employment Application form at [www.leinc.com](http://www.leinc.com). Email the form along with your resume to Gale Collins: gcollins@leinc.com. (Date listed: 6/7/19 Updated 8/22/19)

**Lane Engineering, LLC** (1156) **Survey Field Tech**. (Just get out of high school? Not going to college?) Now accepting applications for Survey Field Technicians at our Easton location. The successful candidate will have the following qualifications: •High School Diploma or GED; •Valid Driver’s License; •Strong Work Ethic; •Ability to work outside in all weather conditions; •Good hand writing skills; •Be observant with attention to detail; •Have the ability to learn the operation of robotic survey equipment. Download our Employment Application form at [www.leinc.com](http://www.leinc.com). Email the form along with your resume to Gale Collins: gcollins@leinc.com. (Date listed: 6/7/19 Updated 8/22/29)

**Lawn Maintenance** (270) **Laborer** (JO#1035473). Hours basically Monday thru Friday, occasional Saturday, 7:00 - 4:00, but may go into overtime. Salary starts at $14.00/hour and/or based on experience. Own transportation is desirable, but not required. Experience preferred, but not required. To apply email resume to cathybrice1112@yahoo.com. (Date listed: 9/11/19)
Little Lights of Faith (256) is seeking a Full-time Teacher for 2 year olds and a Part-time Afterschool Teacher. Certificates are desired but not required. Applicants may apply by calling the Little Lights of Faith Early Learning Center at (410) 778-7018, between the hours of 8:00am to 4:30pm. The contact person is Dorothy Sisco (director). (Date listed: 9/9/19)

Local Bakery in Cambridge (151) needs Bakers Assistant (JO#1021228). Fast, efficient and Bi-lingual a plus. To apply email resume to: DivineSweets2@gmail.com. No phone Calls please. (Date listed: 8/7/19)

Lowe’s (232) Easton, MD. Merchandising ASM (JO#997063); Cashiers (JO#1012087); Customer Service Associate II (JO#1024655); Stockers (JO#1024693); Sales Specialist Flooring (JO#1024671); Overnight Supervisor (JO#1024717); CSA Pro Service IV (JO#1024655). Apply on line at www.lowes.com/careers. (Date listed: 9/3/19)

Maryland Plastics Inc. (238) Federalsburg, MD. Management Trainee (JO#1032881). Ideal candidate should have basic knowledge of mechanical, electrical and hydraulic systems a plus. Will be learning about Injection Molding presses. Good math skills, computer skills and a willingness to learn. Must be flexible on shift coverage. We are adding to our product line and need your help. To apply email resume to: sscott@mdplasticsinc.com. (Date listed: 9/4/19)

Maryland Transportation Authority (MDTA) (266) Police Cadet. (Job Number 7478-MDTA-01/17). Salary: $26,929.00 - $41,786.00 Annually. Location: Statewide. Open to all qualified applicants ages 18-20 years old. This is the trainee level of law enforcement work for the Maryland Transportation Authority Police. The employee in this classification receives instruction in commercial vehicle safety inspections, the operation of specialized mobile equipment, traffic flow direction and providing information to travelers. As the work experience progresses, the employee is required to assume more responsible and difficult functions. MDTA Police Cadets do not have the power of arrest and do not bear arms. Employees receive supervision from an MDTA Police Supervisor. Employees in this class are considered essential employees and are subject to emergency call back procedures, twenty-four hours a day, as may be required in order to maintain continuous operation of a facility. The work is performed outdoors in all weather conditions including standing and walking at commercial vehicle inspection stations and scale houses and on roadways under conditions of traffic noise and congestion. The employee may occasionally be exposed to fumes and smoke. Qualifications: Prerequisite: Applicants must be United States Citizens and must be at least 18 years of age and no more than 20 years of age. Applicants reaching 21 years of age by the hiring date will no longer be considered eligible for appointment as MDTA Police Cadet. Education: Graduation from a standard high school or possession of a high school equivalency certificate acceptable to the Maryland State Board of Education. Licenses & Certifications: Employees in this classification are assigned duties that require the operation of a motor vehicle. Applicants are required to possess a Class C motor vehicle operator’s license valid in the State of Maryland. Applicants must list the license number and date of expiration on the application. Additional Information: Selection Process: 1. Physical Agility Test. 2. Orientation and Written Examination. 3. Oral Board Interview. 4. Background Investigation. 5. Polygraph Examination. 6. Medical and Psychological Examination. To apply: Visit www.mdtapolice.maryland.gov. Notes: 1. Candidates will be required to satisfactorily complete a polygraph examination and background investigation. Candidates must pass an entrance test and, under a conditional job offer, a physical examination. 2. Candidates will be subject to pre-employment drug/alcohol testing for current illegal use of drugs and/or prohibited use of alcohol. 3. Candidates must successfully complete an agency job related agility test. 4. Employees in these safety-sensitive classifications may be subject to random and/or post-accident drug/alcohol testing in accordance with Authority regulations on testing for illegal use of drugs and/or the prohibited use of alcohol. 5. Employees are subject to a one year probationary period. 6. Employees are required to successfully complete the Cadet training curriculum. 7. Employees must make application for the position of Maryland Transportation Authority Police Officer I prior to the commencement of the first recruit class for which they become eligible. They will be required to meet all of the qualifications for Maryland Transportation Authority Police Officer I.
Failure to apply will be cause for termination. 8. Due to the emergency service performed by this position, mandatory overtime or emergency call back may be required if the work situation so demands. 9. In order to contain continuous operation of a facility, applicants must be willing and available for duty at such hours, day or night, as may be required. 10. Employees are required to maintain a reliable communication link at their own expense for the purpose of emergency call back requirements. 11. Candidates are hired based upon the needs of the Department. Successful completion of all phases of the hiring process does not guarantee a Final Offer of Employment. Note: The Maryland Transportation Authority is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer. WE ARE AN EQUAL OPPORTUNITY EMPLOYER MDTA does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation. (Date listed: 9/11/19)

Maryland Transportation Authority (MDTA) (262) Entry Level Police Officer (Job Number 7487-MDTA-01/17). Salary: $43,917.00 Annually. Location: Statewide. This is entry level trainee work in law enforcement and security for the Maryland Transportation Authority (MDTA). The employees in this classification will complete a training program conducted by the Maryland Transportation Authority Police as required by the Maryland Police Training Commission. MDTA Police Officer Recruits will be sworn to uphold and enforce the laws of the State of Maryland on all properties under the Maryland Transportation Authority's jurisdiction. Employees receive supervision from a higher level officer. Employees in this classification may work rotating shifts, weekends and holidays. Employees in this classification are considered essential employees and are subject to emergency call back procedures, twenty-four hours a day, as may be required in order to maintain continuous operation of a facility. The work is performed both indoors and outdoors in all weather conditions and includes standing and walking in tunnels or on bridges and roadways under conditions of traffic noise and congestion and possible exposure to fumes and smoke. Qualifications: Education: Graduation from a standard high school or possession of a high school equivalency certificate acceptable to the Maryland State Board of Education as described in the Police Training Commission regulation. Experience: None. Note: The above educational requirement is set by the Police Training Commission in accordance with the Code of Maryland Regulations (COMAR) 12.04.01.04C. Licenses & Certifications: Employees in this classification are assigned duties that 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. Applicants must list the license number and date of expiration on the application. Selection Process: 1. Physical Agility Test. 2. Orientation and Written Examination. 3. Oral Board Interview. 4. Background Investigation. 5. Polygraph Examination. 6. Medical and Psychological Examination. To apply visit www.mdtapolicemaryland.gov. (Date listed: 9/11/19)

MidAtlantic Waste Systems (234) Accounts Payable Coord. (JO#1012534); Field Mechanic (JO#102044); Heavy Equipment Mechanic (JO#1032755). Mid-Atlantic Waste Systems is a leading distributor to top quality waste and recycling equipment; seeking a career minded, self-motivated individual that is energetic and has a general knowledge of hydraulics, vehicle electrical operations and welding fabrication. To apply email resume to mkemp@mawaste.com. (Date listed: 9/4/19)

Midlantic Marine Center (063) Seeking a marine technician/apprentice to join or team at Midlantic Marine Center in Selbyville DE. This is a full time, year round position with some benefits. We are a boat dealership representing some of the top brands in the industry. Interested candidates can call (302)436-2628, apply in person Tuesday through Saturday or send resume to midlanticmarinecenter@gmail.com. Midlantic Marine Center, 36624 Dupont Boulevard, Selbyville DE 19975. (Date listed: 7/13/19 Updated 8/22/19)
**Mid-Shore Pro Bono** (287) Easton Non-Profit seeks a **Full-Time Deputy Director**. The Deputy Director will be part of the MSPB's Executive Team and will lead the organization's internal operations, cultivation of strategic partnerships and provide guidance for fiscal decision making. The Deputy Director will have both internal and external facing responsibilities, ranging from client and project management (business development, framing of key approaches, high-quality client delivery, written products) to administration (reporting, facilities), and human capital (HR/recruiting, mentoring, career progression). The Deputy Director will partner closely with the ED to chart Mid-Shore Pro Bono’s future growth and strategic response to an ever-increasing demand for the organization’s services. Requirements: The ideal candidate will have a Bachelors degree, 5+ years executive management experience, excellent interpersonal communication and demonstrated cooperation and collaboration skills; a commitment to the mission. Operations, restructuring experience and the ability to manage staff and interact with both internal and external stakeholders for client and agency benefit. Please send cover letter and resume to: sabrown@midshoreprobono.org. (Date listed: 9/16/19)

**Montgomery County** (291) To search available opportunities and to apply on-line follow this link: [Montgomery County Careers Website](#). To view the vacancy below, please click on the job title and you will be redirected to the complete position.  
- **Correctional Specialist III (Case Manager - PRS):** IRC 39667 – Closes September 19, 2019.  
- **Correctional Records Coordinator/Expungement:** IRC 38308 – Closes October 1, 2019.  
- **Correctional Supervisor Sgt - Promotional (INTERNAL):** IRC 38608 – Closes October 4, 2019.  
- **Correctional Dietary Officer I:** IRC 37105 – Open Until Filled. (Date listed: 9/18/19)

**My Brooks Brothers Factory Store** (228) located at 307 Outlet Center Road in the Queenstown Outlets. We currently have three **pt Associate** positions available and two **pt Supervisor** positions available. Why Brooks Brothers? •Phenomenal Employee Discount (60% employee discount!). •Fun and engaging environment. •Super Flexible Schedule 10-25 hours per week. •Honor of being a part of the oldest apparel clothier in the US. •At Brooks Brothers we put the ENGAGEMENT back in retail with quick easy sales and product training both from leaders and training modules. Call 410-827-5740 to schedule an interview or to inquire about our open PT Supervisor and Associate positions. Come join our team and get a head of making money for the holidays. Apply in person at Brooks Brothers Factory at 307 Outlet Center Drive, Queenstown, MD in the Queenstown Outlets. Limited number of positions available so apply quickly. **Apply by October 1, 2019.** (Date listed: 8/29/19)

**New Vertical Technologies** (189) is seeking a **part time or full-time tier 3 engineer**. The candidate should possess a minimum of 3 years of hands-on experience working in a full stack engineering support center and possesses an AS or greater in information systems or equivalent experience. The candidate should have the following skills: 1. Solid understanding of network security and intrusion detection and prevention. 2. Solid understanding of the cloud and how to configure cloud services in Microsoft Azure or Amazon AWS. 3. Understand how to deploy software in a mission critical environment. 4. Have and understanding of software development and a solid knowledge of at least 1 scripting language such as shell, batch or PowerShell. 5. Independently able to migrate email systems and re-route internet traffic from anywhere, to anywhere in any situation. 6. Deep knowledge on system setup and support for hands free maintenance operations. 7. Can lead and complete large-scale corporate IT initiatives. New Vertical Technologies is a managed services provider and software engineering firm supporting local businesses, organizations and community programs. New Vertical Technologies is growing in the area of managed services and continues to strive for excellence in the support of business and smart internet of things (IOT) technologies. To apply: please send resume to Robert.chumley@newverticaltech.com. (Date listed: 8/21/19)

**New Vertical Technologies** (188) is seeking a **part time tier 1-2 helpdesk engineer**. The candidate should have strong technical skills and completed the first year of coursework toward an A.A. in Information Systems. The tier 1-2 assignment is such that most of the time should be dedicated to tier 2 category tasks where occasional tier 1 support may be required. The candidate should have the following skills: 1. Ability to work independently on many tier 2 tasks.
with an awareness on tasks that require escalation. 2. Strong knowledge of email systems and how to configure domains including: DKIM, DMARK, TXT, MX, A, AAA, @ and knowledge of Name servers. 3. Familiarity with Linux and how to use the command line. 4. An understand of cloud-based services and the concepts of hosting. 5. Some familiarity with AD DS along with how to configure GPOs is helpful though not required. 6. Strong ability to troubleshoot and determine basic causes of system problems. 7. Ability to configure network printers and troubleshooting connection issues. 8. Ability to work inside a managed services software package to adhere to SLAs. 9. Willing to travel locally to customer support sites when necessary. New Vertical Technologies is a managed services provider and software engineering firm supporting local businesses, organizations and community programs. New Vertical Technologies is growing in the area of managed services and continues to strive for excellence in the support of business and smart internet of things (IOT) technologies. To apply: please send resume to Robert.chumley@newverticaltech.com. (date Listed: 8/21/19)


Paris Foods Corporation (018) How would you like to work for a fast-growing company, in a position that leaves room for continuous and exponential growth? Are you looking for a Career? Then you’re the perfect fit for our company as we continuously grow and promote from-with-in. the opportunity for advancement is only limited to your desire. In addition to the opportunity for advancement, we offer a very generous benefit package that includes, but is not limited to: • Health, Dental, and Vision after 60 days of employment; • Paid Time off after 90 days of employment; • 401 (k) with employer match after one year of employment. Available Positions. (Date listed: 7/2/19) Updated: 9/8/19)

Protenergy (216) Cambridge, MD. Filler Operator (JO#931239); Quality Assurance Manager (JO#985087); Aseptic Service Engineer/Specialist (JO#950735); Quality Assurance Tech (JO#999767); Material Planner (JO#999765); Quality Assurance Supervisor (JO#999761); MRO Buyer (JO#1029822); Machine Operator (JO#1014731); Production Supervisor (JO#1014725) Food Scientist (JO#1014739). Email resume to: cdelaney@us.protenergyfoods.com. (Date listed: 8/27/19)

Queen Anne's County (295) Senior Planner (See MWE Job Order #1037653). Apply: www.qac.org. (Date listed: 9/17/19)

Queen Anne's County (250) Community Health Nurse II – Full-time Contractual - Recruitment #19-004216-0092. A Community Health Nurse II is the full performance level of work providing direct nursing care to patients. The main purpose of this position is to provide coordination of the school nurses in the public schools in Queen Anne's County. This position also evaluates and reports cases of lead exposure in Queen Anne's County. Minimum Qualifications: Education: A Bachelor's degree in nursing from an accredited college or university. Experience: None. Notes: 1. Candidates may substitute a Bachelor's degree in a related field from an accredited college or university and one year of experience as a Registered Nurse for the required education. 2. Candidates may substitute two years of experience as a Registered Nurse for the required education. 3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in Nursing classification or Nursing or Health Care Specialist specialty codes in the Nursing field of work on a year-for-year basis for the required education. Licenses, Registrations and Certifications: 1. Candidates for positions in this classification must possess a current license as a Registered Nurse from the Maryland State Board of Nursing, 4140 Patterson Avenue, Baltimore, Maryland 21215. A copy of your license 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. APPLY HERE. (Date listed: 9/9/19)
**Queen Anne's County (233)** **Office Clerk II.** An Office Clerk II is the full performance level of work performing clerical duties which are clear-cut and typically found in office settings, such as filing, photocopying, scanning, posting data, stamping and sorting mail and other material and directing telephone calls and visitors. The main purpose of this position is to provide Administrative support to the Queen Anne's County Health Department including duties as a receptionist and file clerk, handling packages, and assisting with inventory as well as MA Transportation and maintenance.

Minimum Qualifications: Education: Completion of the eighth grade. Experience: One year experience performing clerical duties in an office environment. Please apply to the following link: https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=19&R2=001375&R3=0036. (Date listed: 9/3/19)

**The Queen Anne's County Department of Health (195)** is hiring for two 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 HERE**. Apply by: 9/19/19. (Date listed: 8/22/19)

**Queenstown Bank (273)** has an opening for a **FT Credit Analyst.** The Credit Analyst is responsible for performing a variety of duties to support the Credit Department of which the following are illustrative: Analyze financial and related data to determine credit-worthiness of the prospective customers and the merits of the loan request for commercial borrowers; Maintain credit files on-going to ensure that background and historical data, financial statements, tax returns, loan commitments, collateral, correspondence and other supporting documents are included and current; Assist with the maintenance of credit files and status reports on large borrowers; Prepare reports regarding the overall quality of the loan portfolio; Prepare commercial commitment letters; Review of large borrowing relationships; Review of residential and commercial appraisals; Prepare loan packages for review by Officers Loan Committee and Board Loan Committee; Maintain a positive and productive working relationship with all members of management, loan officers and Bank staff; Perform any and all other duties as assigned by management. Knowledge, Skills and Abilities: Two years' experience in credit underwriting at a financial institution; AA Degree in Accounting or Business preferred; Solid analytical skills with a background in loan underwriting, administration, and operations; Excellent verbal and written communication skills; Exceptional listening and communication skills; Familiarity with related laws and compliance administration; Proficient computer skills including Microsoft Word, Excel and Outlook; Strong organizational, problem-solving, and analytical skills; Acute attention to detail; Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm; Ability to manage priorities and workflow. Physical Requirements: Mobility sufficient to perform activities required of the position; Manual dexterity for the functional operation of office equipment such as computers, calculators, etc.; Ability to actively engage in necessary communication with both internal and external customers; Visual and auditory skills. Company Benefits: We offer a comprehensive benefit package including: health, dental and vision insurance; Company paid short-term and long-term disability insurance and life insurance; paid time off, 401(k) plan including company match, opportunity for growth and advance, and much more. Please email resume and completed application to HR@queenstownbank.com. Applications may be obtained on the company’s website – www.QueenstownBank.com. Queenstown Bank is an Equal Opportunity/Affirmative Action Employer. (Date listed: 9/12/19)

**RentalWorks of Maryland (244)** **Equipment Technician / Mechanic / Serviceman --- Construction / General Tool Industry.** **Position Tasks & Activities:** •Prepare accurate records on the maintenance, repair and fuel levels of equipment. •Maintain all decals, safety warnings and company ID stickers. •Inform supervisor of warranty situations before repair is begun. •Assist in
training new mechanics, as requested by supervisor. •Inform supervisor of equipment failures. Report all safety violations. •Inform Parts Manager of needed parts. •Complete work orders for internal and external repairs. •Analyze equipment malfunctions. •Repair power and mechanical equipment. •Apply professional troubleshooting techniques to equipment repair. •Maintain an organized shop by returning tools and unused parts to the appropriate storage area. •Maintain a clean shop, especially personal working area, and keep floors swept and mopped. Assist in maintaining the company property. •Implement preventative maintenance program. •Maintain company vehicles. •Assist customer with pick-up and return of equipment, tools, trailers and towable equipment. Demonstrate safe towing procedures. Ensure all equipment is secured to customer vehicle properly. •Check and refill equipment fuel. •Clean, inspect, service and test equipment prior to tagging it "Ready to Rent." •Attend update/tech classes. •Assist yard, warehouse and delivery personnel as necessary. •Report safety violations to supervisor. •Adhere to all company policies, procedures, rules and regulations in written or verbal form. •Comply with government safety requirements and other regulations and security in store. •Attend department, store and safety meetings. •Perform other duties as requested. Nature of the Work: To maintain and repair all types of rental equipment. Electrical, carpentry and welding knowledge is necessary. Request ordering of parts, tools and equipment as necessary. Must be courteous, professional and knowledgeable with customers in regard to safety procedures and rental equipment. Working Conditions: Must stand for long periods of time. Work will be outdoors and indoors with general warehouse conditions, in which some work areas may not be heated or air conditioned. This job requires interaction with co-workers and with the public. This position requires frequent lifting and a significant degree of walking, bending and transporting objects of various weights and dimensions. May have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents. Propane is an obvious hazard; hence a sense of smell is required. Education, Skills & Requirements: •Must possess knowledge in the mechanical field, plumbing and construction. Prior experience is a plus. •A high school diploma or equivalent GED is preferred but not required. •Vocational education or certification in preferred. •Must be able to lift approximately 70 lbs. •Must maintain a professional personal appearance. •Must use mathematics to solve problems. •Must speak English clearly and write legibly. Ability to speak another language is a plus. •Must pass company drug screen. •Must maintain an acceptable attendance record. •Must have a full range of motion and dexterity. •Must be able to apply principles of rational thinking to solve problems. •Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form. •Maintain a cooperative working relationship with co-workers. •Must be able to maintain a high degree of patience. Reports to: Shop Foreman. Call or email for the application: (410) 829-2153, rob@rentalworksofmd.com. This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age. (Date listed: 9/5/19)

RentalWorks of Maryland (243) Inside Sales / Counter Personnel — Construction / General Tool Industry. Position Tasks & Activities: •Rents equipment or arranges for the future rental of equipment to customer. •Prepares rental forms and contracts, obtains customer signature and other information as required. •Maintains daily contract file. •Computes charges based on rental or service rate. •Explains rental fees and provides information about rented items, such as operation or description. •Utilizes appropriate salesmanship skills to make certain that the right piece of equipment is recommended to the right customer at the correct rental rate. •Collects deposit or payment or records credit charges by maintaining customer charge file daily and balancing daily sales receipts. •Answers telephone and receives orders by phone. •Actively assists our outside sales team by continuously collecting and recording rental leads. •Recommends items to customers that meet their needs. •Reserves items for requested time and maintains rental reservation file. •Updates/calls overdue list daily and alerts supervisor of overdue contracts. •Cleans showroom and equipment. Arranges showroom displays. Keeps shelves organized, stocked and clean. May also clean customer restrooms. •Inventories retail sales merchandise and advises supervisor of low levels of merchandise. •Assists customer with the loading and unloading of equipment when necessary. May also need to demonstrate safety features and operational features of the equipment. •May fill customer's propane cylinders from
time to time. •May assist with deliveries and pickups as needed. •Resolves customer problems. •Report safety violations, unsafe behavior, and unsafe conditions to supervisor. •Adhere to all company policies, procedures, rules and regulations in written or verbal form. •Comply with government safety requirements and other regulations and security in store. •Attend department, store and safety meetings. •Perform other duties as requested. Nature of the Work: Must be able to service customers in a polite, friendly and professional manner whether in person or on the telephone. Must assist them with reservations, contracts, questions, register transactions and order adjustments. Must be able to process cash and credit card payments, as well as make change and credits. Finally, the ideal candidate will have a sales-oriented mindset that is geared towards building mutually beneficial relationships with our customers. Working Conditions: Must stand for long periods of time. Most work will be indoors with limited exposure to outside elements. The job requires constant interaction with the public. May have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents.

Education, Skills & Requirements: •A high school diploma or equivalent GED is preferred but not required. •Must be able to lift approximately 50 lbs. •Must maintain a professional personal appearance. •Must possess sales and customer relation skills. •Must be able to use mathematics to solve problems. •Must speak English clearly and write legibly. Ability to speak another language is a plus. •Must pass company drug screen. •Must maintain an acceptable attendance record. •Must have basic computer skills. •Maintain a cooperative working relationship with co-workers. •Must be able to maintain a high degree of patience. Reports to: Branch Manager/Assistant Manager. Call or email for the application: (410) 829-2153, rob@rentalworksofmd.com. This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age. (Date listed: 9/5/19)

Rommel’s Ace Hardware (194) 364 Thompson Creek Mall, Stevensville, MD 21666. We are now seeking outgoing associates to welcome and assist customers; stock shelves; perform inventory control, use the computers to cashier, place orders and keep records, help keep the store tidy; and have fun! Most important is superb customer service skills in a sometimes stressful and busy environment. Requirements: •Excellent customer service skills, including a positive "can do" attitude •Punctuality •Reliability •Ability to multi-task •Home improvement knowledge a plus •Prior retail experience a plus •Ability to frequently lift up to 60 pounds to load customers •Mechanically inclined a plus •Weekend & Evening availability required. Benefits & Compensation: •Competitive Compensation •Store Discount •Benefits Available •401(k) Plan •Opportunity to grow with company •Fun & active work environment. Equal Opportunity Employer/EOE. Please email a resume to KBarker@rommelusa.com or stop in and pickup an application. (Date listed: 8/21/19)

Salvation Army (302) Cambridge, MD. Driver/Laborors (JO#1038493); Warehouse Workers (JO#103850). Apply in person at the Salvation Army Store at 2817 Ocean Gateway, Cambridge, MD 21613. (Date listed: 9/19/19)

Salvation Army (297) Bell Ringer. Jobs start in late November and are available in Dorchester, Talbot, Caroline and Queen Anne’s Counties. $10.10 per hour. Apply in person at Salvation Army, 200 Washington St., Cambridge, MD. 21613 - 9 AM to Noon. (Date listed: 9/19/19)

Sauer Compressors USA (283) Stevensville, MD. Production Technician (Entry Level) (Refer to MWE Job Order #925658). Apply https://www.sauerusa.com/careers/. (Date listed: 9/16/19)

The Southern Tide Group (305) Full-time Painters and Carpenters needed in Ocean City, MD. $15-$17/hr (painter) $22-$24/hr (carpenter). Do you have at least 1-2 years of painting or carpenter experience and reliable transportation? If so, we want you! Call Breeanna @ (443) 577-0303 ext. 2184 for information or go online at https://metacoastal.applytojob.com/apply. (Date listed: 9/19/19)
The Southern Tide Group (304) Painters needed - $15-$18/HR. Do you have at least 1 year of painting experience and reliable transportation? If so, we want you! Apply in person at 350 North Washington Street in Easton, or online at https://metacoastal.applytojob.com/apply. (Date listed: 9/19/19)

TechOps Specialty Vehicles, LLC (264) A Vehicle Carpenter is a skilled position within the TechOps shop environment. He/she is responsible for building cabinets, slideouts and drawers, and other carpentry-related tasks for up-fitting/retrofits of large vehicles, trailers, SUVs, etc. He/she also assists the shop team as needed in the overall retrofit/up-fitting of vehicles. General Accountabilities/Responsibilities: Other duties may be assigned. • Builds cabinets, slideouts, drawers, etc. for vehicle up-fitting/retrofits and performs other carpentry-related tasks. • Performs minor painting work. • Operates and maintains a variety of equipment such as tools, air compressors, portable generators, etc. Makes small repairs to equipment as required. • Operates automotive equipment, such as pick-up trucks, small vans, SUVs, or cars within the shop environment. May operate large vehicles, move trailers, etc. if necessary. • Makes equipment, material and supply procurement recommendations to the Shop Manager as necessary. • Assists shop team in checking project standards and applying quality-control measures. • May assist shop team with minor installations and repairs in the mechanical, electrical, plumbing and related fields. • Completes paperwork as required. • Performs all other duties as required. • Any fabrication/welding experience would be supplemental to cabinet making. Qualifications: Required: • High School Diploma or equivalent, AND • Carpentry/cabinetmaking/construction experience, OR • Equivalent combination of education and experience deemed adequate by executive management. • Must work well with little supervision and in a team environment. • Strong attention to detail. • Valid driver’s license and a clean driving record. • US Citizenship. Preferred: • Varied technical/mechanical skills. • Forklift operator certification/experience. • Professional/technical certifications applicable to shop environment. • Ability to obtain a security clearance if needed. Working Conditions: The employee’s primary work site is in the shop at the TechOps headquarters in Stevensville, MD. The shop is well-lit and properly ventilated in accordance with the Bureau of Labor. The noise level in the work environment is typical of most shop/industrial environments; ear protection is provided for when machinery is in operation as the noise level in the work area can be very loud. Installer is occasionally exposed to extreme heat in summer and cold in winter while performing typical tasks. Exposure to dirt, dust and chemical fumes such as wood stains, paint, etc. is frequent. While it is difficult to gauge the percentage of travel for the employee, it is to be expected that travel both to TechOps locations and to project work sites not under TechOps's control or events outside of Maryland and around the country may be required. Physical Requirements: Medium physical exertion; the position requires mobility. While performing the duties of this position, he/she is frequently required to walk, stand on a concrete floor, communicate, reach and manipulate objects, tools or controls, work under vehicles (creeper work), work on ladders and on top of vehicles and occasionally sit. Duties involve moving materials weighing up to 25 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as tools, forklift, computer keyboard, mouse, calculator and other items including tools and shop machinery as needed. Interested applicants can contact directly: admin@techopssv.com. (Date listed: 9/11/19)

TechOps Specialty Vehicles, LLC (263) A Vehicle Electrician is a skilled position within the TechOps shop environment. He/she is responsible for the installation and wiring of electronics and communications equipment in large vehicles, trailers, SUVs, etc. He/she also assists the shop team as needed in the overall retrofit/up-fitting of vehicles. General Accountabilities/Responsibilities: Other duties may be assigned. • Installs and wires electronics and communications equipment in large vehicles, SUVs, trailers, etc. • Operates and maintains a variety of equipment such as tools, air compressors, portable generators, etc. Makes small repairs to equipment as required. • Operates automotive equipment, such as pickup trucks, small vans, SUVs, or cars within the shop environment. • May operate large vehicles, move trailers, etc if necessary. • Makes equipment, material and supply procurement recommendations to the Shop Manager as necessary. • Provide support during installation of electrical systems throughout vans,
trucks, SUVs, and Mobile Command Centers (MCVs). • Ensure work performed meets the requirements set forth by the wiring diagram. • Work with project lead to troubleshoot any issues that arise during wiring. • Communicate job status as well as material status throughout the duration of assigned project. 

Qualifications: Required: • Must have electrical experience in marine, RV, or auto industry. • Experience with 12 volt wiring systems, lights and sirens, AV, or relays is a plus. • Must possess excellent communication skills and a desire to learn. • Must have strong work ethic and an ability to troubleshoot. • Must possess valid driver’s license. Preferred: • Varied technical/mechanical skills. • Forklift operator certification/experience. • Professional/technical certifications applicable to shop environment. • Ability to obtain a security clearance if needed. 

Working Conditions: The employee’s primary work site is in the shop at the TechOps headquarters in Stevensville, MD. The shop is well-lit and properly ventilated in accordance with the Bureau of Labor. The noise level in the work environment is typical of most shop/industrial environments; ear protection is provided for when machinery is in operation as the noise level in the work area can be very loud. Installer is occasionally exposed to extreme heat in summer and cold in winter while performing typical tasks. Exposure to dirt, dust and chemical fumes such as wood stains, paint, etc. is frequent. While it is difficult to gauge the percentage of travel for the employee, it is to be expected that travel both to TechOps locations and to project work sites not under TechOps's control or events outside of Maryland and around the country may be required. 

Physical Requirements: Medium physical exertion; the position requires mobility. While performing the duties of this position, he/she is frequently required to walk, stand on a concrete floor, communicate, reach and manipulate objects, tools or controls, work under vehicles (creeper work), work on ladders and on top of vehicles and occasionally sit. Duties involve moving materials weighing up to 25 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as tools, forklift, computer keyboard, mouse, calculator and other items including tools and shop machinery as needed. Interested applicants can contact directly: admin@techopssv.com.  (Date listed: 9/11/19)

Tidewater Direct, LLC (282) 300 Tidewater Dr. Centreville, MD. Lead Folder Operators/Bindery Foreman (Refer to MWE J.O. #1002975); Bander Operator (Refer to MWE J.O. #1002983). APPLY in person or see our applications on our website at www.tidewaterdirect.com.  (Date listed: 9/16/19)

Tommy Bahama (269) Sales Associate (R16141). 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 informing 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.  https://oxford.wd5.myworkdayjobs.com/en-
US/TommyBahamaUS/job/QueenstownMD---Queenstown-Outlet/Sales-Associate_R16141.
Mahalo (thank you) for your interest in Tommy Bahama. (Date listed: 9/11/19)

Trenton Pipe Nipple Company, LLC (272) Federalsburg, MD. **Machine Operator** (MWE Job Order #1035844); **Building Maintenance Mechanic** (MWE Job Order #1035853). To apply, email resume to: larryy@trentonpipe.com. No Phone Calls. (Date listed: 9/12/19)

Tri-Gas & Oil Co., Inc. (251) Current openings: **Energy Advisor** (JO#1023321); **Service Coordinator** (JO#1034496); **HVAC Lead Installation Tech** (JO#1034493); **Installation Tech Apprentice** (JO#999723); **Marketing Coordinator** (JO#1023316); **Delivery Drivers** (1014062); **Wholesale Sales Consultant** (JO#1014074). To apply, email resume to: careers@trigas-oil.com. (Date listed: 9/9/19)

Keith Truxton Trucking (249) **CDL-A Truck Drivers** - Caroline County Location- (JO#1034483). Recent Grads OK. To apply, call 410-739-7175 for appointment. (Date listed: 9/9/19)

UniSite Design, Inc. (197) 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 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 Production Support Assistant** provides administrative support to the Production and Engineering Departments. They work closely with the Engineering and Manufacturing Manager to ensure production runs smoothly and in a timely manner. The Production Support Assistant must be able to work independently in a fast paced environment while multi-tasking to assist with planning and organizing of manufacturing operations. They are responsible for completing the daily shipping process, maintaining physical work orders, assisting with the creation of procedures, digitizing information for Production and Maintenance, and providing general administrative support. **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. **An Inside Corporate Business Development** team member who works strategically with the Corporate Business Development and Customer Service Teams. This position offers an individual the opportunity to participate in a variety of business development activities that generate growth opportunities for the company. The successful applicant will work strategically with the Corporate Business Development and Customer Service teams as well as other staff members to initiate & establish relationships with our customer base assist in project analysis and continuously strive to help maximize the company’s market share in each territory. **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 **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. Lastly, we are seeking individuals for various hourly **General Production Positions** (Welder/Material Handler/Loader-Unloader/Wood Assembler/Packer) 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](http://tinyurl.com/y2nw4q95), 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: 8/23/19)

**U.S. Army – Career Fair (289) Aberdeen Proving Ground** - **October 29, 2019 - 10am-2pm**. Mallette Training Facility (Building 6008), 6575 Jayhawk Rd, Aberdeen Proving Group, MD. For more information and for registration, please visit: [http://tinyurl.com/y2nw4q95](http://tinyurl.com/y2nw4q95). (Date listed: 9/17/19)

**U.S. Census Jobs – 2020 (011) Temporary PT & FT** $18.50 per hour. Apply on line at: [www.2020census.gov/jobs](http://www.2020census.gov/jobs). (Date listed: 7/1/19)

**Universal Security (221) Kent County. Unarmed Security Guard** (#1028798 MWE Job Order). To apply call (301)216-3804. (Date listed: 8/28/19)

**Universal Security (220) Caroline County. Unarmed Security Guard** (#1028791 MWE Job Order). To apply call (301)216-3804. (Date listed: 8/28/19)

**USA Fulfillment (235) Temporary Production Workers** (MWE Job Order #1032736). Apply in person at: 313 Talbot Blvd Chestertown, MD 21620 or Online at: [www.usafilljobs.com](http://www.usafilljobs.com). (Date listed: 9/4/19)

**USA Fulfillment (252) 313 Talbot Blvd., Chestertown, MD 21620. 410-810-0880. woutten@usafill.com. Temporary Production Workers.** USA Fulfillment located in Chestertown, MD is in search of temporary production workers to assist with its pick/pack operations. Job requirements include working on your feet and basic computer skills. Day and evening shifts are available. Hours range from 6:00am – 1:00am. We will attempt to work with your schedule. Could lead to longer holiday opportunity. To apply, complete a full application at USA Fulfillment’s offices between 8:30am and 3:00pm, M-F. Address: 313 Talbot Blvd., Chestertown, MD 21620, or go online to [www.usafilljobs.com](http://www.usafilljobs.com). (Date listed: 9/9/19)

**USA Fulfillment (223) 31 Talbot Blvd., Chestertown, MD 21620. 410-810-0880. woutten@usafill.com. Call Center Agent.** USA Fulfillment is Chestertown, MD is looking for high-energy, Call Center Team Members to join our growing team during the peak season, which traditionally occurs between Thanksgiving and Christmas. If you like to work in a fast pace environment where the day goes by quick and you like to help people while making a positive impact, then this opportunity is the perfect fit. Our Call Center is 24 hours a day, seven days a week and therefore will offer varying schedules with multiple shifts, including weekends and holidays. Outstanding written and verbal communication skills, including proper pronunciation and grammar are required, as well as a consistently courteous and professional tone of voice at
all times. The capability to work in a fast paced, team oriented office environment is essential. To apply, complete a full application at USA Fulfillment’s offices between 8:30am and 3:00pm, M-F. Address: 313 Talbot Blvd., Chestertown, MD 21620, or go online to www.usafilljobs.com/ (Date listed: 8/28/19)

**Vision Quest (222)** Clinical Supervisor – Master’s Degree Required (JO#1030413); Chief Administrator – Bachelor’s Degree Required (JO#1030420). Apply by email to: pat.smith@vq.com. (Date listed: 8/28/19)

**WalMart (275)** Easton Stockers/Unloaders (JO#1036065); Sporting Goods-PT (JO#1036068); Dairy/Frozen Stockers (JO#1036073). Apply on line at https://careers.walmart.com. (Date listed: 9/12/19)

**WalMart (229)** Denton, MD. Cashiers (JO#1031528); Cart Pushers (JO#1031534); Stockers (JO#1031531). Veterans are encouraged to apply. Apply on line to: www.careers.walmart.com. (Date listed: 09/13/19)

**Washington College (202)** Chestertown, MD. Utility Worker for Trash Removal (Refer to MWE Job Order #1028806); Clinical Counselor (Refer to MWE Job Order #1029301); Cook, Full Time (Refer to MWE Job Order #1028817); Retail Attendant (FT) (Refer to MWE Job Order #1028822); Retail Attendant (PT) (Refer to MWE Job Order #1029296); Nurse Practitioner (Refer to MWE Job Order #1029299); Records and Reporting Specialist (Refer to MWE Job Order #1029307); Coordinator of Living Resources (Refer to MWE Job Order #1029304). Apply www.washcoll.edu. (Date listed: 8/26/19)

**Worton Creek Marina (280)** is a full service repair yard located in Chestertown, on Maylands Eastern Shore. Located just 1/3 of a mile off of the Chesapeake Bay, Worton Creek not only offers a quiet, peaceful experience for boaters, it also is home to Worton Creek Marina. A family owned and operated Marina and Repair Yard, Worton Creek has a long standing reputation of providing quality repairs and outstanding customer service since 1949. Worton Creek works on all size and types of boats, from our well known “Re-manufacturing” classic of 31’ Bertram’s to the complete refit of a 90’ Burger which sustained major fire damage. John Patnovic and his crew of dedicated craftsman undertake some of the most unique and challenging projects on the bay. Worton Creek is growing, and is looking for skilled individuals to work in the repair yard. Experience is valued, however the willingness to learn and being part of a team in problem solving, development, and facilitation is equally important. Worton Creek Marina offers a full benefit package including medical, dental, retirement savings, vacation, and paid holidays. We are hiring for the following positions: Fiberglass Tech – immediate opening for a highly skilled marine fiberglass layup and repair technician. Duties include but are not limited to layup, repair, filling, fairing, and gel coat application and repair on boats. Repairs are conducted on boats of all sizes up to 90 ft. The position includes making parts from molds and mold making. This is a full time year round position. Salary is commensurate with experience. Marine Mechanic/Electrician – immediate opening for a marine mechanic. Duties include but are not limited to working on gas and diesel engines, hydraulic systems, electrical, and water systems. Certifications are preferred however not required. This is a full time year round position. Salary is commensurate with experience. Marine Carpenter – immediate opening for a marine carpenter. Duties include but are not limited to interior carpentry, cabinetry, molding, and flooring. Cutting and fitting various materials including fiberglass and plastic. Patterning, fabrication, and finish work of various boat components. This is a full time year round position. Salary is commensurate with experience. To apply for any of these positions please send a resume to marina@wortoncreek.com, or apply in person at 23145 Buck Neck Rd. Chestertown, MD 21620. Note: when applying in person please bring a copy of your resume or work history. (Date listed: 9/16/19)
YMCA of the Chesapeake (253) The Perkins Family YMCA Branch in St. Michaels is looking for a dependable **CDL licensed driver** to transport our middle school sports teams to and from away games throughout the 2019-2020 school year. Applicants MUST have a clean driving record and hold a current CDL certificate and be available to drive weekdays between the hours of 1:30 pm and 8 pm. Interested applicants should apply **ON LINE** through the YMCA of the Chesapeake website. Be sure to scroll to the Open Positions listed under the Perkins Family Branch – St. Michaels. Please contact Tracy Cohee with questions: (410) 745-5963; tjcohee@ymcachesapeake.org. (Date listed: 9/9/19)

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.