

CHESAPEAKE JOBS LISTING

November 13, 2009

CHESAPEAKE COLLEGE

CAREER SERVICES

Office of Student Services

P.O. Box 8 Wye Mills, MD 21679

(410) 822-5400, 758-1537, or 228-4360, ext. 303

The Office of Career 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 Career Services at (410) 822-5400, 758-1537, or 228-4360, ext. 303.

Bender Consulting Services, Inc. (214) is currently hiring bright, enthusiastic individuals with disabilities to work with the Federal government in the Washington, DC Metro area, Philadelphia, PA, Harrisburg, PA and other areas across the United States. Bender specializes in providing freedom through competitive employment. As an individual with disabilities herself, CEO and host of "Disability Matters" on voiceamerica.com, Joyce Bender believes that all qualified people should be given equal work opportunities. More information about Joyce Bender and Bender Consulting Services can be found at benderconsult.com. Apply now if you are interested in career opportunities with the Federal government. Positions are available in the following fields: -- **Human Resources, Management Analysis, --EEO, --Finance and Accounting, --Law, --Aviation, --Logistics, --Computer Science, --Electrical Engineering, --Research and Analysis, --Language Analysis.** People with disabilities EMBRACE YOUR INDEPENDENCE by applying now. Contact Lisa Goodrich at 412-446-4449 or resume@benderconsult.com. (Date listed: 11/2009)

Bestemps (41) We offer Job Placements, Payrolling Services, Outplacement Services and Resume Services for the Eastern Shore of Maryland and Delaware. Log onto to our website @ www.besttemporaries.com for our office location nearest you. (Date listed 11/1/09)

Caregivers (247) Caregivers needed. There is free registration at www.care4hire.com to search for Babysitting, Housekeeping, Tutoring, Elder/Companion Care, Pet Sitting, and other miscellaneous services. There are jobs available throughout the United States and Canada. mail@care4hire.com, 402-379-7811. (Date listed: Nov/09)

CASA (115) Court Appointed Special Advocates for Children needs: **AmeriCorps Member.**
Duties: To assist in development and implementation of the public awareness plan for local CASA programs; assist in developing partnerships with local businesses and community organizations, cultivate relationships with media, coordinate awareness efforts for community outreach, and promote consistency in messaging and branding; actively participate in the recruitment of CASA volunteers and organize prospective volunteer orientation; develop/update public awareness materials for local office; develop/update media directory for local office; and other duties as assigned from the site supervisor and Maryland CASA Association Public Awareness Coordinator. **Qualifications:** 18 and older; knowledge of public relations and correspondence with a variety of media outlets; excellent verbal and written skills; and excellent computer skills and experience with various software applications, with expertise in Microsoft

programs, especially Word, Excel, and PowerPoint. **Apply:** Call Maryland CASA Association at 1-888-833-2272 or e-mail Farajii Muhammad at farajii@marylandcasa.org. (Date listed: 11/13/09)

Chair Massage Therapists (113) We are in need of mobile massage therapists who provide chair massage to assist with a very large national event. **Requirements:** Massage Therapist license/permit; liability insurance; own a massage chair and all necessary equipment/supplies; reliable transportation and prompt & reliable with a very friendly attitude a must! Learn more about therapist opportunities with **Well Kneaded Massage, Inc.** at tr@wellkneadedmassage.com. (Date listed: 11/12/09)

Chesapeake College (98) seeks a part time (17.5 hours per week, no benefits) **Network Technician**. The Network Technician provides support and maintenance on local and wide area network devices including, but not limited to switches, routers, servers, operating systems, applications and backups. Flexibility in scheduling is a necessity. Associate's degree or MCSE certification. At least two years experience supporting local area and wide area networks. Knowledge of TCP/IP based network protocols. A demonstrated ability to configure network devices such as switches, routers and servers. Ability to communicate with both technical and non - technical persons. Understanding of hardware infrastructures for networking. Ability to work under pressure and without direct supervision. Ability to create clear, accurate and concise technical documentation. Desired: Experience with VMware, SQL and Cisco OS. For best consideration, please send cover letter & resume to hr@chesapeake.edu . Please reference the job to which you are applying in the subject heading. **Resumes must be in .doc (Word) or PDF (Acrobat) format. We are unable to open or convert files in other formats.** (date listed 11/4/09)

Chesapeake College – Continuing Education - Fitness Instructor (90) The position is Temporary, Part-time, no benefits. **Description:** Looking for Fitness Instructors for the Kent, Talbot and Caroline counties for Project Enhance. **Requirements:** Instructors should have fitness certification from one of the national organizations: ACE, ACSM, AFAA, AFPA, FITOUR, NASM, NETA, SFA or YMCA. **Apply:** Contact Anne Slater, Director of Continuing Education & Workforce Training; Chesapeake College at 410-827-5810. Positions will remain open until filled. (Date listed: 11/13/09)

Coldwell Banker Residential Brokerage (97) seeks highly motivated individuals with above average communications skills for potentially lucrative careers in real estate sales. There is no better time than now to get into the business of real estate. All positions offered are independent contractors. Success requires high energy, excellent people, communications, and technology skills. Positions are available in Easton, Chestertown, Salisbury and Ocean City. Experience a plus but not required. Maryland real estate license required. Pre-licensing classes are forming now. Contact Hugh Smith or Sandy Dunker at 410-822-9000 or e-mail hsmith@cbmove.com for more information or a confidential interview. (Date listed: 11/4/09)

Customer Service Representative (66) needed at **Whitten Insurance Agency**. **Duties & Responsibilities:** Enthusiastic individual who can , multi-task, research and resolve customer inquiries; provide information on our products and services; and demonstrate our commitment to the customer by following up on calls and ensuring superior results. Must be outgoing, as well as detail oriented and accurate. Individual must be a team player that can also work independently. Bilingual candidates (Spanish/English) are highly desirable. **Salary:** Competitive wages and bonus plan. **Experience:** Customer service or related experience and great communications skills desired. **Apply:** E-mail your resume' to nagel.lori@gmail.com. (Date listed: 09/04/09)

Eastern Shore Family Foot Care (107) is seeking candidates for the full-time position of Medical Receptionist and Physician Assistant at our thriving podiatric medical practice. Job Summary: Answering phones, Greeting patients, Interviewing patients on medical history and conditions, Processing patient medical records, Scheduling appointments, Coordinating with hospitals, Coordinating with testing labs, Coordinate authorization with insurance, Preparing treatment rooms, Sterilizing medical equipment, Office locations: Chestertown, Centreville, Denton, Chester. Please send resumes with cover letters to: 970 Washington Avenue, Chestertown, MD 21620 or fax to (410)758-3249. No experience is required, we will provide training. Date Listed: 11/4/09

Environmental Systems Products (ESP) (91) We provide vehicle emissions testing for the State of Maryland. We have 18 locations across the Maryland. We are beginning a new contract with the State and need **PT Lane Inspectors** for our **Grasonville, Maryland** station. **Salary:** \$8.50/hr. We provide paid training, free uniforms, and excellent benefits! **Qualifications:** Must be at least 18 years old, have a valid Maryland driver's license, be able to pass a criminal background check and a drug screen and have excellent customer service skills. **Apply:** Online at www.esp-global.com/etp/maryland. (Date listed: 11/4/09)

Express Employment Professionals – Delmarva's professional staffing solution. We are always recruiting for experienced individuals in Office Services, Sales and Marketing, Engineering and Light Industrial. Benefits are available immediately. **Current Openings: Food Processing:** There are openings on 2nd Shift in Cordova, Full Time, starting at **\$8.80/hr**. PT Openings in Cambridge and Hurlock in **Production** starting at **\$8.00/hr**. **Outside Sales** positions are available, experience in business development a plus, upper level and entry level positions are available. Inquire in person or via telephone: 29466 Pintail Drive, Suite 1, Easton, MD 21601, 410-820-8888. www.expresspros.com. (Date listed: 11/04/09)

FASTENAL (42) **Part Time Sales Support** entry level position. **Location:** Stevensville and Easton, MD store. **Duties:** Order packing; telephone and counter sales; inventory control; stocking shelves and local deliveries. **Experience:** Previous experience with computers, scanners, fax, telephone and other office equipment is helpful. **Requirements:** Possess a valid driver's license and meet our MVR requirements; possess excellent oral and written communication skills; be at least 18 years old; possess the ability to learn and perform multiple tasks in a team environment; be able to safely lift 50 lbs. on a regular basis; be customer-service oriented; have strong attention to detail and have basic math skills. **Contact person:** Brandon Hoey at bhoey@fastenal.com or apply in person at any store location. (Date listed: 10/2/09)

Harford County Department of Social Services (109) the Division of Adult Services.

Position Title:

- Family Services Caseworker I & II
- Social Worker I & II, Family Services

Salary:

- | | | |
|------------------------|-------------------|----------|
| • FS Case Worker I | \$33,602-\$52,596 | Grade 13 |
| • FS Case Worker II | \$35,736-\$56,128 | Grade 14 |
| • Social Worker I, FS | \$38,016-\$59,892 | Grade 15 |
| • Social Worker II, FS | \$40,048-\$63020 | Grade 16 |

Location: Harford County Department of Social Services; 2 S. Bond Street, Bel Air, MD 21014.

Duties: This position provides assistance and protection to vulnerable adults 18 years old and older. Particularly, an Adult Protective Service worker's efforts are geared towards the prevention or remediation of neglect, self-neglect, abuse (including sexual abuse), or financial exploitation, by acting on behalf of disabled adults who are unable to provide their own protection. The position of **Adult Protective Services worker** involves a wide range of duties and responsibilities. Employees may be required to testify in legal proceedings as to the facts of a

specific adult service case and may testify in courts as an expert witness as to professional judgment. Employees may assist in investigating suspected elder abuse or neglect, and may make recommendation to place adults in Guardianship of Person and/or Property through the court process. Employees may provide on-call coverage. Employees may develop and implement a personalized training plan to maintain and upgrade knowledge and skills related to the delivery of direct services. Employees will be required to perform other related duties.

Family Services Caseworker classifications receive general supervision from a licensed social worker. Work is performed in customers' homes, nursing homes, hospitals and other community settings. Employees may be required to deal with potentially hazardous situations.

Qualifications: Education & Experience:

- Family Services Caseworker **I & II** – Possession of a bachelor's degree in an appropriate behavioral science from an accredited college or university. Child development, sociology, social work, psychology, counseling, nursing, criminology, juvenile justice, human growth and development, human services, mental health or human resources management that includes at least 30 credit hours inhuman services or human development. **(I)** One year rendering caseworker or community organizational services in a public or private social service agency. **(II)** Two years rendering casework or community organizational services in a public or private social service agency. Possession of a Social Work Associate license from Maryland State Board of Social Work Examiners can be substitutes for the experience.
- Social Worker **I & II** – Determined by the Maryland State Board of Social Work Examiners under the licensing requirements for Social Workers. **(I)** None. **(II)** One year of experience providing child welfare or adult services to vulnerable children, individuals or families.

Closing date: November 18, 2009. **Apply:** Submit a State application (MS-I00) to Kristine Bowers, Harford County Department of Social Services, Human Resources, 2 S. Bond Street, Bel Air, MD 21014. Applications must include the classification title **Family Services Caseworker I/II or Social Worker 1/II**. (Date listed: 11/4/09)

HCR ManorCare (10) works with patients and their families to design an individualized plan of care that best addresses patient needs or those of their loved one. Being a leading provider of post-acute and rehabilitation services along with our nearly 60,000 employees has made us the preeminent care provider in the industry. Quality care for patients and residents is provided through a network of more than 500 skilled nursing and rehabilitation centers, assisted living facilities, outpatient rehabilitation clinics, and hospice and home health care agencies. Discover the satisfaction of being part of the HCR ManorCare team providing more positive outcomes for everyone in our communities. HCR ManorCare offers their therapists: -The leading owner and operator of long-term care centers in the United States; -Network of more than 500 long-term care centers, assisted living facilities, outpatient rehabilitation clinics, and home health care & hospice offices; -Medical/Dental; -Vision Discount Plan; -Legal Services Plan; -Educational Assistance; -Credit Union Membership; -Retirement. The following positions are available: **Physical Therapist** – Plans and administers prescribed physical therapy treatment program for patients/residents to restore function, relieve pain, and prevent disability following illness, disease, or injury. As a Physical Therapy professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding services can all have an impact on your future. **Physical Therapist Assistant** – Performs physical therapy programs under the general supervision of a physical therapist unless the state practice is described differently. As a Physical Therapy Assistant professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding and services can all have an impact on your future. **Occupational Therapist** – Plans and administers prescribed occupational therapy treatment program for patients/residents to facilitate

rehabilitation following illness, disease, or injury. As an Occupational Therapy professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding services can all have an impact on your future. **Certified Occupational Therapy Assistant** – Perform occupational therapy programs under general supervision of an Occupational Therapist. Assist in administering programs involving functional skills. Instruct, motivate and assist residents in learning and improving functional skills. **Speech Language Pathologist** – Plans, organizes, and conducts speech therapy program to facilitate rehabilitation of patients/residents following illness, disease or injury. As a Speech Language Pathology professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding and services can all have an impact on your future. Contact James Glover at 866-427-2004 ext 110, fax 877-479-2652, or email james.glover@hcr-manorcare.com. (Date listed: Nov/09)

Horn Point Laboratory: Field/Laboratory Research Technician in Microbial Ecology (112). University of Maryland-Center for Environmental Science (located in Cambridge, MD) is seeking an entry level research technician to work with Dr. Byron Crump on two NSSF-funded research projects to study the diversity and activity of bacteria and other microbes in aquatic ecosystems. Fieldwork includes 3 months/year of field sampling at the Toolik Lake Long Term Ecological Research (LTER) site, located in the foothills of the Brooks Range in Northern Alaska, and research cruises in coastal waters off Oregon and Washington in association with the Center for Coastal Margin Observation and Prediction (CMOP). Laboratory work includes DNA extraction and analysis using a suite of molecular techniques, epifluorescence microscopy, analytical chemistry, and bacterial production measurements. The broad goal of these projects is to understand temporal and spatial patterns in bacterial community composition in freshwater, estuarine and coastal marine ecosystems. This position offers an excellent opportunity to gain experience in ecological research in the field and laboratory and to meet outstanding research scientists from around the world. Ideal candidates will have experience with PCR and other molecular techniques, strong organizational skills and attention to detail, physical ability to work under taxing conditions on the tundra and onboard ships, and ability to work productively with a team. Salary will be commensurate with experience (range from \$30-\$40K/year plus benefits). Position begins in March 2010. Funding is currently available for one year. **Apply:** Please provide a resume' a 1-page description of your experience, background (courses) and goals, and contact information for three references to Dr. Byron Crump by e-mail (bcrump@hpl.umces.edu) or by fax (1-410-221-8490). (Date listed: 11/5/09).

Installation Technician (101) a full time position for **Astech Security**, a 29+ year alarm company. **Job Description:** A low voltage technician, offering excellent benefits; competitive pay (negotiable), 40 hr. week (M-F) weekend work by choice, insurances, holidays, vacation, personal/sick days, company vehicle, uniforms, tools and cell phone plus the opportunity to expand your skills. **Qualifications:** High energy, customer oriented, 3-5 years (directly related) experienced technicians for installation of security, telephone, data, audio, video, other related wiring systems. Applicants must have clean background and valid driving license/record. **Contact:** Amy Lamaster or Nick Miller at 410-643-3611. **Apply:** Fax resume' to 410-643-3657 or e-mail to: amy@astechsecurity.com or mail to: P.O. Box 138, Chester, MD 21619. (Date listed: 10/21/09)

Kent Center (106) Full Time Residential Counselor position -Compassionate, dependable people needed to work residentially with adults with developmental disabilities 7 days on / 7 days off. RC hours, include working evenings, overnights and e/o weekend. Applicants must have no lifting restriction, HS diploma/GED, & valid driver's license with no more than 2 current points. Applicants must pass Drug Testing, & Criminal Background review. **Part Time- Direct Support**

Professionals- needed to work residentially with adults with developmental disabilities. Part Time hours include working evenings, overnights and/ or weekends. Please fax resume to Kay Melvin @ 410 778 7305, email to kaymelvin@kentcenter.org or apply in person at 215 Scheeler Rd., - Chestertown, Md. 21620. E.O.E. Date Listed: (11/4/09)

LaMotte – Helping people solve analytical challenges since 1919. (94) Great benefits! Send resume & salary requirements to: LaMotte Company, 802 Washington Ave., Chestertown, MD 21620 or email to mcoakley@lamotte.com. (Date listed: 11/4/09)

- **Formulation Chemist:** Will design and prepare experiments, conduct evaluations and provide relevant technical and product support. Requires experience in developing new products and reagents for testing water quality and sanitation levels. Applicant should have an MS degree in chemistry or a BS and 5 yrs. of experience. Technical expertise that includes developing novel indicator tests on dry substrates and unique delivery platforms for reagents is desirable. You must be proficient in wet classical wet analytical chemistry methods and spectrophotometric analysis, good color perception. Must have good computer skills for statistical and data analysis.
- **Software Developer:** Will develop and test Windows and mobile/smart phone applications for new and existing instruments and database applications. Will also serve as a technical liaison with outside programmers, provide technical customer service for software and may assist in website and web based projects. Requires a BS in computer science, Electrical engineering or equivalent work experience. Expertise in OOP with C++ and Windows OS, SQL, OLE_DB, HYML, Access and Visual Basic is required. Familiarity with microprocessors, embedded programming, Windows, CE, SQLServer, ASP.net and VisualStudio.net is a plus.
- **Chemical Technician:** Seeking a chemical technician to work with research and development chemists in data collection and evaluation of new reagent systems. At least two years of college chemistry required or equivalent work experience. Analytical chemistry and quantitative analysis preferred. Strong wet chemistry and basic computer skills required.

Marketing Assistants (105) Baysox Brigade (Internship) has 15-20 positions available on an unpaid basis. **Location:** Bowie, MD. **Requirements:** Pursuing or completed four year college degree and a desire to learn and experience the business of professional baseball. **Responsibilities:** Be an integral part of the community outreach efforts of the Bowie Baysox including but not limited to: Appearances at community events to promote Bowie Baysox Baseball and other stadium events; distribute Baysox information designed to help increase attendance of games and events and personally interact with Baysox fans inside and outside of the stadium. Work with the marketing staff to design, develop and implement promotional activities designed to be fun, interactive and to help sell tickets; volunteer game-day throughout the season and serve on the Baysox Brigade during games helping to run in-game promotional activities for fans. Work directly with the Baysox Ticket & Group Sales departments to contact Baysox fans to help sell tickets to games and stadium events. Aid the overall efforts of the Baysox in maximizing the collection and use of e-mail addresses, fan data with the goal of selling more tickets to games and events. **Qualifications:** Motivated individuals with the desire to gain experience in the business of professional baseball; outgoing personality; previous Customer Service experience is a plus; willingness to perform wacky promotional activities on-field and in the community; people who want to have FUN and the ability to volunteer a minimum of three to four full days per week. **Apply:** Fax resumes to: 301-464-4911 Attn: Lauren Phillips, Director of Promotions; e-mail to lphillips@baysox.com, no phone calls please; local candidates please (Out of State candidates will only be reviewed if candidate will be residing in Maryland during the months of March-August). This must be demonstrated on resume to have candidacy reviewed. **Start date:** Begin in April and continue through May. (Date listed: 10/29/09)

Metropolitan Police Department (31) Applications can be submitted on-line through our web site www.dcpolice.jobs EOE. Officers will perform the vital public services of preserving the peace, protecting life and property, preventing crime, apprehending criminals, and enforcing the laws and ordinances of the District of Columbia and the United States. No previous law enforcement experience is required to be considered for employment. Applicants must meet the minimum requirements at the time of applications. (Date listed: Nov. 09)

Monumental Life (276) Do you enjoy helping people? Do you want to make a difference in peoples' lives? Do you believe you can help change the future of American families? A career in life insurance can be a rewarding and satisfying vocation for you! Agents provide life, health and annuity products to meet the needs of new and existing customers. New agents are assigned a large number of existing clients in an assigned area. Frequent communication with customers, approaching people and relationship building are essential to this position. Hours are flexible, but you can expect to work some evening and weekend hours, as these are often the best times to reach our customers. Career Agents are provided the latest technology so you can provide responsive, customer-focused service. You are equipped with a laptop computer through which you can access the most current information about your customers. This laptop also contains illustrated "needs-based" analysis and sales presentations for both new and existing clients! For more information call 1-800-360-0267 or visit www.monlife.com/ml/employment.asp. (Date listed: 11/1/09)

Nannies4hire.com (49) Over 700 families registered at www.nannies4hire.com. We have Full-time, part-time, short-term live-in and live-out positions available nationwide. Register online at www.nannies4hire.com to view and contact families directly. (Date listed: Nov. 09)

Nannies of Nebraska (93) has been in business since 1987. We receive new families daily. Jobs are available nationwide. Nannies must make a one-year commitment. General responsibilities include: childcare, light housekeeping, grocery shopping, errands, driving, and laundry for children and light meal preparation. The family is responsible for your transportation to the job and home after your commitment. Call 1-800-730-2444 to apply, or apply online at www.nanniesofnebraska.com. (Date Listed: Nov. 09)

Northwestern Mutual Financial Network (84) **Position:** Financial Representative. **Description:** Representatives offer guidance, relationships and solutions to help clients meet financial goals and objectives. They offer exclusive access to insurance products from a top-rated company, Northwestern Mutual, and an array of quality investment choices. Supported by training programs and mentoring opportunities, they have access to the resources, products and assistance they need to help clients and build their practices. **Duties:** Financial Representatives will act as financial planners/advisors. You will be able to meet with clients face to face at their job or home to help them achieve their short term and long term goals. **Preferred Qualifications:** Bachelor's degree from a four-year institution; has strong interpersonal skills, be self-motivated and have a history of personal success. **Experience:** No experience required. **Location:** Annapolis. **Apply:** Contact Nicholas Ruocco, Director of Development, 175 Admiral Cochrane Drive, suite 101, Annapolis, MD 21401, 443-321-0729, nick.ruocco@nmfn.com. (Date listed: 11/4/09)

Northwestern Mutual Financial Network (83) **Position:** Internship. **Description:** Interns with the Network have the same opportunities to build their careers as full-time representatives. Supported by our network of specialists, training programs and mentoring opportunities, interns have access to the resources, products and assistance they need to help clients and build their practices. **Preferred Qualifications:** You must be a full-time student at a four-year institution, have strong interpersonal skills, be self-motivated and have a history of personal success.

Experience: No experience required. **Location:** Annapolis. **Apply:** Contact Nicholas Ruocco, Director of Development, 175 Admiral Cochrane Drive, suite 101, Annapolis, MD 21401, 443-321-0729, nick.ruocco@nmfn.com. (Date listed: 11/4/09)

Part-Time Nanny/Babysitter needed: (79) Looking for a babysitter for my two year old little girl. We live in Easton and need help about 2 - 3 days/week. Would need to have transportation and possibly pick her up from pre-school at 11:45. We are looking for someone with flexible hours. Our daughter still takes an afternoon nap so, if you're a student, this could be a great time to get some homework done! If interested, please contact Jessica: 410-353-5972 or jessica.genrich@verizon.net. (Date listed; 10/21/09)

Physiotherapy Associates (110) New Grad **Physical Therapists** for opportunities in Arizona, California, Washington and Nevada! What will *you* love about us? Inquire about opportunities at one of our Outpatient Orthopedic Sports Clinics in the West! Physiotherapy Associates has an exciting new growth opportunities for newly graduated Physical therapists at our clinics in the Western United States. Our highly skilled and caring staff includes experts in their field, providing a hands-on approach to rehabilitation. We utilize the most progressive treatment options and state-of-the-art equipment to ensure the best possible recovery. Our clinicians share the common goal of returning patients to their optimum functional level following surgery or injury. Treatments are designed to return patients to their maximum ability and independence with QUALITY care. Physiotherapy Associates is one of the largest and most successful healthcare organizations in the United States. We have over 4,000 employees and 700 outpatient facilities nationwide. Our organization is in the midst of a tremendous expansion period, allowing us to offer unparalleled growth in our industry and we are looking for dynamic therapists that complement our growth strategy. With our size and success come great opportunities for growth and advancement, adding up to a great overall package: Mentoring program for new grads; generous continuing education benefits; competitive salary and benefits; very reasonable caseloads, among the lowest in our industry; and clinician run, leadership opportunities. **Apply:** on-line at www.physiocorp.com or contact Cheryl Cleveland, Western Region Talent Acquisition Manager at 484-798-1289; e-mail: Cheryl.Cleveland@physiocorp.com. (Date listed: 11/4/09)

Practically Perfect Nanny (85) a childcare referral business looking for **Nannies** and **Babysitters**. Nanny and Babysitter candidates will be screened and interviewed. Qualified candidates will be referred to families in need of child care based on the family's needs and preferences. Child care related experience and education is preferred. For information or to schedule an interview, call Rhonda Becker, 443-262-1500. Mail resume to placement@practicallyperfectnanny.com. (Date listed: Nov. 09)

Prince George's Community College (212) Go to <http://jobs.pgcc.edu> for available jobs, required hours, qualifications, criteria and to apply online, or call 301-322-0613 (voice) to request an application. TTY users call thru MD Relay (7-1-1). Prince George's Community College, Largo, MD is an AA/EOE institution. (Date listed: Nov. 09)

Pro-Temps – Staffing Solutions (447) we match jobs and talent on Maryland's Eastern Shore. Call the pros at 410-822-4648, 800-787-4648; fax 410-822-5538. 8133 Elliott Road, Suite 5, Easton, MD 21601. www.protempstaffing.com, info@protempstaffing.com. (Date listed: Nov. 2009)

Skillful Contractors Group (93) is now accepting resumes' for all career paths. Staffing Services are only available for Kent county citizens or neighboring towns such as Church Hill, Crumpton, etc. and New Castle County, Delaware. Self-employed job seekers are welcome to apply. Resumes' can be emailed to staffingsite@yahoo.com or call Sherlene at 302-656-2690. (Date listed: 10/06/09).

State of Maryland (202) **Family Services Case Workers** - \$31,461-\$56,438; **Casework Specialist/Social Workers** - \$35,568-\$64,282; **Social Work Supervisor** - \$42,867-\$68,626. Our Children Need You! Are you a social worker or a social work student preparing to graduate from school? Or do you have a degree in the behavioral sciences? The Department of Human Resources (DHR) is the State of Maryland's human service agency. We are looking for caring, compassionate and committed social workers and caseworkers to join our team of child welfare professionals. This is a challenging career. You will work with Maryland's most vulnerable children and families to provide a safe, secure and healthy home environment. DHR needs social workers and caseworkers like you, but more than that, our children need you too. Help a child, change the future. Vacancies are located in several of our local departments of social services throughout the State of Maryland. These positions provide services to individuals or families in cases involving suspected child or adult abuse or neglect, out of home placement, guardianship, emergency protective orders or adoption. For detailed information on the required education and experience or to obtain an application, please visit our website at www.dhr.state.md.us/jobannnc.htm. To submit your application, please visit our website at socialworkcareers@dhr.state.md.us. If you have additional questions, please call 410-767-7862 and leave a brief message with your name and telephone number. (Date listed: Nov. 09)

State of Maryland Department of Human Resources, Social Service Administration (116), **Position: Human Service Administrator II** (Full-time contractual with no fringe benefits). **Location:** 311 West Saratoga Street, Baltimore, MD 21201-3500. **Salary:** \$21.77-\$34.93 (Salary Grade 18). **Duties & Responsibilities:** Serves as the Grants Team Leader responsible for the development and coordination of Federal, State and Private foundation grants; develops, presents and plans proposals for Executive approval; implements plans and monitors grants received; coordinates the staff at Department of Human Resources Central office and the 24 local Departments of Social Services by tracking, monitoring and reporting progress; recommends changes; assigns duties to the Social Services Administration Deputy Directors and Office Directors on behalf of the Executive Director; implements and oversees a \$928,000 Foster Connections to Success-Kinship Matters Grant; serves as project Coordinator/Team leader for grants that are responsible for federal reporting, program development and oversight; provides coordination and systemic linkage with other major programs, grants and placement matters strategies; responsible for the following grants; Substance Abuse and Mental Substance Abuse and Mental Health Services Administration Rural Cares, Maryland Cares, Project Keep, Atlantic Coast Child Welfare Implementation Center – Youth Engagement Project, Family Unification Program-housing Grant; and leads short term projects for the Executive Director. **Qualifications:** Possession of a Bachelor's degree from an accredited four-year college or university. Seven years experience in administrative, professional or technical work, two years of which must have involved supervision of other employees or exercising responsibility for program development. **Apply:** Submit a State application (MS-100), proof of education or official transcript or Foreign Degree Evaluation Report to Deenna Smith, Department of Human Resources, Office of Human Resource Development and Training, Room 141, 311 W. Saratoga St., Baltimore, MD 21202-3500. Application must be marked SSA/Human Service Administrator II. **Closing date:** December 1, 2009. (Date listed: 11/13/09)

State of Maryland Lottery Agency (114) A position specific recruitment for the Maryland Lottery Agency – **Personnel Administrator I**. **Location:** Baltimore Metropolitan Area. **Salary:** \$42,632-\$68,250. **Nature of Work:** This is the supervisory level of work in the administration of State personnel programs. This position will manage and supervise the Lottery's Human Resources Department which includes recruitment, classification, coordination, the processing of personnel transactions, employer/employee relations, staff development and training. The position will also administer and coordinate other related programs including health benefits, retirement coordination, and supplemental retirement. **Qualifications:** A Bachelor's degree from an accredited college or university. Four years of professional personnel work in the areas of job analysis, job evaluation, salary administration, employee recruitment and selection, employer-employee relations, personnel program evaluation or personnel policy formulation. Professional personnel management work experience includes creating eligible lists, developing position selection plans, conducting recruitment efforts, performing job analysis and evaluation to determine appropriate classification and salary; interpreting and applying the State Personnel Management System laws, rules, regulations, and standards, reviewing requests for disciplinary actions and recommending appropriate resolution, representing management at hearings and grievances, provide advice and guidance regarding standards of conduct and the performance evaluation process, and developing and implementing personnel policies and procedures to meet agency-unique needs. **Apply:** You must complete a State of Maryland MS-100 application and include the Title of the position, as well as the announcement number 10-6612-925); send it to: Michael A. Faulkner, Director of Human Resources; Maryland State Lottery Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230. (Date listed: 11/12/09)

SYSCO (111) We have openings for the following positions: **Food Service Sales/Outside Sales (3 available)**. **Requirements:** Must reside within a 30 mile radius of West Ocean City, MD; must reside within a 30 miles radius of City Dock, Annapolis; must reside within a 30 mile radius of Upper Marlboro. **Experience:** Sales professionals with 1-2+ years in commissioned outside sales; food service sales reps, restaurant managers & chefs; must be independent, motivated, self-starters with a strong work ethic; must possess a valid driver's license and current automobile insurance and must provide own vehicle for transportation for sales related activities. Candidates must be able to communicate and comprehend (speak, read, and write) in the English language. **Apply:** Contact April Porter, 410-677-5555 ext 5622 for an internal application or Fax resume' to 800-957-7140. **Closing date:** November 13, 2009. (Date listed: 11/4/09)

Tax Preparation (75) Accountants and/or accounting students needed at a full service tax and accounting practice. **Requirements:** Bright and energetic. **Qualification:** Minimum of two years post secondary accounting education and/or two years tax preparation experience, flexibility in work scheduling, high energy level and desire to learn. **Location:** Easton, MD 21601. **Apply:** Interested candidates should fax or email their resumes' with a cover letter indicating desired hourly compensation to David at 410-822-5681, or david.dwm@verizon.net. (Date listed: 11/13/09)

Volunteer (73) Become a Character Coach at Hurlock Elementary School! Character Counts Mid shore, Inc. and Hurlock Elementary School are looking for volunteers to meet with two classes per week for about 15 minutes each to provide mini-lessons on the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. This is great classroom experience in an elementary setting! We would be willing to work with you to have this opportunity count for service learning hours. All volunteers will be trained and materials will be provided. Research done by the MD State Department of Education confirms that Character Counts and Hurlock Elementary School please contact Danielle McKeown, School Counselor (mckeownd@dcpsmd.org or 410-943-3303) or Susan Luby, Regional Manager of Character

Counts Mid Shore (charactercountstalbot@verizon.net or 410-819-0386). Opportunities will begin as soon as possible! (Date listed: 09/17/09)

Warwick Fulfillment Solutions (95) in Hurlock, MD has an immediate opening. **Position:** Full time **Entry Level Programmer**. **Experience:** Must have prior work or education in IT. You must be able to learn SQL, Script, ability to do file manipulation spreadsheet expertise. **Salary:** Commensurate with experience/expertise. Website: www.warwickfulfillment.com. For more information please send resume' to: Chris.mushinsky@warwickfulfillment.com. (Date listed: 10/08/09)

Warwick Fulfillment Solutions (97) located in Hurlock, Maryland is seeking a Full Time **entry level programmer**. Candidate must have ability to learn SQL Script, file Manipulation and spreadsheet expertise. Prior work or educational background in programming. Warwick is also seeking Part-time and Full Time Call Center /**Customer Service Representatives**. Resume and References required. Please e-mail your information to Chris.Mushinsky@Warwickfulfillment.com No calls please. For more information on Warwick go to www.warwickfulfillment.com (date listed: 10/9/09)

The Office of Career 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. If you are interested in a job, please send or fax your resume to the employer, or call for an appointment. Chesapeake College is an Equal Opportunity Institution