



CHESAPEAKE JOB LISTING

January 4, 2019

EMPLOYMENT SERVICES

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

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

1880 Bank (243) 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: 9/13/2018 Updated: 10/25/18)

2020 US Census Jobs (475) (Refer to MWE Job Order #902212). PT & FT \$18.50 per hour. APPLY www.2020census.gov/jobs. (Date listed: 12/27/18)

Atlantic Tractor (535) 13716 Main St., Queen Anne, MD. **Farm Equipment Mechanic** (Refer to MWE Job Order #883588); **Small Engine Mechanic** (Refer to MWE Job Order #883594). Apply at www.atjd.net. (Date listed: 12/31/18)

Atlantic Tractor (534) 621 Morganec Rd., Chestertown, MD. **Parts Counter Sales Rep.** (Refer to MWE Job Order #851030); **Farm Equipment Mechanic** (Refer to MWE Job Order #929671); **Small Engine Mechanic** (Refer to MWE Job Order #929674). Apply at www.atjd.net. (Date listed: 12/31/18)

Autumn Lake Healthcare at Chestertown (536) 415 Morgnec Road Chestertown, MD 21620. **GNA's (FT & PT)** (JO#877740); **RNs (FT & PT)** (JO#799476); **Maintenance Assist. (PT)** (JO#898317). To apply, email Resume to RBlack@cnrehabcenter.com. (Date listed: 1/2/19)

Benedictine (537) Walk-in interviews – Thursday, January 24, 2019. Stop by for an on-the-spot interview for any of our currently vacant positions anytime between 10am and 12noon. 14299 Benedictine Lane, Ridgely, MD 21660. For more information or to reserve a spot call 410.364.9825. (Date listed: 1/2/19)

Caroline County Chamber of Commerce (549) is seeking an Executive Direction to lead our organization. If you or anyone you know is interested, send cover letter and resume to info@carolinechamber.org. (Job Order #927848) (Date listed: 12/21/18)

Caroline County Department of Emergency Services (546) **EMT-B (Full-Time)**. The Department of Emergency Services is responsible for providing advanced Emergency Medical Services (EMS), emergency planning and coordination for County government, and emergency communications, including 911 dispatch, police communications for the Sheriff's Office and four town police departments, and fire and rescue communications for nine volunteer fire companies. Visit our Department page for more information. About the Job: EMT-B Full time. This is skilled specialized work as a Maryland Certified Emergency Medical Technician. A self- motivated,

responsible person with administrative duties. **Requirements:** Must be a high school graduate and possess a minimum NREMT certification at time of interview and meet other minimum requirements in the BLS job classification. Six months experience preferred. Applicants must also have a Maryland Class "C" driver's license. If candidate is not licensed within the state of Maryland it must be obtained within 30 days of employment. Starting Hourly Rate: \$15.45 full-time. **Deadline: January 9, 2019.** Upon an employment offer, all applicants will be subject to a substance abuse test and complete background investigation. EOE. **How to Apply:** Submit completed applications, copies of certification documents, copy of driver's license and 3- year driving record 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 to receive by fax or email. Applications can also be downloaded by [clicking here](#). Save and complete application and email to: hrposting@carolinemd.org. Interviews and practical evaluations will take place on January 22, 2019. (Date listed: 12/26/18)

Caroline County Department of Health (136) 403 S. 7th Street, Denton, MD 21629. **Main Purpose of Job:** An **Environmental Health Specialist Trainee** is the entry level of work at a local health department performing inspections and investigations to ensure compliance with environmental health laws and regulations. Protection of the public health is the main purpose of the Environmental Health Specialist position, protection more desirably obtained through voluntary compliance with the existing regulations or, when necessary, using compliance procedures established in regulation and law. This is an entry level position under close supervision from a higher level Environmental Health Specialist. **Education:** Determined by the Maryland Board of Environmental Health Specialists under the licensing requirements for Environmental Health Specialists. **Experience:** None. **Licenses, Registrations and Certifications:** 1. At the time of hire, candidates for positions in this classification must possess a certificate of eligibility to be licensed as an Environmental Health Specialist from the Maryland Board of Environmental Health Specialists. A copy of your certificate must be attached to the application. 2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. **Selection Process:** Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. **Benefits:** Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. **Further Instructions:** Online application process is STRONGLY preferred. If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850 or Application.Help@maryland.gov. If online process is not available, please send your paper application to: Maryland Department of Health, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for

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

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

Caroline County Health Department (239) Social Worker I, Health Services – Full-Time Contractual. Recruitment #18-001991-0013. Filing Deadline is Open. Salary: \$19.83 - \$25.62/hour. For more information and to apply, click [HERE](#). (Date listed: 9/7/18 Updated 10/18/18)

Channel Marker Mental Health Support Services (541) Non-profit Human Services Organization is seeking the following applicants: **Residential Coordinator (Full Time)** to work with adults in Dorchester County, providing mental health support services in individual and group settings. Provide supervision to staff working in residential group homes. Strong communication, written, oral and team work skills required. Supervisory experience preferred. Bachelor's degree required. This full time position is responsible for utilizing rehabilitation concepts in order to provide quality mental health services to clients diagnosed with a mental illness. Essential job functions include onsite and offsite service delivery, completion of required documentation as per state/agency regulations, and executing job functions that support the goals of the program. The position is responsible for instructing, assisting and monitoring clients in accordance with individual rehabilitation plans. The position is also responsible for oversight of client benefits and appointments. The applicant must demonstrate excellent interpersonal skills with clients, their families, internal and external staff. The applicant must have proficient written and verbal communication skills. The position will transport clients as needed. **Rehabilitation Specialist (Full Time)** to work with adults and/or children in Caroline, Dorchester, and Talbot Counties, providing mental health support services. Strong communication, written, oral and team work skills required. Bachelor's degree required for working with children; Associate's degree required, Bachelor's preferred for working with adults. These full time positions are responsible for utilizing rehabilitation concepts in order to provide quality mental health services to clients diagnosed with a mental illness. Essential job functions include onsite and offsite service delivery, completion of required documentation as per state/agency regulations, and executing job functions that support the goals of the program. The position is responsible for instructing, assisting and monitoring clients in accordance with individual rehabilitation plans. The applicant must demonstrate excellent interpersonal skills with clients, their families, internal and external staff. The applicant must have proficient written and verbal communication skills. The position will transport clients as needed. See below for other requirements. **Residential Associate (Full Time)** – Denton, MD. This position is a 7 day on/ 7 day off shift requiring overnight and weekend coverage. Overnight stays in the home are required. This full time

position is responsible for utilizing rehabilitative concepts in order to provide quality services to mental health clients residing in supervised housing. Essential job functions include monitoring medication requirement of the residents, supervising and instructing clients in activities of daily living, and supporting clients in community activities, promoting healthy lifestyles. This position will be working with adults in Caroline County providing mental health support services to clients in their residential home setting. High School Diploma or GED Required; CNA, GNA or AA Degree Preferred. **Residential Associate II (Part Time)** – Cambridge, MD. Overnight stays are required for these positions. Depending on the shift, some weekend hours are required. This position is responsible for utilizing rehabilitative concepts in order to provide quality services to mental health clients residing in supervised housing. Essential job functions include monitoring medication requirement of the residents, supervising and instructing clients in activities of daily living, and supporting clients in community activities, promoting healthy lifestyles. This position will be working with male adults in Dorchester County providing mental health support services to clients in their residential home setting. High School Diploma or GED Required; CNA, GNA or AA Degree Preferred. All positions require: Required licenses or certifications: •Valid Driver's License •No more than 2 points on your driver's license •Must be at least 21 years of age •Clear background check. Send resume no later than 1/15/19 to: Channel Marker, Inc., 8865 Glebe Park Drive, Unit 1, Easton, MD, or fax to Kelly Holden at (410) 822-0984, or email to kelly@channelmarker.org. Resumes required. No phone calls. E.O.E. (Date listed: 12/28/18)

The Chesapeake Center, Inc. (498) Residential Counselor / 1on1 Direct Care Staff / ISS Assistant. Overview: The Residential Counselor/1on1 Direct Care Staff / ISS Assistant provides basic personal care and implements residential goals and outcomes for the individuals living in Chesapeake Group Homes and whom attend the day programs with Developmental Disabilities and Head Injuries. The Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant works closely with the individuals to foster growth and development in all aspects of the resident's life. Areas include: cognition, behavior management, personal hygiene care, recreation, sensory needs, etc. The Chesapeake Group Homes, Inc. program is designed to ensure that all the client's capabilities and functioning abilities are maintained and that staff only provides the necessary level of assistance to maintain each client's level of independence in all areas of their lives. Job Summary: The Residential Counselor/1on1 Direct Care Staff / ISS Assistant provides care to residents as established in Chesapeake Group Homes and Day Programs policies and procedures, current standards of care and practice and applicable state/federal regulations. In addition, the Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant are responsible for handling tasks which may involve exposure to visible blood contamination or reasonably anticipated blood contamination in compliance with the OSHA's Bloodborne Pathogen Standard and Chesapeake Group Homes Exposure Control Plan for Bloodborne Pathogens. Physical Requirements: This job requires good physical and mental health. Physical activities may include lifting, rotating and assisting residents who are partially or totally dependent for moving about. Other physical requirements of the Residential Counselor/1on1 Direct Care Staff / ISS Assistant include stooping, bending, standing and walking most of an eight, ten or twelve hour shift. The Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant must be willing and able to work a flexible shift. Qualifications/Education: The Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant must have the ability to communicate ideas verbally and in writing, and must show sound judgment and sensitivity when dealing with the needs of the developmentally disabled and head injured client. The Residential Counselor must have the ability to establish and maintain effective working relationships within the interdisciplinary team. The Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant must present a positive role model in appearance and actions at work and have the ability to coordinate and execute appropriate meal preparation and overall household tasks and be dependable and reliable. The Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant must be a Certified Medication Technician or complete an approved training program and pass competency examinations in clinical skills and written knowledge within 90 days of employment in accordance with statutory requirements. **RECERTIFICATION and RENEWAL** – It is your responsibility to ensure that the delegating nurse receives all proper documents regarding recertification and renewal of your Medical Technician Certification. Please remember that your employment is contingent on keeping your certification current and active. All costs associated

with renewal will be at the expense of the employee. **Duties:** •Understand and agree with The Chesapeake Centers philosophy and goal to maintain, improve and/or enhance each resident's quality of care and quality of life. •Administering of posted medications and medication changes under the direction of the delegating Registered Nurse as prescribed and overall monitoring of resident's health. •Assure the appearance of the residents are appropriate at all times by making sure the residents are well groomed, having clothing that fits well, have clothing free of stains and/or damage. Provides assistance with personal hygiene care (activities of daily living (ADL's) Examples: waking clients, dressing, grooming, morning routines, bedtime routines, providing incontinence care. •Provide, complete and document, if applicable, resident care as assigned in a timely and accurate manner. Examples of resident care include but are not limited to:

- ♦♦Changing bedding, mattresses and/or moving furniture in resident rooms; lifting, rotating and assisting residents who are partially or totally incapacitated; providing personal care in eating, dressing, hair and body care, communication, toileting, bathing, oral care, etc.; operating equipment such as wheelchairs, mechanized beds and other related medical devices; and other duties as assigned in the resident's overall plan of care.
- Provide meal preparation, eating with residents in a family style manner, role modeling of proper serving and table etiquette for the residents, encouraging the residents to eat as independently as possible. Ensure proper use of adaptive equipment for residents. Adhere to special diets as ordered by physician and planned by dietician.
- Providing a clean environment: doing laundry, sweeping, mopping, dusting, vacuuming, scrubbing and following cleaning checklists.
- Assure the appearance of the house is appropriate at all times: clean, odor free, without clutter, and homelike.
- Provide active treatment to the residents using prescribed teaching strategies for residents under his or her care. Provide an environment of learning by using natural opportunities and meaningful activities, as well as implementing goal plans designed to maintain or enhance the resident's abilities and keep residents actively engaged at all times.
- Documentation must be completed prior to end of shift. Documentation includes toileting schedules, personal hygiene care, active treatment goals, incident reports, progress notes, communication book, seizure reports, behavior documentation, social and recreation, calorie counts, intake and output, and others as needed.
- Documentation of incidents or special occurrences within 24 hours.
- Report seizures, accidents, illness, changes in mental status or behavior, or signs of resident's discomfort to RN Chesapeake Adult Services Director.
- Behavior Intervention – follow proper behavior protocols for each individual resident and document as per procedures. Actively engage with the residents to prevent behaviors from occurring.
- Respond to requests from residents for assistance in a respectful and timely fashion.
- Responsible for the care and security of possessions and money belonging to the clients and/or their homes.
- Observe residents' rights including, but not limited to, privacy, dignity, etc., when rendering care to residents as required by The Chesapeake Center policies and procedures, current standards of care and practice and applicable state/federal regulations.
- Use facility or resident equipment and supplies in an appropriate manner. Reports concerns or requests assistance as indicated.
- Function as a member of the Interdisciplinary Team using ethical conduct as a representative of the agency.
- Communicate in a professional manner with co-workers, families, and outside agencies. Provide input to supervisors concerning the residents as needed.
- Transport residents as needed to medical appointments, community outings, etc.
- Work posted schedules; leave time, absences and tardiness will be monitored by House Supervisor and/or Human Resources Specialist.
- Attend, monitor and implement outcomes/goals according to individual plan and turn in all documentation to the residential supervisor at the first of the month.
- Promote and encourage social interactions from residents during meals, during direct care and at other times as appropriate.
- Support, maintain and assist with projects related to the Activity Programs of the facility.
- Perform other duties and functions as assigned by the Residential Director, Human Resources Specialist, Houses Supervisor and ISS Supervisor. This Position description does not list all of the responsibilities, skills, or working conditions associated with the position. It reflects those principal job elements essential for making a fair classification decision for the position. To Apply: call The Chesapeake Center, Inc. 410-822-4122 or go to website www.chesapeakecenter.org. (Date listed: 12/6/18)

Chesapeake College (555) is currently accepting cover letters and resumes for the following replacement position: **Academic Coordinator (TRIO)**. 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 planning, career guidance and overall college success. This position is funded with federal grant funds and continued employment is contingent upon the availability of funds. Required: Minimum: Bachelor's Degree in a related field with a minimum of one (1) year professional experience in an educational or education related advising position; Preferred: Master's Degree in Education Counseling, Psychology, General Counseling or a related field; Excellent planning and organizational skills and the ability to function as a team player; High level of proficiency in Microsoft Office Suite including, Word, Excel, Outlook, Publisher, Power Point etc.; Fluency with databases, and the ability to employ emerging technologies; Prior experience with educational opportunity programs serving disadvantaged students; Ability to work independently and with minimum supervision. **Interested applicants should submit a cover letter and resume to hr@chesapeake.edu on or before Monday, January 14, 2019.** Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 1/4/19)

Chesapeake College (517) is currently accepting cover letters and resumes for the following position: **Admissions Advisor/Recruiter**. Responsibilities: The Admissions Advisor/Recruiter is responsible for recruiting students for general admission to Chesapeake College. This person will work closely with the faculty and staff of the college, area principals and counselors in the high schools, civic and religious organizations, and area businesses to inform and provide admissions advising to all prospective students about programs at Chesapeake College. The ideal candidate will possess positive energy, exceptional communication skills, and have previous experience in admissions and recruitment in a higher education institution. Requirements: Bachelor's degree in counseling, education, psychology, or a related field required. Three years professional work experience in a setting where required skills have been demonstrated; ability to relate to diverse groups of students, faculty, staff, and external constituencies; proficiency with technology; bilingual in Spanish/English preferred; and must be able to travel and occasionally work evenings and/or weekends. **Interested applicants should submit a cover letter and resume to hr@chesapeake.edu on or before Monday, January 7, 2019.** Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 12/13/18)

Chesapeake Group Homes, Inc. (500) **Residential Supervisor**. Overview: This is a highly responsible supervisory position. The employee is responsible for the overall operations of the residential units of the program under the general direction of the Human Resources Director, Program Coordinators, the CGH Delegating Nurse and the Residential Services Director. Work is evaluated in terms of overall operating efficiency and adherence to DDA regulations and Chesapeake Center policies. The Residential Supervisor (RS) provides care to residents as established in Chesapeake Group Homes' policies and procedures, current standards of care and practice and applicable state/federal regulations. In addition, the Supervisor is responsible for handling tasks which may involve exposure to visible blood contamination or reasonably anticipated blood contamination in compliance with the OSHA's Bloodborne Pathogen Standard and Chesapeake Group Homes Exposure Control Plan for Bloodborne Pathogens. Physical Requirements: This job requires good physical and mental health. Physical activities may include lifting, rotating and assisting residents who are partially or totally dependent for moving about. Other physical requirements of the RS include stooping, bending, standing and walking most of an eight hour shift. The RS must be willing and able to work a flexible shift. Must be able to lift and/or carry 50 pounds. Qualifications/Education: Completed an approved Certified Nursing Assistant training program and passed competency examinations in clinical skills and written knowledge in accordance with statutory requirements for Certified Nurse Assistant. If the employee is a candidate for Certified Nurse Assistant they must be enrolled in and complete an approved training program and pass competency examinations in clinical skills and written knowledge within 120 days of employment in accordance with statutory requirements. **RE-CERTIFICATION and RENEWAL** – It is your responsibility to ensure that the delegating nurse receive all proper documents regarding recertification and renewal of your license. Please

remember that your employment is contingent on keeping your license current and active. All costs associated with renewal will be at the expense of the employee. Job Knowledge: The RS must possess comprehensive knowledge of good resident care practices. The RS must understand Chesapeake Group Homes Exposure Control Plan and must be able to explain how to perform procedures involving exposure to visible blood contamination and when to defer tasks and procedures involving exposure to visible blood contamination and reasonably anticipated blood contamination as designated in the Chesapeake Group Homes Exposure Control Plan. The RS must possess a knowledge of, and sensitivity to, the needs of the head injured/developmentally challenged consumers. The RS must establish and maintain effective working relationships with staff, residents, families and other members of the service delivery system and stress the use of community inclusion to assist individuals with optional opportunities for growth experiences and new activities. Duties: •Understand and agree with Chesapeake Group Homes' philosophy and goal to maintain, improve and/or enhance each resident's quality of care and quality of life. •Provide, complete and document, if applicable, resident care as assigned in a timely and accurate manner. Examples of resident care include but are not limited to: ••Changing bedding, mattresses and/or moving furniture in resident rooms; lifting, rotating and assisting residents who are partially or totally incapacitated; providing personal care in eating, dressing, hair and body care, communication, toileting, bathing, oral care, etc.; operating equipment such as wheelchairs, lifting devices, mechanized beds and other related medical devices; and other duties as assigned in the resident's overall plan of care. •Identify safety hazards and emergency situations and initiates corrective action immediately as identified in Chesapeake Group Homes' policies and procedures, current standards of care and practice and applicable state/federal regulations. •Attend and participates in facility in-service training programs. Completes any assignments or evaluations in a timely and factual fashion. •Practice good infection control techniques in all aspects of resident care, including, but not limited to hand washing, linen handling, Foley catheters, soiled resident clothing, etc. Report any signs or symptoms of infections or poor infection control practice by others to the Health Services Director as identified. •Report changes in resident's condition, falls and medication questions immediately to the CGH Delegating Nurse. •Respond to requests from residents for assistance in a respectful and timely fashion. •Observe residents' rights including, but not limited to, privacy, dignity, etc., when rendering care to residents as required by Chesapeake Group Homes policies and procedures, current standards of care and practice and applicable state/federal regulations. •Use facility or resident equipment and supplies in an appropriate manner. Reports concerns or requests assistance as indicated. •Communicate suggestions or concerns from residents, other staff, visitors or others to the Residential Director in a timely, factual and accurate manner. •Practice good body mechanics during lifting and other physical exertions to prevent injuries to self or to others. Observes all safety precautions as required in The Chesapeake Center policies and procedures. •Assist residents to social functions or to meals in a timely manner or as indicated in the overall plan of care. •Participate in the orientation of new or temporary staff to the home to assure continuity in the delivery of resident care. •Scheduling staff to ensure coverage of your unit(s); orient new staff. •Assigning staff duties on their shifts to include outcomes of nursing care plan interventions. •Provide direction, guidance and supervision to individuals in delivery of their IP to include Activities of Daily Living, chores, behavior programs, medications, and outcomes. •Attend and participate in the IP meetings. •Provide monthly data/reports and paperwork. (See Page 2). •Documenting and reporting incidents/unusual occurrences, various reports, and evaluation. •Administration of/posting medications and medication changes under the direction of the RN. •Monitor and report side effects of medications. •Monitor and report medication errors. •Monitor and report the overall health status of the clients. •Prepare staff evaluations in conjunction with the Residential Services Director. •Attend staff meetings and mandatory trainings. •Scheduling home visits, vacations, and holiday arrangements for all assigned units. •Responsible for reconciliation of petty cash to ensure enough money is available for activities. •Respond when necessary to handle problems and coverage of your unit, either by phone or pager. •Add documentation and maintain seizure records. •Take and record vital signs. Report changes in weight/monitoring and assuring adherence to specified diets. •Assists with medical/dental appointments. •Seek assistance from the CGH Delegating Nurse when confronted with a resident problem that requires special attention. •Provide restorative care to residents as assigned by the CGH Delegating Nurse or as

indicated in the overall plan of care to include, but not be limited to, range of motion, ambulation, positioning, toileting and others. •Promote and encourage social interactions from residents during meals, during direct care and at other times as appropriate. •Support, maintain and assist with projects related to the Activity Programs of the facility. •Perform all duties and functions as listed in the Direct Care Aide job description. •Performs other duties and functions as assigned by the Residential Director. This Position Description does not list all responsibilities, skills, or working conditions associated with the position. It reflects those principal job elements essential for making a fair classification decision for the position. To Apply: call The Chesapeake Center, Inc. 410-822-4122 or go to website www.chesapeakecenter.org. (Date listed: 12/6/18)

Chesapeake Group Homes, Inc. (499) Direct Support Professional / 1on1 Direct Care Staff. **Overview:** The Direct Support Professional/1on1 Direct Care Staff provides basic personal care and implements residential goals and outcomes for the individuals living in Chesapeake Group Homes/ Chesapeake Developmental Unit and who attend the day programs with Developmental Disabilities and Head Injuries. The Direct Support Professional / 1on1 Direct Care Staff works closely with the individuals to foster growth and development in all aspects of the resident's life. Areas include: cognition, behavior management, personal hygiene care, recreation, sensory needs, etc. The Chesapeake Group Homes/ Chesapeake Developmental Unit, Inc. program is designed to ensure that all the client's capabilities and functioning abilities are maintained and that staff only provides the necessary level of assistance to maintain each client's level of independence in all areas of their lives. **Job Summary:** The Direct Support Professional /1on1 Direct Care Staff provides care to residents as established in Chesapeake Group Homes and Day Programs policies and procedures, current standards of care and practice and applicable state/federal regulations. In addition, the Residential Counselor/ 1on1 Direct Care Staff are responsible for handling tasks which may involve exposure to visible blood contamination or reasonably anticipated blood contamination in compliance with the OSHA's Bloodborne Pathogen Standard and Chesapeake Group Homes Exposure Control Plan for Bloodborne Pathogens. **Physical Requirements:** This job requires good physical and mental health. Physical activities may include lifting, rotating and assisting residents who are partially or totally dependent for moving about. Other physical requirements of the Direct Support Professional /1on1 Direct Care Staff include stooping, bending, standing and walking most of an eight, ten or twelve hour shift. The Residential Counselor/ 1on1 Direct Care Staff must be willing and able to work a flexible shift. **Qualifications/Education:** The Direct Support Professional / 1on1 Direct Care Staff must have the ability to communicate ideas verbally and in writing, and must show sound judgment and sensitivity when dealing with the needs of the developmentally disabled and head injured client. The Direct Support Professional /1on1 Direct Care Staff must have the ability to establish and maintain effective working relationships within the interdisciplinary team. The Direct Support Professional /1on1 Direct Care Staff must present a positive role model in appearance and actions at work and have the ability to coordinate and execute appropriate meal preparation and overall household tasks and be dependable and reliable. The Direct Support Professional /1on1 Direct Care Staff must be a Certified Medication Technician or complete an approved training program and pass competency examinations in clinical skills and written knowledge within 90 days of employment in accordance with statutory requirements. **RECERTIFICATION and RENEWAL** – It is your responsibility to ensure that the delegating nurse receives all proper documents regarding recertification and renewal of your Medical Technician Certification. Please remember that your employment is contingent on keeping your certification current and active. All costs associated with renewal will be at the expense of the employee. One on One will shadow or accompany consumer at all times during shift. **Duties:** •Understand and agree with Chesapeake Group Homes and Day Programs philosophy and goal to maintain, improve and/or enhance each resident's quality of care and quality of life. •Administering of posted medications and medication changes under the direction of the delegating Registered Nurse as prescribed and overall monitoring of resident's health. •Assure the appearance of the residents are appropriate at all times by making sure the residents are well groomed, having clothing that fits well, have clothing free of stains and/or damage. Provides assistance with personal hygiene care (activities of daily living (ADL's) Examples: waking clients, dressing, grooming, morning routines, bedtime routines, providing incontinence care. •Provide active treatment to the residents using prescribed teaching strategies for residents under his or her care. Provide an environment of learning by

using natural opportunities and meaningful activities, as well as implementing goal plans designed to maintain or enhance the resident's abilities and keep residents actively engaged at all times. •Documentation must be completed prior to end of shift. Documentation includes toileting schedules, personal hygiene care, active treatment goals, incident reports, progress notes, communication book, seizure reports, behavior documentation, social and recreation, calorie counts, intake and output, and others as needed. •Documentation of incidents or special occurrences within 24 hours. •Report seizures, accidents, illness, changes in mental status or behavior, or signs of resident's discomfort to Health Services Director. •Behavior Intervention – follow proper behavior protocols for each individual resident and document as per procedures. Actively engage with the residents to prevent behaviors from occurring. •Respond to requests from residents for assistance in a respectful and timely fashion. •Responsible for the care and security of possessions and money belonging to the clients and/or their homes. •Observe residents' rights including, but not limited to, privacy, dignity, etc., when rendering care to residents as required by Chesapeake Group Homes/ Chesapeake Developmental Unit, and Day Programs policies and procedures, current standards of care and practice and applicable state/federal regulations. •Use facility or resident equipment and supplies in an appropriate manner. Reports concerns or requests assistance as indicated. •Function as a member of the Interdisciplinary Team using ethical conduct as a representative of the agency. •Communicate in a professional manner with co-workers, families, and outside agencies. Provide input to supervisors concerning the residents as needed. •Transport residents as needed to medical appointments, community outings, etc. •Attend, monitor and implement outcomes/goals according to individual plan and turn in all documentation to the residential supervisor at the first of the month. •Promote and encourage social interactions from residents during meals, during direct care and at other times as appropriate. •Support, maintain and assist with projects related to the Activity Programs of the facility. This Position description does not list all of the responsibilities, skills, or working conditions associated with the position. It reflects those principal job elements essential for making a fair classification decision for the position. To Apply: call The Chesapeake Center, Inc. 410-822-4122 or go to website www.chesapeakecenter.org. (Date listed: 12/6/18)

Choptank Transport (514) Preston, MD. **Carrier Compliance Coord.** (JO#924849); **Inside Sales Representative** (JO#895813); **Carrier Sales Support** (JO#895806); **Software Engineer** (JO#924853); **Salisbury Univ.Ambassador** (JO#895839); **Inside Sales Intern-Summer'19** (JO#895839). Apply on line: www.choptanktransport.com. (Date listed: 12/12/18)

Choptank Transport (22) **Carrier Sales Support Representative:** Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As a Carrier Sales Support Representative with Choptank, you'll be talking to lots of potential carriers and negotiating the movement of our customers' freight, while ensuring your carriers know they have your support for anything that might happen along the way. This is your time to let your critical thinking skills shine through. We're not a "one and done" environment, so you are on the front lines of building relationships with those carriers as well. You will also be working with our sales department as well as the rest of your logistics team, so an excellent work ethic and communication skills are key. Worried that you don't know anything about logistics? We will train you! Choptank has a state-of-the-art, award-winning training program crafted to make sure you have all the tools and knowledge you will need to be successful in your new career. (Positive attitude and coachability required). Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com. (Date listed: 7/12/18)

Choptank Transport (23) Inside Sales Representative: Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As an Inside Sales Representative with Choptank, you will be on the front lines of assisting customers get their valuable products shipped from point A to point B. You'll be prospecting leads, cold-calling on prospective accounts via phone, building relationships with your customers, and managing their accounts. Your accounts won't be "one and done," but rather long term associations that make a big impact on your customers' bottom line. Are you a smart, competitive, business-minded professional who isn't afraid to start from scratch and build a book of business on your own? Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com. (Date listed: 7/12/18)

Compass Regional Hospice (548) Compass Regional Hospice is seeking to fill the position of **On-Call Hospice Social Worker**. The On-Call Hospice 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 are provided to hospice patients, families and care givers, in conjunction with other members of the interdisciplinary team. He/she assures the psycho social, financial and bereavement concerns are addressed in each patient/family care situation. This is a part-time on-call position working Saturdays and Sundays from 8:00 am to 4:30 pm. This position may be filled by one or two individuals working rotating days or weekends. Minimum Qualifications: •Master's degree in Social Work from an accredited college or university. •LGSW license or higher required. •2-3 years' experience hospice experience preferred. Submit your resume and cover to Compass Regional Hospice, 160 Coursevall Drive, Centreville, MD 21617 or by email hr@compassregionalhospice.org. As an Equal Opportunity Employer (EOE), Compass Regional Hospice employs, retains, promotes, terminates and treats all employees and job applicants on the basis of merit, qualifications and competence without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. (Date listed: 12/20/18)

Compass Regional Hospice (547) Palliative Care RN Manager. Compass Regional Hospice serving Queen Anne's, Kent and Caroline Counties is seeking a full-time Palliative Care RN Manager to join our growing team. The Palliative Care RN Manager will be responsible for coordinating and implementing the Palliative Care Program. Assures patient care is delivered in compliance with Compass Regional Hospice Policies and Procedures as well as state and federal regulations and industry standards. Responsibilities & Functions: •Coordination of direct and indirect patient services provided by palliative care program staff. •Provides guidance and counseling to palliative care program staff to assist them in improving all aspects of palliative care services. Assists clinicians in establishing immediate and long-term therapies, setting priorities and developing plans of care. •Identifies need for palliative care staff education and works with the Clinical Educator in the planning and implementing yearly in-service and continuing education programs. •Assists in evaluating the organization's palliative care program performance via performance improvement program, productivity, quarterly and annual review. •Assures for the quality and safe delivery of palliative care services provided through the organization. •Assists with maintaining compliance with Medicare Regulations and Joint Commission Standards as appropriate (once accreditation is sought). •Promotes palliative care in the health care community. Maintains good standing in the medical community. •May receive referrals for the palliative care program. Reviews available patient information as needed to determine needs of patient. Confers with medical director as appropriate regarding referrals. •Other duties as assigned by the Director of Clinical Services. Qualifications: •Graduate of an accredited school of nursing or social work. •Associates Degree in nursing, health administration or public health and a minimum of five years' experience in direct clinical care required. •Registered Nurse license issued in the State of Maryland. •Two years' experience in a palliative

care setting highly desirable. Compass Regional Hospice Inc. is an Equal Opportunity Employer. As an Equal Opportunity Employer (EOE), Compass Regional Hospice employs, retains, promotes, terminates and treats all employees and job applicants on the basis of merit, qualifications and competence without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Submit your resume and cover to Compass Regional Hospice, 160 Coursevall Drive, Centreville, MD 21617 or by email hr@compassregionalhospice.org. (Date listed: 12/20/18)

Compass Regional Hospice (479) Certified Nursing Assistant. Compass Regional Hospice a non-profit organization providing hospice care and grief support services in Queen Anne's, Kent and Caroline Counties is seeking compassionate and professional Full-time and PRN CNA's to join our growing team while working in our Centers. Summary of Responsibilities: The Hospice CNA provides personal care to terminally ill patients. Perform related tasks in accordance with the plan of care as assigned. The Hospice CNA consistently conveys commitment to patients and the organization by providing compassionate and professional care. Minimum Qualifications: Must possess a high school degree or general equivalency degree. Must be certification to practice as a Certified Nursing Assistant or Geriatric Nursing Assistant in the State of Maryland. Ability to read and follow written instructions. Ability to document care given in the EMR system. Demonstrated ability to make meaningful patient observations and write brief, accurate reports. Self-directing with the ability to work with limited supervision. Must have a valid driver's license and a reliable means of transportation. Must be at least eighteen years of age. Please submit your resume to HR@compassregionalhospice.org. As an Equal Opportunity Employer (EOE), Compass Regional Hospice employs, retains, promotes, terminates and treats all employees and job applicants on the basis of merit, qualifications and competence without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. (Date listed: 11/27/18)

Critchlow Adkins Children's Centers' (504) Cordova Site is now hiring for an energetic **full-time teacher** in its School Age/Preschool program. The primary function will be to assist in planning and implementing a curriculum for students at the Cordova Site; the selected candidate will be required to work in both the School Age and Preschool groups, and certifications in both age groups are preferred. An Associates' Degree is also preferred, however Senior Staff and Group Leader qualified candidates and/or Aides currently taking appropriate course work will be considered. Please submit resume and cover letter to jremenapp@cacckids.org for immediate consideration. (Date listed: 12/10/18)

Crystal Steel (506) Structural Steel Firm in Federalsburg has 50+ positions available. **Structural Steel Fabricators** (JO#848161); **FAW Welder** (JO#848165); **Structural Steel Helper** (JO#848171); **CNC Machine Operators** (JO#848157). E Email resumes to: mdorsey@crystalsteel.net. (Date listed: 12/10/18)

Dart (Solo Cup) (538) in Federalsburg, MD. (All jobs with benefits). **Maintenance Mechanic** (JO#863310); **Inspector Packers** (JO#863288); **Assistant Press Operator** (JO#863338); **Utility Workers** (JO#911651). Apply on line only at: www.dart.jobs. (Date listed: 1/2/19)

Defensor Security (505) 120 Broadway, Centreville, MD (State Court House). **Security Officers** 2 (FT) & 2 (PT) (Refer to MWE Job Order #923782). Evening, Night and Weekend Shifts. Email Resume to Dmoore.defensor@gmail.com. (Date listed: 12/10/18)

Delmarva Community Service (550) Human Resources Manager (JO#930611). Apply on line at: www.dcsdct.org. (Date listed: 1/3/19)

Dorchester County (531) Current Openings: Zoning Technician (JO#929354); **911 Dispatchers (Certified)** (JO#870674); **Correctional Officers** (JO#870678); **Visitor Center Clerk** (JO#926283); **Paramedic** (JO#896319); **Civil Engineer** (JO#896361). To apply download application at: www.docogonet.com. Fill out and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613 (Date listed: 1/2/19)

Driver/Child Care – Part-Time (530) Looking for a licensed driver with a car to drive my 12 year old home after school (3 pm) from a school in Stevensville to our home in St Michaels on school days Monday-Friday starting as soon as possible and continuing next semester. Background check, driver's record check, and references required. Amount of payment negotiable. Please send an email of interest to actionadventuregrrl@yahoo.com. Include your full name, date of birth, how long you have been driving, what kind of car you would be using, and requested amount of payment. (Date listed: 12/14/18)

Echo Hill Outdoor School (463) **Residential Teaching Positions - Teacher/Naturalist:** Located on Maryland's Eastern Shore of the Chesapeake Bay. Introduction: Echo Hill Outdoor School (EHOS) has successfully provided over forty-five years of residential and recreational learning experiences. Programs are designed to introduce and acclimate participants to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Watershed Ecology of the Chesapeake Bay and its surrounding ecosystems, group and individual development on our low and high element challenge course, and exploration of history and the human environment in the Chesapeake Bay region. The program is flexible and committed to custom designing programs so as to meet the needs of a wide range of students/ participants, typically 3rd through 9th grade, from both public and private schools, as well as college students and adults of all ages. Responsibilities: At EHOS you would teach a variety of classes from all of our curriculum areas. You would also supervise and counsel all aspects of participant residential life during their stay at the school including overnights in platform tents or dormitories, table-heading at family style meals, and supervision during recreational time and other activities. Qualifications: EHOS is seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Experience working with and relating to children and people of all ages is extremely beneficial. A background in Education, Recreation, Environmental or Outdoor Education, Challenge Course facilitation, Psychology, Natural Sciences, Marine Biology, Liberal Arts or related fields is desired. Compensation: Starting salary for Teacher/Naturalist is \$250-\$270 per week. Individuals with demonstrated current certification in Wilderness First Responder, Wilderness First Aid, American Red Cross Lifeguard Training, or Valid State Teacher Certification will be considered at a slightly higher starting range. EHOS owned housing and board are a condition of this residential teaching position. Ten-twelve month contracts may be available for interested, committed individuals depending upon future openings, specialized positions available, and satisfactory job performance. A staff excess sickness and accident medical plan is available. **Deadline: Applications are welcome year round.** Primary starting dates are in March and late August. To Apply: If you are interested in a challenging and rewarding experience please send cover letter, resume, two written reference letters and three telephone reference contacts to: Betsy Zelter McCown, jobs@ehos.org, Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton Maryland 21678. (410) 348-5880. (Date listed: 11/18/18)

Egide USA (457) Cambridge, MD is accepting resumes for a **Drafter/Designer**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. **Resumes will be accepted through February 28, 2019.** Job Description: Summary and Purpose of Position: Work directly with design engineers to produce drawings from sketches, existing drawings and electronic images. Essential Functions: Calculate tolerance stack-ups to verify design fit-up. Design parts based on written and verbal descriptions from design engineers. Work closely with all departments in the plant to ensure that the drawings convey the correct information and are error free. Work from customer drawings, company drawings, Government drawings or specifications. Additional Responsibilities: Will be required to perform other duties as requested, directed or assigned. Supervisory Responsibilities: This position has no supervisory responsibilities. Competencies: To perform the job successfully,

an individual should demonstrate the following competencies. Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; MAINTAINS A POSITIVE ATTITUDE. Oral and Written Communication: Listens and gets clarification; Responds well to questions; Writes clearly; Able to read and interpret written information. Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. Ethics and Professionalism: Works with integrity and ethically; Upholds organizational values; Conserves organizational resources; Approaches others in a tactful manner; Shows respect and sensitivity for cultural differences; Accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; Able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person as needed. Initiative: Asks for and offers help when needed. Generates suggestions for improving work. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. •Degree: Associates / Major Manufacturing Engineering Technology / Job Targets Wanted Drafting/Computer Aided Design (from a recognized CAD training facility). •2-3 years experience in drawing/designing. •Able to work with minimum supervision and capable of self-checking for completeness and accuracy of work produced. •Able to receive and transmit drawings electronically with or without translation into a customer CAD software. •Computer literate in CAD, Inventor, EZ Cam and Microsoft Office. •Must be a self-starter and able to contribute in design reviews. •Team Player. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (Date listed: 11/15/18)

Egide USA (456) Cambridge, MD is accepting resumes for a **Plating Process Engineer**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. Resumes will be accepted through February 28, 2019. Job Description: Summary and Purpose of Position: To maintain and improve existing processes for the plating of hermetic packages and to develop new processes in order to improve yields, throughput, and efficiency. Essential Function and Responsibilities: The following duties are expected to be performed. Additional duties will be added based on needs: •Designs procedures based on customer specifications to meet plating requirements including functionality and environmental testing. •Set up furnace profiles to meet heat treating requirements. •Set up shop conditions for adequate plating including chemistry in the plating tanks, waste treatment, electrical settings of rectifiers, heaters, etc. •Communicate accurately with Design and Product group in order to effectively set up routers. •Analyzes test data and reports to determine if designs meet functional and performance specifications. •Utilizes statistical process control to determine capability of processes and for continuous improvement. •Analyzes, reads and interprets blue prints, technical journals, customer specifications, etc. Other Duties, Responsibilities: The associate must be available for any shift or work schedule hours. Engineer is responsible for the proper set up conditions on primary equipment such as furnace temperature control, atmosphere, etc. Data collection and reporting to management, peers, and customers is expected. Supervisory Responsibilities: This position may require supervisory responsibilities as needed. Competencies: Analytical & Design: Collects and researches data; designs workflows and procedures; generates creative solutions; uses feedback to modify designs; demonstrates attention to detail; identifies and resolves problems in a timely manner; completes projects on time. Communication Skills: Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; maintains positive attitude; responds promptly to internal and external customer needs; listens and gets clarification. Teamwork:

Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed. **Quality:** Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; monitors own work to ensure quality. **Quantity:** Meets productivity standards; works efficiently; completes work in a timely manner; strives to increase productivity. **Diversity:** Shows respect and sensitivity for cultural differences. **Ethics and Professionalism:** Works with integrity and ethically; upholds organization values; conserve organization resources; approaches others in a tactful manner; treats others with respect; accepts responsibility for own actions. **Safety and Security:** Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. **Adaptability:** Adapts to changes in the work environment; able to deal with frequent change, delays or unexpected events. **Dependability:** Follows instructions, response to management direction; takes responsibility for own actions; completes task on time or notifies appropriate person as needed; is consistently at work on time. **Initiative:** Seeks increased responsibilities; takes independent actions and calculated risks; asks for and offers help when needed; generates suggestion for improving work. **Qualifications:** Bachelor of Science degree in Chemistry, Electrical Engineering or equivalent experience is required. Understanding of electro finishing and electro less plating is vital. Extensive knowledge of basic chemical reactions annealing processes is necessary. **Physical Demands:** While performing the duties of this job, the associate is regularly required to use hand to finger, handle or feel; reach with hands and arms and talk or hear. The associate is frequently required to stand, walk and sit. The associate must frequently lift and/or move up to 10 pounds occasionally lift and/or move up to 25 pounds. Specific vision abilities require by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. **Work Conditions and Environment:** While performing the duties of the job, the associate is occasionally expose to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate. **Disclaimer:** The preceding job description has been designed to indicate the general nature and level or work performed by the employees within this classification. It is not designed to contact or be interpreted, as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job function. Additional duties may be added or duties may be altered at the discretion of management. (Date listed: 11/15/18)

Egide USA (455) Cambridge, MD is accepting resumes for a **Process/Mechanical Engineer**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. **Resumes will be accepted through February 28, 2019.** **Job Description: Summary and Purpose of the Position:** To maintain, improve and create processes and designs used in the manufacture of hermetic glass, metal and ceramic packages. **Essential Functions and Responsibilities:** The following duties are expected to be performed. Additional duties will be added based on demand: •Designs procedures based on customer specifications to meet mechanical, electrical, and optical requirements. •Set up of furnace profiles to meet process requirements. •Communicate accurately with Design and Product group in order to effectively set up routers. •Design and analyze experiments and reports to determine if designs meet functional and performance specifications. •Utilize statistical process control and D.O.E. to determine capability of processes and for continuous improvement. •Creates, analyzes, reads and interprets mechanical drawings, technical journals, customer specification, etc. (AutoCAD Inventor environment). •Designs production tooling through the use of CAM software. **Other Duties, Responsibilities:** The associate must be available for any shift or work schedule hours. Engineer is responsible for the proper set up conditions on primary equipment such as furnace temperature control, atmosphere, etc. Data collection and reporting to management, peers, and customers is expected. **Supervisory Responsibilities:** This position has no supervisory responsibilities. **Competencies: Analytical & Design:** Collects and researches data; designs workflows, procedures; and products, generates creative solutions; uses feedback to modify designs; demonstrates attention to detail; identifies and resolves problems in a timely manner; completes projects on time. **Communication Skills:** Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; maintains positive attitude; responds promptly to internal and external customer needs; listens and gets clarification. **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to

others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. Diversity: Shows respect and sensitivity for cultural differences. Ethics and Professionalism: Works with integrity and ethically; Upholds organizational values; Conserves organization resources; Approaches others in a tactful manner; Treats others with respect; Accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; able to deal with frequent change, delays or unexpected events in a high pressure environment. Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person as needed; is consistently at work on time. Initiative: Seeks increased responsibilities; takes independent actions and calculated risks; asks for and offers help when needed; generates suggestions for improving work. Qualifications:

- Bachelor of Science degree in Mechanical Engineering, Electrical Engineering, Material Science or equivalent experience is required. Understanding of mechanical and thermal dynamic behavior of dissimilar materials at elevated temperatures is vital.
- Must have adequate computer skills with experience using Microsoft Office (Outlook, Excel, Word, etc.), and the ability to learn other internal software applications.
- Must be able to use hand measuring tools such as micrometers and calipers as well as optical tools such as profile projector, digital vision system, and microscope.
- Must be able to work with minimum supervision and capable of self-checking for completeness and accuracy of work produced.
- Basic knowledge of 2D (AutoCAD) &/or 3D modeling (Inventor, Solidworks, etc.) is required.
- Prior CAM software use/programming is desired.

Physical Demands: While performing the duties of this job, the associate is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The associate is frequently required to stand, walk and sit. The associate must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. (Date listed: 11/15/18)

First Baptist Church of Kent Island (554) Bookkeeper. Experienced bookkeeper needed for updating and keeping accurate records for First Baptist Church of Kent Island in Stevensville. Reports are due quarterly for business meetings. Please contact Pastor Baughan (443-540-4700), E-mail: fbcki@verizon.net, or send resume to 300 State St, Stevensville 21666. (Date listed: 1/3/19)

First Baptist Church of Kent Island (553) Worship Leader. We are presently seeking to fill the position of Worship Leader. This is an entry-level position for someone who is Spirit-led, seeking to grow in all aspects of worship. We are a small fundamental church of 75. We use Power Point and DVD's for special music to lead an 8-10 person church choir on Sundays at present. We follow tradition with Wednesday night dinner, Bible study, prayer, and choir rehearsal, and would expect the person we choose to be involved in our Fellowship. If you/ or you know anyone that loves to sing and praise God with a joy to lead people to a full and spiritual worship with a freedom to expand their personal growth and knowledge, please send/ or have them send us a resume or call Pastor Baughan (443-540-4700) to ask any questions. E-mail: fbcki@verizon.net. (Date listed: 1/3/19)

Great Gourmet (507) Federalsburg, MD. Warehouse Manager (JO923979); Production Workers (JO#896490). \$11.00 per hour. To apply email resume to: kim@thegreatgourmet.com. (Date listed: 12/10/18)

H&R Block (533) Client service professional positions available: Do you love to work with people? Do you have previous experience in a customer service environment? Then we are looking for you! This position requires a person committed to providing a high level of client satisfaction, strong communications and interpersonal skills. Enthusiastic and friendly disposition. A positive and professional attitude with courteous telephone and face-to-face etiquette. Be self-motivated, dependable and reliable individual. The applicant should be able to multi-task and have the ability to work in a fast-paced environment. The position requires computer skills using Windows-based systems. The position requires processing payments for the clients. The ability to maintain client privacy. Full-time, part-time seasonal positions available. Resumes may be e-mailed to: barbara.weigman@hrblock.com. Currently interviewing as positions start now. H & R Block, Centreville, Chestertown, Chester, MD. (Date listed: 12/21/18)

Hertrich of Easton (454) is hiring world class business professionals. **Auto Sales Consultants / Automotive Sales Representatives / Customer Service Associates / Sales** – apply today at www.hertrichcareers.com. Do you have what it takes to be a SUCCESSFUL Hertrich Automotive Sales Consultant? Read on to find out- What do Hertrich Auto Sales Associates do? At all of Hertrich Family 17 Dealerships, in the tri-state area and along the Eastern Shore, our Auto Sales Reps work with customers through every step of the auto buying process. The proven Auto Sales Consultant / Automotive Sales Representative / Customer Service Associate / Sales successful steps include: •Communicating to auto customers what makes Hertrich unique. •Spending time with guests to determine their car and truck needs. •Presenting vehicles for test drives. •Demonstrating all available automotive models, features, and benefits to the customers' auto needs. •Develop a creative and successful strategy for every vehicle sale. •Maximize profitability in each and every car and truck deal. •Ensure that every Customer is completely satisfied with their automotive purchase experience. •Complete accurate paperwork and computer entries for all clients. •Follow up with new and existing automotive customers and clients. •Perform other duties as assigned by Management. What does it take to be successful as a Hertrich Auto Sales Consultant / Automotive Sales Representative / Customer Service Associate? (Read carefully because this is very important!). The requirements for earning up to \$100,000 annually are: •A strong ability to work with and relate to all types of customers and to earn their respect. •Self-motivation and driven desire to be the very best automobile Sales Associate! With consistently strong customer service, Hertrich Sales Consultants can advance to management positions and various opportunities throughout the organization with a proven successful work ethic. •Must be dedicated to finding the right vehicle for every customer. •Exceptional speaking, writing and active-listening skills. •Good computer skills. •A PASSION FOR SELLING in a Team oriented environment! Is there anything else you need know? YES- •You MUST be able to work a flexible retail schedule, including evenings, Saturdays, and some holidays. •High school diploma or GED required. •A valid driver's license is required with few to no points. •GREAT ATTITUDE & SMILE each and every day. Don't Forget... The Hertrich Family of Dealerships, along with our Collision Centers, is a family-owned and operated organization with a strong financial foundation in our communities for over 50 years in the automotive industry. We represent the most complete line of multi-franchise dealerships in Delaware and the Eastern Shore area and have over 16 locations and 3 Collision Centers in the tri-state area. Our associates enjoy a fast-paced culture with top salaries and incentives, paid vacations, on-going training for longevity, bonuses, 401k with company match, employee purchase discounts, Medical, Dental, Vision, Disability, Life Insurance and more. "Offers of employment are conditional. Candidates must successfully complete a Pre-Employment Drug Screening, Criminal Background Check, and Motor Vehicle Record Check. A criminal record will not automatically disqualify an applicant from employment. We are a drug-free workplace. We are an EEO/ AA employer. Job seekers will be given consideration without regard to their disability or protected veteran status." (Date listed: 11/15/18)

Interstate Container (518) Cambridge, MD. Current Openings: **General Helpers** (JO#809148); **Industrial Electricians** (JO#809151); **Yard Jockey Driver** (JO#909296). Fill out Interstate Container application at any One Stop. (Date listed: 12/13/18)

Kent County Government (542) **Alcoholic Beverage and Tobacco Inspector** (Refer to MWE Job Order #930066). **Deadline to Apply is January 16, 2019**. Obtain an application from the Kent County Commissioners' Office, 400 High Street, Chestertown, Maryland or <http://www.kentcounty.com/>. (Date listed: 1/2/19)

Kmart (466) 200 Kent Landing Stevensville, MD. Immediate Openings – **Cashiers** - (Refer to Job Order #829204). Apply to: www.jobs.kmart.com. (Date listed: 11/19/18)

LaMotte (493) 802 Washington Avenue Chestertown, MD. **Reagent Packager (1st Shift)** (Refer to MWE Job Order #911721); **Shipper Packager (1st Shift)** (Refer to MWE Job Order #991732). Email resume/cover letter to: applications@lamotte.com. (Date listed: 12/3/18)

Lowes (543) Easton Store. **Delivery Load Puller** (JO#930079); **Merchandising Service Asso** (JO#924691); **Sales Floor Dept Supervisor** (JO#924694); **Head Cashier** (JO#930078); **Merchandising ASM** (JO#930080). Apply on line at www.lowes.com/careers. (Date listed: 1/2/19)

Lowes (511) Easton Store. **CSA II- Various Depts.** (JO#924688); **Merchandising Service Asso.** (JO#924691); **Sales Floor Dept Supervisor** (JO#924694); **Sales Specialist- Plumbing** (JO#924702). Apply on line at www.lowes.com/careers. (Date listed: 12/12/18)

Michaels (527) Easton, MD. **Merchandise Stocking-Overnight** (MWE Job Order #925636); **Cashier/Sales Team Member** (MWE Job Order #925647). Apply Online at: <http://www.michaels.com>. (Date listed: 12/14/18)

Miltec (519) 146 Log Canoe Circle, Stevensville, MD. **Electrical Engineer** (JO#847796); **Ohio Valley Regional Sales Manager** (JO#925200). **Apply online**. (Date listed: 12/13/18)

Montgomery County DOCR (539) **Correctional Officer I: IRC34345 – Closes March 13, 2019**; **Correctional Dietary Officer II: IRC33905 – Open Until Filled**; **Correctional Health Nurse :IRC35268 – Open Until Filled**; **Resident Supervisor I: IRC34340 – Open Until Filled** (Female applicants only). Experience: Completion of eighteen (18) months of satisfactory work as a Resident Supervisor I. Education: Possession of a Bachelor's Degree from an accredited college or university. Equivalency: An equivalent combination of education and experience may be substituted. www.montgomerycountymd.gov/cor. (Date listed: 12/31/18)

Patriot Steel Fabrication, Inc. (551) 1959 Church Creek Rd., Church Creek, MD 21622. Urgently in need of the following: **Welders** (JO#930662); **Steel Fabricators** (JO#930659); **Welder/Shop Helper** (JO#930665). To apply email resume to: nathan@patriotsteelfab.com. (Date listed: 1/3/19)

Perry Cabin (545) **Pastry Sous Chef** (JO#927133); **Pastry Cook** (JO#927137); **Line Cook** (JO#927139); **Banquet Cook** (JO#927141); **Dishwasher** (JO#927145); **Front Office Agent** (JO#927152); **PM Supervisor** (JO#927155); **Turndown Attendant** (JO#927508); **Massage Therapist** (JO#927522); **Info Tech (IT) Level 2**. Apply online at: www.belmondcareers.com. (Date listed: 12/20/18)

Planned Parenthood of Maryland (127) **Bilingual (English/Spanish) Medical Assistant (Full-Time)**. Easton, Baltimore, Towson, Owings Mills, Waldorf, Frederick, Annapolis. Summary of Responsibilities: Under the general direction of the Health Center Director, performs the administrative and clinical support tasks necessary for efficient center operations to ensure high quality client services and support, informed consent, client education and counseling, effective clinical support, efficient client flow, and a professional health care environment. Essential Responsibilities: 1. Provides direct service in all the health center specific areas including family planning, abortion, prenatal, general medicine, pediatrics, as appropriate to scope of services and health centers. 2. Provides clients with accurate information regarding PP services including

questions pertaining to contraception, options, and funding sources. 3. Contributes to achieving health center productivity goals. 4. Screens financial, medical, and social history with correct documentation of pertinent information. 5. Accurately documents all services provided. 6. Demonstrates PPM customer service standards. 7. Solicits donations from patients per PPM guidelines. 8. Prepares clients for exams and assists in exam room when needed. 9. Provides pregnancy testing, information and referral, provides PT client's family planning services or schedules other appropriate services. 10. Performs lab work and venipuncture. 11. Prepares exam room with appropriate supplies for examination and cleans room. 12. Assist the provider in the exam room as a chaperone when needed. 13. Greets clients politely and promptly and provides clients with correct forms. 14. Enters patient information into Electronic Practice Management (EPM) system and Electronic Health Record (EHR) system. 15. Makes health center appointments, provides information and appropriate referrals. 16. Routes and files incoming laboratory reports appropriately. 17. Abstracts charts, pulls charts, transfers records, file charts. 18. Prepares daily lab samples for transfer to appropriate lab(s), maintains electronic lab log. 19. Cleans instruments, exam rooms, lab area, and autoclave as assigned. **Qualifications:**

- Graduation from high school or GED and in conjunction with a medical assisting certificate or 1 year of experience working in a healthcare setting performing back or front office duties.
- Phlebotomy/IV training or willingness to obtain after employment.
- CPR certification or willingness to obtain immediately after employment.
- Knowledge of principles and practices of administration, organization, common techniques and practices in an office or medical health center setting.
- Ability to read, write, and speak English and Spanish fluently.
- Bilingual English/Spanish, required. \$14.65 per hour, 2% increase for each year of experience, and \$2,000 sign-on bonus. <http://www.plannedparenthood.org/planned-parenthood-maryland>. (080818 Updated 9/5/18) Updated 10/4/18 Updated 11/1/18)

Protenergy (557) Cambridge, MD. **Filler Operator** (JO#931239); **Production Supervisor** (JO#931237); **Production Analyst** (JO#931246); **Reliability Engineer** (JO#931510); **Maintenance Mechanic/Electrician** (JO#931242). Email resume to: cdelaney@us.protenergyfoods.com. (Date listed: 1/4/19)

Queen Anne's County (556) Centreville, MD. **Bus Driver (CDL) - Full Time.** Provides transportation for elderly and disabled persons and for the general public as required. [View Job Details](#). (Date listed: 1/4/19)

Queen Anne's County Public Schools (513) 202 Chesterfield Avenue, Centreville, MD. **Social Studies (Long Term Sub.)** (JO#911804); **Science Teacher (Long Term Sub.)** (JO#911799); **Home Hospital Teacher** (JO#924705); **Communication Specialist** (JO#911820); **School Psychologist** (JO#911789); **Sub. Bus Driver** (JO#924697); **Sub. Nurse** (JO#924703); **Sub. Teachers** (JO#924704); **Custodian 2nd Shift** (JO#924693); **Vehicle Attendant (School Bus)** (JO#911817). APPLY: www.qacps.org. (Date listed 12/13/18)

Reeb Millwork Corporation (515) 1315 Goldsboro Road Barclay, MD 21607. **Assembler 2** (JO#924910); **Assistant Sales Manager** (JO#924914); **Logistics Manager** (JO#924916); **Maintenance Tech** (JO#924918); **Painter 2** (JO#873222); **National Accounts Rep.** (JO#924922); **Inside Sales Rep.** (JO#924915). Competitive base pay & comprehensive benefits offered. Apply online: www.reeb.com/careers. (Date listed: 12/12/18)

Sail Salina II (540) St. Michaels, MD. **First Mate for 2019 Season** (JO#929376). To apply email resume to: sailsalina@aol.com. (Date listed: 12/28/18)

Salvation Army (552) **PT- Homeless Shelter Monitor** - 24 hours per week- 7 PM to 7 AM (JO#864318). Apply in person to 200 Washington St., Cambridge, MD 21613. (Date listed: 1/3/19)

Sauer Compressors (529) Stevensville, MD. **Production Technician (Entry Level)** (Refer to MWE Job Order #925658). Apply: <https://www.sauerusa.com/careers/>. (Date listed: 12/14/18)

Scotts Miracle Gro (421) is a global leader in supplying lawn and garden products to the public. We own or represent the following products: Scotts, Miracle Gro, Ortho, Round Up, Tomcat mouse products, Raid, Hawthorne indoor gardening. We work in the Lowes and Home Depots merchandising our product. This includes filling shelves and other locations, building displays, cleaning products outside, speaking to consumers regarding our product, etc. I am looking for an individual to assist me at the Easton Lowes. This position would not start until spring with the exact date being determined by weather and customer traffic-typically in March. Online safety and product knowledge training is supplied, as well as personal protection products and shirts. New hire would work with me or an experienced merchandiser at first to become acclimated to the job. I will not know exactly how many hours I can offer till my team is in place and I have a budget for the year. Estimated hours are between 8 and 15/week. I can be flexible on days and hours but would prefer a candidate that can work morning hours. Our application website will not be active until November 8th at which time you can apply to scotts.com/careers and search for the position in Easton. Until then interested candidates can contact me at Richard.sheffield@scotts.com. (Date listed: 10/30/18)

ScribeAmerica (510) hires and trains anyone interested in a career in medicine. We provide paid classroom and clinical training in the medical department to prepare applicants to be medical scribes. The role of a scribe offers exciting first-hand experience in the medical department and full one-on-one shifts working with board certified physicians. The job is second-to-none for exposure to medicine, disease processes, medical decision making and procedures performed in the medical department. We are looking for motivated, loyal applicants who have a passion for learning about the medical field to join our team. If you are looking to be a part of a professional medical scribe team please apply directly at www.scribeamerica.com/apply. (Date listed: 12/11/19)

Shore Bancshares (516) Easton, MD. **Credit Administrative Assistant** (MWE Job Order #923736); **Customer Service Representative** (MWE Job Order #911554); **Loan File Control Representative** (MWE Job Order #909946). Apply online at: <http://www.americasjobexchange.com>. (Date listed: 12/13/18)

Smithey Law Group LLC (501) seeks a litigation **Legal Assistant / Secretary** to support four (4) employment law attorneys in Annapolis. Case calendaring and task management experience is a plus. Competitive salary and benefits package. **Send cover letter and resume with salary requirements to joyce.smithey@smitheylaw.com by January 10, 2019.** Smithey Law Group offers experienced legal representation to employers and employees throughout Maryland and the District of Columbia. Focusing exclusively in the areas of employment and labor law, Joyce Smithey has garnered a reputation as one of Annapolis's leading attorneys by representing both employers and employees. Whether drafting employee handbooks or arguing vigorously on behalf of her clients in federal court, Ms. Smithey brings a comprehensive knowledge base and passionate attention to detail to helping her clients enforce their rights, protect their interests, and remain in compliance with the law. (Date listed: 12/6/18)

Talisman Therapeutic Riding (398) **Volunteer Opportunity** - If you are looking for a friendly and fun volunteer environment, come check out our beautiful farm in Grasonville, Maryland. We offer equine assisted riding for our riders and participants. TTR is always in need of new volunteers to help with horse riding lessons, horse care, events, and farm projects. We encourage all volunteers to share their skills with us! There is no previous experience necessary, our scheduling is flexible, and you must be 14 years of age or older. Please fill out our [volunteer application](#) and attend a brief scheduled orientation. Thank you for your interest and we look forward to seeing you at the farm! Contact Anne with any interests or questions @ 443.239.9400 anne@talismantherapeuticriding.org. www.TalismanTherapeuticRiding.org. (Date listed: 10/26/18)

Tanglewood Conservatories (528) Subcontractor / Carpenter / Installer Team Member. Our Vision: To Inspire Everyone We Touch through the Creation of Extraordinary Glass Architecture. Do you want to have the pleasure of being a part of every facet of crafting our beautiful conservatories? From the milling of the raw lumber; to cutting of parts on a CNC router; to assembling doors, windows, pilasters and corbels; to constructing posts and beams, walls and roofs; to the fabrication of copper roof panels and trim; to glazing of sash and glass roofs; to the installation of the final product and seeing our clients dreams become a reality. If your goal is to learn new skills and techniques and to have an opportunity to hone and display the skills you already have, join the Tanglewood team and grow with us. Be a part of something great. www.tanglewoodconservatories.com/careers. Call Sheryl for more information (410) 479-4700. An Equal Opportunity Employer. (Date listed: 12/14/18)

Target (532) Easton, Maryland. Presentation Team Member (JO#925666); Seasonal Sales Floor Team Member (JO#925678); Seasonal Logistics Team Member (JO#925701); Seasonal Food & Beverage Team Member (JO#926237); Seasonal Cashier Team Member (JO#926241). Apply online at: <http://jobs.target.com>. (Date listed: 12/17/18)

UniSite Design, Inc. (509) is a manufacturer and designer of high-quality commercial grade site furnishings. We take great pride in designing and manufacturing Victor Stanley, Inc. products which comprise one of the finest collections of site and street furnishings (litter receptacles, benches, tables & chairs, picnic tables, ash urns, planters, tree guards, seats, 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. We have an immediate opening for an Inside Corporate Business Development team member. 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. Responsibilities include but not limited to:

- Identify & prioritize projects within a defined territory.
- Create a pipeline of new customer contacts while maintaining and growing our existing customer base.
- Analyze & review projects from the pre-planning, planning/schematics and final planning stages through to the bidding/sub-bidding and bid results stage.
- Explore new project opportunities using business articles and journals.
- Review and process sales leads & inquiries.
- Complete the required number of daily interactions.
- Other duties as required.

The position requires an advance related degree or a high school diploma/equivalent with over two years of work related experience. We offer a fine benefits package. Join a staff of bright and dedicated people who are participating in the growth of this very solid and well-respected company. *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. Please apply in person or online through our [Career Center](#). 1105 Park Lane, Denton MD 21629. (Date listed: 12/11/18)

United States Capitol Police (USCP) (467) is a CALEA nationally-accredited, federal law enforcement agency. The USCP safeguards the Congress, its legislative process, Members of Congress, employees, visitors, and facilities from crime, disruption, and terrorism. We protect and secure Congress so it can fulfill its constitutional and legislative responsibilities in a safe, secure, and open environment. We are currently recruiting: **Police Officers.** Starting Salary: \$60,615. You must be:

- U.S. citizen.
- 21 years of age but have not reached your 39th birthday at the time of appointment.
- Must possess a high school diploma or General Education Diploma (GED), and at least one of the following: (A) Minimum of 60 semester hours (college-earned credit from an accredited college or university); (B) Two years of active duty military service with a General (under honorable conditions) discharge or Honorable discharge; (C) Five years of prior creditable law enforcement experience as determined by the Chief of Police.
- A valid driver's license with 3 years of responsible driving experience.
- Pass a background check.

Through diversity management, the USCP leverages the unique skills, talents, and expertise that we bring to the

USCP through our different backgrounds, experiences, demographics, and perspectives. By embracing these differences, the USCP is keenly positioned to recruit, retain and promote the best and brightest. Upon successful completion of training, probationary periods, time in grade, and all other professional requirements, future competitive promotions may be available to a higher rank or positions within a specialized area such as, Intelligence, Patrol and Mobile Response, K-9, Containment Emergency Response Team (SWAT Team), and/or other positions within the Department. Interested in joining our team? Visit our website: <https://www.uscp.gov/careers>. (Date listed: 11/23/18)

U.S. Security Associates (520) Cordova, MD. **Security Officer** (MWE Job Order #925008). [Apply online](#). (Date listed: 12/13/18)

University of Maryland Medical System (526) Easton, MD. **Inventory & Quality Coordinator** (JO#925273); **Electrician Easton Hospital** (JO#925283); **SH Biomedical Technician** (JO#925287); **Security Officer** (JO#925289); **Food Service Associate (PT)** (JO#925348); **Quality Assurance Supervisor** (JO#925585); **Environmental Services** (JO#925588); **Environmental Technician** (JO#925590). <https://ummscareers.org/um-shore-regional-health/>. (Date listed: 12/14/18)

Valley Proteins (512) In Linkwood, MD has many current openings: **Maintenance Mechanics** (JO#869209); **CDL-A Drivers w/Tanker Endorsement** (JO#869202); **Plant Production Workers** (JO#924673); **Wastewater Operators** (JO#924675); **Boiler Operator** (JO#924677). (Date listed: 12/12/18)

Washington College (544) Chestertown, MD. **Catering Attendant** (PT) (Refer to MWE Job Order #930101); **Cook (PT)** (Refer to MWE Job Order #930096); **Director of Financial Aid** (Refer to MWE Job Order #930099); **Patrol Officer** (Refer to MWE Job Order #930102); **Retail Attendant** (Refer to MWE Job Order #930092). Apply www.washcoll.edu. (Date listed: 1/2/19)

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.