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**Chesapeake College**

## **CHESAPEAKE JOB LISTING**

July 17, 2019

EMPLOYMENT SERVICES

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

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*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.*

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

**A Better Alternative Nursing Agency** (057) 1.888.615.0177. **CNA/GNA's** (JO#1010925). CNA's "Certified Nursing Assistant", and GNA'S "Geriatric Nursing Assistant" openings for "Home Care" in Kent, Queen Anne, Talbot, Caroline and Dorchester Counties. Apply online at [www.abastayhome.com](http://www.abastayhome.com) or call our Cambridge Office at (443)972-0072. Spanish speakers encouraged to apply. (Date listed: 7/11/19)

**AmeriCorps / FEMA / U.S. Dept. of Homeland Security** (008) **Team Leaders – FEMA Corps & NCCC**. Opportunities for community college and trade schools students with FEMA & NCCC. Visit [www.corps.vet](http://www.corps.vet) for more information. (Date listed: 7/02/19)

**Autumn Lake** (031) 415 Morgnec Road, Chestertown, MD 21620. **GNA's (PT& FT)** (JO#877740); **RN's (PT & FT)** (JO#967585); **LPN's (PT & FT)** (JO#931140). To apply, email Resume to [RBlack@autumnhc.net](mailto:RBlack@autumnhc.net). (Date listed: 7/16/19)

**Baker or Cook wanted** (007) willing to train. Easy to follow recipes. Basic cake/cupcake decorations. ServSafe certification is preferred. No phone calls, please. Submit a resume or send an email to [DivineSweets2@gmail.com](mailto:DivineSweets2@gmail.com). Please email [divineSweets2@gmail.com](mailto:divineSweets2@gmail.com) . (Date listed: 6/26/19)

**BDKinc.com** (1195) IT Made Simple. **Technology Sales** position opening in Salisbury and Easton. BDK is a managed service provider and IT services & consulting firm headquartered in Easton, Maryland. We provide a full range of IT services with one goal in mind - to be a strategic technology partner that helps our clients achieve their business objectives. We're extremely proud of our portfolio of clients. We provide services for large national customers, but we also serve small businesses in our local community. We love this mix. It keeps us grounded in our small-town roots, but it also challenges us to always be current on the latest technology innovations and trends. We are currently looking for full-time employees to join our growing sales team. **Job Description:** •Meet with clients to determine system specifications, work practices and nature of their business to define the scope of projects. •Prospect and develop new business relationships with clients as well as maintain current clients through marketing and networking. •Assess IT needs within companies and give independent and objective advice on the use. •Attend industry events and civic organization functions. •Prepare budget documentation for

customers. •Create Marketing literature. •Be involved in sales, support and maintain contact with client organizations. •Identify potential clients and build and maintain marketing lists. •Stay up to date on IT trends and innovative products. Interested in the Technology Sales position? Please contact Tony Holt 410-820-9926 or email [sales@bdkinc.com](mailto:sales@bdkinc.com). (Date listed: 6/14/19)

**Benedictine** (1205) **Walk-in interviews** –**Tuesday, July 23rd, 2019 from 1pm – 3pm, Tuesday, August 20th, 2019 from 12pm-2pm and Thursday, September 11th from 1pm-3pm.** Stop by for an on-the-spot interview for any of our currently vacant positions including **Direct Support Professionals, Health Care Assistants, Shift Supervisors and more!** 14299 Benedictine Lane, Ridgely, MD 21660. For more information or to reserve a spot call 410.364.9825. (Date listed: 6/19/19)

**Benedictine** (1185) has many openings. [CLICK HERE](#) for more information and to apply. (Date listed: 6/13/19 Updated 7/17/19)

**Best Western** (066) 3101 Main Street, Grasonville, Maryland 21638. **Front Desk Agent** (MWE Job Order #1011059). Apply in person. (Date listed: 7/12/19)

**The Big Owl** (021) Grasonville, Maryland. **Cook/Line Cook** (MWE Job Order #1007537). Apply online at: [www.thebigowl.com](http://www.thebigowl.com). (Date listed: 7/2/19)

**Cambridge International** (071) **Customer Care Supervisor** (JO#1013086); **Inside Sales Specialists** (JO#1013084); **Crimper** (JO#1013083). Apply on line at: [wwws.rexnord.com/careers](http://wwws.rexnord.com/careers). (Date listed: 7/17/19)

**Caroline County Department of Corrections** (033) **Classification Counselor** (JO# 1009433). BS Degree - Full benefits. Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Suite 1, Denton, Maryland 21629. Applications available [HERE](#) or call 410.479.4105 to receive by fax or email. Save and complete application and email to: [hrposting@carolinemd.org](mailto:hrposting@carolinemd.org). **Application deadline is 7/18/2019.** (Date listed: 7/8/19)

**Caroline County Department of Corrections** (024) **Correctional Officer I** (JO# 1008068). About the Department: The Caroline County Department of Corrections operates the County Detention Center located at 101 Gay Street in Denton. The Detention Center is a secure correctional facility. Inmates can spend up to 18 months at the facility. Individuals with longer sentences are normally sent to State prison. To learn more visit our [Department page](#). About the Job: Corrections is a uniformed service and one of the largest branches of law enforcement. Correctional officers are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been sentenced to serve local jail time, 18 months or less. EOE. Requirements: Must be at least 18 years of age and a high school graduate or G.E.D. Upon employment offer, applicants will be subject to a substance abuse test, physical exam, psychological evaluation, and complete background investigation. EOE. Salary: State Certified \$17.09/hour ~ Non-Certified \$15.76/hour. **Deadline: July 18, 2019.** How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay Street, Suite 1, Denton, MD 21629. Applications available from this address or call 410.479.4105 to receive by fax. Applications can also be downloaded here. Save completed application and email to [hrposting@carolinemd.org](mailto:hrposting@carolinemd.org). (Date listed: 7/3/19)

**Caroline County Department of Health** (136) 403 S. 7th Street, Denton, MD 21629. Main Purpose of Job: An **Environmental Health Specialist Trainee** is the entry level of work at a local health department performing inspections and investigations to ensure compliance with environmental health laws and regulations. Protection of the public health is the main purpose of the Environmental Health Specialist position, protection more desirably obtained through voluntary compliance with the existing regulations or, when necessary, using compliance procedures established in regulation and law. This is an entry level position under close supervision from a higher level Environmental Health Specialist. Education: Determined by the Maryland Board of Environmental Health Specialists under the licensing requirements for

Environmental Health Specialists. Experience: None. Licenses, Registrations and Certifications: 1. At the time of hire, candidates for positions in this classification must possess a certificate of eligibility to be licensed as an Environmental Health Specialist from the Maryland Board of Environmental Health Specialists. A copy of your certificate must be attached to the application. 2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. Selection Process: Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Benefits: Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. Further Instructions: Online application process is STRONGLY preferred. If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850 or Application.Help@maryland.gov. If online process is not available, please send your paper application to: Maryland Department of Health, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. Should additional information regarding this recruitment be required, please contact the Maryland Department of Health Recruitment and Selection Division at 410-767-1251 or via email at [dhmh.jobs@maryland.gov](mailto:dhmh.jobs@maryland.gov). (Date listed:)

**Caroline County Department of Recreation and Parks (054) Program Site Coordinator.** The Department: Caroline County Department of Recreation and Parks is responsible for the development, delivery and management of a variety of recreation programs and public facilities within Caroline County. These include amenities and outcomes in: instructional sport and fitness programs, community events, afterschool program services, arts development programs, youth camps, community partnerships, athletic facilities & trails, playgrounds, public waterways access and park construction. Learn more by visiting our Department page. About the Position: Caroline County Department of Recreation and Parks part-time contractual grant funded position implementing an afterschool program at Greensboro Elementary School and Federalsburg Elementary School. Requirements: AA Degree and 2 year's experience in community recreation, education, or human services or a combination of education, training, and experience required. Bachelor's degree preferred. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. EOE. Salary: \$18-\$20 per hour. Schedule: Position is for the 2019-20 school year, approximately 25 hours per week. Must be able to work until 6:30pm M-Th. Deadline: Positions open until filled. How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Suite 1, Denton, Maryland 21629. Applications available from this address or call 410.479.4105 to receive by fax

or email. Applications can also be downloaded by clicking [here](#). Save and complete application and email to: [hrposting@carolinemd.org](mailto:hrposting@carolinemd.org). (Date listed: 7/16/19)

**Caroline County Department of Recreation and Parks (053) 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. About the Job: Positions located in afterschool programs at Lockerman Middle School, Greensboro Elementary School, and Federalsburg Elementary School. Instructional interest/experience in math/reading and sports/fitness, science, arts/crafts, cooking. Between 9-11 hours per week, M-Th after school hours. Upon an employment offer, applicants must submit to a complete criminal background check. EOE. Salary: Hourly rate \$12-\$18 based on experience/education level. **Deadline: Positions 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 <http://www.carolinemd.org/DocumentCenter/View/1801>. Download to desktop; save as document and email to: [hrposting@carolinemd.org](mailto:hrposting@carolinemd.org) . (Date listed: 7/16/19)

**Caroline County Humane Society (032) Ridgely, MD. WE ARE HIRING! Medication Tech.** We have both a Full Time (M-F) and Part Time (Sat/Sun) position available. You MUST be very comfortable handling both dogs and cats of all ages and breeds, both large and small. This position calls for someone who is organized, with attention to detail and able to multi-task. Med-tech will be responsible for vaccinations, de-worming, blood drawing on dogs and cats, administration of both oral medications and injections, monitoring health and well-being of these animals and record keeping for every animal in our care. Applicant should be able to enter and maintain records on a computerized system. Previous experience is preferred. Love and compassion for animals is first and foremost. Pay is \$11.00 per hour. No benefits offered with this position. Background check. Full Time hours are MTWF from 8-4 and Thursday from 11-7pm. Part time hours are Saturday 7 to 3 and Sunday 8 to 3. WEEKEND POSITION may require you to also help clean and feed animals in the shelter! If you feel you can make a difference in the lives of the animals who find themselves homeless, please email your resume to [leanne.gower@carolinehumane.org](mailto:leanne.gower@carolinehumane.org). (Date listed: 7/16/19)

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

**Caroline County Sheriff's Office (1203) School Resource Officers** wanted... join our team! School Resource Officers (SRO) with the Caroline County Sheriff's Office have a rewarding career that is versatile and carries much responsibility. SRO's will instruct on law enforcement related topics, establish trust and credibility with students, arrange security for events, and maintain order and enforce laws for their assigned Caroline County school. Assignments vary from High Schools to Elementary Schools. **Employment Options:** 10 Month Option (\$38,648 Salary). • Summers off (unpaid); •Paid Leave; •Paid during the months worked; •Competitive 457 Retirement Contribution by Agency; •Take-Home vehicle during school year (in county or surrounding counties – not DE). 12 Month Option (\$46,377 Salary). •Full time year-round employment; •Health, dental, and vision insurance; •Paid Leave; •LEOPS Retirement System (If ineligible a 457 Contribution is available); •Take-Home vehicle (in county or surrounding counties – not DE). Current Police Officers in Maryland or out-of-state certified officers. Applicants must be current MPCTC Certified Police Officer in Good Standing or the ability to become a MPCTC Certified Police Officer through a "Comparative Compliance Course" for out-of-state certified

officers that apply. If the applicant is a Maryland or out-of-state retired law enforcement officer, applicant must be within five years of being an active police officer in the state of Maryland to be considered. Upon an employment offer, applicant must submit to a physical medical exam, psychological exam, polygraph examination, substance abuse test and complete background check. EOE. **Application Deadline: August 16, 2019.** **How to Apply:** Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Suite 1, Denton, Maryland 21629. Applications available from this address or call 410.479.4105. Applications can also be downloaded by [clicking here](#). (Date listed: 6/18/19)

**Caroline Nursing & Rehabilitation Center** (034) Same Day Job Offer – Interview and get an offer. Thursday, July 18, 2019 – 9am-6pm – 520 Kerr Avenue, Denton, MD 21629. For more information please contact Andy Hrobar, 410.479.2130 or [ahrobar@carolinencr.com](mailto:ahrobar@carolinencr.com), or Cynthia Parker, 443.685.5151 or [cparker@auoroahealthmgt.com](mailto:cparker@auoroahealthmgt.com). (Date listed: 7/11/19)

**Catapult Learning** (1146) We work collaboratively with five Maryland Eastern Shore school districts (Kent, Caroline, Dorchester, Talbot, Worcester) to serve special education students with emotional/behavioral concerns who are unsuccessful in the general education setting. We provide our students highly structured therapeutic classroom settings which include a low student to staff ratio, comprehensive behavior management, and crisis intervention services. We are currently interviewing for Teachers. We have opportunities in the elementary, middle and high school settings. The teacher will provide instruction to students in grades K-12 with emotional and behavioral needs. The teacher will collaborate with other teachers and parents on a regular basis. The teacher will create and implement individualized instruction for students in a small class setting. Job requirements: Four year degree. Teaching Certification (desired). Reliable Transportation. Must pass criminal background check. Please email: [valerie.ackerman@catapultlearning.com](mailto:valerie.ackerman@catapultlearning.com) to learn more. (Date listed: 6/5/19)

**Chesapeake Bay Hyatt** (035) **Oyster Shucker - on call** (JO#1012112); **Cook/Pastry** (JO#1012107); **Certified Lifeguards** (JO#981159); **Bartenders** (JO#966536); **Cooks** (JO#966499); **Culinary Supervisor** (JO#1000722); **Steward/Dishwashers** (JO#966541). Apply online at: [www.hyatt.com](http://www.hyatt.com). (Date listed: 7/15/19)

**Chesapeake Charities** (003) **Bookkeeper** for busy nonprofit. Area nonprofit, located in Stevensville, MD, is interested in adding an experienced bookkeeper to our dynamic, fast paced office for 16 hours per week. We are seeking a person who is organized, and can work independently to support a busy office environment. Candidate must be accurate and efficient in processing A/P & A/R; preparing bank deposits and able to generate monthly financial reports with attention to details. Familiarity with nonprofit accounting practices is a bonus. Qualifications: a HS Diploma or GED and bookkeeping experience with referrals is required. Must be proficient with Quick Books, and MS Office including Excel. Interested candidates please send letter of introduction and resume to [info@chesapeakecharities.org](mailto:info@chesapeakecharities.org). (Date listed: 6/27/19)

**Chesapeake College** (014) is currently accepting cover letters & resumes for the following position: **Dean for Workforce Programs.** **Responsibilities:** The Dean for Workforce Programs provides leadership for workforce and continuing education related instructional departments and programs of the College. The Dean supports the implementation of the College's mission within the Division, fosters curricular, programmatic, and intellectual vision, and is responsible for the quality and integrity of these programs. The Dean reports to the Vice President for Workforce and Academic Programs. **Requirements:** Masters in a relevant discipline, a doctorate is preferred; three to five (3-5) years teaching experience; three to five (3-5) years academic administration experience, or leadership role including supervision; demonstrated academic program development, experience with sound assessment practices; excellent interpersonal and communication skills; a commitment to the use of appropriate technology to support student learning. Ability to function effectively in college –wide leadership groups, including College Council and on the Vice President's executive team. Ability to work effectively with other college constituencies. **For best consideration, interested applicants should submit a cover letter & resume to [hr@chesapeake.edu](mailto:hr@chesapeake.edu) by Monday, August 5, 2019.** Please visit our

website for additional information on positions. [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 7/1/19)

**Chesapeake College** (1221) is currently accepting cover letters & resumes for the following position: **Assistant Director, Cambridge Center**: Grade 115E. Responsibilities: •Responsible for Center leadership in the Director's absence. •Supervise overall Center advising. Assist students in career and pathway planning in degree programs, certificate programs, and adult basic education. Refer students to appropriate program directors and work closely with colleagues across the College to ensure student success. •Cross-trained on main office business functions of the Center, including application, registration, and payment processing. •Work with both Cambridge and Wye Mills faculty and staff as necessary to promote underserved and general student population retention and to assist students with individual goal attainment. •Work closely with the Director, serving as the onsite Student Conduct Administrator for the Cambridge Center, addressing conduct issues brought to his/her attention by faculty, staff and students, keeping the Vice President apprised of any conduct situations that may require formal College action. •Attend meetings as necessary on Wye Mills campus. •Coordinate with Compliance Office. Requirements: Bachelor's degree in related area required. Master's degree in Social Work (MSW/LCSW) preferred. Two years of experience with educational systems and direct student services required. Prior experience as a student counselor preferred. Demonstrated aptitude for communication and problem solving. Understanding of and commitment to the community college mission. Proven self-starter who is excellent with technology. Interested applicants should submit a cover letter & resume to [hr@chesapeake.edu](mailto:hr@chesapeake.edu) by Friday, August 2, 2019. Please visit our website for additional information on positions. [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 6/25/19)

**Chesapeake College** (1166) **Softball Head Coach**. Responsibilities: The head coach is responsible for all program components including planning, organizing, recruiting, public relations, monitoring of student academic progress and personal development. Requirements: Candidate should have coaching experience at the high school or college level. Interested applicants should contact Frank Szymanski, Director of Athletics, at 410-822-5400, ext. 5750. This position is open until filled. Please visit our website for additional information on positions. [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 6/10/19)

**Chesapeake College** (1109) is currently accepting cover letters and resumes for the following replacement position: **Radiologic Sciences Clinical Instructor: 12-month, Faculty**. Responsibilities: The Clinical Instructor is a faculty member responsible for the implementing and assessing student clinical education. The clinical instructor travels to clinical sites observing and evaluating student progress, developing working relationships with clinical staff, and validating the implementation of JRCERT accreditation and program policies. May teach radiologic sciences lab and classroom courses. Requirements: Associates degree in a radiologic technology program sponsored by the Joint Review Committee on Education in Radiologic Technology, ARRT Certification, Unrestricted Maryland Licensure to practice Radiography and 2 (two) years clinical experience in general radiography. Bachelor's degree preferred. For best consideration, submit a cover letter, resume, and unofficial transcripts to [hr@chesapeake.edu](mailto:hr@chesapeake.edu). Position open until filled. Please visit our website for additional information on positions. [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 5/22/19)

**Chesapeake College** (807) is currently accepting cover letters and resumes for the following replacement position: **Nursing Faculty**: 10-month. Responsibilities: This full-time position begins August 2019 and serves students in the third and fourth semesters of an Associate of Science Nursing Program; utilizing a team approach to achieve student learning outcomes in each course. Responsibilities will include both classroom and clinical teaching, engaging in department and college wide service activities, and academic advising. Classroom content includes

responsibility for nursing concepts related to mental health nursing and medical/surgical and/or pediatric nursing. Clinical responsibilities include direct supervision of students in psychiatric and acute care settings. Requirements: Current RN licensure in the state of Maryland, Master's degree in Nursing, and demonstration of a strong foundation in mental health nursing theory and clinical practice as well as medical surgical and/or pediatric nursing. A Masters in Nursing Education or Post-Masters Certificate in Nursing Education is preferred. Interested applicants should submit a cover letter, resume, and unofficial transcripts to [hr@chesapeake.edu](mailto:hr@chesapeake.edu). **This position is open until filled.** Please visit our website for additional information on open positions.

[www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). Chesapeake College is an Equal Opportunity Employer.

Minorities and Women are encouraged to apply. (Date listed: 3/13/19)

**Chesapeake Group Homes, Inc. (59) Chesapeake Group Homes Support Coordinator.**

Minimum Qualifications: BA related degree in the Human Services Field or 5 years of experience working with people with disabilities. Responsibilities:

- Advocates for individuals' needs and interests through implementation of the interdisciplinary team process and the person centered plan (PCP) according to regulations of Developmental Disabilities Administration (DDA) for all residents.
- Works cooperatively and collaboratively with each person enrolled in residential program, Residential Supervisors, DSPs, and the Coordinators of Community Services (CCS) to prepare for PCP meetings.
- Schedules and confirms all PCP meetings with the team in compliance to DDA's published time frame for PCP preparation and meeting times.
- Collaborates with the person supported and the team to develop goals that are specific, measurable, attainable, relevant, and time-framed (SMART). Writes implementation strategies that are clear and easy to document.
- Presents any rights restrictions recommended by the team for review by the Program Review Committee/Standing Committee.
- Collaborates with nursing to ensure ratio supports parameters are accurate and consistent with the PCP.
- Provides PCP training for all RS's and DSP's and documents accordingly.
- Visits all houses routinely to review documentation on outcomes and goals and provide feedback/training to RS's and DSP's as needed.
- Implements strategies of goals as needed; Responds to changing needs in a timely manner.
- Routine demonstration of adherence to principles of person centered thinking and planning; perpetuate values of respect, self-determination, and choice.
- Teaches one or more DDA required trainings for new staff and ongoing refresher courses.
- Reviews all incident reports; Conducts timely investigations in conjunction with incident reports; prepare internals and reportables using the PCIS2 system; monitors trends; makes recommendations to the RD for staff trainings; prepares a PC report on incidents annually as a part of the PC Planning process.
- Provides incident reports (internal and reportable) to management for review by the Program Review Committee/Standing Committee.
- Liaison to the Behavior Specialist; responsible for collecting BP data and scheduling trainings as needed on BP's; provides training on BP's as delegated by the Behavior Specialist.
- Attends trainings as requested and shares information with staff.
- Monitors, reports, and follows through with any concerns regarding daily appearance or any observed unmet needs of people supported.
- Maintain routine communication with families and advocates of the individuals.
- Acts as liaison between community and CGH; represent CGH professionally at all community events and center meetings.
- Provides updates as needed in a proactive manner as well as in response to concerns or crises, to the Residential Director (RD), the people supported, CCS, family, nurse, residential and day staff.
- Be on-call and respond to on-call situations, as needed. Provide timely and thorough updates to the RD and support team.
- Attends meetings as requested by the Residential Director.
- Monitor the individuals' income and expenses to prevent assets from exceeding limits required for Medicaid; work with the team proactively to identify and plan for large expenses as needed.
- Assist individuals in planning weekend activities and vacations; coordinating with staff to plan for activities. Update the RD on planned activities and follow the Vacation Planning Protocol.
- Updates the RD on all Leaves of Absence (LOA's); Coordinates plans with the nurse, residential supervisor, and vocational staff for LOA's.
- Collaborates with the RD on Quality Enhancement (QE) Goals; takes the lead on implementing and documenting QE goals.
- Attends quarterly DDA QE & Provider meetings as assigned.
- Works collaboratively and cooperatively with the Program Assistant.
- Work hours will be flexible based on priority needs of CHG, the needs of the individuals, and on inclement weather.
- Other duties as assigned.

Essential Requirements of Work:

- Knowledge of the interdisciplinary team process and individual program plans as outlined in DDA regulations.
- Excellent written and verbal communication skills

to include accuracy of information communicated required for sound decision making.

- Demonstrates the following attributes of a professional: a customer service orientation to meeting the needs of individuals, family members, and CCS; role models “caring”; acknowledges & recognizes contributions of team members; has initiative; routinely exhibits a positive attitude and pleasant demeanor; maintains appropriate boundaries with individuals and family members.
- Knowledge of behavioral and DDA terminology and the ability to read and write in these terms.
- Exhibits teamwork through effective working relationship with other staff members; provides assistance to other departments as needed.
- Ability to manage multiple projects and set priorities through efficient time management to meet deadlines and maintain compliance with PCP's.
- Knowledge of community resources and ability to use effectively.
- Ability to communicate courteously with families of individuals served by the program.
- Experience on Microsoft Office and internet usage required. Necessary to maintain confidentiality concerning all records.

Nature of Work: •The employee in this classification receives general direction from the Residential Services Director; changes in work hours or schedule to be approved by Director. •Hours will be flexible based on needs of residents and job duties and includes occasional evenings and weekend hours. Work is evaluated in terms of overall professionalism, ability to meet deadlines, and adherence to regulations and policies. The Support Coordinator reports to 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. Call for instructions on how to apply. 410-822-4122. (Date listed: 7/15/19)

**Choptank Electric** (036) We currently have an immediate opening for an **Apprentice Lineman** at our Cambridge District Office. Applicant must have a High School diploma or equivalent. Basic knowledge of electricity is desirable. Must have a valid Maryland Class "A" restricted or equivalent driver's license. Position requires working in various weather conditions and working irregular hours for emergencies. On-the-job training will be provided. Successful applicant will be required to:

- Pass a physical exam and drug test;
- Complete the Northwest Lineman's College Power Delivery Program (provided on-site);
- Reside within a 27 mile radius of Cambridge District Office, which is located at 1715 Race Street, Cambridge, MD 21613.

**Applications must be postmarked by July 26, 2019.** Choptank Electric is an Equal Opportunity Employer. (Date listed: 7/16/19)

**Cornell Management Corporation** (030) Real Estate Management and Development.  
Chestertown: **Maintenance Technician** (Refer to MWE Job Order #1010945); Elkton: **Maintenance Technician** (Refer to MWE Job Order #1010950); **Property Manager** (Refer to MWE Job Order #1010956). Email Resume to [DCoroniti@gildevco.com](mailto:DCoroniti@gildevco.com). (Date listed: 7/11/19)

**Cricket Wireless** (1222) 219 Marlboro Ave., Suite 46, Easton, MD 21601. **Sales Representatives** (JO#1005369). Apply online at: <https://mobilelinkusa.com/career/>. (Date listed: 6/25/19)

**Crystal Steel Fabricators** (1128) is currently looking to hire **Structural Steel Fabricators** for our facility in Delmar, DE and at our new Federalsburg, MD location. Qualified applicants should have the ability to read prints to assemble structural steel beams, columns and other structural product types from various detail pieces. Use of tape measures, squares and other hand tools as well as tack welding is required. Ideal candidate would have experience as a fabricator but could sacrifice some experience for bright energetic people with a good work ethic that are trainable. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to [alana@crystalsteel.net](mailto:alana@crystalsteel.net). (Date listed: 5/30/19)

**Crystal Steel Fabricators** (1127) is currently looking to hire **CNC Machine Operators** for our facility in Delmar, DE and at our new Federalsburg, MD location. The equipment that we use consists of an Angleline, Drill Line, Plasma Table, Python X and a Press Brake. Qualified applicants should have the ability to read prints to confirm parts are being made as per print. Basic Knowledge of CAD/CAM and how to post to NC machines is required. Use of tape

measures, squares and other hand tools is a must. Ideal candidate would be bright and energetic with a good work ethic. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to [alana@crystalsteel.net](mailto:alana@crystalsteel.net). (Date listed: 5/30/19)

**Crystal Steel Fabricators** (1126) is currently looking to hire **Structural Steel Helpers** for our facility in Delmar, DE and at our new Federalsburg, MD location. Position calls for bright energetic people with a good work ethic that are trainable. This is an entry level position into being a fabricator. Helpers do many simple tasks in the shop to assist Fabricators such as gathering fittings, grinding and moving steel with overhead cranes. Ability to use a tape measure is required. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to [alana@crystalsteel.net](mailto:alana@crystalsteel.net). (Date listed: 5/30/19)

**Crystal Steel Fabricators** (1125) is currently looking to hire **Structural Steel FCAW Welders** for our facility in Delmar, DE and at our new Federalsburg, MD location. Qualified candidate must be able to pass an AWS welding test in the 3G and 4G unlimited position using FCAW to be a certified welder. Knowledge of AWS weld symbols is required. Should have the ability to recognize and use the correct WPS for the process and joint design that will be welded. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to [alana@crystalsteel.net](mailto:alana@crystalsteel.net). (Date listed: 5/30/19)

**Custom Welding & Fabricating, Inc.** (1223) Cambridge, MD. **Crane Operator** (JO#1005696). Crane Operator – experience preferred, but will train qualified candidate. Must have valid Class B CDL driver's license with a good driving record. Must be able to pass pre-employment drug screen and background check. We offer competitive pay, paid holidays and vacation. Company benefits include 410K, Company contributed health insurance. Qualified candidates can **apply in person** at Custom Welding at 3104 Ocean Gateway, Cambridge MD 21613. (Date listed: 6/26/19)

**Dankmeyer, Inc.** (1218) **Patient Services Representative** Easton-Full-time position w/benefits. **Apply by July 26, 2019.** Dankmeyer, Inc is a professional medical facility specializing in prosthetics and orthotics serving the Eastern Shore of Maryland for over 60 years. We are currently seeking a Patient Services Representative for our Easton location. Responsibilities include greeting patients and visitors in a professional and courteous manner upon arrival; collecting patient demographics and insurance cards and scanning into patient's electronic medical record (EMR), obtaining required signatures on all patient forms, collecting any patient financial responsibility amounts, as well as online insurance benefit verification; scheduling patient appointments, to include collecting all patient demographic information, insurance information, and referring physician and primary care physician's information; verifying information entered in to the patient's EMR is complete and accurate; and answering busy phone lines to make new and return patient appointments, taking detailed messages, and transferring callers to appropriate team members. Candidate must be detail oriented, friendly, organized, and a dependable team player. Strong computer skills and enjoyment of an energetic workplace are essential. Minimum qualifications: High School Diploma; medical office experience and/or customer service experience preferred; excellent verbal and written communication skills; knowledge of Word and Excel a plus. Position offers competitive wage commensurate with experience and a generous benefits package. Hours to start are Monday-Thursday 7:45am-4:15pm, however, will be expanding to include Friday hours within a few months. We have a fast-paced team oriented culture and are seeking the right person to join our fun & friendly team. If you want to make a difference in someone's life, please forward your resume & salary requirements for prompt consideration. Please submit cover letter, resume, and salary requirements to [kboswell@dankmeyer.com](mailto:kboswell@dankmeyer.com) or fax to 410-636-8325 ATTN: kboswell. (Date listed: 6/25/19)

**Dart (Solo Cup)** (049) Federalsburg, MD. (All jobs with benefits). **Lead Maintenance Mechanic** (JO#10104450); **Inspector Packer I** (JO#1010432); **Senior Press Operator** (JO#10104461); **Quality Control Tech** (JO#10104454); **Machine Operator I** (JO#1010442); **Machine Operator II** (JO#1010446); **Utility Worker** (JO#1010438); **Press Operators** (JO#10104457); **Fork Lift Operator I** (JO#1010434). Apply on line only at: [www.dart.jobs](http://www.dart.jobs). (Date listed: 7/10/19)

**David A. Bramble, Inc.** (013) 705 Morgnec Road, Chestertown, MD. **Experienced Light Truck & Engine Mechanic** (Refer to Job Order #1003958); **Heavy Equipment Operator** (Refer to Job Order #1003963); **Laborers** (Refer to Job Order #1003944). Apply in person. (Date listed: 7/1/19)

**David Willey Welding, Inc.** (002) 1001 Goodwill Ave, Cambridge, MD 21613. **Welders- MIG, TIG, and Aluminum Experience** (JO#1006196). Apply in person at above address. (Date listed: 6/27/19)

**Delmarva Community Services** (043) Needs **FT and PT Bus/Van Drivers** (JO#990843) - (CDL w/ passenger endorsement) - Recent truck driver school grads OK. **Community Living Assistants** (JO#1009835). To apply: Download application online at: <http://www.dcsdct.org>, fill out, add resume and mail to: Delmarva Community Services, 2450 Cambridge Beltway, PO Box 637, Cambridge, MD 21613. (Date listed: 7/9/19)

**Delmarva Community Services** (1148) **FT and PT Bus/Van Drivers** (JO#990843) (CDL w/passenger endorsement). Recent truck driver school grads ok. **Payroll Specialist** (JO#998632). To apply, download application online at <http://www.dcsdct.org>, fill out, add resume and mail to Delmarva Community Services, 2450 Cambridge Beltway, P.O. Box 637, Cambridge, MD 21613. (Date listed: 6/6/19)

**Dorchester County** (044) Cambridge, MD. **Dog Control Officer** (JO#1008061). To apply contact Dorchester County Sheriff's Office 410-228-4141. (Date listed: 7/8/19)

**Dorchester County Public Library** (026) **Librarian's Assistant** (JO#1009296). The Hurlock Branch of the Dorchester County Public Library has an opening for a Librarian's Assistant. The right candidate will be outgoing, tech savvy, a team player, good with children, and have excellent customer service skills. Organizational skills, adaptability, attention to detail, and creativity are a plus! Computer skills are required. This position includes an annual salary of \$23,500, a 35 hour work week, and benefits. Email resume to: [infodesk@dorchesterlibrary.org](mailto:infodesk@dorchesterlibrary.org). (Date listed: 7/8/19)

**Easton Eye Care** (1103) **Optical Sales / Optician Assistant** - Full-time position w/ benefits Professional eye care practice and fast-pace optical retailer seeks an individual with outstanding service skills and sales experience. Selected candidate will demonstrate exceptional people skills, a passion for quality service and success in retail service. Strong organizational & computer skills and enjoyment of an energetic & diverse workplace are essential. A minimum of two years customer service and sales experience is required. Optical experience is not required. Position offers competitive wage commensurate with experience and opportunity for advancement working as an Optician Apprentice. Training will begin with the technical and style aspects for helping patients select eyeglass frames that will best achieve their needs. Position Highlights: •Fast-paced team-oriented culture; •Wage commensurate with experience; •Tiered wage structure with promotional ladder; •Benefit package includes health insurance, paid holidays, vacation and sick pay & retirement savings contribution; •Team bonus program. Easton Eye Care, serving the Mid-Shore of Maryland for over 40 years, offers full service eye care by licensed optometrists. Our care includes comprehensive exams, emergency visits, and an extensive selection of eyewear. Professional services include eye wear prescriptions, contact lens fittings, laser vision and cataract surgery case management, and medical treatment of eye diseases and disorders. Our optical galleries offer a wide selection of stylish frames, quality lenses and lens

treatments, contacts and accessories from brand name suppliers. [www.eastoneyecare.net](http://www.eastoneyecare.net), Fax 410-822-2652 or Email [manager@eastoneyecare.net](mailto:manager@eastoneyecare.net). (Date listed: 5/20/19 Updated: 6/19/19)

**Easton Eye Care (1103) Patient Services Coordinator** – Full-time position w/benefits. Professional eye care practice seeking a patient services coordinator responsible for administration and application of patient services procedures & policies and supervision of personnel responsible for the functions of Check-In & Check-Out including patient reception, registration, scheduling, benefit verification, patient billing & receipts and overall patient satisfaction. Candidate must be detail oriented, friendly, organized and dependable. Strong computer skills and enjoyment of an energetic & diverse workplace are essential. A minimum of three years patient services and financial transactions experience is required. Supervisory experience is highly preferred but not required. Position offers competitive wage commensurate with experience and benefit package. Expanding practice offers opportunity for accelerated advancement. We are a team oriented practice and very selective in our hiring. Patient pleasers forward your resume & salary history for prompt consideration. Position Highlights: •Fast-paced team-oriented culture; •Wage commensurate with experience; •Tiered wage structure with promotional ladder; •Benefit package includes health insurance, paid holidays, vacation and sick pay & retirement savings contribution; •Team bonus program. Easton Eye Care, serving the Mid-Shore of Maryland for over 40 years, offers full service eye care by licensed optometrists. Our care includes comprehensive exams, emergency visits, and an extensive selection of eyewear. Professional services include eye wear prescriptions, contact lens fittings, laser vision and cataract surgery case management, and medical treatment of eye diseases and disorders. Our optical galleries offer a wide selection of stylish frames, quality lenses and lens treatments, contacts and accessories from brand name suppliers. [www.eastoneyecare.net](http://www.eastoneyecare.net). Fax 410-822-2652 or Email [manager@eastoneyecare.net](mailto:manager@eastoneyecare.net). (Date listed: 5/20/19 Update: 6/19/19)

**Echo Hill Outdoor School (703) Residential Teaching Position. Teacher/Naturalist.** Located on Maryland's Eastern Shore of the Chesapeake Bay. Introduction: Echo Hill Outdoor School (EHOS) has successfully provided over forty-five years of residential and recreational learning experiences. Programs are designed to introduce and acclimate participants to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Watershed Ecology of the Chesapeake Bay and its surrounding ecosystems, group and individual development on our low and high element challenge course, and exploration of history and the human environment in the Chesapeake Bay region. The program is flexible and committed to custom designing programs so as to meet the needs of a wide range of students/ participants, typically 3rd through 9th grade, from both public and private schools, as well as college students and adults of all ages. Responsibilities: At EHOS you would teach a variety of classes from all of our curriculum areas. You would also supervise and counsel all aspects of participant residential life during their stay at the school including overnights in platform tents or dormitories, table-heading at family style meals, and supervision during recreational time and other activities. Qualifications: EHOS is seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Experience working with and relating to children and people of all ages is extremely beneficial. A background in Education, Recreation, Environmental or Outdoor Education, Challenge Course facilitation, Psychology, Natural Sciences, Marine Biology, Liberal Arts or related fields is desired. Compensation: Starting salary for Teacher/Naturalist is \$250-\$270 per week. Individuals with demonstrated current certification in Wilderness First Responder, Wilderness First Aid, American Red Cross Lifeguard Training, or Valid State Teacher Certification will be considered at a slightly higher starting range. EHOS owned housing and board are a condition of this residential teaching position. Ten-twelve month contracts may be available for interested, committed individuals depending upon future openings, specialized positions available, and satisfactory job performance. A staff excess sickness and accident medical plan is available. Deadline: Applications are welcome year round. Primary starting dates are in March and late August. To Apply: If you are interested in a challenging and rewarding experience please send cover letter, resume, two written reference letters and three telephone reference contacts to: Betsy Zelter McCown. [jobs@ehos.org](mailto:jobs@ehos.org). Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton Maryland 21678. (410) 348-5880. (Date listed: 2/19/19)

**Eco Pro Construction** (056) 8646 Brooks Drive Easton, MD. **Foreman** (Refer to MWE Job Order #1012149). APPLY in person or email [ecopro86@gmail.com](mailto:ecopro86@gmail.com). (Date listed: 7/15/19)

**Federal Resources** (042) 235-G Log Canoe Circle, Stevensville, MD. **Director, Crit Infrastructure Prot Technology** (MWE Job Order #1008853). Apply online at: <http://ipc.us/t/93E959A36C3D4412>. (Date listed: 7/10/19)

**FedEx Freight** (1224) FedEx Freight is seeking professionals who want to start a career with our company. Listed below are the positions currently available in Maryland, Virginia, West Virginia and Delaware. Virginia: These positions are available at our facility located at 9825 Godwin Court Manassas, Virginia: **City Driver** (Job ID number 434912BR); **City Driver** (Job ID number 435628BR). These positions are available at our facility located at 16201 Walthall Industrial Pkwy, South Chesterfield Virginia: **City Driver** (Job ID number 434656BR). These positions are available at our facility located at 3757 Tom Andrews Road NW Roanoke Virginia: **Driver apprentice** (Job ID number 435908BR). West Virginia: These positions are available at our facility located at 4317 1st Ave. Nitro, West Virginia: **City Driver** (Job ID number 433135BR). These positions are available at our facility located at RR2 Box 79 Bridgeport, West Virginia: **City Driver** (Job ID number 435347BR). Delaware: These positions are available at our facility located at 617 Lampson Lane, New Castle, Delaware: **Road Driver** (Job ID number 435052BR). Maryland: These positions are available at our facility located at 7331 Carbide Rd, Baltimore, Maryland: **Road Driver** (Job ID number 436010BR). These positions are available at our facility located at 16114 Transportation Circle Hagerstown Maryland: **Driver Apprentice** (Job ID number 435174BR); **City Driver** (Job ID number 434907BR). These positions are available at our facility located at 4810 Williamsburg Rd Unit 8, Hurlock Maryland: **City Driver** (Job ID number 435456BR); **City Driver** (Job ID number 434781BR); **Road Driver** (Job ID number 435886BR). These positions are available at our facility located at 8850 Corridor Road, Annapolis Junction Maryland: **Road Driver** (Job ID number 434786B). Benefits Include:  
•Health/Dental/Vision •Paid Vacation •Retirement Plan (401K) •Personal Paid Time •Holiday Pay  
•Life Insurance •Wellness Programs •Long and Short Term Disability •Stock Purchase Plan  
•Credit Association •Direct Deposit •Tuition Assistance •Shift Pay Differential for 2nd and 3rd Shifts •Safety Shoe Reimbursement. To apply: Go to this web site and fill out the application: <https://careers.fedex.com/freight>? Please use the ID number or the location assigned to the job to get to the specific job you are requesting. When you have completed the application on line please send an email to Mark Young: [mark.young@fedex.com](mailto:mark.young@fedex.com) stating your interest in a position. (Date listed: 6/26/19)

**Fiber Arts Center of the Eastern Shore (FACES)** (065) **Executive Director**. Job Description: The Executive Director is responsible for managing the daily operations of FACES. Responsibilities include: budgetary and development oversight (grants, private donations, membership drive, etc.), development and coordination of a volunteer program, oversight of teaching proposals and class scheduling, develop innovative exhibits and special events, serve as a liaison with CCCA and Downtown Denton. Position requires 20 hours per week including 12 hours on-site. Goals: •Develop a volunteer program – recruit and train a roster of regular volunteers, oversee volunteer schedules, explore volunteer incentives. •Grow existing membership. •Grants – identify and pursue new sources of grant funding, take lead on writing proposals and completing grant applications, maintain accurate records and timely reporting for existing grants. •Fundraising – create and manage a portfolio of private donations and major gifts, develop and oversee special fundraising events. Qualifications: Bachelor's Degree or equivalent experience. Excellent writing, financial and budgetary, computer, social media, and interpersonal skills. Strong customer service ethic. Familiarity with state and regional foundations and funding sources, and a proven track record of successful grant solicitation preferred. Deadline for Applications: August 1, 2019. Send resume to: Fiber Arts Center of the Eastern Shore, 7 N. 4th Street, Denton, Maryland 21629. (Date listed: 7/11/19)

**Fitness Rx Easton Training Facility** (070) is interviewing for an assistant manager. Applicants must be self-starters and motivated. Must possess excellent hospitality/ customer service experience and skills. Must have proficient computer skills, including word and excel, mature and have reliable transportation. Main duties to include, sales both individual and corporate. Daily operations including maintaining facility, overseeing inventory of supplies, organizing and creating literature for contracts to brochures, customer interaction, manage system reports ranging from attendance to contract renewal. The candidate will learn the Fitness industry and become proficient at membership sales, training sales, weight loss program sales, marketing and customer support. Job Types: Full-time, Part-time. Salary: \$12.00 /hour. Candidate must have at least an AA degree. Candidate must have minimum of 3 years in direct customer service experience. Candidate must be prepared to work at least 35 hrs. per week. Candidate must possess customer sales experience or aptitude to learn. Please provide resumes to: [mark@fitnessrxworkout.com](mailto:mark@fitnessrxworkout.com). Position will start ASAP. (Date listed: 7/17/19)

**The Great Gourmet** (004) Federalsburg, MD. **Forklift Driver** (JO#1006198) - \$15 per hour. To apply email resume to: [kim@thegreatgourmet.com](mailto:kim@thegreatgourmet.com). (Date listed: 6/27/19)

**Habitat for Humanity Choptank** (1080) is currently recruiting for an individual to serve as an **AmeriCorps Construction Crew Leader**. AmeriCorps members work 5 days per week from 8:00am – 4:00pm Tuesday through Saturday. A complete term of service lasts 46.5 weeks or approximately 10.5 months following a completion of 1,700 service hours. AmeriCorps service provides an opportunity to learn and develop new skills and confidence and increases your knowledge of service and engagement. Benefits include: living allowance of \$13,992 for a full 46.5 weeks of service, the Segal Education Award of \$6,095 following successful completion of service and possible forbearance of your student loan, including accrued interest payments after the successful completion of the term of service. The education award is good for seven years from the end of service and can be used to repay your qualified student loans or for your future education at eligible schools. Health plan benefits as well as childcare benefits may be available. The responsibilities of an AmeriCorps Construction Crew Leader are as follows: assist with hands-on construction tasks, lead small groups of volunteers ensuring that they are well-employed while on the work sites, use volunteer management techniques to facilitate positive experiences for volunteers and homeowner families working on a job site. A Construction Crew Leader also maintains site safety, provides orientations and safety talks, helps with materials management and inventory, sets up and cleans up a project site and maintains the daily volunteer log. Those applying must have a valid driver's license and possess the ability to work as part of a team of diverse individuals on an active construction site is required. Previous construction experience and knowledge of community development practices are preferred but not required. Ability to be on one's feet for extended periods of time, lift 50lbs on a regular basis, work on ladders and heights up to two stories, and in varying weather conditions is also required. Application is made by contacting Rhodana Fields at [rfields@habitatchoptank.org](mailto:rfields@habitatchoptank.org) or 410-476-3204. (Date listed: 5/15/19)

**Haven Ministries** (015) Queen Anne's County. **Resource Center Case Manager** (Refer to MWE Job Order #1007254). For all interested please call 410-739-4363 for info and to schedule an interview. (Date listed: 7/1/19)

**Hertrich of Easton** (454) is hiring world class business professionals. **Auto Sales Consultants / Automotive Sales Representatives / Customer Service Associates / Sales** – apply today at [www.hertrichcareers.com](http://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)

**Home Instead Sr. Care** (058) A Job that Nurtures the Soul. If you enjoy working with seniors, we want you! Training, support and flexible shifts provided. Currently hiring for Queen Anne & Talbot County (including St. Michaels & Tilghman). Requirements: •Must be over 21 years old; •2 years of CAREGiving experience; •Reliable car/auto insurance; •Clean background and criminal record. Apply at [www.homeinstead.com/561](http://www.homeinstead.com/561) or call 410-822-1230 with any questions. (Date listed: 7/15/19)

**Hoodz** (41) **Exhaust Cleaning Technicians** (JO#1009906). Driver's license required. HOODZ not only cleans fast food establishments but we also clean pizza, five-star, casual sit-down, independent and corporately owned restaurants. To apply email resume to: [Jim.hogan@hoodz.us.com](mailto:Jim.hogan@hoodz.us.com). (Date listed: 7/9/19)

**Horizons of Kent and Queen Anne's** (1052) is a non-profit organization serving low-income students in Kent and Queen Anne's Counties on the beautiful Eastern Shore of Maryland. We are looking for a VISTA interested in learning more about the day-to-day operations of a nonprofit organization. The VISTA would receive living expenses, healthcare benefits, an end-of-service award, and valuable nonprofit experience. The VISTA position will begin July 8, 2019 and conclude on July 7, 2020. This is an opportunity for a motivated individual who is passionate about making a difference and providing new opportunities for underprivileged children. The candidate that is selected for this AmeriCorps VISTA position will work directly with the Executive Director of the Horizons program. The VISTA will be responsible for the following duties:

- Research and create a new electronic newsletter to effectively communicate with our donors the good work being accomplished by the organization;
- Research and create a donor stewardship program;
- Research and initiate new grant and fundraising opportunities to help sustain the organization's planned growth;
- Research and initiate a cost and time efficient nonprofit database to track donations;
- Develop a training program to help staff utilize new online databases;
- Research effective high school mentoring programs and identify best practices to improve our

current program; •Research and create new family involvement activities to strengthen the partnership between our organization and the families. The office is located in the quaint, historical town of Chestertown, Maryland near the Chester River. Washington College is within walking distance. Our VISTA will be able to take classes outside of business hours and work a second job that does not interfere with the duties of the organization if desired. For more information about this opportunity, please go to

<https://my.americorps.gov/mp/listing/viewListing.do?id=85838&fromSearch=true>. Job Types: Full-time, Contract. Experience: •Nonprofit: 1 year (Preferred). Education: •Bachelor's (Required). (Date listed: 5/10/19)

**Inn at Perry Cabin** (1208) St. Michaels, MD. **Assistant Restaurant Outlet Manager** (JO#1003286); **Marketing Coordinator** (JO#1003349); **AM In-Room Dining Attendant** (JO#1003358); **Dishwasher** (JO#1003371); **Resort Landscapers** (JO#1003378); **Resort Recreation Attendant** (JO#1003385); **Part Time Hotel Call Center** (JO#1003392); **Part Time Housekeeping Room Attendant** (JO#1003488); **On Call Nail Technician** (JO#1003501); **Massage Therapist** (JO#1003518). Apply online at: [www.innatperrycabin.com](http://www.innatperrycabin.com). (Date listed: 6/20/19)

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

**KDX America** (064) Easton, Md. **Machine Operator** (Refer to MWE J.O. #1010600); **Warehouse Worker** (Refer to MWE J.O. #1010897). Email Resume to [y.kirkland@kdxamerica.com](mailto:y.kirkland@kdxamerica.com). (Date listed: 7/11/19)

**Koski Trucking** (1220) Hurlock, MD. **2 Forklift Drivers** (JO#1005288). To apply, email resume to: [Vickie@koski.ws](mailto:Vickie@koski.ws) or fax to- 410-754-3264. (Date listed: 6/25/19)

**LaMotte** (022) 802 Washington Avenue, Chestertown, MD. **Production Tech 1st Shift** (Refer to MWE Job Order #1007905); **Production Lab Manager** (Refer to MWE Job Order #986487); **Spin Machine for 2nd Shift** (Refer to MWE Job Order #1001697); **R & D Chemical Tech 1st Shift** (Refer to MWE Job Order #1007903); **Spin Reagent Prep Chemical Tech** (Refer to MWE Job Order #1007895); **Technical Services/Software Support Call Coordinator 1st Shift** (Refer to MWE Job Order #1001698). APPLY [www.lamotte.com](http://www.lamotte.com). (Date listed: 7/3/19)

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

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

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

**Little Creek at Radcliffe Creek School** (037) is hiring. If you are interested in applying for a job as a Pre-Kindergarten teacher, find more information on our website [www.radcliffecreckschool.org](http://www.radcliffecreckschool.org). (Date listed: 7/3/19)

**Lowe's** (055) Easton, MD. **Merchandising ASM** (JO#997063); **Head Cashier** (JO#1012087); **RTM Clerk** (JO#997067); **Installed Sales Product Asso.** (JO#1012092). Apply on line at [www.lowes.com/careers](http://www.lowes.com/careers). (Date listed: 7/15/19)

**Maryland Department of Health** (1172) Caroline County, **Hearing / Vision Screening Contractor**. A Vision and Hearing Contractor performs the annual vision and hearing screenings within the school systems independently. Work is performed during the school year usually starting in late August for training and ending approximately the end of January. Quotas are required per day to maximize contract work; perhaps \$75 -\$100/day; 4-5 hour days until the population has been tested. •How many years of operating audiometric and vision screening equipment experience do you have? •What is the highest level of education you have completed? To apply send resume to: Scott T. LeRoy -MDH- [scott.leroy@maryland.gov](mailto:scott.leroy@maryland.gov). (Date listed: 6/11/19)

**Maryland Plastics, Inc.** (005) Federalsburg, MD. **Quality Assurance Manager** (JO#1006207); **Management Trainee** (JO#1006210). To apply email resume to: [gnwiii@mdplasticsinc.com](mailto:gnwiii@mdplasticsinc.com). (Date listed: 6/27/19)

**Mid-Atlantic Waste Systems** (052) **Marketing Manager** (JO#1012545); **Accounts Payable Coord.** (JO#1012534); **Field Mechanic** (JO#1004369); **Heavy Equipment Mechanic** (JO#1004367). To apply email resume to: [mkemp@mawaste.com](mailto:mkemp@mawaste.com). (Date listed: 7/16/19)

**Midlantic Marine Center** (063) Seeking a **marine technician/apprentice** to join or team at Midlantic Marine Center in Selbyville DE. This is a full time, year round position with some benefits. We are a boat dealership representing some of the top brands in the industry. Interested candidates can call (302)436-2628, apply in person Tuesday through Saturday or send resume to [midlanticmarinecenter@gmail.com](mailto:midlanticmarinecenter@gmail.com). Please apply by 8/15/19. Midlantic Marine Center, 36624 Dupont Boulevard, Selbyville DE 19975. (Date listed: 7/13/19)

**Molly's Place** (038) 12503A Augustine Herman Hwy., Kennedyville, MD. **Molly's MART Deli Associate** (Refer to MWE J.O. #896049). Apply in person. (Date listed: 7/8/19)

**Nanny/Babysitter** (069) for two Children in Easton, Maryland. Seeking a nanny near Easton for 2 children, ages 10 and 8. Hoping you can start immediately! Our children are well behaved and are good students. We are two full time working parents who are looking for assistance with our childcare needs and household coordination. We are a kind and considerate family. Job Description: •We are looking for assistance with pickups and drop-offs with school and extracurricular activities. •Supervision at home during the summer. •We would prefer someone who could help out with light housekeeping. •Seeking someone to handle meal preparation, laundry, household chores and minor shopping errands. •Homework supervision after school is requested. •We have a separate house cleaner, therefore this would not be the nanny's responsibility. Hours of work: We are open to qualified applicants who are available fulltime or part time. A fulltime position would be 40 hours a week during the school year and 50 hours a week during the summer. Essential requirements: Applicant must have a valid driver's license, clean driving record and a car that can accommodate two children. **How to apply:** Please email

a brief summary of your interest in this position to [lvaidyanathan@mac.com](mailto:lvaidyanathan@mac.com), or call or message 410 829 2832. Please include your name and contact number when you apply. (Date listed: 7/17/19)

**Neighborhood Service Center** (1213) Easton, MD. **Custodian/Driver** (JO#1004348). To assist in the delivery and pick-up of community donations and to provide support in the general maintenance of all locations operated and owned by the Neighborhood Service Center. Works under the direction of the Executive Director. Mail resumes to: Executive Director, Neighborhood Service Center, 126 Port St., Easton, MD 21601. (Date listed: 6/21/19)

**Net Vision** (039) Stevensville, MD. **Cloud Software Eng. Level 1** (JO#1008066); **Cybersecurity Network Analyst Level 2** (JO#1008056); **Senior Back-End Software Developer** (JO#1008045); **Senior DevOps** (JO#1008047); **System Administrators Level 1** (JO#1009336); **ISSO Level 2** (JO#1009334); **Principle Engineer** (JO#1009327). Apply <https://www.nvc-inc.net/joinus>. (Date listed: 7/8/19)

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

**Paul Reed Smith Guitars** (1131) PRS Guitars has openings: For more information or to apply, go to <https://www.prsguitars.com/careers/>. (Date listed: 7/2/19)

**Perdue AgriBusiness** (1212) **Grain Operators** - \$15 Hour (JO#1004376) - Church Hill, MD. Apply on line at: [www.perduefarms.com/careers](https://www.perduefarms.com/careers). (Date listed: 6/21/19)

**Potomac Healthcare Solutions** (1214) is an award-winning, dynamic, and rapidly growing healthcare services company with a proven background in providing world-class health services for both government and commercial organizations. We are actively recruiting skilled, caring practitioners to support our rapidly growing program base and supported healthcare facilities. If you would like to be a part of a quality-driven organization and make a difference, we would like to talk to you. [Available Positions](#): •Certified Surgical Technologist – Walter Reed National Military Medical Center. •Physician Assistant Neurosurgery - Walter Reed National Military Medical Center For questions, please contact Tina Carpentieri, Recruiter: [tcarpentieri@potomachealthcare.com](mailto:tcarpentieri@potomachealthcare.com). To apply please visit: <http://www.potomachealthcare.com/careers>. If you do not find interest in this opportunity but know of someone who may, we kindly ask that you refer the individual to Potomac Healthcare Solutions by forwarding this job posting. Potomac Healthcare Solutions, LLC is an Equal Opportunity Employer Veterans/Disabled. We especially welcome employment interest of US Military Veterans with honorable service. (Date listed: 6/24/19)

**Queen Anne's County** (061) Centreville, MD. **Animal Control Officer**. Provides a range of animal control services and enforces County animal control regulations and State laws pertaining to animal control. [View Job Details](#). (Date listed: 7/11/19)

**Queen Anne's County** (060) Centreville, MD. **Office Coordinator I**. Performs intermediate to high level administrative and technical work in support of the activities of the department with minimal supervision. Duties may include training, payroll, administrative support. [View Job Details](#). (Date listed: 7/11/19)

**Queen Anne's County** (025) Centreville, MD. **Recreation Specialist.** Plans, organizes and directs recreational activities and programs in response to community requests, needs and interests by performing the following essential functions. This position is responsible for performing mid-level recreation and sports management tasks. [View Job Details](#). (Date listed: 7/12/19)

**Queen Anne's County** (010) Centreville, MD. The **Director of Economic & Tourism Development** (closes on August 2, 2019 at 4:30 pm) leads Queen Anne's County's economic development activities and is responsible for overseeing development and maintenance of a variety of relationships with public and private partners on a local, state, national and international scale. This position will foster development and growth of the County's business community by primarily focusing on the following areas: business retention and expansion, workforce development, small business development, entrepreneurship & tourism, business attraction and real estate and infrastructure development. Primary responsibilities include developing and initiating actions to implement all facets of the County's economic development strategy and related Comprehensive Plan objectives. The successful leader will implement marketing programs for business investment, coordinate ongoing prospect development programs and initiate efforts to fill and expand the County's supply of commercial and industrial sites and buildings. Constructing supportive partnerships and establishing communications between the County government, School Officials, state and other local economic development agencies is imperative. The incumbent will assist developers with the project review and approval process, and coordinate development activities with other County departments, including economic incentives and other tools as needed like the Economic Development Incentive Fund (EDIF). This position reports to the County Administrator, oversees a staff of business and administrative professionals, and directs financial operations of the department, including development and monitoring of budget. [View Job Details](#). (Date listed: 7/1/19)

**Reeb Millwork Corporation** (047) 1315 Goldsboro Road, Barclay, MD 21607. **Customer Service Rep 3** (Refer to MWE J. O. #1009827). Competitive base pay & comprehensive benefits offered. Apply online: [www.reeb.com/careers](http://www.reeb.com/careers). (Date listed: 7/10/19)

**St. Martin's Ministries** (012) Ridgely, MD 21660. **Family Support Assistant** (JO#1007235). We are looking for a part time Family Support Assistant for Saint Martin's Emergency Shelter. The hours vary and are based on our current staffing needs. The hours are evenings and weekends. We are looking for a compassionate, energetic, and enthusiastic candidate who likes working with people. This position involves supporting families in their efforts to successfully transition into independent living. Please send resume to: [mrodriguez@stmartinsministries.org](mailto:mrodriguez@stmartinsministries.org). To apply email resume to: [mrodriguez@stmartinsministries.org](mailto:mrodriguez@stmartinsministries.org). (Date listed: 7/1/19)

**Salvation Army** (40) needs part time **Driver/Laborer** to pick up donations and deliver to Warehouse (JO#1009821). Apply in person to - Salvation Army Store, 2817 Ocean Gateway, Cambridge, MD 21613. (Date listed: 7/9/19)

**Sauer Compressors USA** (046) Stevensville, MD. **Production Technician (Entry Level)** (Refer to MWE Job Order #1009798). Apply <https://www.sauerusa.com/careers/>. (Date listed: 7/9/19)

**Shore Bancshares** (016) **Loan Operations Representative** MWE Job Order #1006980  
Apply online at: <http://www.americasjobexchange.com>. (Date listed: 7/2/19)

**The Southern Tide Group, LLC** (068) **Full-Time Paint Foreman.** \$18-\$22/hour. Do you have at least 5 years of paint foreman experience and reliable transportation? If so, we want you! Apply in person 350 North Washington St, Easton, MD or online at <https://metacoastal.applytojob.com/apply>. (Date listed: 7/11/19)

**The Southern Tide Group, LLC** (067) **Full-Time Painters**. \$15-\$18/hour. Do you have at least 1 year of painting experience and reliable transportation? If so, we want you! Apply in person at 350 North Washington St, Easton, MD or online at <https://metacoastal.applytojob.com/apply>. (Date listed: 7/11/19)

**State of Maryland Dept of Labor, Licensing and Regulation (DLLR)** (1211) **Job Service Specialist III** (Refer to MWE Job Order #1004374). APPLY <http://www.dbm.maryland.gov>. (Date listed: 6/21/19)

**Tidewater Cleaning Service** (017) 8675 Brooks Dr, Unit A-1, Easton, Maryland 21601. **Dependable Cleaning Technicians** (JO#1007458). Apply in person to above address. (Date listed: 7/2/19)

**Tommy Bahama** (072) Aloha! At Tommy Bahama, paradise is our business. Focused on exceptional guest service, upscale products and delicious food and drinks, our tropically inspired lifestyle inspires the world to relax. Maintaining our unique point of view requires a diverse team that includes apparel designers, eCommerce and technology experts, manufacturing and operations, and, of course, retail and hospitality professionals. There are countless opportunities to contribute to our continued success — if you'd like to help us "Live the Island Life," we'd like to hear from you. We are hiring for: **Floor Supervisor/Sales Associates** at Tommy Bahama Queenstown location. Please apply on our career site or send your resume and contact information to [recruiter@tommybahama.com](mailto:recruiter@tommybahama.com).

<https://oxford.wd5.myworkdayjobs.com/TommyBahamaUS/>. (Date listed: 7/17/19)

**Tommy Hilfiger** (006) in the Queenstown Outlets has an opening for a **Full-Time Floor Supervisor**, and a **Part-Time Floor Supervisor**. Please apply at the link below. <https://careers.pvh.com/tommyhilfiger/global/en/job/R8594/Floor-Supervisor-Full-Time-TOMMY-HILFIGER> or <https://careers.pvh.com/tommyhilfiger/global/en/job/R8593/Floor-Supervisor-Part-Time-TOMMY-HILFIGER>. (Date listed: 6/28/19)

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

**Town of Centreville** (937) **Utility Worker** (Full-Time). Department of Public Works. The Town of Centreville is a customer-focused local government and offers a competitive salary, benefits package and pleasant working conditions in the County Seat of Queen Anne's County on Maryland's Eastern Shore. This position assists with maintenance of the Town's streets, parks, water lines and sewer mains. Responsibilities Include: fixing potholes, painting parking lines and operating equipment. Applicants should hold working knowledge of: the operation of trucks, the care and routine maintenance of such vehicles and gasoline engines; Traffic regulations of the State of Maryland, and possess the ability to follow directions. Minimum Qualifications: High School Diploma or GED preferred. This position requires a valid Maryland Driver's License, the ability to pass a Dept. of Transportation physical exam, and ability to obtain a Commercial Driver's License. An equivalent combination of education and experience may substitute for certain qualifications. Starting salary is \$13.68/hr with opportunity for growth. Full-time benefits

include Health Insurance, Dental, Vision, Retirement Plan, Group Life Insurance, Short term and Long term Disability, Paid Holidays off, Accrued Vacation and Sick Leave, Personal Leave Days, Christmas club account and other voluntary benefits such as Flex Spending Accounts, Deferred Comp, Voluntary Life Insurance, and AFLAC. Applications should be submitted via email to [kebaugh@townofcentreville.org](mailto:kebaugh@townofcentreville.org), by fax 410-758-4741, or mail to Attn: Human Resources, 101 Lawyers Row, Centreville, MD 21617. **Applications will be accepted until the position is filled.** For further information, please contact Krystel Ebaugh, Human Resources Manager at 410-758-1180 or visit the Town website [www.townofcentreville.org](http://www.townofcentreville.org). EOE. (Date listed: 4/10/19)

**Trenton Pipe Nipple Company, LLC** (062) Federalsburg, MD. **Shipping/Receiving Clerk** (JO#1004920); **Pipe Threading Machine Operator** (JO#991993); **Maintenance Mechanic** (JO#1011490). 4 ten hour days- Mon.-Thurs. w/ Benefits. To apply, email resume to: [larry@trentonpipe.com](mailto:larry@trentonpipe.com). No Phone Calls. (Date listed: 7/15/19)

**UniSite Design, Inc.** (020) is a manufacturer and designer of high-quality commercial grade site furnishings located in Denton, Maryland. We take great pride in designing and manufacturing Victor Stanley products which are one of the finest collections of site and street furnishings (litter receptacles, benches, tables & chairs, picnic tables, bike racks & bollards) in the world. Carefully integrated designs and innovative use of materials and technology embody our commitment to produce durable, strong, functional, attractive and comfortable site furniture. Please visit our [online Career Center](#). We are currently searching for qualified candidates for several positions including: A **Design Engineer** who works directly within the Engineering Department to support our manufacturing facility. They should have the ability to use computer aided design (CAD) modeling and finite element analysis (FEA) software to modify and test designs based on company standards. They are responsible for determining recycle content and performing weight calculations for products. The Design Engineer must demonstrate strong engineering fundamentals. They work together with the Production and Maintenance Departments, Customer Service, and Art Department as well as other staff members. The Engineering Department spans the full spectrum of engineering from industrial design, to design engineering, to manufacturing engineering, to tool design. A **Quality Control Technician** that works closely with the Production and Engineering Departments to ensure quality of all incoming materials and components, work in progress, and finished product. The Technician must be able to work independently in a fast paced production environment. They are responsible for checking physical attributes, verifying dimensions, performing various quality tests, using independent judgment, and clearly documenting specific findings. A **Machinist** that works in our Maintenance Department to support production needs. The ideal candidate should have the ability to use specialty machine tools, such as lathes, milling machines, and CNC machining centers to produce precision parts. They must have the ability to fabricate and modify parts to make or repair machine tools and maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. They must possess the ability to write basic CNC programs, modify existing programs, and tend CNC machines. Daily activities will include receiving requests from production, engineering, and other departments for items to be made using specialty machine tools. Among other things, these requests will include custom robot welding fixtures, precision parts, and machine tooling. A **Maintenance Mechanic** that works directly within the Maintenance Department to support production. They perform routine preventative maintenance and ensure that industrial production equipment continues to operate at maximum productivity, quality, and safety. They diagnose, repair, replace and install industrial equipment and machine parts for conveyors, presses, shears, etc. The maintenance mechanic also performs regular facility and building maintenance. A **CNC Machine Tender** that works directly within the Maintenance Department to support Production. This position is responsible for daily tending of simple CNC processes for our Waterjet and Plasma machines. Daily activities will include receiving requests from Production, Engineering, and other departments for parts to be made. The machine tender must be able to measure parts and quality check them against engineering drawings and specifications. Candidates must be highly motivated, competent, reliable, safe and quality conscious. A **Power Tool Repair Technician** that works directly with the Maintenance Department to support Production. This position is responsible for providing routine preventative maintenance, stocking, and repairing of tools (hand, power, air) and tool

systems throughout the factory. They issue and maintain tools, perform daily preventative maintenance (PM) on the air system, manage tool inventory, enter tool information into the asset tracking system, and assist other members of the electric shop as directed. Lastly, we are seeking individuals for various hourly **General Production Positions (Welder/Material Handler/Loader-Unmarshaller/Wood Assembler)** to work in our Production Department. The candidates must be a highly motivated, competent, reliable, safe and quality conscious individual. Our manufacturing positions are physical so the candidate must be able to lift up to 50 lbs., stand for 8 hours, and work in warm conditions during the summer months. Please apply in person or online through our [Career Center](#). UniSite Design, Inc., 1105 Park Lane, Denton, MD 21629. UniSite Design, Inc. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. (Date listed: 7/2/19)

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

**University of Maryland Medical System** (048) Denton, MD. **LPN – Laboratory Services (PT)** (JO#1010406); **Ultrasound Tech** (JO#1010402); **Medical Assistant I - Family Medicine** (JO#1010397). <https://ummscareers.org/um-shore-regionalhealth/>. (Date listed: 7/10/19)

**University of Maryland Medical System** (051) Grasonville, MD. **Environmental Services Tech** (JO#1010448); **Nursing Technician** (JO#1010453); **Unit Secretary/Nursing Tech Emergency Dept.** (JO#1010458); **RN – Emergency Dept.** (JO#1010465). (Date listed: 7/10/19)

**Vigilante Color Group, Inc.** (028) **Bookkeeper** Established Permitting and Traffic Control Company in Washington/Baltimore Metropolitan area is seeking an experienced bookkeeper or someone with working proficiency in Quick books for independent contracting. Company is offering a competitive compensation. Successful candidate reports directly to the President of the company and works remotely with a flexible schedule and should be organized, highly responsive and possess excellent bookkeeping and administrative skills. Qualified candidates should send resume to [jburns@vigilantecolor.com](mailto:jburns@vigilantecolor.com). (Date listed: 7/5/19)

**Vigilante Color Group, Inc.** (027) **Traffic Control Designer**. Established Permitting and Traffic Control Company in Washington/Baltimore Metropolitan area is seeking an independent contractor Traffic Control Designer utilizing proprietary graphic design software to reroute traffic for construction zones (training provided). This position is paid per design and guarantees a minimum number of designs with potential for additional income based on number of designs successfully completed. Successful candidate reports directly to the President of the company and works remotely with a flexible schedule and should be proficient in computer and/or graphic design skills. This position is ideal for a student who is working towards a degree in the computer field or graphic design and seeking work autonomy and flexibility. Successful candidate must be a flexible, highly responsive, energetic, a "go-getter" and available for work immediately. Competitive compensation offered. Qualified candidates should send resume to [jburns@vigilantecolor.com](mailto:jburns@vigilantecolor.com). (Date listed: 7/5/19)

**Vision Quest** (023) **Addictions Counselor** (JO#1007937). Morning Star Youth Academy is a 40-bed residential program located on Maryland's Eastern Shore. Morning Star offers drug and alcohol treatment for youth aged 14 to 18. Morning Star uses the Seven Challenges Program, which is an evidence-based treatment model that offers an alternative to traditional approaches for adolescents with drug problems. Apply by email to: [pat.smith@vq.com](mailto:pat.smith@vq.com). (Date listed: 7/3/19)

**WalMart** (045) Easton, MD. **PT-Remodel Associates** (JO#1009306); **Maintenance Associates** (JO#991366); **Customer Hosts** (JO#991353); **Cashiers** (JO#991356); **Stockers** (JO#991359); **Unloaders** (JO#1009311); **Electronic Sales Associates** (JO#1009318). Apply on line at <https://careers.walmart.com>. (Date listed: 7/8/19)

**WalMart** (001) Cambridge, MD. **Stockers** -1 PM to 10 PM (JO#949243); **Cashiers** (JO#949242); **Cart Attendants** (JO#985207); **Assemblers** (JO#974447); **Cap -1 Stockers** -4 AM to 1 PM (JO#985211). Veterans are encouraged to apply. Apply on line to: [www.walmart.com/apply](http://www.walmart.com/apply). (Date listed: 6/27/19)

**WalMart** (1219) Denton, MD. **Cashiers** (JO#1005284); **Personal Shoppers** (JO#1005297); **Stockers** (JO#1005298). Veterans are encouraged to apply. Apply on line: [www.careers.walmart.com](http://www.careers.walmart.com). (Date listed: 6/25/19)

**Washington College** (050) Chestertown, MD. **Director of Archives & Technical Services** (Refer to MWE Job Order #989338); **Admissions Counselor** (Refer to MWE Job Order #1009475); **Disability Access Specialist** (Refer to MWE Job Order #1009473); **Associate Athletic Trainer** (Refer to MWE Job Order #1009978); **Director of Public Services** (Refer to MWE Job Order #1009982); **Registrar** (Refer to MWE Job Order #1009991). Apply [www.washcoll.edu](http://www.washcoll.edu). (Date listed: 7/9/10)

**Yankee Horse, Inc.** (019) 6275 Castle Haven Road, Cambridge, MD 21613. **Lawn Maintenance Laboror / Landscaper** (JO#1007520). Monday thru Friday, 7:00AM - 3:30PM. Own transportation is desirable, but not required. Experience preferred, but not required. To apply email resume to: [tedmartini@hotmail.com](mailto:tedmartini@hotmail.com). (Date listed: 7/2/19)

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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.