



CHESAPEAKE JOB LISTING

September 5, 2019
EMPLOYMENT SERVICES
P.O. Box 8, Wye Mills, MD 21679

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

1880 Bank (749) **Part-Time Teller** Position - 29 hours per week to work at both Talbot County and Dorchester County locations. Must be available to work Saturdays 8:15 to 12:15. Flexibility, Teamwork and Energy a MUST. Send resume to: 1880 Bank, Attn: Judann Culver, 501 Idlewild Ave., PO Box 629, Easton, MD 21601 or fax to 410-819-8091 or email: judann.culver@1880bank.com. E.O.E M/F. (Date listed: 3/1/19 Updated 9/5/19)

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

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

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

Autumn Lake Healthcare (158) 415 Morgnac Road, Chestertown, MD 21620. **GNA's (PT& FT)** (JO#877740); **RN's (PT & FT)** (JO#967585); **LPN's (PT & FT)** (JO#931140); **Dietary Aides (PT)** (JO#985766); **Housekeeping (FT)** (JO#985763); **Receptionist (PT)** (JO#1023327). To apply, email Resume to RBlack@autumnhc.net. (Date listed: 8/12/19)

Azz (182) 3011 Millington Rd, Millington, MD 21651. **Engineering Manager** (Refer to MWE Job Order #1025881). Apply in person M-F between 8 A.M – 2 P.M. or <https://azz-inc.jobs.net>. (Date listed: 8/19/19)

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

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

Beach Harbor Camper's Cooperative (185) 111 Beach Harbor Dr., Grasonville, MD 21638. Gate Attendant (Refer to MWE Job Order # 1024826). To apply email Resume to beachharbor@beachharbor.net. (Date listed: 8/20/19)

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: Updated 8/15/19)

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

Cambridge International (214) Customer Care Advocate (JO#1023441); Inside Sales Specialists (JO#1023421); Crimper (JO#1023432); Machine Operator/Weaver (JO#1023426); CNC Machine Operator (JO#1023430); Welders (JO#1029655). Apply on line at: www.rexnord.com/careers. (Date listed: 8/27/19)

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 dhmf.jobs@maryland.gov. (Date listed:)

Caroline County Human Resources (219) Human Resource Specialist. About the Department: The Caroline County Office of Human Resources administers comprehensive programs aiming to attract, motivate, and retain an efficient, diverse, and productive workforce. The Office of Human Resources provides programs and services to a workforce of approximately 200 full-time employees and 100 part-time / temporary staff, who are primarily responsible for providing government services to our residents. Our services in the HR Office include: advertising employment opportunities, providing training programs, providing employee relations counseling, developing human resources policies and administering the compensation programs. About the Job: Full time administrative and technical position focused on all aspects of human resources. The position is responsible for providing cordial, responsive and accurate customer service to citizens, employees and retirees of the county. Effective oral and written communication skills are a necessity. A high degree of organizational aptitude and the ability to set priorities and multi-task is required. Applicants must have the ability to be discreet and maintain information of a

confidential nature. Successful applicants will work as an effective member within the Office of Human Resources and collaboratively with departments throughout County government. **Requirements:** Working knowledge of personnel policies and procedures is required. Working Knowledge of Microsoft Office. Associates degree in Human Resources Management, Business Administration or related administrative field with 3 to 5 years of experience required OR High School Diploma and 6 years of experience in administrative/office; 2 of which experience in human resources. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. EOE. Starting salary: \$42,320/year depending upon experience. **How to Apply:** Submit completed applications to the Caroline County Office of Human Resources, 103 Gay Street, Ste. 1, Denton, MD 21629. Applications available from this address or call 410-479-4105. You can also find the application on our website at www.carolinemd.org. **Application Deadline: September 13, 2019.** (Date listed: 8/27/19)

Caroline County Humane Society (093) Ridgely, MD. Kennel Techs PT. Job Summary: Provide care for sheltered animals. Treats animals with kindness and respect and seeks to socialize in order to make them more adoptable. Maintains a clean and sanitary environment for shelter animals. **Specific Job Duties:** •Clean and maintain kennels and animal living areas on a daily basis. •Clean other shelter areas. Sweep, take out garbage, etc. •Wash food and water bowls and put them away in an orderly fashion. •Provide each animal with food and water following approved feeding protocols. •Help as needed with the check-in of new animals and animal evaluations. •Follow proper safety measures and procedures when using chemicals and cleaning supplies. •Assist other employees, clients, and volunteers in a cheerful and respectful manner. •Help with washing, drying and folding of laundry. •Help maintain a clean and organized environment. •Inform medication tech or director of any health issues with the animals. •MUST love and enjoy working with dogs and cats. •MUST be able to humanely handle animals. This includes all breeds and sizes of dogs and cats! •MUST be able to work harmoniously with other employees and be part of our team. •MUST be able to stand for long periods of time. •MUSTS be able to lift and carry 40 lbs bags (of food and litter). •MUST be able to bend and squat regularly. •Able to handle large animals (up to 100 lbs dog). •Must be punctual, reliable, and responsible. You must be willing to work with both dogs and cats (and sometimes rabbits, guinea pigs, etc). Previous experience a plus, but not required. You MUST BE COMFORTABLE HANDLING DOGS AND CATS IN A HUMANE MANNER. We are looking for someone interested in doing weekends, or willing to work weekends on a rotating basis. Starting salary is \$10.10 per hour. No benefits are associated with this position. You must be over 18 years of age. Background check. If you are interested in making a difference in the lives of the homeless, lost and abused animals in our shelter, please send your resume to leanne.gower@carolinehumane.org. (Date listed: 7/21/19 Updated 8/22/19)

Caroline County Planning and Codes Department (225) Codes Enforcement Officer II.: **About the Department:** The Department of Planning and Codes was established in 1985 to administer county-wide planning and zoning. In addition to the administration, implementation and enforcement of a number of ordinances, regulations and codes, the Department also develops and implements county-wide plans, performs Alcoholic Beverage Licensing, and Excise Tax Assessment. **About the Job:** This is full time, technical and administrative work at an experienced level relating to construction, zoning, and housing inspections as well as the issuance of building permits and zoning certificates. Work involves site plan and building construction plan review and on-site inspections to assure compliance with regulations for site plan, building code, critical areas, minimum livability, storm water management, and zoning. Applicants must have effective oral and written communication skills and good organizational skills. **Requirements:** Thorough knowledge of various regulations and codes governing land use management and construction practices in Caroline County. Working knowledge of Microsoft Office. Ability to read and interpret documents, detailed construction and site plans to determine their conformity with regulations and recognize deviations. Associates Degree in construction technology or closely related field which must include courses in Building Codes and Administration, Technical Mathematics, CAD and Construction Blueprint Reading, and 1-year of experience at the level of Codes Enforcement Officer I OR graduation from an accredited high

school or possession of a GED acceptable to the Superintendent of Schools for the State of Maryland AND completion of an apprenticeship in one of the structural building trades with a minimum of 2 years of progressively responsible experience in one of the building trades AND 1-year experience at the level of Codes Enforcement Officer I. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. EOE. Starting Salary: \$18.61/hourly depending upon experience. How to Apply: Submit completed applications to the Caroline County Office of Human Resources, 103 Gay Street, Ste. 1, Denton, MD 21629 or hrposting@carolinemd.org. Applications available from these addresses or call 410-479-4105. You can also find the application on our website at www.carolinemd.org. **Application Deadline: September 13, 2019.** (Date listed: 8/28/19)

Chesapeake Center, Inc. (142) 713 Dover Road, Easton, Maryland 21601. **Vocational Supervisor 1:1.** Overview: The Vocational Supervisor / Direct Support Professional /1on1 Direct Care Staff provides basic personal care and implements residential goals and outcomes for the individuals living in Chesapeake Group Homes/ Chesapeake Developmental Unit and who attend the day programs with Developmental Disabilities and Head Injuries. The Vocational Supervisor / Direct Support Professional /1on1 Direct Care Staff works closely with the individuals to foster growth and development in all aspects of the resident's life. Areas include: cognition, behavior management, personal hygiene care, recreation, sensory needs, etc. The Chesapeake Group Homes/ Chesapeake Developmental Unit, Inc. program is designed to ensure that all the client's capabilities and functioning abilities are maintained and that staff only provides the necessary level of assistance to maintain each client's level of independence in all areas of their lives. Job Summary: The Vocational Supervisor / Direct Support Professional /1on1 Direct Care Staff provides care to residents as established in Chesapeake Group Homes and Day Programs policies and procedures, current standards of care and practice and applicable state/federal regulations. In addition, the Vocational Supervisor / Direct Support Professional /1on1 Direct Care Staff are responsible for handling tasks which may involve exposure to visible blood contamination or reasonably anticipated blood contamination in compliance with the OSHA's Bloodborne Pathogen Standard and Chesapeake Group Homes Exposure Control Plan for Bloodborne Pathogens. Physical Requirements: This job requires good physical and mental health. Physical activities may include lifting, rotating and assisting residents who are partially or totally dependent for moving about. Other physical requirements of the Vocational Supervisor / Direct Support Professional /1on1 Direct Care Staff include stooping, bending, standing and walking most of an eight, ten or twelve hour shift. The Vocational Supervisor / Direct Support Professional /1on1 Direct Care Staff must be willing and able to work a flexible shift. Qualifications/Education: The Vocational Supervisor / Direct Support Professional /1on1 Direct Care Staff must have the ability to communicate ideas verbally and in writing, and must show sound judgment and sensitivity when dealing with the needs of the developmentally disabled and head injured client. The Vocational Supervisor / Direct Support Professional /1on1 Direct Care Staff must have the ability to establish and maintain effective working relationships within the interdisciplinary team. The Vocational Supervisor / Direct Support Professional /1on1 Direct Care Staff must present a positive role model in appearance and actions at work and have the ability to coordinate and execute appropriate meal preparation and overall household tasks and be dependable and reliable. The Vocational Supervisor / Direct Support Professional /1on1 Direct Care Staff must be a Certified Medication Technician or complete an approved training program and pass competency examinations in clinical skills and written knowledge within 90 days of employment in accordance with statutory requirements. RECERTIFICATION and RENEWAL – It is your responsibility to ensure that the delegating nurse receives all proper documents regarding recertification and renewal of your Medical Technician Certification. Please remember that your employment is contingent on keeping your certification current and active. All costs associated with renewal will be at the expense of the employee. One on One will shadow or accompany consumer at all times during shift. Duties: •Understand and agree with Chesapeake Group Homes and Day Programs philosophy and goal to maintain, improve and/or enhance each resident's quality of care and quality of life. •Administering of posted medications and medication changes under the direction of the delegating Registered Nurse as prescribed and overall monitoring of resident's health. •Assure the appearance of the residents are appropriate at all times by making sure the residents are well groomed, having clothing that fits well, have clothing free of stains and/or damage.

Provides assistance with personal hygiene care (activities of daily living (ADL's) Examples: waking clients, dressing, grooming, morning routines, bedtime routines, providing incontinence care.

- Provide active treatment to the residents using prescribed teaching strategies for residents under his or her care. Provide an environment of learning by using natural opportunities and meaningful activities, as well as implementing goal plans designed to maintain or enhance the resident's abilities and keep residents actively engaged at all times.
- Documentation must be completed prior to end of shift. Documentation includes toileting schedules, personal hygiene care, active treatment goals, incident reports, progress notes, communication book, seizure reports, behavior documentation, social and recreation, calorie counts, intake and output, and others as needed.
- Documentation of incidents or special occurrences within 24 hours.
- Report seizures, accidents, illness, changes in mental status or behavior, or signs of resident's discomfort to Health Services Director.
- Behavior Intervention – follow proper behavior protocols for each individual resident and document as per procedures. Actively engage with the residents to prevent behaviors from occurring.
- Respond to requests from residents for assistance in a respectful and timely fashion.
- Responsible for the care and security of possessions and money belonging to the clients and/or their homes.
- Observe residents' rights including, but not limited to, privacy, dignity, etc., when rendering care to residents as required by Chesapeake Group Homes/ Chesapeake Developmental Unit, and Day Programs policies and procedures, current standards of care and practice and applicable state/federal regulations.
- Use facility or resident equipment and supplies in an appropriate manner. Reports concerns or requests assistance as indicated.
- Function as a member of the Interdisciplinary Team using ethical conduct as a representative of the agency.
- Communicate in a professional manner with co-workers, families, and outside agencies. Provide input to supervisors concerning the residents as needed.
- Transport residents as needed to medical appointments, community outings, etc.
- Attend, monitor and implement outcomes/goals according to individual plan and turn in all documentation to the residential supervisor at the first of the month.
- Promote and encourage social interactions from residents during meals, during direct care and at other times as appropriate.
- Support, maintain and assist with projects related to the Activity Programs of the facility.
- All other duties assigned by Vocational Director. www.chesapeakecenter.org. 410-822-4122/ 410-822-4184 Fax.

Pre-Requisite Info Needed for Applicants:

- Applications are accepted Monday through Friday 9am-2pm.
- Applicants must be at least 21 years of age or older. This is required by our insurance company to drive our vehicles.
- Go to the MVA and request a non-certified copy of your driving record for the last three years. If you have more than 2 points on your driving record we cannot proceed with the application at this time.
- You must also bring in proof that you are a high school graduate or have taken and passed your GED.
- You must take and pass a simple math and reading test. We give you an hour to take the test so plan on spending an hour and a half to two hours with us when you come in.
- Please bring proof of any training that you have had. (First Aid, CPR, CMT, CNA, etc...).

(Date listed: 8/5/19)

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. (Date listed: 6/27/19 Updated: 8/15/19)

Chesapeake College (240) is currently accepting cover letters and resumes for the following position: **College Receptionist: Temporary**. Responsibilities: This position is often the first point of contact for most incoming calls for the college. Provides general information and/or transfers callers to other departments when necessary. Greets and directs visitors. May provide general office support on a variety of clerical activities and related tasks. Hours will be Monday-Thursday 8:30 a.m. – 11:30 a.m. with some flexibility to work other hours on an as needed basis.

- Manage incoming calls on multiline Operator telephone console. Provide excellent

customer service as a first point of contact for the college. Transfer callers to appropriate department and direct visitors that come to the first floor lobby of the Dorchester Administration building. •Provide consistent, high-quality, accurate, and customer oriented service and up to date information. Required: •High school diploma required. •Excellent oral communications skills. •Competency in the use of the Microsoft Office Suite. Interested applicants should submit a cover letter and resume to dcarroll@chesapeake.edu. **Position open until filled**. Please visit our website for additional information on positions www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 9/5/19)

Chesapeake College (239) is currently accepting cover letters and resumes for the following position: **HR Assistant: Temporary**. Responsibilities: The Human Resources Assistant is responsible for providing general support to the Human Resources Department in assisting with overall recruitment efforts, benefits and compensation, employee relations, employee wellness and support for special projects. This is a temporary position reporting to the Director of Human Resources. Hours are flexible but limited to 28 hours per week. •Serves as first point of contact for walk-in visitors to Human Resources. Greets and screens visitors. •Assists in supporting the recruiting process by screening resumes; attending selection committee meetings; communicating with applicants; and preparing new hire paperwork. •Assists with performance management via the college's on-line performance management system. •Provides administrative support to the Benefits Coordinator with the employee wellness program. Attending meetings, taking minutes, and assisting with wellness initiatives. •Assists with new employee orientation and planning/coordinating various college functions such as the Holiday Breakfast and the Service Awards Luncheon. •Processes Tuition Reimbursement/Remission requests. •Tracks regulatory training results for new hires. •Assists the Benefits Coordinator with administration of benefits as needed. •Provides administrative support to the Director of HR with employee relations issues such as Title IX and harassment investigations. Required: AA degree required. Minimum of three years of experience in human resources or in an administrative capacity, with a preference for experience in hiring/employment in a higher education setting. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu. **Position open until filled**. Please visit our website for additional information on positions www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 9/5/19)

Chesapeake College (129) is currently accepting cover letters and resumes for the following position: **Director of Student Life**: Job Grade DIR1. Responsibilities: Responsible for developing and implementing student activities that provide extra- and co- curricular experiences that meet the holistic needs of a diverse body, complement the curriculum, and support lifelong learning. Activity programming is a team effort that provides the support and attention students need to find their "fit" at the institution. The director will need to engage students, faculty, and staff in programming to support student development and retention. The director is also responsible for engaging, supervising, training, and motivating a constantly changing, virtually all-volunteer "workforce" of student leaders. The position requires a high level of creativity, communication skills and diplomacy as it functions as a bridge between issues of student advocacy and institutional policies/needs. The director also serves as the college contact for state and local agencies regarding student development issues, such as drug and alcohol awareness and crime awareness/prevention. Essential duties include: •Provide leadership for Student Life in Wye Mills and Cambridge. •Supervise full-time, part-time, temporary, and student employees. •Advise Student Government Association/Student Senate. •Support and lead advisors for student clubs and organizations. •Oversee and deliver Student Activities throughout the academic year in Wye Mills and Cambridge. •Oversee collection and review of data used in program improvement. •Maintain Student Life budgets. •Foster environment for collaboration and interaction among students, college employees, college administration, and the community. •Develop accurate and timely content for use by the college and department websites, the college catalog, and various marketing venues. •Recommend, implement, and maintain technological innovations appropriate to department goals and student needs. •Provide leadership in developing, articulating, and reviewing written Student Activities and Student Life policies and procedures. •Serve on college

standing and ad hoc committees. •Serve as a College contact for state and local government agencies on issues related to programs like alcohol, drug, and safety awareness and prevention. Requirements: •Bachelor's degree in a relevant field (Master's degree preferred). •2 years of formal or informal experience with student activities or related events planning. •1 year of budget management experience and experience supervising others. •Excellent public speaking and interpersonal communication skills. •Strong technical skills and the ability to train and work with colleagues to implement new and appropriate technologies, especially emerging technologies including social media. •Demonstrated creativity and problem-solving skills. •Commitment to a collaborative, team-oriented work environment. •Commitment to advocate for diverse student populations. •Willingness to work a highly flexible schedule, including some nights and weekends as well as some local or regional travel. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu by Monday, September 16, 2019. Please visit our website for additional information on these positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 7/31/19)

Chesapeake College (128) is currently accepting cover letters and resumes for the following position: **Director of Library and Academic Support:** Job Grade DIRIII. Responsibilities: The Director of Library and Academic Support is an administrative position reporting to the Dean for Teaching and Learning. The director provides leadership for the integrated library and academic support center through supervision of full- and part-time staff and work with campus partners for development, delivery, and evaluation of cross-disciplinary, multimodal library and academic support for the diverse needs of students and other campus constituents. The director develops and implements assessment measures in line with federal, state, and Middle States Higher Education Commission (MSHEC) accrediting guidelines. The director serves on institutional, faculty, and ad hoc committees. Requirements: •Master's degree; ALA accredited master's degree in library science, or master's degree in rhetoric, composition, psychology, or related field required. •3 years of full-time (or equivalent) experience in academic assistance in higher education; writing centers and/or library experience preferred. •2 years of experience supervising, mentoring, evaluating, and/or training tutors. •Experience working with or in an academic library. •Ability to motivate and lead teams of people in a collaborative, team-orientated work environment. •Experience with variety of service modes (e.g., face-to-face, online, appointment-based, drop/walk-in) and strategies. •Excellent public speaking, interpersonal, organizational, communication, mentoring, and problem-solving skills. •Experience assessing tutors or tutoring programs. •Ability to multi-task and produce quality work under deadlines. •Commitment to work with diverse populations of students and colleagues. •Strong technical skills and the ability to work with colleagues to implement appropriate technologies; experience with TutorTrac and/or LibAnswers administration preferred. •Grant, budgeting, experience strongly preferred. •Willingness to work flexible schedule, including some nights or weekends. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu by Thursday, September 12, 2019. Please visit our website for additional information on these positions www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 7/31/19)

Chesapeake College (101) is currently recruiting for the following position: **Clinical Medical Assistant Instructor – Part-time Temporary.** Responsibilities: Chesapeake College is accepting applications for part-time day and/or evening Certified Clinical Medical Assistant Instructors in the Continuing Education division of the college. Responsibilities include teaching students in both classroom and skills lab settings, ensuring students gain the knowledge and skills required to pass the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam. Instructors will be expected to deliver established course curriculum and lab set-up, lab safety, student monitoring, transfer of knowledge in support of certification preparation, troubleshooting classroom technical issues, and tracking equipment usage and inventory. In addition, instructors will assess students for content mastery and skills proficiency and maintain student attendance and grades in accordance with established policies. Instructors may also assist with content development and curriculum. Requirements: The successful candidate will possess expert skills, knowledge, experience, and education in the healthcare field.

Associate's degree in healthcare with a minimum of two years of work experience in a patient care setting in the clinical medical assisting, nursing or other related healthcare field. Experience in teaching adult learners. All Adjunct Instructors require excellent oral, written, and interpersonal communication skills; ability to write syllabi and exams; ability to develop learning strategies, curriculum and assessments; as well as the ability to work with adult learners of varying abilities from diverse backgrounds. Preferred: Bachelor's degree in healthcare or a related field and five years of work experience in a patient care setting in the clinical medical assisting, nursing or other related healthcare field. Current CMA, RMA, CCMA credentials. Interested applicants should submit a cover letter and resume to Lisa Widmaier, Director of Non-Credit Healthcare Programs, at lwidmaier@chesapeake.edu. **Position will be open until filled**. Please visit our website for additional information on this position. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 7/23/19)

Chesapeake Environmental Lab, Inc. (CEL) (177) CEL is a Maryland State certified full-service drinking water and wastewater laboratory located on Kent Island. We perform well and septic inspections, drinking water, wastewater, ground water and recreational water analysis. Below you will find this positions job description. **Laboratory Technician Purpose**: Provide laboratory support to the Laboratory Director and manger as required to enhance time management, quality analysis and overall laboratory efficiency. **Job Description**: Perform microbiology analysis for drinking water, ground water and wastewater samples. Perform inorganic chemistry analysis for drinking water, ground water and wastewater samples General laboratory duties to include making standards and performing QA/QC, cleaning of laboratory glassware and equipment. Maintain laboratory QA/QC logbooks as needed. Maintain instrument maintenance logbook as needed. Reviewing and reporting of data as needed. Be able to balance team and individual responsibilities Follow policies and procedures under the laboratory QA and SOP plan. Prioritize, uses time efficiently and supports organizational skills. Must be detail and time oriented Customer Service/Support when needed. Occasionally field work (collecting drinking water samples and wastewater samples) as needed. **Start Date**: Immediate Full time - Monday – Thursday 8:30am to 5:00 pm Friday 8:30am to 4:00pm (subject to change as needed with schedule of workload) 1 Saturday a month approx. 1 hour is required. Bonus pay of \$20.00 per Saturday. Lunch 30 minutes. **Holidays**: 7 paid holidays per year – applies only to full time employees. **Vacation**: One week's paid vacation after 1 year – applies only to full time employees. **Sick Days**: 3 paid sick days a year. Starting 6 months after hire date. **Probation**: 6 months training and probation period with review by laboratory director. **Contact Information**: Please send resume to the following contacts Dominic J. DiGiovine – Laboratory Director / President dominic@celinc.net. Eva DiGiovine Stoops – Office Manager / Vice President eva@celinc.net. (Date listed: 8/15/19)

ChesterWye Center, Inc. (154) 110 Chesterwye Lane, Grasonville, MD. **Direct Support Professional Residential Staff** (Refer to MWE Job Order #1021874). Apply in person at 110 Chesterwye Lane, Grasonville, MD. (Date listed: 8/12/19)

Compass Regional Hospice (212) is committed to providing "care on your terms" through our Hospice, Palliative and Bereavement Care programs. Our committed staff provides quality and compassionate care to our patients and their loved ones throughout Queen Anne's, Kent and Caroline Counties. Our employees are technically skilled, possess the highest level of compassion, and are devoted to the philosophy of hospice care. Compass Regional Hospice is always on the search for great talent. We are currently seeking a **Clinical Educator** to join our health care team. We offer a positive work environment, fulfilling work, career growth opportunity and great benefits. **Summary of Responsibilities**: The functions of the Clinical Educator are to provide professional development and education services by supporting the clinical staff in acquiring knowledge and skills so that they can competently meet the needs of the patients served by Compass Regional Hospice while maintaining compliance with all standards and regulations. **Reports to**: The Director of Clinical Services. **Responsibilities and Functions**: •Ensures educational activities are congruent with Compass Regional Hospice's mission, values, goals, priorities, and resources. •Develops, implements, and evaluates orientation and preceptorships in conjunction

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

Compass Regional Hospice (211) is committed to providing “care on your terms” through our Hospice, Palliative and Bereavement Care programs. Our committed staff provides quality and compassionate care to our patients and their loved ones throughout Queen Anne’s, Kent and Caroline Counties. Our employees are technically skilled, possess the highest level of compassion, and are devoted to the philosophy of hospice care. Compass Regional Hospice is always on the search for great talent. We are currently seeking **PRN CNA’s** to join our health care team. We offer a positive work environment, fulfilling work, career growth opportunity and great benefits. Summary of Responsibilities: Provides personal care services and medication to the terminally ill patient and performs related tasks in the hospice center and/or the patient/family home, in

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

environment free of discrimination and harassment. All employment decisions are based on the organization's needs, job requirements, and individual qualifications, without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or any other status protected by laws or regulations in the locations where we operate. (Date listed: 8/26/19)

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

Compass Regional Hospice (209) is committed to providing “care on your terms” through our Hospice, Palliative and Bereavement Care programs. Our committed staff provides quality and compassionate care to our patients and their loved ones throughout Queen Anne’s, Kent and Caroline Counties. Our employees are technically skilled, possess the highest level of compassion, and are devoted to the philosophy of hospice care. Compass Regional Hospice is always on the search for great talent. We are currently seeking **PRN Hospice Center Nurses** to join our health care team. We offer a positive work environment, fulfilling work, career growth opportunity and great benefits. Summary of Responsibilities: The Hospice Center Nurse works under the general direction of the Clinical Manager- Center, and the patients attending physician in the provision of skilled nursing assessment, planning and care in order to maximize the comfort and health of patients and their families. The hospice center nurse is responsible for identifying patient/family needs and for providing supportive care in accordance with the attending physician’s orders, plan of care and CRH’s policies and procedures, including pertinent documentation and timely completion of all paperwork required. The Hospice Nurse may function as a visiting Nurse or Case Manager. Reports to: Clinical Manager - Centers. In that absence responsibility falls to the Director of Clinical Services. Responsibilities and Functions:

- Promote Compass Regional Hospice philosophy.
- Assume shared responsibility for patients who reside in the hospice center and their families to include the assessing, planning, implementing and evaluating phases of the nursing process.
- Promotes involvement of the patient/family in the plan of care with emphasis placed on pain and symptom management, emotional and spiritual support.
- Initiate communication with attending physicians, other hospice staff members and other agencies as needed to coordinate optimal care and use of resources for the patient/family.
- Maintain regular communication with the Clinical Manager, Centers to review caseload.
- Maintain regular communication with the attending physician concerning patient/family status.
- Maintain daily communication with the hospice nurse practitioner and/or medical director regarding the general inpatient (GIP) level of care patients in the center.
- Obtain data on physical, psychological; social and spiritual factors that may influence patient/family health status and incorporate data into the plan of care.
- Maintain up-to-date patient records so that problems, plans, actions and goals are accurately and clearly stated, and changes are reflected as they occur.
- Seek input from other team members regarding the patient plan of care to obtain additional knowledge and support.
- Accept responsibility for coordinating physical care of the patient by teaching primary caregivers, volunteers, and employed caregivers or by providing direct care as appropriate.
- Meet regularly with hospice clinical staff to review problems or unique issues from caseloads, share professional support, and exchange feedback aimed toward enhancing professional growth.
- Attend patient conference and facilitate discussion of issues from case load for full staff discussion, consultation and evaluation.
- Supervise and update the health aide plan of care every two weeks or more frequently as needed.
- Inform the Clinical Manager - Centers of unusual or potentially problematic patient/family issues.
- Responds to patients/families of other hospice nurses during on-call times, or as requested by the Clinical Manager - Centers to meet patient/family needs during the absence of other hospice nurses.
- Provide appropriate support at time of death and period of bereavement.
- Takes responsibility and accountability for own nursing practice, continuing education and professional development.

General CRH Duties:

- Participate in CRH’s orientation and in-service training programs for professional staff.
- Participate in agency and community programs as requested to promote professional growth and understanding of hospice care.
- Demonstrate familiarity with policies of the agency and rules and regulations of State and Federal bodies which aid in determining policies.
- Maintains the confidentiality of employee, patient/client and agency information at all times.
- Accepts and performs other related duties and responsibilities as required.

Minimum Qualifications:

- Registered Nurse from an accredited college or university.
- Possession of a current license to practice as a registered professional nurse in the State of Maryland.
- 2-3 years of varied work experience as a professional nurse, hospice experience preferred.
- 1-2 years’ experience working in an acute care setting. (A new registered nurse may be accepted for employment upon agreement to participate and completion of CRH’s Preceptor Program, an intensive orientation program.).
- Skilled in nursing practice, able to cope with family emotional stress and tolerant of individual lifestyles.
- Dependent on work experience/training, hospice nurse may be designated to perform assessments for pediatrics, obstetrics, psychiatrics, etc.

Additional Qualifications:

- Complete hospice orientation.
- Be in agreement with the hospice

concept of care. •Be flexible and able to work on several projects simultaneously. •Be able to work harmoniously with many different types of individuals and groups. •Advances knowledge and skills; attends in-services and workshops as appropriate. •An ability to cope with the stress of continual loss. **Physical Qualifications:** •Possesses physical ability to perform job-related duties which may require lifting, standing, bending, transferring, stooping, stretching, walking, pushing, partial or complete assistance with activities of daily living without assistance from another health care worker or significant other. •Must be able to communicate verbally and in writing with individuals and families in end-of-life situations. •Must be able to use a computer and other office equipment to document patient information. •Must be able to hear to process directions and requests from doctors, employees, patients, and other individuals. •Must be able to drive to visit patients' homes for supervision and patient care. •Must have a valid driver's license, furnish own reliable transportation and maintain insurance coverage. **Work Scheduling:** •Must be flexible to rotate shifts, providing 24 hour 7 days a week coverage for Compass Regional Hospice Centers. **FLSA Status:** This position is classified as non-exempt under the Fair Labor Standards Act. If you are interested in being a part of our growing team, submit your resume and cover letter, expressing your interests to hr@compassregionalhospice.org. *Compass Regional Hospice is an Equal Opportunity Employer. We are committed to the principle of equal employment opportunity for all employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on the organization's needs, job requirements, and individual qualifications, without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or any other status protected by laws or regulations in the locations where we operate.*

Cracker Barrel (177) Stevensville, MD. **Dishwasher** (JO#1024688); **Cook** (JO#1024692); **Host** (JO#1024707); **Retail Sales** (JO#1024711); **Server** (JO#1024715); **Night Maintenance** (JO#1024700). Apply online at: <https://careers-crackerbarrel.icims.com/jobs/>. (Date listed: 8/15/19)

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

Crystal Steel Fabricators (111) is currently looking to hire CNC Machine Operators for our facility in Delmar, DE and at our new Federalsburg, MD location. The equipment that we use consists of an 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. (Date listed: 7/25/19 update 8/8/19)

Crystal Steel Fabricators (110) is currently looking to hire Structural Steel Helpers for our facility in Delmar, DE and at our new Federalsburg, MD location. Position calls for bright energetic people with a good work ethic that are trainable. This is an entry level position into being a fabricator. Helpers do many simple tasks in the shop to assist Fabricators such as gathering fittings, grinding and moving steel with overhead cranes. Ability to use a tape measure is required. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to alana@crystalsteel.net. (Date listed: 7/25/19 updated: 8/8/19)

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

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

David Willey Welding, Inc. (170) 1001 Goodwill Ave, Cambridge, MD 21613. **Welders- MIG, TIG, and Aluminum Experience** (JO#1006196). Apply in person to above address. (Date listed: 8/13/19)

Dixon Specialty Products (175) is looking for a **CAD Designer** to join its manufacturing team in Chestertown. The CAD Designer applies mechanical engineering principles to the design of couplings & machines & their components/assemblies. You will also prepare creative designs or related drawings or details; use designs to develop specifications or estimate materials needed for project. This applicant must have knowledge of commonly-used concepts, practices, and procedures within a particular field. Primary job functions may require a degree of creativity and latitude. Must have experience with Solidworks, 2-5 years of CAD drafting/design experience is also preferred. As a member of the Dixon team, you'll receive: competitive salary, paid vacation, bonus program, 401K plan, health benefits, & much more. Apply to Linda Dawson at ldawson@dixonvalve.com or visit our web site at www.dixonvalve.com and click on Career Opportunities. **Responsibilities:** •Communicates directly with engineers. •Ensure mechanical fit of all components in a given assembly Assist Design personnel in layout and content of drawings. •Coordinate proper creation of Item type, manufacturability and bill of material. •For training, development and evaluation purposes, may be given work assignments that are typical of a higher level. •Self-check completed assignments and cross check co-workers completed assignments. •Work with manufacturing personnel to insure manufacturability of product. •Select raw material, calculate weight and volume. •Coordinate activities assignments produce quality work and meet time schedule. •Generate new designs from concept, taking in consideration manufacturability and cost. •Support standard product and perform special customer project work. **Competencies:** •Ability to read, analyze, and interpret the most complex documents. •Ability to interrupt and create mechanical schematics. •Ability to write reports and speak in front of groups. •Ability to apply mathematical concepts such as Algebra, Trigonometry, and Geometry. •Ability to define problems, collect data, establish facts, and draw valid conclusions. •Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. •Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. •Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.). *The above statements are intended to describe the general nature and level of work performed in this position and are not intended to be an exhaustive list of all duties, responsibilities and skills required and are subject to change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Employment at DVCC, Inc. is contingent upon the candidate's ability to pass a pre-employment criminal background check, drug screening and physical capabilities test. Applicants are considered for all positions without regard to race, color, creed, religion, sex, sexual orientation.* (Date listed: 8/14/19)

Dixon Valve (192) Chestertown, MD. **Technical Customer Service Rep** (JO#986467); **Automation Project Manager** (JO#102556); **System Engineer** (JO#1027562); **Design Engineer** (JO#1007947); **Carpenter** (JO#1027576); **Front Desk/Customer Service (PT)** (JO#1027618); **Custodian (PT)** (JO#1027627); **Application Developer** (JO#1027619); **Data Analyst** (JO#1027625); **Mechanical Engineer** (JO#1027577); **Demand Planner** (JO#1027596); **Customer Service Rep** (JO#1007956); **IT Project Manager** (JO#1027600); **CAD Designer** (JO#1007954). Apply: In person or to: www.dixonvalve.com. (Date listed: 8/21/19)

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

Dorchester Schools (173) **Teachers- All Subjects** (JO#1024624); **School Psychologist** (JO#1024748); **Instructional Assistants** (JO#1024678); **Bus Drivers and Substitutes** (JO#1024651); **Food Service Assistants** (JO#1024668); **Library Media Specialist** (JO#1024752); **School Counselors** (JO#1024746); **Physical Management Asst.** (JO#1024695); **Community School Liaison** (JO#1024728); **Bus Attendants** (JO#1024684); **Mental Health Coordinator** (JO#1024755). Apply on line at: <https://dcps.tedk12.com/hire/index.aspx>. (Date listed: 8/14/19)

Dorchester Soil Conservation (215) Part-time **Administrative Assistant** with no benefits - \$16,088 starting salary. This position performs administrative, secretarial and accounting support to the District Manager and Board of Supervisors. Responsibilities include maintaining financial records, filing, database updates, invoicing and other clerical/administrative duties. This position requires excellent customer service. Minimum Requirements: •High School or GED. •2 years of general office experience. Must be proficient with computers and software such as Microsoft Office suite. Familiarity with Quick Books preferred. Contact Karen Houtman at karen.houtman@maryland.gov or call 443-225-7374 to get an application and job description for the position. You may email, hand deliver or send thru post office to ATTN: Karen Houtman, 204 Cedar Street, Suite 200, Cambridge, MD 21613. **Applications must be received no later than 4:30 pm. Eastern Standard time on October 4, 2019 for best consideration.** EOE. (Date listed: 8/27/19)

Eastern Shore Area Health Education Center (181) Cambridge, MD. **Executive Assistant-PT** (JO#1026628). We are looking for a part-time Executive Assistant to support our executive team. You will manage mostly business related tasks for the team such as creating reports, organizing travel, taking minutes, and other organizational tasks. To do this role properly you should have a detailed understanding of the full Microsoft Office suite, be extremely fast at solving problems and have experience as an executive or administration assistant in the past. Send resume WITH cover letter to cstouffer@esahec.org. (Date listed: 8/20/19)

Easton Eye Care (164) **Medical Receptionist** – Full Time position w/ benefits. Busy eye care practice seeking a service professional to provide front desk support. Successful candidate will be outgoing, friendly, organized and dependable. Strong organizational & computer skills and enjoyment of an energetic & diverse workplace are essential. Will answer phones, schedule and confirm appointments, give quotes for services, greet our patients at check-in and collect fees and bill insurance at check-out. 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. Website www.eastoneyecare.net. Fax: 410-822-2652. Email: manager@eastoneyecare.net. (Date listed: 8/12/19)

Easton Eye Care (163) Eye Care Technician/Medical Scribe - Full-time position w/ benefits. Expanding eye care practice seeks experienced & service oriented technician for Easton and Cambridge locations. Role works directly with the doctors and is responsible for performing patient interviews, documenting medical history, conducting patient testing and scribing for the doctors in our electronic medical record. Selected candidate will demonstrate exceptional people skills, a passion for quality service and an ability to learn quickly. Strong organizational & computer skills and enjoyment of an energetic & diverse workplace are essential. Patient care experience and demonstrated competence in medical terminology is required. Full-time position offers health benefits and salary commensurate with experience and opportunity for advancement. 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. Website www.eastoneyecare.net. Fax 410-822-2652 or Email manager@eastoneyecare.net. (Date listed: 8/12/19)

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. Website www.eastoneyecare.net. Fax 410-822-2652 or Email manager@eastoneyecare.net. (Date listed: Updated: 8/15/19)

Entry Level Electrician Helper / Electrician (159) Immediate Opening. An Easton based electrical contractor is looking for a polite and courteous full time electrician or electrician's helper. Experience is not required but is helpful. On job training will be available. Pay will be based on experience / ability. A Maryland driver's license is required. Applicants should be able to lift and carry supplies up to 50 lbs., and have the ability to work in small spaces such as attics

and crawlspaces. Excellent opportunity for advancement and learning the electrical trade. Please send resume to wesley@goeaston.net. (Date listed: 8/12/19)

Eurofins Agrosience Services (218) Inside Sales & Proposals Coordinator. Position Summary: Assist the Business Development Managers in the pursuit and achievement of the company's mission, vision, and business objectives. Follow the agreed upon business process flow for demand generation, and actively perform the role to assist the team in meeting yearly financial goals. Essential Job Functions: (Responsibilities, Accountabilities, and Competencies: May not include all duties of this job). Job Duties: •Partner with assigned Business Development Manager(s) to drive sales within assigned region/accounts; •Be familiar with pertinent study protocols, GLPs, SOPs and ensure adherence to them in one's own work as well as work received from other individuals; •Assist in developing systems to optimize efficiency and accuracy of updates and ensuring the satisfaction of clients; •Enter sales leads into the Customer Relationship Management (CRM) database and assign them to the appropriate Business Development Manager for follow up. Respond to leads as required. •Review customer scope and prepare quotes/proposals. Consult with Scientific Advisors and Operations staff to gather technical/scientific information required for accurate proposals to meet customer needs. •Nurture and develop sales within targeted list of Inside Sales accounts via telephone, email, and, as required, visits to the client site or at conferences/symposia. •When required, serve as Client Services contact between EAG and clients once work is initiated. •Provide client updates when necessary and submit customer change orders into the CRM. •Collaborate with Accounts Receivable and Payable to correctly determine invoicing amounts and timelines (milestones). •Act as liaison between clients and accounting department to forecast future invoices and meet client's budgetary needs. •Internal Contacts: Regularly interacts with all members of the Laboratory Staff from Easton, Columbia and Hercules sites, Corporate Management & members of the Business Development/Commercial Team. •Outside Contacts: Regularly interacts with Client Representatives, Consultants and Partnering Businesses during client visits to EAG sites or at conferences/symposia as required. •Occasional air/car travel required for this position. Required Education and/or Experience: Bachelor's Degree and at least two years technical experience in an Environmental Toxicology or related field. Must be knowledgeable in broad areas of responsibilities related to environmental consulting. Please send resumes to heatherhillaert@eurofinsus.com. (Date listed: 8/27/19)

Eurofins Agrosience Services (152) is searching for a **Report Writer** to work in Easton, MD. Report Writer responsibilities include, but are not limited to, the following: •Write reports using clear and concise language. Utilize a strong English background, excellent grammar, good writing skills, and knowledge of sentence structure. •Effectively proofread documents prepared by self and others for content and data to ensure accuracy. •Edit documents quickly and efficiently to incorporate required revisions. •Review raw data and calculations to verify accuracy, integrity, and compliance with GLP's, SOP's, and protocols. •Be familiar with pertinent study protocols, GLP's, SOP's. •Other duties as required for the effective and efficient operation of the laboratory and company in general. The ideal candidate would possess: •Strong computer, scientific, and organizational skills. •Typing ability of 50-60 words per minute. •Excellent communication (oral and written) and attention to detail. •Ability to work independently and as part of a team, self-motivation, adaptability, and a positive attitude. •Ability to learn new techniques, perform multiple tasks simultaneously, keep accurate records, follow instructions, and comply with company policies. Basic Minimum Qualifications: •Bachelor's degree in Science, Communications, English, or other related degree concentration. •Minimum of four (4) years of experience in technical writing, preferably in a scientific environment. •Experience in a GLP environment preferred. •Authorization to work in the United States indefinitely without restriction or sponsorship. Position is full-time, Monday-Friday, 8 a.m.-5 p.m., with overtime as needed. Candidates currently living within a commutable distance of Easton, MD are encouraged to apply. As a Eurofins employee, you will become part of a company that has received national recognition as a great place to work. We offer excellent full-time benefits including comprehensive medical coverage, life and disability insurance, 401(k) with company match, paid holidays and vacation, personal days, and dental and vision options. To learn more about

Eurofins, please explore our website www.eurofinsus.com. Eurofins is a M/F, Disabled, and Veteran Equal Employment Opportunity and Affirmative Action employer. (Date listed: 8/9/19)

FedEx Freight (187) Your road to success begins at FedEx Freight. FedEx Freight is seeking professionals who want to start a career with our company. Listed below are the positions currently available in Maryland, Virginia, West Virginia and Delaware. These positions are available at our facility located at 9825 Godwin Court Manassas, Virginia: **Freight Handler Part-Time** (Job ID number 436454BR). These positions are available at our facility located at 16201 Walthall Industrial Pkwy, South Chesterfield Virginia: **Freight Handler Part-Time** (Job ID number 436963BR); Freight Handler Part-Time (Job ID number 436875BR). These positions are available at our facility located at 1016 Enterprise Circle Chesapeake, Virginia: **City Driver** (Job ID number 436018BR). These positions are available at our facility located at 388 Front Royal Pike Winchester, Virginia: **Road Driver** (Job ID number 436510BR). These positions are available at our facility located at 104 Ivy Ridge Lane Fishersville, Virginia: **Freight Handler Part-Time** (Job ID number 436778BR); Road Driver (Job ID number 436779BR); Driver Apprentice (Job ID number 436693BR). These positions are available at our facility located at 4317 1st Ave. Nitro, West Virginia: **Service Center Support PT** (Job ID number Req ID: 436508BR). These positions are available at our facility located at 7331 Carbide Rd, Baltimore, Maryland: **Manager Service Center** (Job ID number 437010BR); Shop Technician 3 (Job ID number 436142BR); Supv-Operations (Job ID number 436472BR). These positions are available at our facility located at 16114 Transportation Circle Hagerstown, Maryland: **Team Leader Part-time** (Job ID number: 436930BR); City Driver (Job ID number 436279BR); Supv-Fleet Maintenance (Job ID number 435844BR); Freight Handler Part-Time (Job ID number 436932BR); Freight Handler Part-Time (Job ID number 436301BR); Freight Handler Part-Time (Job ID number 436728BR); Freight Handler Part-Time (Job ID number 435576BR); Freight Handler (Job ID number 437053BR). These positions are available at our facility located at 4810 Williamsburg Rd Unit 8, Hurlock, Maryland: **City Driver** (Job ID number 435456BR). These positions are available at our facility located at 8850 Corridor Road Annapolis Junction, Maryland: **Team Leader Part-Time** (Job ID number 436590BR). Benefits Include: •Health/Dental/Vision •Paid Vacation •Retirement Plan (401K) •Personal Paid Time •Holiday Pay •Life Insurance •Wellness Programs •Long and Short Term Disability •Stock Purchase Plan •Credit Association•Direct Deposit •Tuition Assistance •Shift Pay Differential for 2nd and 3rd Shifts •Safety Shoe Reimbursement. To apply: Go to this web site and fill out the application. <https://careers.fedex.com/freight?> Please use the ID number or the location assigned to the job to get to the specific job you are requesting. When you have completed the application on line, please send an email to Mark Young: mark.young@fedex.com stating your interest in a position. (Date listed: 8/20/19)

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

The Great Gourmet (180) Federalsburg, MD. **Forklift Driver** (JO#1006198) \$15 per hour; **Warehouse Workers** (JO#1025463); **Production Workers** (JO#1025455). To apply email resume to: kim@thegreatgourmet.com. (Date listed: 8/15/19)

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

H&R Block (206) Do people think of you as friendly? Are you able to work in a fast-paced environment? H&R Block is seeking customer-centric seasonal **Receptionists** who can work in multiple locations with a flexible schedule during the tax season from January to April. As a Receptionist in an H&R Block office, you'll be an integral part of showcasing our passion and pride and delivering on our purpose: To provide help and inspire confidence in our clients and communities everywhere. After successfully working this tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement. What you'll do: •Greet clients in a personalized, friendly, and inviting manner. •Match clients with the best-suited tax professional for their needs. •Schedule clients how they would like to be scheduled. •Handle client exits by ensuring all current and future needs are met. •Maintain office cleanliness and organization of resources with team members. •Other duties as assigned. What you will bring to the team: •High school diploma or equivalent. •Experience working in a fast-paced environment. •Previous experience in a customer service environment. It would be even better if you also had:

•Sales and/or marketing experience. •Ability to multi-task. •Strong organizational and time-management skills. •Knowledge of cash register operations. •Knowledge and experience with a Windows based computer system. Bilingual candidates strongly encouraged to apply. How to apply: www.hrblock.com/careers. Send resume to zhane.brightful@tax.hrblock.com. (Date listed: 8/26/19)

H&R Block (205) Are you a passionate people leader, capable of managing multiple offices? Do you want to work for six months of the year, and have the remainder of the year free to pursue other interests? H&R Block is looking for a **Multi-Unit Team Leader** to accelerate our seasonal tax business by managing three H&R Block offices and providing leadership to the customer-centric teams that work within them. As a Multi-Unit Team Leader, you will serve as the front-line manager responsible for leadership and development of associates, delivering an outstanding client experience, and achieving all office related growth objectives (i.e., clients, revenue and earnings) for three tax offices. Prior tax preparation experience is not required. You'll begin working a flexible part-time schedule in the fall as you ramp up for the busy tax season, then transition to a full-time schedule from January through April. After working a successful tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement opportunities. What you'll do: •Manage office staffing, operations, and logistics for three offices with support from two Associate Team Leaders. •Partner with the District General Manager (DGM) to create and implement office-level growth plans and client growth targets, which includes developing local partnerships and managing office community involvement. •Assist the DGM in recruiting and interviewing candidates for tax office associate positions. •Build an engaging team environment, across all offices, by training and coaching associates while holding them accountable to execute on Standard Operating Procedures (SOP) and recognizing outstanding associate contributions. •Conduct timely performance reviews and partner with Associate Relations Center to resolve associate issues and address performance concerns. •Lead daily team meetings and communicate essential information to tax office associates. •Create associate work schedules across all offices and ensure accurate timekeeping, as well as labor management, for staff in all offices. •Travel between the three offices as required. •May prepare tax returns, as needed. What you'll bring to the team: People management experience, with the demonstrated ability to grow and develop associates. •Demonstrated aptitude for growth plan execution and ability to lead towards growth culture. •Strong decision-making and judgment skills and the ability to function well in a fast-paced environment with minimal supervision. •Strong interpersonal and communication skills, and a customer-centric mindset that seeks to understand and exceed client needs. •Computer proficient with the ability to use MS Office. •Bachelor's degree in a related field, or high school diploma with the equivalent combination of experience. •Successful completion of the H&R Block Tax Knowledge Assessment or Income Tax Course (if preparing tax returns). It would be even better if you also had: •Multi-unit people management experience in the retail, restaurant, banking, or other related industry; management of people within military service positions can also be a good fit. Bilingual candidates strongly encouraged to apply. How to apply: www.hrblock.com/careers. Send resume to zhane.brightful@tax.hrblock.com. (Date listed: 8/26/19)

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

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

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

H&R Block (166) Client Service Professional. This is a position that requires a commitment to providing a high level of customer service to clients. And offering support to the tax professionals. We are professionals that assist to meet the tax filing needs of our clients. We are very client focused. During pre-season the office environment is steady. However, during tax season, we work in a fast-paced environment. Knowledge of windows-based computer systems is helpful but not required. The position requires payment processing using a merchant service terminal. Strong communication and interpersonal skills are needed. Three days a week in the pre-season. Full time during the tax season. Please e-mail your resume to barbara.weigman@hrblock.com. Also, you may mail or call the following office locations. H & R Block: 301 Morgnec Road, Chestertown, MD 21620 410-778-4272. 510 Church Hill Road, Centreville, MD 21617 410-758-2673. (Date listed: 8/12/19)

HUCO (193) 6521 Friels Rd., Queenstown, MD. Sandblaster Paint Sprayer (Refer to MWE Job Order #1024807). To apply email Resume to graham@hucoblast.com. (Date listed: 8/21/19)

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

Hydrasearch (174) is looking for a **CAD Draftsperson** to join our team in Stevensville, MD. This position supports the Engineering and Manufacturing organization by providing clear, accurate models and drawings of parts and assemblies. Utilizing SolidWorks software, the Draftsperson transforms initial rough designs into 3D models and 2D drawings. With guidance and support from senior staff, the draftsperson uses their knowledge of drafting techniques as well as internal instructions and pre-established guidelines to perform the functions of the job. As a member of the Hydrasearch team, you'll receive: competitive salary, paid vacation, bonus program, 401K plan, health benefits, & much more. Apply to Linda Dawson at ldawson@dixonvalve.com or visit our web site at www.hydrasearch.com and click on Careers at bottom of page. **Responsibilities:** •Create or revise Engineering drawings using SolidWorks and Dixon Drafting Standards. •Work with production and Engineering personnel to revise drawings to reflect product and manufacturing improvements. •Assist Engineering in performing part inspections of both raw materials and machined product. **Competencies:** •Ability to read blue prints and understand mechanical drawings. •Ability to read measuring tools such as calipers and micrometers. •Strong technical, mechanical, and mathematical ability. •Strong written and oral communication skills. •Proficient in CAD programs such as SolidWorks. *The above statements are intended to describe the general nature and level of work performed in this position and are not intended to be an exhaustive list of all duties, responsibilities and skills required and are subject to change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Employment at Hydrasearch Company, LLC is contingent upon the candidate's ability to pass a pre-employment criminal background check, drug screening and physical capabilities test. Applicants are considered for all positions without regard to race, color, creed, religion, sex, sexual orientation.* (Date listed: 8/14/19)

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

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

Instacart (184) Every few years, a company emerges and transforms an industry. Instacart has been leading the evolution of an \$800B retail market, and redefining how people shop for groceries. In a few short years, we've launched same-day delivery in over 200 major North American markets, provided flexible work to tens of thousands of Personal Shoppers on our platform, and have helped sell and deliver more than \$1B in grocery products. As an In-Store

Shopper, you get to make someone's day each time you shop! Instacart Shoppers help their customers and community by giving back valuable time and enabling easy access to their favorite grocery stores. [What You'll Do](#) •Shop for groceries using Instacart's proprietary Shopper App •Become an expert in your store and its products •Ensure each customer gets all their items, or a great replacement, in perfect condition every time •Communicate with the customer to ensure they understand any changes •Work with our fun, friendly team to pick, pack and stage orders as efficiently as possible. [What You Get](#) •Multiple scheduling options that work with your life •Be part of a diverse and dynamic team at one of the fastest-growing startups in the world •A first step toward becoming a supervisor, manager and beyond - over 10% of Instacart's corporate employees are former Shoppers. [Our Values](#) As a team member at Instacart, you'll be expected to live our values every day. •Solve for the customer - Do whatever it takes to ensure each customer has a great experience with Instacart •This is your baby - Take ownership of every order by picking fresh, high-quality items and packing them with care •Every minute counts - Shop every order as efficiently as possible, and use your downtime to help others •Go far together - Support your teammates in doing their best work • Of course, but maybe - Help us improve a little bit every day, and be open to change. We're a startup! [Basic Requirements](#) •18+ years old •Eligible to work in the US •Able to safely lift and carry 30 pounds without assistance •Consistent access to a recent smartphone (iPhone 4S or above or Android 4.0+) •Available to work Sundays and/or Mondays •Available to work at least 16 hours each week •No car required! This is a great role if you have previous experience in the grocery industry (such as a personal shopper, cashier, stock clerk, customer service representative, produce buyer), or if you just think shopping is fun. We welcome candidates who may also be working with companies like Lyft, Uber Eats, or Postmates. Instacart is an equal opportunity employer and considers qualified applicants without regard to gender, sexual orientation, gender identity, race, veteran or disability status. Apply in under 5 minutes! Attend an in-person session and start working in as little as one week! [Additional Information](#) Similar experience: Courier, couriers, courier job, courier work, delivery, delivery job, delivery work, transportation, personal shopper, assistant, admin, helper, trainer, professional driver, driving work, flexible job, flexible work, flex-work, part-time job, part-time work, student job, student work, student, students, fast cash, quick cash, food, entry-level job, entry-level work, odd job, odd jobs, work from home, seasonal job, seasonal work, temp job, temp work, postal worker, retail, call center, contract worker. [Apply HERE](#). (Date listed: 8/20/19)

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

KDX America (179) 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. (Date listed: 8/15/19)

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

Koski Trucking (155) Hurlock, MD. **2 CDL-A Truck Drivers** (JO#1022232). To apply, email resume to: Vickie@koski.ws or fax to- 410-754-3264. (date Listed: 8/9/19)

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. Email the form along with your resume to Gale Collins: gcollins@leinc.com. (Date listed: 6/7/19 Updated 8/22/19)

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

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

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

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

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

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

Midlantic Marine Center (063) Seeking a **marine technician/apprentice** to join or team at Midlantic Marine Center in Selbyville DE. This is a full time, year round position with some benefits. We are a boat dealership representing some of the top brands in the industry. Interested candidates can call (302)436-2628, apply in person Tuesday through Saturday or send resume to midlanticmarinecenter@gmail.com. Midlantic Marine Center, 36624 Dupont Boulevard, Selbyville DE 19975. (Date listed: 7/13/19 Updated 8/22/19)

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

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

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

N R L & ASSOCIATES, Inc. (196) 245 Log Canoe Circle, Suite I, Stevensville, MD. **General Production** (Refer to MWE Job Order #1028526); **Assembler** (Refer to MWE Job Order #1028522); **Machine Operator** (D/N Shifts) (Refer to MWE Job Order #1028521); **Setup Operator** (Refer to MWE Job Order #1028512); **Programing** (Refer to MWE Job Order #1028516); **Quality Assurance Inspector** {Night Shift} (Refer to MWE Job Order #1028517). [APPLY HERE](#). (Date listed: 8/23/19)

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) Updated: 8/8/19)

Paul Reed Smith Guitars (PRS) (161) 380 Log Canoe Circle, Stevensville, MD. **Manufacturing 1st Shift Production** (Refer to MWE Job Order #979755); **Manufacturing 2nd Shift Production** (Refer to MWE Job Order #1001390); **Warehouse Associate** (Refer to MWE Job Order #979758); **Sprayer/Painter – Experience – 1st Shift** (Refer to MWE Job Order #1023344); **Sprayer/Painter – Experience – 2nd Shift** (Refer to MWE Job Order #1023347). Apply <http://www.prsguitars.com/careers/>. (Date listed: 8/12/19)

Plum Dragon Herbs, Inc. (171) Growing Biotech company, Plum Dragon Herbs, Inc. (102 Chester Village, Chester, MD 21619) is seeking PT help in order fulfillment/shipping and manufacturing of Chinese herbal products. (There is upward growth potential into operations management within the next year and training available for managing our Amazon store.) We are also seeking PT administrative/ecommerce marketing/blog and social media help. Get a taste of start up culture and ecommerce in a fun, casual and flexible work environment. Contact Lisa Ball: lisa@plumdragonherbs.com. (Date listed: 8/13/19)

Production Sciences Inc. (169) 127 Dixon Drive, Chestertown, MD. "Production Sciences, Inc. was founded in 1989 with the mission to provide to our customers dip molded products to suit their needs through a variety of industries." **Quality Inspector** (Refer to Job Order #1023531); **Dip Molder** (Refer to Job Order #1023547). Apply in Person at address above. (Date listed: 8/12/19)

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

Queen Anne's County (233) **Office Clerk II**. An Office Clerk II is the full performance level of work performing clerical duties which are clear-cut and typically found in office settings, such as filing, photocopying, scanning, posting data, stamping and sorting mail and other material and directing telephone calls and visitors. The main purpose of this position is to provide Administrative support to the Queen Anne's County Health Department including duties as a receptionist and file clerk, handling packages, and assisting with inventory as well as MA Transportation and maintenance.

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

Queen Anne's County (200) Centreville, MD. **Equipment Operator I.** This position performs a wide range of manual labor functions in support of the Department of Public Works. Under direct supervision of a maintenance supervisor, performs miscellaneous physical tasks related to the maintenance of County roads and solid waste management and parks systems. **Closes on September 6, 2019.** [View Job Details](#)

The Queen Anne's County Department of Health (195) is hiring for two Full-Time contractual position. An **Alcohol and Drug (A/D) Associate Counselor** is the full performance level of work, at the certified Bachelor's Degree level, counseling clients with substance use disorders by using intervention, treatment and rehabilitation. This position performs certified level of work with the full range of counseling duties for clients with substance use disorders under general supervision. Education: Determined by the Maryland State Board of Professional Counselors and Therapists under the requirements for certified Associate Counselors-Alcohol and Drug. Experience: Determined by the Maryland State Board of Professional Counselors and Therapists under the certification requirements for Certified Associate Counselors-Alcohol and Drug. Please [APPLY HERE](#). **Apply by: 9/19/19.** (Date listed: 8/22/19)

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

Russ Electric, LLC (198) **Entry Level Electrician Helper / Electrician** – Immediate Opening. An Easton based electrical contractor is looking for a polite and courteous full time electrician or electrician's helper. Experience is not required but is helpful. On job training will be available. Pay will be based on experience / ability. A Maryland driver's license is required. Applicants should be able to lift and carry supplies up to 50 lbs., and have the ability to work in small spaces such as attics and crawlspaces. Excellent opportunity for advancement and learning the electrical trade. Please send resume to wesley@goeaston.net. (Date listed: 8/12/19)

St. Martin's Ministries (168) **Director of Programming for Homelessness and Housing Services** (JO#1024018). Master's Degree required. **Food Pantry Assistant** (JO#1024023). To apply email resume to: devdirector@stmartinsministries.org. (date listed: 8/13/19)

Tri-Gas & Oil Co., Inc. (160) Current openings: **Customer Service Rep** (JO#1014059); **HVAC Installation Tech** (JO#999723); **Warehouse Supervisor** (JO#1014068); **Marketing Coordinator** (JO#1023316); **Delivery Drivers** (1014062); **Wholesale Sales Consultant** (JO#1014074). To apply email resume to: careers@trigas-oil.com. (Date listed: 8/12/19)

UniSite Design, Inc. (197) is a manufacturer and designer of high-quality commercial grade site furnishings located in Denton, Maryland. We take great pride in designing and manufacturing Victor Stanley products which are one of the finest collections of site and street furnishings (litter receptacles, benches, tables & chairs, picnic tables, bike racks & bollards) in the world. Carefully integrated designs and innovative use of materials and technology embody our commitment to produce durable, strong, functional, attractive and comfortable site furniture.

Please visit our online [Career Center](#). We are currently searching for qualified candidates for several positions including: A **Design Engineer** who works directly within the Engineering Department to support our manufacturing facility. They should have the ability to use computer aided design (CAD) modeling and finite element analysis (FEA) software to modify and test

designs based on company standards. They are responsible for determining recycle content and performing weight calculations for products. The Design Engineer must demonstrate strong engineering fundamentals. They work together with the Production and Maintenance Departments, Customer Service, and Art Department as well as other staff members. The Engineering Department spans the full spectrum of engineering from industrial design, to design engineering, to manufacturing engineering, to tool design. A **Production Support Assistant** provides administrative support to the Production and Engineering Departments. They work closely with the Engineering and Manufacturing Manager to ensure production runs smoothly and in a timely manner. The Production Support Assistant must be able to work independently in a fast paced environment while multi-tasking to assist with planning and organizing of manufacturing operations. They are responsible for completing the daily shipping process, maintaining physical work orders, assisting with the creation of procedures, digitizing information for Production and Maintenance, and providing general administrative support. A **Quality Control Technician** that works closely with the Production and Engineering Departments to ensure quality of all incoming materials and components, work in progress, and finished product. The Technician must be able to work independently in a fast paced production environment. They are responsible for checking physical attributes, verifying dimensions, performing various quality tests, using independent judgment, and clearly documenting specific findings. An **Inside Corporate Business Development** team member who works strategically with the Corporate Business Development and Customer Service Teams. This position offers an individual the opportunity to participate in a variety of business development activities that generate growth opportunities for the company. The successful applicant will work strategically with the Corporate Business Development and Customer Service teams as well as other staff members to initiate & establish relationships with our customer base assist in project analysis and continuously strive to help maximize the company's market share in each territory. A **Machinist** that works in our Maintenance Department to support production needs. The ideal candidate should have the ability to use specialty machine tools, such as lathes, milling machines, and CNC machining centers to produce precision parts. They must have the ability to fabricate and modify parts to make or repair machine tools and maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. They must possess the ability to write basic CNC programs, modify existing programs, and tend CNC machines. Daily activities will include receiving requests from production, engineering, and other departments for items to be made using specialty machine tools. Among other things, these requests will include custom robot welding fixtures, precision parts, and machine tooling. A **CNC Machine Tender** that works directly within the Maintenance Department to support Production. This position is responsible for daily tending of simple CNC processes for our Waterjet and Plasma machines. Daily activities will include receiving requests from Production, Engineering, and other departments for parts to be made. The machine tender must be able to measure parts and quality check them against engineering drawings and specifications. Candidates must be highly motivated, competent, reliable, safe and quality conscious. Lastly, we are seeking individuals for various hourly **General Production Positions** (Welder/Material Handler/Loader-Unloader/Wood Assembler/Packer) to work in our Production Department. The candidates must be a highly motivated, competent, reliable, safe and quality conscious individual. Our manufacturing positions are physical so the candidate must be able to lift up to 50 lbs., stand for 8 hours, and work in warm conditions during the summer months. Please apply in person or online through our [Career Center](#), UniSite Design, Inc., 1105 Park Lane, Denton, MD 21629. UniSite Design, Inc. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. (Date listed: 8/23/19)

Upper Shore Hiring Event (230) ALL are welcome. September 13, 2019 – 1pm-4pm – Centreville Library, 121 S. Commerce St., Centreville, MD 21617. Veterans & eligible spouses are encouraged to attend. Bring your Resume and come dressed for success. Employers from Dixon Valve, Sigtex Lighting, Inc., Huco Blasting Services, US 2020 Census, Sauer Compressors will be available to discuss job openings. For more information call Gene Davis or Sharon Egerson at 410.822.3030. (Date listed: 8/30/19)

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

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

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

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

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

Vigilante Color Group, Inc. (128) 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. (Date listed: 7/5/19 Updated 8/22/19)

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. (Date listed: 7/5/19 Updated 8/22/19)

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

Vision Quest (176) Addictions Counselor (JO#1007937); Child Care Workers (JO#1025335). Apply by email to: pat.smith@vq.com. (Date listed: 8/15/19)

WalMart (229) Denton, MD. **Cashiers** (JO#1031528); **Cart Pushers** (JO#1031534); **Stockers** (JO#1031531). Veterans are encouraged to apply. Apply on line to: www.careers.walmart.com. (Date listed: 08/30/19)

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

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.