



CHESAPEAKE JOB LISTING

December 14, 2018

EMPLOYMENT SERVICES

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

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

1880 Bank (243) Part-Time Teller Position - 29 hours per week to work at both Talbot County and Dorchester County locations. Must be available to work Saturdays 8:15 to 12:15. Flexibility, Teamwork and Energy a MUST. Send resume to: 1880 Bank, Attn: Judann Culver, 501 Idlewild Ave., PO Box 629, Easton, MD 21601 or fax to 410-819-8091 or email: judann.culver@1880bank.com. E.O.E M/F. (Date listed: 9/13/2018 Updated: 10/25/18)

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

Azz (486) 3011 Millington Road Millington, MD 21651. **Fabricator Welder** (Refer to MWE Job Order #858872); **Industrial Painter** (Refer to MWE Job Order #911639); **Electrician I, II, & III** (Refer to MWE Job Order #911647); **Wiring/Control Panel – Entry** (Refer to MWE Job Order #858864); **Project Manager** (Refer to MWE Job Order #911652); **General Clerk** (Refer to MWE Job Order #911649). Apply in person M-F between 8 A.M – 2 P.M. or <https://azz-inc.jobs.net>. (Date listed: 12/3/18)

Caroline County Department of Health (136) 403 S. 7th Street, Denton, MD 21629. Main Purpose of Job: An **Environmental Health Specialist Trainee** is the entry level of work at a local health department performing inspections and investigations to ensure compliance with environmental health laws and regulations. Protection of the public health is the main purpose of the Environmental Health Specialist position, protection more desirably obtained through voluntary compliance with the existing regulations or, when necessary, using compliance procedures established in regulation and law. This is an entry level position under close supervision from a higher level Environmental Health Specialist. Education: Determined by the Maryland Board of Environmental Health Specialists under the licensing requirements for Environmental Health Specialists. Experience: None. Licenses, Registrations and Certifications: 1. At the time of hire, candidates for positions in this classification must possess a certificate of eligibility to be licensed as an Environmental Health Specialist from the Maryland Board of Environmental Health Specialists. A copy of your certificate must be attached to the application. 2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. Selection Process: Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications

must be submitted by the closing date. We will not consider information submitted after this date. **Benefits:** Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. **Further Instructions:** Online application process is STRONGLY preferred. If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850 or Application.Help@maryland.gov. If online process is not available, please send your paper application to: Maryland Department of Health, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. Should additional information regarding this recruitment be required, please contact the Maryland Department of Health Recruitment and Selection Division at 410-767-1251 or via email at dhmh.jobs@maryland.gov. (Date listed: 7/17/18, Updated 8/23/18, Updated 10/18/18)

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

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

Chesapeake Center (502) 713 Dover Rd. Easton, MD. 21601. Residential Supervisor (JO#913140); Direct Support Professional (JO#878779); ISS Assistant (JO#878787). Call 410-822-4122 for interview. (Date listed: 12/6/18)

The Chesapeake Center, Inc. (498) Residential Counselor / 1on1 Direct Care Staff / ISS Assistant. Overview: The Residential Counselor/1on1 Direct Care Staff / ISS Assistant provides basic personal care and implements residential goals and outcomes for the individuals living in Chesapeake Group Homes and whom attend the day programs with Developmental Disabilities and Head Injuries. The Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant works closely with the individuals to foster growth and development in all aspects of the resident's life. Areas include: cognition, behavior management, personal hygiene care, recreation, sensory needs, etc. The Chesapeake Group Homes, Inc. program is designed to ensure that all the client's capabilities and functioning abilities are maintained and that staff only provides the necessary level of assistance to maintain each client's level of independence in all areas of their lives. Job Summary: The Residential Counselor/1on1 Direct Care Staff / ISS Assistant provides care to residents as established in Chesapeake Group Homes and Day Programs policies and procedures, current standards of care and practice and applicable state/federal regulations. In addition, the Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant are responsible for handling tasks which may involve exposure to visible blood contamination or reasonably anticipated blood contamination in compliance with the OSHA's Bloodborne Pathogen Standard and Chesapeake Group Homes Exposure Control Plan for Bloodborne Pathogens. Physical Requirements: This job requires good physical and mental health. Physical activities may include lifting, rotating and assisting residents who are partially or totally dependent for moving about. Other physical requirements of the Residential Counselor/1on1 Direct Care Staff / ISS Assistant include stooping, bending, standing and walking most of an eight, ten or twelve hour shift. The Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant must be willing and able to work a flexible shift. Qualifications/Education: The Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant must have the ability to communicate ideas verbally and in writing, and must show sound judgment and sensitivity when dealing with the needs of the developmentally disabled and head injured client. The Residential Counselor must have the ability to establish and maintain effective working relationships within the interdisciplinary team. The Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant must present a positive role model in appearance and actions at work and have the ability to coordinate and execute appropriate meal preparation and overall household tasks and be dependable and reliable. The Residential Counselor/ 1on1 Direct Care Staff / ISS Assistant must be a Certified Medication Technician or complete an approved training program and pass competency examinations in clinical skills and written knowledge within 90 days of employment in accordance with statutory requirements. **RECERTIFICATION and RENEWAL** – It is your responsibility to ensure that the delegating nurse receives all proper documents regarding recertification and renewal of your Medical Technician Certification. Please remember that your employment is contingent on keeping your certification current and active. All costs associated with renewal will be at the expense of the employee. Duties: •Understand and agree with The Chesapeake Centers philosophy and goal to maintain, improve and/or enhance each resident's quality of care and quality of life. •Administering of posted medications and medication changes under the direction of the delegating Registered Nurse as prescribed and overall monitoring of resident's health. •Assure the appearance of the residents are appropriate at all times by making sure the residents are well groomed, having clothing that fits well, have clothing free of stains and/or damage. Provides assistance with personal hygiene care (activities of daily living (ADL's) Examples: waking clients, dressing, grooming, morning routines, bedtime routines, providing incontinence care. •Provide, complete and document, if applicable, resident care as assigned in a timely and accurate manner. Examples of resident care include but are not limited to: ♦♦Changing bedding, mattresses and/or moving furniture in resident rooms; lifting, rotating and assisting residents who are partially or totally incapacitated; providing personal care in eating, dressing, hair and body care, communication, toileting, bathing, oral care, etc.; operating equipment such as wheelchairs, mechanized beds and other related medical devices; and other duties as assigned in the resident's overall plan of care. •Provide meal preparation, eating with residents in a family style manner, role modeling of proper serving and table etiquette for the residents, encouraging the residents to eat as independently as possible. Ensure proper use of adaptive equipment for residents. Adhere to special diets as ordered by physician and planned by dietician. •Providing a clean environment: doing laundry, sweeping, mopping, dusting, vacuuming, scrubbing and following cleaning checklists. •Assure the appearance of the house is

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

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

Chesapeake Group Homes, Inc. (500) **Residential Supervisor**. Overview: This is a highly responsible supervisory position. The employee is responsible for the overall operations of the residential units of the program under the general direction of the Human Resources Director, Program Coordinators, the CGH Delegating Nurse and the Residential Services Director. Work is evaluated in terms of overall operating efficiency and adherence to DDA regulations and Chesapeake Center policies. The Residential Supervisor (RS) provides care to residents as established in Chesapeake Group Homes' policies and procedures, current standards of care and

practice and applicable state/federal regulations. In addition, the Supervisor is responsible for handling tasks which may involve exposure to visible blood contamination or reasonably anticipated blood contamination in compliance with the OSHA's Bloodborne Pathogen Standard and Chesapeake Group Homes Exposure Control Plan for Bloodborne Pathogens. Physical Requirements: This job requires good physical and mental health. Physical activities may include lifting, rotating and assisting residents who are partially or totally dependent for moving about. Other physical requirements of the RS include stooping, bending, standing and walking most of an eight hour shift. The RS must be willing and able to work a flexible shift. Must be able to lift and/or carry 50 pounds. Qualifications/Education: Completed an approved Certified Nursing Assistant training program and passed competency examinations in clinical skills and written knowledge in accordance with statutory requirements for Certified Nurse Assistant. If the employee is a candidate for Certified Nurse Assistant they must be enrolled in and complete an approved training program and pass competency examinations in clinical skills and written knowledge within 120 days of employment in accordance with statutory requirements. RECERTIFICATION and RENEWAL – It is your responsibility to ensure that the delegating nurse receive all proper documents regarding recertification and renewal of your license. Please remember that your employment is contingent on keeping your license current and active. All costs associated with renewal will be at the expense of the employee. Job Knowledge: The RS must possess comprehensive knowledge of good resident care practices. The RS must understand Chesapeake Group Homes Exposure Control Plan and must be able to explain how to perform procedures involving exposure to visible blood contamination and when to defer tasks and procedures involving exposure to visible blood contamination and reasonably anticipated blood contamination as designated in the Chesapeake Group Homes Exposure Control Plan. The RS must possess a knowledge of, and sensitivity to, the needs of the head injured/developmentally challenged consumers. The RS must establish and maintain effective working relationships with staff, residents, families and other members of the service delivery system and stress the use of community inclusion to assist individuals with optional opportunities for growth experiences and new activities. Duties: •Understand and agree with Chesapeake Group Homes' philosophy and goal to maintain, improve and/or enhance each resident's quality of care and quality of life. •Provide, complete and document, if applicable, resident care as assigned in a timely and accurate manner. Examples of resident care include but are not limited to: ••Changing bedding, mattresses and/or moving furniture in resident rooms; lifting, rotating and assisting residents who are partially or totally incapacitated; providing personal care in eating, dressing, hair and body care, communication, toileting, bathing, oral care, etc.; operating equipment such as wheelchairs, lifting devices, mechanized beds and other related medical devices; and other duties as assigned in the resident's overall plan of care. •Identify safety hazards and emergency situations and initiates corrective action immediately as identified in Chesapeake Group Homes' policies and procedures, current standards of care and practice and applicable state/federal regulations. •Attend and participates in facility in-service training programs. Completes any assignments or evaluations in a timely and factual fashion. •Practice good infection control techniques in all aspects of resident care, including, but not limited to hand washing, linen handling, Foley catheters, soiled resident clothing, etc. Report any signs or symptoms of infections or poor infection control practice by others to the Health Services Director as identified. •Report changes in resident's condition, falls and medication questions immediately to the CGH Delegating Nurse. •Respond to requests from residents for assistance in a respectful and timely fashion. •Observe residents' rights including, but not limited to, privacy, dignity, etc., when rendering care to residents as required by Chesapeake Group Homes policies and procedures, current standards of care and practice and applicable state/federal regulations. •Use facility or resident equipment and supplies in an appropriate manner. Reports concerns or requests assistance as indicated. •Communicate suggestions or concerns from residents, other staff, visitors or others to the Residential Director in a timely, factual and accurate manner. •Practice good body mechanics during lifting and other physical exertions to prevent injuries to self or to others. Observes all safety precautions as required in The Chesapeake Center policies and procedures. •Assist residents to social functions or to meals in a timely manner or as indicated in the overall plan of care. •Participate in the orientation of new or temporary staff to the home to assure continuity in the delivery of resident care. •Scheduling staff to ensure coverage of your unit(s); orient new staff. •Assigning staff duties on their shifts to include

outcomes of nursing care plan interventions. •Provide direction, guidance and supervision to individuals in delivery of their IP to include Activities of Daily Living, chores, behavior programs, medications, and outcomes. •Attend and participate in the IP meetings. •Provide monthly data/reports and paperwork. (See Page 2). •Documenting and reporting incidents/unusual occurrences, various reports, and evaluation. •Administration of/posting medications and medication changes under the direction of the RN. •Monitor and report side effects of medications. •Monitor and report medication errors. •Monitor and report the overall health status of the clients. •Prepare staff evaluations in conjunction with the Residential Services Director. •Attend staff meetings and mandatory trainings. •Scheduling home visits, vacations, and holiday arrangements for all assigned units. •Responsible for reconciliation of petty cash to ensure enough money is available for activities. •Respond when necessary to handle problems and coverage of your unit, either by phone or pager. •Add documentation and maintain seizure records. •Take and record vital signs. Report changes in weight/monitoring and assuring adherence to specified diets. •Assists with medical/dental appointments. •Seek assistance from the CGH Delegating Nurse when confronted with a resident problem that requires special attention. •Provide restorative care to residents as assigned by the CGH Delegating Nurse or as indicated in the overall plan of care to include, but not be limited to, range of motion, ambulation, positioning, toileting and others. •Promote and encourage social interactions from residents during meals, during direct care and at other times as appropriate. •Support, maintain and assist with projects related to the Activity Programs of the facility. •Perform all duties and functions as listed in the Direct Care Aide job description. •Performs other duties and functions as assigned by the Residential Director. This Position Description does not list all responsibilities, skills, or working conditions associated with the position. It reflects those principal job elements essential for making a fair classification decision for the position. To Apply: call The Chesapeake Center, Inc. 410-822-4122 or go to website www.chesapeakecenter.org. (Date listed: 12/6/18)

Chesapeake Group Homes, Inc. (499) Direct Support Professional / 1on1 Direct Care Staff. Overview: The Direct Support Professional/1on1 Direct Care Staff provides basic personal care and implements residential goals and outcomes for the individuals living in Chesapeake Group Homes/ Chesapeake Developmental Unit and who attend the day programs with Developmental Disabilities and Head Injuries. The Direct Support Professional / 1on1 Direct Care Staff works closely with the individuals to foster growth and development in all aspects of the resident's life. Areas include: cognition, behavior management, personal hygiene care, recreation, sensory needs, etc. The Chesapeake Group Homes/ Chesapeake Developmental Unit, Inc. program is designed to ensure that all the client's capabilities and functioning abilities are maintained and that staff only provides the necessary level of assistance to maintain each client's level of independence in all areas of their lives. Job Summary: The Direct Support Professional /1on1 Direct Care Staff provides care to residents as established in Chesapeake Group Homes and Day Programs policies and procedures, current standards of care and practice and applicable state/federal regulations. In addition, the Residential Counselor/ 1on1 Direct Care Staff are responsible for handling tasks which may involve exposure to visible blood contamination or reasonably anticipated blood contamination in compliance with the OSHA's Bloodborne Pathogen Standard and Chesapeake Group Homes Exposure Control Plan for Bloodborne Pathogens. Physical Requirements: This job requires good physical and mental health. Physical activities may include lifting, rotating and assisting residents who are partially or totally dependent for moving about. Other physical requirements of the Direct Support Professional /1on1 Direct Care Staff include stooping, bending, standing and walking most of an eight, ten or twelve hour shift. The Residential Counselor/ 1on1 Direct Care Staff must be willing and able to work a flexible shift. Qualifications/Education: The Direct Support Professional / 1on1 Direct Care Staff must have the ability to communicate ideas verbally and in writing, and must show sound judgment and sensitivity when dealing with the needs of the developmentally disabled and head injured client. The Direct Support Professional /1on1 Direct Care Staff must have the ability to establish and maintain effective working relationships within the interdisciplinary team. The Direct Support Professional /1on1 Direct Care Staff must present a positive role model in appearance and actions at work and have the ability to coordinate and execute appropriate meal preparation and overall household tasks and be dependable and reliable. The Direct Support Professional /1on1 Direct Care Staff must be a Certified Medication Technician or complete an approved training

program and pass competency examinations in clinical skills and written knowledge within 90 days of employment in accordance with statutory requirements. RECERTIFICATION and RENEWAL – It is your responsibility to ensure that the delegating nurse receives all proper documents regarding recertification and renewal of your Medical Technician Certification. Please remember that your employment is contingent on keeping your certification current and active. All costs associated with renewal will be at the expense of the employee. One on One will shadow or accompany consumer at all times during shift. Duties: •Understand and agree with Chesapeake Group Homes and Day Programs philosophy and goal to maintain, improve and/or enhance each resident's quality of care and quality of life. •Administering of posted medications and medication changes under the direction of the delegating Registered Nurse as prescribed and overall monitoring of resident's health. •Assure the appearance of the residents are appropriate at all times by making sure the residents are well groomed, having clothing that fits well, have clothing free of stains and/or damage. Provides assistance with personal hygiene care (activities of daily living (ADL's) Examples: waking clients, dressing, grooming, morning routines, bedtime routines, providing incontinence care. •Provide active treatment to the residents using prescribed teaching strategies for residents under his or her care. Provide an environment of learning by using natural opportunities and meaningful activities, as well as implementing goal plans designed to maintain or enhance the resident's abilities and keep residents actively engaged at all times. •Documentation must be completed prior to end of shift. Documentation includes toileting schedules, personal hygiene care, active treatment goals, incident reports, progress notes, communication book, seizure reports, behavior documentation, social and recreation, calorie counts, intake and output, and others as needed. •Documentation of incidents or special occurrences within 24 hours. •Report seizures, accidents, illness, changes in mental status or behavior, or signs of resident's discomfort to Health Services Director. •Behavior Intervention – follow proper behavior protocols for each individual resident and document as per procedures. Actively engage with the residents to prevent behaviors from occurring. •Respond to requests from residents for assistance in a respectful and timely fashion. •Responsible for the care and security of possessions and money belonging to the clients and/or their homes. •Observe residents' rights including, but not limited to, privacy, dignity, etc., when rendering care to residents as required by Chesapeake Group Homes/ Chesapeake Developmental Unit, and Day Programs policies and procedures, current standards of care and practice and applicable state/federal regulations. •Use facility or resident equipment and supplies in an appropriate manner. Reports concerns or requests assistance as indicated. •Function as a member of the Interdisciplinary Team using ethical conduct as a representative of the agency. •Communicate in a professional manner with co-workers, families, and outside agencies. Provide input to supervisors concerning the residents as needed. •Transport residents as needed to medical appointments, community outings, etc. •Attend, monitor and implement outcomes/goals according to individual plan and turn in all documentation to the residential supervisor at the first of the month. •Promote and encourage social interactions from residents during meals, during direct care and at other times as appropriate. •Support, maintain and assist with projects related to the Activity Programs of the facility. This Position description does not list all of the responsibilities, skills, or working conditions associated with the position. It reflects those principal job elements essential for making a fair classification decision for the position. To Apply: call The Chesapeake Center, Inc. 410-822-4122 or go to website www.chesapeakecenter.org. (Date listed: 12/6/18)

Chesterwye Center, Inc. (476) 110 Chesterwye Lane Grasonville, MD. **Direct Support Professional Residential** (Refer to MWE Job Order #909792). Apply by Emailing cdordick@chesterwye.com. (Date listed: 11/27/18)

Choptank Community Health (453) Located in the heart of Maryland's Mid-Shore region, Choptank Community Health System (CCHS) is a private, non-profit community health system providing primary health care services in Caroline, Dorchester, and Talbot Counties and the surrounding areas. Our patient-focused team currently has an opening for an **Oral Surgery Dental Assistant** to work in our brand new Oral Surgery program. Working locations include our Dental Centers in Federalsburg and Cambridge, Maryland. Key responsibilities of Choptank's Oral Surgery Dental Assistant position include, but are not limited to: •Provides chair side

assistance to Oral Surgeon in the provision of clinical dental care, including operative, preventative, periodontal, prosthetic and/or oral surgery procedures. •Prepares, sterilizes, organizes and sets up dental equipment. •Ensures that all dental instruments are cleaned, dated, and processed according to established safety guidelines and standards. •Monitors and maintains dental equipment, such as compressors, evacuator, radiographic equipment, sterilizers, in accordance with manufacturer's guidelines. •Takes diagnostic quality radiographic images in accordance with Oral Surgeons orders. •Assists in the monitoring and maintenance of radiation safety procedures and protocols. •Orders and maintains inventories of Oral surgery clinic supplies, equipment, and instruments. •Maintains dental laboratory slips and creates and maintains dental records in accordance with the established protocol and procedures. Must have basic computer skills. •Must be able to respond to emergency situations, maintains current CPR. To be considered for this position, candidates must meet the following expectations: •Education- High school diploma or equivalent. Successful completion of an accredited dental assistant training program with training in infection control. •Dental radiography certification is required by the Dental Assistant National Board. Certification must remain current. •Radiation Technologist license issued by the Maryland Board of Dental Examiners. •Certified Dental Assistant qualification is preferred. •Working knowledge of electronic patient data systems. •Must demonstrate the ability to take digital radiographs. •Minimum of six months experience preferred. •Experience with pediatric dental patients preferred. •Working knowledge of CDT and ICD-10 coding. If you have excellent, patient-focused clinical skills, coupled with the desire to join a winning team of healthcare professionals while earning a competitive salary and benefits, forward resume to: Email: rhbarton@choptankhealth.org. Fax: 410-479-1714. To learn more about Choptank Community Health System, please visit us online at www.choptankhealth.org. EOE/ADA. (Date listed: 11/14/18)

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

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

Choptank Transport (23) **Inside Sales Representative:** Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As an Inside Sales Representative with Choptank, you will be on the front lines of assisting customers get their valuable products shipped from point A to point B. You'll be prospecting leads, cold-calling on prospective accounts via phone, building relationships with your customers, and managing their accounts. Your accounts won't be "one and done," but rather long term associations that make a big impact on

your customers' bottom line. Are you a smart, competitive, business-minded professional who isn't afraid to start from scratch and build a book of business on your own? Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com. (Date listed: 7/12/18)

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

Compass Regional Hospice (478) Registered Nurse. Compass Regional Hospice a non-profit organization providing hospice care and grief support services in Queen Anne's, Kent and Caroline Counties is seeking compassionate and professional Full-time and PRN RN's to join our growing team. Summary of Responsibilities: The Hospice Nurse works under the general direction of the Clinical Manager, 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 nurse is responsible for identifying patient and/or family needs and for providing supportive care in accordance with the attending physician's orders, plan of care and Compass Regional Hospice's policy & procedures and processes. Pertinent documentation and timely completion of all documentation is required. The Hospice Nurse positions within Compass Regional Hospice are Visiting Nurse Case Manager, After Hours Nurse, Admissions Nurse and Center Nurse AM & PM shifts. 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. Please submit a cover letter expressing the position(s) you are interested in along with your resume to HR@compassregionalhospice.org. As an Equal Opportunity Employer (EOE), Compass Regional Hospice employs, retains, promotes, terminates and treats all employees and job applicants on the basis of merit, qualifications and competence without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. (Date listed: 11/27/18)

Corsica Technologies (469) Centreville, MD. **Assistant Service Technician** (Refer to MWE Job Order #831558); **Customer Success Rep.** (Refer to MWE Job Order #909377); **Help Desk Technician** (Refer to MWE Job Order #909374); **Network Operations Center Assist (Night)** (Refer to MWE Job Order #909372); **Network Operations Center Assist (Day)** (Refer to MWE Job Order #831563); **NOC Shift Technician (Midnight)** (Refer to MWE Job Order #909380); **Outside Sales Account (Balt. Area)** (Refer to MWE Job Order #865272); **Outside Sales Account (D.C. Area)** (Refer to MWE Job Order #865274); **Outside Sales Account (Eastern Shore)** (Refer to MWE Job Order #909609). Apply <https://www.corsicatech.com>. (Date listed: 11/27/18)

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

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

Dart (Solo Cup) (489) in Federalsburg, MD. (All jobs with benefits). **Machine Operator II** (JO#863296); **Maintenance Mechanic** (JO#863310); **Inspector Packers** (JO#863288); **Machine Operator 1** (JO#863290); **Maintenance Supervisor** (JO#863334); **Utility Workers** (JO#911651). Apply on line only at: www.dart.jobs. (Date listed: 12/3/18)

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

The Dixon House (234) Interested in **volunteering** and have a heart for the aging population? Do you have a special talent, interest or hobby? If you truly enjoy bringing a better quality of life to assisted living residents, then this may be for you. The Dixon House is a beautiful colonial home located in Easton and our resident's average age is in their nineties. We are looking for people to help with crafts, bingo, monthly bulletin board, entertaining, decorating during the Christmas season, etc. If you are interested in this very rewarding opportunity please contact Shelly LaRoque, Activity Director, 410-822-6661 for an interview. (Date listed: 9/5/18)

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

Echo Hill Outdoor School (463) **Residential Teaching Positions - Teacher/Naturalist:** Located on Maryland's Eastern Shore of the Chesapeake Bay. **Introduction:** Echo Hill Outdoor School (EHOS) has successfully provided over forty-five years of residential and recreational learning experiences. Programs are designed to introduce and acclimate participants to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Watershed Ecology of the Chesapeake Bay and its surrounding ecosystems, group and individual development on our low and high element challenge course, and exploration of history and the human environment in the Chesapeake Bay region. The

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

Egide USA (457) Cambridge, MD is accepting resumes for a **Drafter/Designer**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. **Resumes will be accepted through February 28, 2019.** Job Description: Summary and Purpose of Position: Work directly with design engineers to produce drawings from sketches, existing drawings and electronic images. Essential Functions: Calculate tolerance stack-ups to verify design fit-up. Design parts based on written and verbal descriptions from design engineers. Work closely with all departments in the plant to ensure that the drawings convey the correct information and are error free. Work from customer drawings, company drawings, Government drawings or specifications. Additional Responsibilities: Will be required to perform other duties as requested, directed or assigned. Supervisory Responsibilities: This position has no supervisory responsibilities. Competencies: To perform the job successfully, an individual should demonstrate the following competencies. Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; MAINTAINS A POSITIVE ATTITUDE. Oral and Written Communication: Listens and gets clarification; Responds well to questions; Writes clearly; Able to read and interpret written information. Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. Ethics and Professionalism: Works with integrity and ethically; Upholds organizational values; Conserves organizational resources; Approaches others in a tactful manner; Shows respect and sensitivity for cultural differences; Accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; Able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person as needed. Initiative: Asks for and offers help when needed. Generates suggestions for improving work. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. •Degree: Associates / Major Manufacturing Engineering Technology / Job Targets

Wanted Drafting/Computer Aided Design (from a recognized CAD training facility). •2-3 years experience in drawing/designing. •Able to work with minimum supervision and capable of self-checking for completeness and accuracy of work produced. •Able to receive and transmit drawings electronically with or without translation into a customer CAD software. •Computer literate in CAD, Inventor, EZ Cam and Microsoft Office. •Must be a self-starter and able to contribute in design reviews. •Team Player. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (Date listed: 11/15/18)

Egide USA (456) Cambridge, MD is accepting resumes for a **Plating Process Engineer**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. **Resumes will be accepted through February 28, 2019**. Job Description: Summary and Purpose of Position: To maintain and improve existing processes for the plating of hermetic packages and to develop new processes in order to improve yields, throughput, and efficiency. Essential Function and Responsibilities: The following duties are expected to be performed. Additional duties will be added based on needs: •Designs procedures based on customer specifications to meet plating requirements including functionality and environmental testing. •Set up furnace profiles to meet heat treating requirements. •Set up shop conditions for adequate plating including chemistry in the plating tanks, waste treatment, electrical settings of rectifiers, heaters, etc. •Communicate accurately with Design and Product group in order to effectively set up routers. •Analyzes test data and reports to determine if designs meet functional and performance specifications. •Utilizes statistical process control to determine capability of processes and for continuous improvement. •Analyzes, reads and interprets blue prints, technical journals, customer specifications, etc. Other Duties, Responsibilities: The associate must be available for any shift or work schedule hours. Engineer is responsible for the proper set up conditions on primary equipment such as furnace temperature control, atmosphere, etc. Data collection and reporting to management, peers, and customers is expected. Supervisory Responsibilities: This position may require supervisory responsibilities as needed. Competencies: Analytical & Design: Collects and researches data; designs workflows and procedures; generates creative solutions; uses feedback to modify designs; demonstrates attention to detail; identifies and resolves problems in a timely manner; completes projects on time. Communication Skills: Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; maintains positive attitude; responds promptly to internal and external customer needs; listens and gets clarification. Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; completes work in a timely manner; strives to increase productivity. Diversity: Shows respect and sensitivity for cultural differences. Ethics and Professionalism: Works with integrity and ethically; upholds organization values; converse organization resources; approaches others in a tactful manner; treats others with respect; accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, response to management direction; takes responsibility for own actions; completes task on time or notifies appropriate person as needed; is consistently at work on time. Initiative: Seeks increased responsibilities; takes independent actions and calculated risks; asks for and offers help when needed; generates suggestion for improving work. Qualifications: Bachelor of Science degree in Chemistry, Electrical Engineering or equivalent experience is required. Understanding of electro finishing and electro less plating is vital. Extensive knowledge of basic chemical reactions annealing processes is necessary. Physical Demands: While performing the duties of this job, the associate is regularly required to use hand to finger, handle or feel; reach with hands and arms and talk or hear. The associate is frequently required to stand, walk and sit. The associate must frequently lift and/or move up to 10 pounds occasionally lift and/or move up to 25 pounds. Specific vision abilities require by the job include

close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. **Work Conditions and Environment:** While performing the duties of the job, the associate is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate. **Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by the employees within this classification. It is not designed to contact or be interpreted, as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job function. Additional duties may be added or duties may be altered at the discretion of management. (Date listed: 11/15/18)

Egide USA (455) Cambridge, MD is accepting resumes for a **Process/Mechanical Engineer**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. **Resumes will be accepted through February 28, 2019.** **Job Description: Summary and Purpose of the Position:** To maintain, improve and create processes and designs used in the manufacture of hermetic glass, metal and ceramic packages. **Essential Functions and Responsibilities:** The following duties are expected to be performed. Additional duties will be added based on demand: •Designs procedures based on customer specifications to meet mechanical, electrical, and optical requirements. •Set up of furnace profiles to meet process requirements. •Communicate accurately with Design and Product group in order to effectively set up routers. •Design and analyze experiments and reports to determine if designs meet functional and performance specifications. •Utilize statistical process control and D.O.E. to determine capability of processes and for continuous improvement. •Creates, analyzes, reads and interprets mechanical drawings, technical journals, customer specification, etc. (AutoCAD Inventor environment). •Designs production tooling through the use of CAM software. **Other Duties, Responsibilities:** The associate must be available for any shift or work schedule hours. Engineer is responsible for the proper set up conditions on primary equipment such as furnace temperature control, atmosphere, etc. Data collection and reporting to management, peers, and customers is expected. **Supervisory Responsibilities:** This position has no supervisory responsibilities. **Competencies: Analytical & Design:** Collects and researches data; designs workflows, procedures; and products, generates creative solutions; uses feedback to modify designs; demonstrates attention to detail; identifies and resolves problems in a timely manner; completes projects on time. **Communication Skills:** Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; maintains positive attitude; responds promptly to internal and external customer needs; listens and gets clarification. **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. **Quality:** Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. **Quantity:** Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. **Diversity:** Shows respect and sensitivity for cultural differences. **Ethics and Professionalism:** Works with integrity and ethically; Upholds organizational values; Conserves organization resources; Approaches others in a tactful manner; Treats others with respect; Accepts responsibility for own actions. **Safety and Security:** Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. **Adaptability:** Adapts to changes in the work environment; able to deal with frequent change, delays or unexpected events in a high pressure environment. **Dependability:** Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person as needed; is consistently at work on time. **Initiative:** Seeks increased responsibilities; takes independent actions and calculated risks; asks for and offers help when needed; generates suggestions for improving work. **Qualifications:** •Bachelor of Science degree in Mechanical Engineering, Electrical Engineering, Material Science or equivalent experience is required. Understanding of mechanical and thermal dynamic behavior of dissimilar materials at elevated temperatures is vital. •Must have adequate computer skills with experience using Microsoft Office (Outlook, Excel, Word, etc.), and the ability to learn other internal software applications. •Must be able to use hand measuring tools such as micrometers and calipers as well as optical tools such as profile projector, digital vision system, and microscope. •Must be able to work with minimum supervision and capable of self-checking for

completeness and accuracy of work produced. •Basic knowledge of 2D (AutoCAD) &/or 3D modeling (Inventor, Solidworks, etc.) is required. •Prior CAM software use/programming is desired. **Physical Demands:** While performing the duties of this job, the associate is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The associate is frequently required to stand, walk and sit. The associate must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. (Date listed: 11/15/18)

Genesis Corsica Hills Center (482) 205 Armstrong Avenue, P.O. Box 50, Centreville, MD. **Licensed Practical Nurse** (JO#910590); **Assistant Director of Nursing** (JO#910591); **RN Supervisor (FT)** (JO#910594); **Aide-Geriatric Nurse** (JO#910598); **Bookkeeper** (JO#910602); **Social Services Specialist I (PT)** (JO#910613); **RN Supervisor (PT)** (JO#910618). Apply to: www.geneshcc.com. (Date listed: 11/29/18)

Genesis The Pines (483) Easton, Maryland. **Manager/Administrative** (MWE Job Order #910592); **Aide-Geriatric Nurse (PT)** (MWE Job Order #910595); **Registered Nurse (FT)** (MWE Job Order #910608); **Licensed Practical Nurse** (MWE Job Order #910610); **Maintenance Assistant (PT)** (MWE Job Order #910616); **Social Services Specialist II** (MWE Job Order #910623); **Registered Nurse (PT)** (MWE Job Order #910633). Apply online at: <http://geneshcc.com/careeropportunities>. (Date listed: 11/29/18)

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

Hertrich of Easton (454) is hiring world class business professionals. **Auto Sales Consultants / Automotive Sales Representatives / Customer Service Associates / Sales** – apply today at www.hertrichcareers.com. Do you have what it takes to be a SUCCESSFUL Hertrich Automotive Sales Consultant? Read on to find out- What do Hertrich Auto Sales Associates do? At all of Hertrich Family 17 Dealerships, in the tri-state area and along the Eastern Shore, our Auto Sales Reps work with customers through every step of the auto buying process. The proven Auto Sales Consultant / Automotive Sales Representative / Customer Service Associate / Sales successful steps include: •Communicating to auto customers what makes Hertrich unique. •Spending time with guests to determine their car and truck needs. •Presenting vehicles for test drives. •Demonstrating all available automotive models, features, and benefits to the customers' auto needs. •Develop a creative and successful strategy for every vehicle sale. •Maximize profitability in each and every car and truck deal. •Ensure that every Customer is completely satisfied with their automotive purchase experience. •Complete accurate paperwork and computer entries for all clients. •Follow up with new and existing automotive customers and clients. •Perform other duties as assigned by Management. What does it take to be successful as a Hertrich Auto Sales Consultant / Automotive Sales Representative / Customer Service Associate? (Read carefully because this is very important!). The requirements for earning up to \$100,000 annually are: •A strong ability to work with and relate to all types of customers and to earn their respect. •Self-motivation and driven desire to be the very best automobile Sales Associate! With consistently strong customer service, Hertrich Sales Consultants can advance to management positions and various opportunities throughout the organization with a proven successful work ethic. •Must be dedicated to finding the right vehicle for every customer. •Exceptional speaking, writing and active-listening skills. •Good computer skills. •A PASSION FOR SELLING in a Team oriented environment! Is there anything else you need know? YES- •You MUST be able to work a flexible retail schedule, including evenings, Saturdays, and some holidays. •High school diploma or GED required. •A valid driver's license is required with few to no points. •GREAT ATTITUDE & SMILE each and every day. Don't Forget... The Hertrich Family of Dealerships, along with our Collision Centers, is a family-owned and operated organization with a strong financial foundation in our communities for over 50 years in the automotive industry. We represent the most complete line of multi-franchise dealerships in Delaware and the Eastern Shore area and have over 16 locations and 3 Collision Centers in the tri-state area. Our

associates enjoy a fast-paced culture with top salaries and incentives, paid vacations, on-going training for longevity, bonuses, 401k with company match, employee purchase discounts, Medical, Dental, Vision, Disability, Life Insurance and more. "Offers of employment are conditional. Candidates must successfully complete a Pre-Employment Drug Screening, Criminal Background Check, and Motor Vehicle Record Check. A criminal record will not automatically disqualify an applicant from employment. We are a drug-free workplace. We are an EEO/ AA employer. Job seekers will be given consideration without regard to their disability or protected veteran status." (Date listed: 11/15/18)

Inn at Perry Cabin (488) Banquet Manager (JO#909788); Housekeeper/Room Attendant (JO#909781); Housekeeping, Public Area (JO#909771); Housekeeping Supervisor (JO#909764); Linden Spa Concierge (Receptionist) (JO#909759); Sales Manager, Small Meetings (JO#909829); Sous Chef (JO#909821). Apply online at: www.belmondcareers.com. (Date listed: 12/3/18)

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

Jared the Galleria of Jewelry in Annapolis (480) Want extra cash? A generous discount on jewelry? Enjoy Teamwork? Join Signet as a seasonal **Team Member** today. #SignetCareers #IAmBrilliant. Apply now at www.signetjewelers.com/careers. (Date listed: 11/28/18)

Kent County – MDH Local Health (521) Alcohol and Drug Supervised Counselor – Full-Time Contractual (Recruitment #18-001561-0007). **Filing Deadline: 12/20/2018 11:59:00 pm.** Salary: \$16.49 - \$21.19/hour. [Click HERE](#) for more information and to apply. (Date listed: 12/14/18)

Kent County – MDH Local Health (522) Direct Care Assistant I – Full-Time Contractual (Recruitment #18-004002-0010). **Filing Deadline: 12/20/2018 11:59:00 pm.** Salary: \$12.23 - \$15.58/hour. [Click HERE](#) for more information and to apply. (Date listed: 12/14/18)

Kent County – MDH Local Health (523) Direct Care Assistant II – Part-Time Contractual (Recruitment #18-004003-0025). **Filing Deadline: 12/26/2018 11:59:00 pm.** Salary: \$12.97 - \$16.56/hour. [Click HERE](#) for more information and to apply. (Date listed: 12/14/18)

Kent County – MDH Local Health (524) Community Health Outreach Worker I – Full-Time Contractual and Part-Time Contractual. (Recruitment #18-005398-0012). **Filing Deadline: 12/26/2018 11:59:00 pm.** Salary: \$11.53 - \$14.67/hour. [Click HERE](#) for more information and to apply. (Date listed: 12/14/18)

Kent County – MDH Local Health (525) Direct Care Assistant I – Part-Time Contractual (Recruitment #18-004002-0011). **Filing Deadline: 12/26/2018 11:59:00 pm.** Salary: \$12.23 - \$15.58/hour. [Click HERE](#) for more information and to apply. (Date listed: 12/14/18)

Kent County Parks & Recreation (497) 2019 Summer Seasonal Employment Job Fair – Wednesday, January 2, 2019 – 10am-1pm – Kent County Community Center, 11041 Worton Road, Worton, MD 21678. For more information, please call 410.810.5948 or email info@KentParksAndRec.org. (Date listed: 12/6/18)

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

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

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

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

Mid-Shore Council on Family Violence (465) **Master's Level Therapist**, bilingual in Spanish and English, needed for part time contractual position working with victims of domestic violence; must be a licensed professional in the State of Maryland. Experience counseling victims, including domestic violence victims, is preferred. Position is part time – approximately five hours per week, services based out of Easton, MD will include other mid-shore counties. Please send resume to ccallaway@mscfv.org. EOE. (Date listed: 11/19/18)

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

Montgomery County DOCR (508) **Correctional Specialist III PRRS:** IRC35145 – Closes December 19, 2018; **Therapist II PRRS:** IRC35263 – Closes December 21, 2018; **Resident Supervisor III PRRS:** IRC35284 – Closes December 24, 2018; **Correctional Dietary Officer II:** IRC33905 – Open Until Filled; **Correctional Specialist I/II:** IRC34947 – Open Until Filled; **Resident Supervisor I/II PRRS:** IRC34340 – Open Until Filled; **Correctional Health Nurse:** IRC35268 – Open Until Filled. To search available opportunities and to apply on-line follow this link: [Montgomery County Careers Website](#). (Date listed: 12/11/18)

Planned Parenthood of Maryland (127) **Bilingual (English/Spanish) Medical Assistant (Full-Time)**. Easton, Baltimore, Towson, Owings Mills, Waldorf, Frederick, Annapolis. Summary of Responsibilities: Under the general direction of the Health Center Director, performs the administrative and clinical support tasks necessary for efficient center operations to ensure high quality client services and support, informed consent, client education and counseling, effective clinical support, efficient client flow, and a professional health care environment. Essential Responsibilities: 1. Provides direct service in all the health center specific areas including family planning, abortion, prenatal, general medicine, pediatrics, as appropriate to scope of services and health centers. 2. Provides clients with accurate information regarding PP services including questions pertaining to contraception, options, and funding sources. 3. Contributes to achieving health center productivity goals. 4. Screens financial, medical, and social history with correct documentation of pertinent information. 5. Accurately documents all services provided. 6. Demonstrates PPM customer service standards. 7. Solicits donations from patients per PPM guidelines. 8. Prepares clients for exams and assists in exam room when needed. 9. Provides pregnancy testing, information and referral, provides PT client's family planning services or schedules other appropriate services. 10. Performs lab work and venipuncture. 11. Prepares exam room with appropriate supplies for examination and cleans room. 12. Assist the provider in the exam room as a chaperone when needed. 13. Greets clients politely and promptly and provides clients with correct forms. 14. Enters patient information into Electronic Practice Management (EPM) system and Electronic Health Record (EHR) system. 15. Makes health center appointments, provides information and appropriate referrals. 16. Routes and files incoming laboratory reports appropriately. 17. Abstracts charts, pulls charts, transfers records, file charts. 18. Prepares daily lab samples for transfer to appropriate lab(s), maintains electronic lab log. 19. Cleans instruments, exam rooms, lab area, and autoclave as assigned. Qualifications:
• Graduation from high school or GED and in conjunction with a medical assisting certificate or 1 year of experience working in a healthcare setting performing back or front office duties.
• Phlebotomy/IV training or willingness to obtain after employment. • CPR certification or willingness to obtain immediately after employment. • Knowledge of principles and practices of administration, organization, common techniques and practices in an office or medical health center setting. • Ability to read, write, and speak English and Spanish fluently. • Bilingual English/Spanish, required. \$14.65 per hour, 2% increase for each year of experience, and \$2,000

sign-on bonus. <http://www.plannedparenthood.org/planned-parenthood-maryland>. (080818 Updated 9/5/18) Updated 10/4/18 Updated 11/1/18)

Queen Anne's County (496) Centreville, MD. **Administrative Assistant II.** Performs clerical duties under general supervision. Duties may include receptionist, data entry, word processing, e-mail and internet usage and typing, filing and copying departmental correspondence and reports. [View Job Details](#). (Date listed: 12/4/18)

Queen Anne's County (495) Centreville, MD. **In Home Service Worker.** The incumbent in this position is responsible for delivering meals to the elderly and providing visitation, light chores and shopping assistance. In-home service workers report to the Community Care Administrator. [View Job Details](#). (Date listed: 12/4/18)

Queen Anne's County (492) **Nutritionist II.** A Nutritionist II is the full performance level of licensed work providing nutrition services to clients in a public health or community setting. The main purpose of this position is to protect and promote the health of families in the community by planning, directing, implementing, and evaluating WIC and nutrition services to all eligible participants. This position provides nutrition services and support to WIC and Wellness Programs at the Queen Anne's County Department of Health. Education: Determined by the Maryland State Board of Dietetic Practice under the licensing requirements for Nutritionists and Dietitians. Experience: Two years of experience providing professional nutrition or dietetic services. ***Must apply to the following link***
<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=18&R2=001272&R3=0004>. (Date listed: 12/3/18)

Queen Anne's County (491) **Nutritionist I.** A Nutritionist I is the intermediate level of licensed work providing nutrition services to clients in a public health or community setting. The main purpose of this position is to protect and promote the health of families in the community by planning, directing, implementing, and evaluating WIC and nutrition services to all eligible participants. This position provides nutrition services and support to WIC and Wellness Programs at the Queen Anne's County Department of Health. Education: Determined by the Maryland State Board of Dietetic Practice under the licensing requirements for Nutritionists and Dietitians. Experience: One year of experience providing professional nutrition or dietetic services. ***Must apply to the following link***
<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=18&R2=003331&R3=0004>. (Date listed: 12/3/18)

Queen Anne's County (490) **Interviewer/Translator.** This position is to provide interviewing, translating and interpreting services for consumers and providers of the Queen Anne's County Department of Health. This position serves the following programs: Administrative Care Coordination Unit; Cancer Prevention, Education, Screening and Treatment Program; Community Wellness Living Healthy Program; Family Planning Program; Healthy Families, Pre-Exposure Prophylaxis Clinic and Public Health. Education: Graduation from an accredited high school or possession of a high school equivalency certificate. Experience: Six months of experience providing formal interpretation and translation services between English and a second language. ***Must apply to the following link***
<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=18&R2=003465&R3=0003>. (Date listed: 12/3/18)

Queen Anne's County (477) Centreville, MD. **System Technician.** Performs low to intermediate-level administrative work as well as provides technical assistance to computer users. The System Technician will primarily keep DES databases up to date and organized while working under DES Support Services. The System Technician will also work with end users to provide assistance obtaining information from databases and ensure computers continue to function by installing vendor updates. Performs highly technical work in the analysis, maintenance and daily operation of the Queen Anne's County Department of Emergency Service's Geographic Information Systems (GIS) products. [View Job Details and Apply](#). (Date listed: 11/26/18)

Queen Anne's County (458) Centreville, MD. **Civil Engineer I.** This position provides civil engineering services to the County. This position functions under the supervision of the Division Director, Chief or Project Manager on design and construction projects associated with public infrastructure and facilities. Individuals must have the ability to design public works/parks projects and may provide engineering support to other county departments for engineering services, construction management and development of material specifications. Additional responsibilities include assisting senior engineers with the County's Federal Aid Bridge Program (Department of Public Works only); review of traffic impact studies; road and bridge design/construction projects; building design/construction and building maintenance projects; design/construction of storm water management and drainage projects; storm water management facility review and inspection; review of site plans and subdivisions in accordance with established standards and the ability to prepare written and verbal reports and memorandums for review by supervisor. [View Job Details and Apply](#). (Date listed: 11/15/18)

Queen Anne's County (384) Centreville, MD. **Public Safety Dispatcher II** – Part-Time Contractual. This part time contractual position provides a range of public safety communications services. Responsibilities include, but not limited to, responding to various service requests from the public, including emergency and non-emergency requests, dispatching appropriate fire, emergency medical services, and law enforcement units; and receiving and responding to various radio transmissions from public safety and local government agencies. [View Job Details](#). (Date listed: 10/24/18)

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

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

Royal Farms (474) 105 Clay Drive Queenstown, MD. **Store Leader** (JO#800090); **Customer Service Leader** (JO#800092); **Assistant Store Leader** (JO#879027); **Customer Service Associate** (JO#800091); **Food Service Leader** (JO#800093). Apply <http://www.royalfarms.com/employment>. (Date listed: 11/27/18)

Royal Farms (473) 6502 Church Hill Rd., Chestertown, MD. **Store Leader** (JO#878798); **Customer Service Leader** (JO#878789); **Assistant Store Leader** (JO#818020); **Food Service Leader** (JO#878794); **Customer Service Associate** (JO#878791). Apply <http://www.royalfarms.com/employment>. (Date listed: 11/27/18)

Royal Farms (472) 108 Jackson Creek, Grasonville, MD. **Store Leader** (JO#879006); **Customer Service Leader** (JO#800059); **Assistant Store Leader** (JO#909854); **Customer Service Associate** (JO#909858); **Food Service Leader** (JO#800065). Apply <http://www.royalfarms.com/employment>. (Date listed: 11/27/18)

Royal Farms (470) 859 High Street Chestertown, MD. **Assistant Leader** (JO#878771); **Customer Service Associate** (JO#878777); **Customer Service Leader** (JO#878781); **Food Service Leader** (JO#878774); **Shore Leader** (JO#800871). Apply <http://www.royalfarms.com/employment>. (Date listed: 11/27/18)

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

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

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

Sherwin Williams (481) **Sales Associate – Cambridge** - 700 Cambridge Plaza Cambridge, MD. (Refer to MWE Job Order #903171); **Sales Associate – Chestertown** - 5 Washington Ave Chestertown, MD. (Refer to MWE Job Order #909663). <http://careers.sherwin-williams.com/careers/>. (Date listed: 11/28/18)

Sherwin-Williams Paint Co. (299) Chestertown, MD store 5058. **Part Time Sales Associate.** This position is responsible for supporting the sales efforts at a Sherwin-Williams paint store, servicing wholesale and retail customers. It will assist customers in person and over the phone by determining needs and presenting appropriate products and services. This involves ensuring that sales transactions are completed accurately, maintaining accurate work order files and formulas, pulling appropriate products from the sales floor or warehouse, and tinting and mixing them to customer specifications. This position will also assist in sourcing products required by customers that are not available in the store and, upon approval, place order and follow up as necessary. Opening and closing the store, making bank deposits, stocking shelves and setting up displays, cleaning store equipment, and loading and unloading trucks are also responsibilities of the position. It may also assist in making deliveries if necessary. Please email resume to sw5058@sherwin.com or fax to 410-778-9679. Call Corbit at 410-778-2500 with any questions. Job posting and application will be done through company job website. (Date listed: 10/1/18 Updated 11/1/18)

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

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

Thom. Somerville Company (494) **Management Development Program.** 10+ Years Proven Selection Process. Cutting-edge Training Culture & Commitment to Growing Our Future Leaders. Thos. Somerville Co. is an innovative, rapidly growing, \$250M/400 employee building materials distribution company located in the Washington, D.C. area who has several openings in their highly touted business development program. This privately-held company is comprised of a Central Distribution Center and 22 branches throughout Maryland, Pennsylvania, Virginia, West Virginia, Delaware, and Washington, D.C. This 150-year-old enterprise represents the world's leading building product manufacturers including Kohler, General Electric, and Honeywell. Selected individuals will gain on the job experience in several disciplines including inside and outside sales, central distribution, branch warehousing, marketing, customer management, product management, and supply chain management. This 12-18-month business development program will be primarily "on the job" but will also include formalized classes. Focused personal mentoring is the cornerstone of this ten-year-old program. We seek highly motivated individuals with strong communications skills, a positive, proactive attitude, and a client oriented/solution driven mindset. We have recruited over 80 trainees and have an outstanding 60+ percent retention rate after four years of employment. We are seeking BS or AA college graduates with 0-5 years of experience. Opportunities are available throughout the D.C., VA, MD, PA, and DE markets. To start this exciting journey and meet with Gregory Walling, Walling, June & Associate's founding partner, please contact our experienced college recruiting team who have been working for Thos. Somerville Co. for many years. This training program includes an attractive base salary, incentives, and a first-class benefits program. Cliff Howe, College Recruiting Team Leader, (410) 263-3288, cliffordehowe@aol.com. (Date listed: 12/4/18)

Talbot Mentors (443) **Bilingual Program Assistant.** Talbot Mentors is a non-profit youth service organization in Easton, MD. We serve children by providing them with a one-on-one mentor. Our mentors are strong, positive role models who spend time each week with their mentee in order to provide encouragement, guidance, and friendship. We are looking for a full-time Program Assistant. We will rely on your energy and dedication to support and enhance our service to children. Among other things, you'll be responsible for clerical support, office management, and volunteer coordination. A successful candidate will be detail-oriented and have high level of personal organization. The candidate's ability to learn quickly, to adapt, and communicate effectively is equally important. Above all, we are looking for someone who understands and strongly believes in the mission of Talbot Mentors. We are a team of energetic, motivated professionals and look forward to your application to join our growing team!
Responsibilities: •Manage the efficient operation of the office (e.g., receiving and making calls, pick-up and delivery of mail, directing visitors, attending meetings as requested and taking minutes when applicable). •Serve as point person for purchasing duties including ordering supplies, inventory, and communicating with vendors to ensure accuracy of invoices for services. •Actively coordinate volunteers for various program activities by recruiting, purchasing materials, publicizing events to participants, and collecting feedback. •Assist staff in the planning, coordination, participation, and record keeping of all program activities. •Assist Program staff in maintaining online mentee database to ensure information is accurate and current. •Assist the Executive Director with grant submissions and grant reporting. **Qualifications:** •Associate's Degree required; Bachelor's Degree preferred. •MS Office Suite proficiency required. •Excellent verbal and written communication skills. •Ability to organize, schedule and prioritize multiple

tasks. •Work well with a variety of people. •Bilingual (ability to read and speak in Spanish fluently). How to Apply: To apply for this position, visit www.talbotmentors.org/join and complete the online application form. Questions? If you have any questions or concerns, please email info@talbotmentors.org. (Date listed: 11/12/18)

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

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

Ultimate Staffing Services (485) Bilingual Medical Assistant III. Summary: Under the direction of a Center Manager (I/II) or Practice Coordinator, provides quality patient services and support, informed consent, patient education, effective clinical support, efficient patient flow, and professional health care environment for patients. Leads a medical assistant team for daily health center operations. Essential Responsibilities: Patient Care, Customer Service, and Training. MUST BE ENGLISH AND SPANISH SPEAKING (BILINGUAL REQUIRED). •Makes health center appointments, including appropriate financial and insurance eligibility screening. •Conducts verbal registration including appropriate financial and insurance eligibility screening. •Provides direct patient care service in all the health center specific areas. •Correctly enters patient information into Electronic Practice Management (EPM) system and Electronic Health Record (EHR) system. •Ensure informed consent via information and education about the medical procedures, requested/required laboratory tests, and methods of contraception to assure understanding of risks and complications. •Prepares exam room with appropriate supplies for examination and cleans room. •Administer/dispense medications to patients per clinician's written orders. •Routes and files incoming laboratory reports appropriately. •Prepares daily lab samples for transfer to appropriate lab(s), maintains electronic lab log. •Demonstrates appropriate customer service standards. •Greet clients politely and promptly and provides clients with correct information for registration and check-out. •Provides patients with opportunity to provide feedback through patient surveys and reviews. •Provide service recovery for patients when needed. •Acts a Medical Assistant Trainer for assigned health center. •Works directly with Medical Assistant Training Coordinator to provide training to any new medical assistants and ongoing training to current medical assistants. •Schedules and oversees completion of medical assistant training curriculum, including observations, completed check-off sheets and proficiency of duties. •Coordinates with Medical Assistant Training Coordinator additional resources or support needed to train new or established staff. There is a sign-on bonus offered for this position. Please contact Raffinee Wren at Ultimate Staffing for all inquiries and steps for 'how to apply' at rwren@ultimatestaffing.com or 410-685-2445. (Date listed: 12/3/18)

UniSite Design, Inc. (509) is a manufacturer and designer of high-quality commercial grade site furnishings. We take great pride in designing and manufacturing Victor Stanley, Inc. products which comprise one of the finest collections of site and street furnishings (litter receptacles, benches, tables & chairs, picnic tables, ash urns, planters, tree guards, seats, bike racks & bollards) in the world. Carefully integrated designs and innovative use of materials and technology embody our commitment to produce durable, strong, functional, attractive and comfortable site furniture. We have an immediate opening for an Inside Corporate Business Development team member. This position offers an individual the opportunity to participate in a variety of business development activities that generate growth opportunities for the company. The successful applicant will work strategically with the Corporate Business Development and Customer Service teams as well as other staff members to initiate & establish relationships with our customer base, assist in project analysis and continuously strive to help maximize the company's market share in each territory. Responsibilities include but not limited to: •Identify & prioritize projects within a defined territory. •Create a pipeline of new customer contacts while maintaining and growing our existing customer base. •Analyze & review projects from the pre-planning, planning/schematics and final planning stages through to the bidding/sub-bidding and bid results stage. •Explore new project opportunities using business articles and journals. •Review and process sales leads & inquiries. •Complete the required number of daily interactions. •Other duties as required. The position requires an advance related degree or a high school diploma/equivalent with over two years of work related experience. We offer a fine benefits package. Join a staff of bright and dedicated people who are participating in the growth of this very solid and well-respected company. *UniSite Design, Inc. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. Please apply in person or online through our [Career Center](#). 1105 Park Lane, Denton MD 21629. (Date listed: 12/11/18)

United States Capitol Police (USCP) (467) is a CALEA nationally-accredited, federal law enforcement agency. The USCP safeguards the Congress, its legislative process, Members of Congress, employees, visitors, and facilities from crime, disruption, and terrorism. We protect and secure Congress so it can fulfill its constitutional and legislative responsibilities in a safe, secure, and open environment. We are currently recruiting: **Police Officers**. Starting Salary: \$60,615. You must be: •U.S. citizen. •21 years of age but have not reached your 39th birthday at the time of appointment. •Must possess a high school diploma or General Education Diploma (GED), and at least one of the following: (A) Minimum of 60 semester hours (college-earned credit from an accredited college or university); (B) Two years of active duty military service with a General (under honorable conditions) discharge or Honorable discharge; (C) Five years of prior creditable law enforcement experience as determined by the Chief of Police. •A valid driver's license with 3 years of responsible driving experience. •Pass a background check. Through diversity management, the USCP leverages the unique skills, talents, and expertise that we bring to the USCP through our different backgrounds, experiences, demographics, and perspectives. By embracing these differences, the USCP is keenly positioned to recruit, retain and promote the best and brightest. Upon successful completion of training, probationary periods, time in grade, and all other professional requirements, future competitive promotions may be available to a higher rank or positions within a specialized area such as, Intelligence, Patrol and Mobile Response, K-9, Containment Emergency Response Team (SWAT Team), and/or other positions within the Department. Interested in joining our team? Visit our website: <https://www.uscp.gov/careers>. (Date listed: 11/23/18)

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

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

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

Wolford Companies, Inc. (471) Financial accounting and business administration firm located in Chester, Maryland, is seeking a full-time associate. Our firm started from scratch, and we're growing our client base and expanding our role with our client's year over year. We have a CPA, Certified Bookkeeper, and three MBA's on staff. We are eager to grow the company with the right talent. Our customers include companies in multiple business sectors from automotive to restaurants and government contracts to real estate leasing and renovation. We are based out of Chester, Maryland. We are seeking an accountant that meets the minimum requirements: 1. College coursework in accounting required; Associate's degree or higher preferred. 2. Experience with QuickBooks Desktop for Windows. 3. Strong passion for ATTENTION TO DETAIL. 4. Ability to work in both MacOS and Windows operating system environments. We use Apple computers and remote into Windows servers to access QuickBooks. 5. A coachable mentality. This position will entail learning on the go. We will be committed to teaching, if you are committed to learning. Duties and Responsibilities: 1. Entering daily bank and credit card transactions into QuickBooks. 2. Processing payroll. 3. Reconciling bank accounts, credit cards, loans, intercompany transfers, and other balance sheet accounts. 4. Conducting monthly account analyses and reviewing transactions for reasonableness. 5. Processing and reconciling sales and payroll tax filings. 6. Managing aged receivables/payables. 7. Generating invoices. 8. Managing asset/liability accounts. 9. Preparing loan amortization schedules. 10. Maintaining orderly accounting records electronically. 11. Visiting client offices. 12. Preparing and submitting financial statements to management for review. We are offering a competitive compensation and benefits package that will be commensurate with applicant's experience. Benefits include up to \$50 monthly paid to cell phone carrier, 401(k) retirement benefits, and health insurance benefits. If you are interested in learning more, and would like to discuss this opportunity in detail, please send your resume and contact information to Carrie Root at accounting@wolfordcompanies.com. (Date listed: 11/27/18)

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.