



## CHESAPEAKE JOB LISTING

November 14, 2019

EMPLOYMENT SERVICES

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

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

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**Acme** (474) Centreville, MD. **Courtesy Clerk** (JO#1078073); **Deli/Meat Clerk** (JO#1078216); **Bakery Clerk** (JO#1078512); **Cashier** (JO#1078538); **Grocery Clerk** (JO#1078585); **Night Crew Clerk** (JO#1078623); **Produce Clerk** (JO#1078678); **Starbucks Department – Barista** (JO#1078696). Apply online at: [www.acmemarkets.com/careers](http://www.acmemarkets.com/careers). (Date listed: 11/14/19)

**Administrative Assistant** (421) at **Service Consulting, Inc.** - **Requirements:** Associate degree; three to five years' experience. Part-time position with the usual office skill sets; banking background preferred, basic accounting, quick books, constant contact, email & phone messages, excel helpful, internet research skills. Salary depends on experience. **Apply:** send resume' and references to Service Consulting, Inc., P.O. Box 2419, Easton, MD 21601. Or Email [Charlesdouglasb@gmail.com](mailto:Charlesdouglasb@gmail.com). (Date listed: 10/22/19)

**Amick Farms** (459) **Debone Cutters** (JO#1075868); **Poultry Production Workers** (JO#1075877); **Maintenance Workers** (JO#1075872). Apply at plant at 274 Neelson St., Hurlock, MD 21643. (Date listed: 11/6/19)

**APG Media of Chesapeake, LLC** (327) Looking for a flexible, reliable opportunity to earn additional income? Become an **independent contractor** delivering newspapers, magazines, and other periodicals in your area. •Great, reliable opportunities: we publish every day, rain or shine. •Flexible, scaling compensation: the more deliveries you make, the more you earn! Estimated compensation \$200-400 per week. Opportunities for more deliveries throughout the year. •Be your own boss: Drive your own car. Set your own schedule. Develop your own route. As long as your deliveries are made, we're happy. We have routes immediately available in the Easton, Oxford, Trappe, Centreville, and Chestertown areas. For more info, contact Michael at 443-239-0156. (Date listed: 9/26/19)

**Aphena Pharma Solutions** (344) **Machine Operators Wanted:** Aphena Pharma Solutions [www.aphenapharma.com](http://www.aphenapharma.com) is a dynamic pharma solutions provider located in Easton, MD focused on contract packaging, repackaging and manufacturing for the pharmaceutical, OTC, dietary supplement, animal health and medical device marketplaces. We are currently looking for Machine Operators. Full time positions available for Day Shift and Night Shift - working 10 hours a day, 4 days a week (Monday-Thursday) with varying overtime as needed. Salary: \$15.00-\$18.00 per hour depending upon experience. Benefits: Full Comprehensive health insurance including medical, dental, vision, 401K plan and paid time off. Climate controlled environment. Job Tasks: •Change material rolls of various sizes. •Clean and maintain ink printers. •Change gears, sprockets and chains. •Maintain jaws and replace tape as needed. •Stacking of raw materials and finished goods. •Maintain machines on a regular basis. •Be able to identify and replace broken and/or damaged parts. •Adjust computerized attributes as necessary, identify and

correct machine or raw material discrepancies to assure product control. •Maintain safe and clean work area. •Record all information as specified by documented procedures. •Perform and record most preventative maintenance, assistance required from mechanical staff. •Machine setup, partial, assistance for mechanical staff required. •Perform hourly inspections and document results. •Clean/sanitize equipment or work area and document as required. •Move items using material handling equipment as needed. •Assist with varied tasks as needed. Job Skills: •Have the ability to analyze and solve mechanical problems with assistance from Level 2 operator or mechanic. •Willingness to learn. •Technical skill and knowledge. •Skilled in utilizing and understanding the following: inventory counting; lot control; multi-meter; artworks & drawings; measuring equipment; hand tools; Ability to read, write and count; Possess general working knowledge of electrical controls; Skilled in using required material handling equipment; Receive instructions through oral communications accurately and quickly; Convey answers or instructions to other workers accurately, loudly, and quickly. Physical Requirements: •Must be able to lift and move materials up to a maximum of 65 pounds and carry 8 feet frequently. •The machine operator will be subject to dust, noise, fumes, and odors. •The machine operator will be exposed to inside and outside environmental conditions. •The physical activity of this position includes, but is not limited to: climbing, walking, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, grasping, twisting, sitting, and feeling. •Safety equipment will be provided where needed and required to be worn. Education/Experience: •HS diploma. •Prefer vocational training. Operator/mechanic experience is a plus and will be compensated. Experience: •manufacturing: 2 years (Preferred); •machine operator: 1 year (Preferred); •Work authorization: United States (Required); Additional Compensation:•Bonuses. Please send all resumes to [hreaston@aphenapharma.com](mailto:hreaston@aphenapharma.com). (Date listed: 10/2/19)

**Arocon** (477) Roofing & Construction is expanding their in-house team. NO EXPERIENCE NECESSARY. We are offering a paid apprenticeship position to help you further your career in the construction industry. **Wednesday, November 20** – 11am to 2pm. Talbot Career Center, 301 Bay St., Suite 301, Easton, MD 21601. An Arocon perfect candidate: •not afraid of heights •able to think outside the box •Works well with others •leaves the drama outside the workplace •clean driving record •schedule flexibility. (Date listed: 11/13/19)

**Assistant** (457) needed in our home on Kent Island, 8-10 hours/week, in the afternoon or evening. Duties include laundry, cooking, cleaning, dishes, etc. Salary depends on experience. Call 410-643-0302. (Date listed: 11/5/19)

**Autobell Car Wash** (224) Now Hiring. Interested in flexible hours, top \$\$\$, college scholarships, no late work, & a FREE weekly car wash? Apply online at [www.autobell.com/jobs](http://www.autobell.com/jobs). (Date listed: 9/27/19)

**AZZ Enclosure Systems** (403) 3011 Millington Rd, Millington, MD. Currently recruiting for: **Electricians, Welders, Electrical Installers, Engineering Manager, Wiring/Control Panel Entry Level (Training Provided), Buyer, Sheet Metal Fabricator – Machine Operator, Metal Fabricator, Painter**. AZZ offers full-time positions with benefits including company subsidized medical, dental, vision insurance, 401(k) with company match, bonus, stock purchase plan and tuition reimbursement. Overtime availability. If you can't attend, apply online at [www.azz.com](http://www.azz.com) or email resume to [SheilaParker@azz.com](mailto:SheilaParker@azz.com) or apply in person. AZZ conducts background checks and promotes a drug free workplace. (Date listed: 11/4/19)

**BJs** (442) 28410 Marlboro Ave. Easton, MD. **Cake Decorator (PT)** (JO#1073880); **Deli Clerk (PT)** (JO#1073852); **Overnight Stocker (PT)** (JO#1073857). APPLY <http://www.careersatbj.com>. (Date listed: 10/30/19)

**Cambridge International** (463) **Customer Care Advocates** (JO#1023441); **Inside Sales Specialists** (JO#1053537); **Machine Operator/Weavers** (JO#1023426); **Welders** (JO#1029655). Apply online at [www.rexnord.com/careers](http://www.rexnord.com/careers). (Date listed: 11/7/19)

**Candle Light Cove** (409) (An assisted living facility) 106 W. Earle Avenue, Easton, MD 21601. **CNA/Caregivers** (JO#1069056), **Server/Dishwashers** (JO#1069059); **Cooks PT** (JO#1069058); **Charge Nurse/LPN** (JO#1069052). Apply on line at: [www.integracare.com](http://www.integracare.com). (Date listed: 10/17/19)

**Caroline County Department of Corrections** (455) **Correctional Officer**. About the Department: The Caroline County Department of Corrections operates the County Detention Center located at 101 Gay Street in Denton. The Detention Center is a secure correctional facility. Inmates can spend up to 18 months at the facility. Individuals with longer sentences are normally sent to State prison. In Caroline County the majority of our inmates are local residents waiting to stand trial or serving time for lesser offenses. In many areas, the jail is "out of sight and out of mind." We take a different approach in Caroline County. With innovative, thoughtful programs like CARE (Community Assistance and Rehabilitation Enterprise), work release, and the cat shelter program, we try to keep our low security inmates involved in the community. Our work programs provide valuable services to local agencies and help lower the cost of corrections for taxpayers. We also have had many success stories where positive work experiences and other programs have helped local residents learn from their mistakes and avoid returning to jail. Visit our Department Page for more information. About the Job: Corrections is a uniformed service and one of the largest branches of law enforcement. Correctional officers are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been sentenced to serve local jail time, 18 months or less. EOE. Requirements: Must be at least 18 years of age and a high school graduate or G.E.D. Upon employment offer, applicants will be subject to a substance abuse test, physical exam, psychological evaluation, and complete background investigation. EOE. Salary: State Certified \$17.09/hour ~ \$19.07/hour depending upon experience. Non-Certified \$15.76/hour. **Deadline: November 19, 2019**. How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay Street, Suite 1, Denton, MD 21629. Applications available from this address or call 410.479.4105 to receive by fax. Applications can also be found at <https://www.carolinemd.org/DocumentCenter/View/1801/Caroline-County-Job-Application?bidId=>. Save completed and signed application and email to [hrposting@carolinemd.org](mailto:hrposting@carolinemd.org). (Date listed: 11/4/19)

**Caroline County Department of Health** (136) 403 S. 7th Street, Denton, MD 21629. Main Purpose of Job: An **Environmental Health Specialist Trainee** is the entry level of work at a local health department performing inspections and investigations to ensure compliance with environmental health laws and regulations. Protection of the public health is the main purpose of the Environmental Health Specialist position, protection more desirably obtained through voluntary compliance with the existing regulations or, when necessary, using compliance procedures established in regulation and law. This is an entry level position under close supervision from a higher level Environmental Health Specialist. Education: Determined by the Maryland Board of Environmental Health Specialists under the licensing requirements for Environmental Health Specialists. Experience: None. Licenses, Registrations and Certifications: 1. At the time of hire, candidates for positions in this classification must possess a certificate of eligibility to be licensed as an Environmental Health Specialist from the Maryland Board of Environmental Health Specialists. A copy of your certificate must be attached to the application. 2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. Selection Process: Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Benefits: Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current

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

**Chesapeake Bay Hyatt** (460) November 2019 Job Openings: **Night Auditor Full-Time** (JO#1058070); **Storeroom Attendant-PT** (JO#1038477); **Steward/Dishwasher-FT/PT** (JO#1058072); **Banquet Attendants** (JO#1034883); **Lead Banquet Attendant** (JO#1058077); **Executive Sous Chef** (JO# 1034895); **Hotel Operations Internship---** **Starting May 2020**. Apply online at: [www.hyatt.com](http://www.hyatt.com). (Date listed: 11/6/19)

**Chesapeake College** (473) is currently accepting cover letters and resumes for the following replacement position: **IT Engineer II: 117E**. Responsibilities: With limited supervision manage and maintain the working technology infrastructure environment for the Wye Mills and Cambridge facilities. Coordinate all infrastructure projects and configuration of all network devices and servers. Manage network servers and infrastructure. Resolve any network and server emergencies. This position requires the ability to work a flexible schedule that may include weekends, holidays, and college emergencies. This position is designated as "essential" and will require working outside normal working hours. Essential personnel may be called in to work outside of regular working hours to assist with other college activities. Major areas of responsibility include: Network Management, Network Security, Infrastructure and Server Management, and Technical consulting. Required: A Bachelor's degree or equivalent experience is required. At least eight (8) years' experience. At least four (4) years' experience supporting local area networks, wide area networks and systems. A Master's degree in Information Systems may be substituted for one-half of the required experience. Knowledge of TCP/IP including IPV6-based network protocols. Ability to configure network devices such as routers, firewalls, switches and other network devices. Knowledge of UDP, RTP, VLAN, QoS. Knowledge of Network Protocols (ISUP, SS7, ISDN, AIN) and features (E911, CALEA). Knowledge of Networking Technologies (IP, MPLS, Routing/Switching, VPN, IPsec, Ethernet). Server operating systems VM, Windows, Linux, Unix, Microsoft SQL, MySQL. Ability to communicate with both technical and non-technical persons. Understanding of hardware for server systems and for networking. Ability to work under pressure and without supervision. Stooping, bending, minor lifting. **Interested applicants should submit a cover letter and resume to [hr@chesapeake.edu](mailto:hr@chesapeake.edu) no later than Monday, December 2, 2019.** Please visit our website for additional information on positions. [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 11/14/19)



**Chesapeake College** (429) Are you looking for an interesting and challenging part-time career? Chesapeake College is hiring **Part-time Temporary Instructors for the Adult Basic Education (ABE) and English Language Learner program**. Instruction focuses on the speaking, reading, writing, numeracy skills and or citizenship skills adults need to be successful in the workplace, the community, to successfully prepare to pass the GED® exam and to enter post- secondary education or training. Classes are offered mornings, afternoons, and evenings and are held in rural off-campus locations. We are looking for persons able to work in Chestertown, Cambridge, Sudlersville, Greensboro and Federalsburg. The rate of pay is \$24 per hour and classes typically meet for 6 to 9 hours per week. This is a grant funded position. Requirements: Bachelor's degree required; Master's preferred. Education or related degree with teaching experience preferred; teaching experience with adult learners is a plus. Enthusiasm and passion for student learning required. Ability to respond to the needs of participants using a variety of teaching methods required. Strong technology skills required. Preference given to applicants who clearly state in their cover letter how their experience relates to this opportunity. References required. **Email your cover letter and resume by November 22, 2019 to [jmullen@chesapeake.edu](mailto:jmullen@chesapeake.edu)**. (Date listed: 10/25/19)

**Chesapeake College** (299) is currently accepting cover letters and resumes for the following position: **Temporary Part-Time Skilled Trades Laboratory Technician**. Responsibilities: Responsible for providing assistance with laboratory maintenance, organization, and preparation for the skilled trades programs offered on the Wye Mills campus. This 12-month position involves a flexible 28-hour work week. Requirements: A minimum of a high school diploma (or equivalent). Minimum three (3) years of work experience in construction or related skilled trades. Excellent communication skills, time management abilities, and good organizational skills. Ability to manage multiple projects independently, with accuracy, attention to detail, and in collaboration with Skilled Trades instructors and staff. Preferred Qualifications: Trades-related license or certification, completion of a trades program or apprenticeship. Possess knowledge and experience in multiple trades (i.e., HVAC, electrical, marine/automotive, welding, carpentry, etc.), 10+ years working in the trades. For best consideration, submit a cover letter, resume, & any trades related licenses or certifications to [tellis@chesapeake.edu](mailto:tellis@chesapeake.edu). **Position open until filled**. Please visit our website for additional information on positions. [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 9/19/19)

**Choptank Transport** (476) Preston, MD. **Inside Sales Representative** (JO#1053024); **Carrier Sales Support** (JO#1053022); **Software Engineer** (JO#1053014); **Corporate Recruiter** (JO#1053027); **Customer Service Reps** (JO#1078563); **Billing Representatives** (JO#1078566). Apply online [www.choptanktransport.com](http://www.choptanktransport.com). (Date listed: 11/13/19)

**Compass Regional Hospice** (440) is committed to providing "care on your terms" through our Hospice, Palliative and Bereavement Care programs. Our committed staff provides quality and compassionate care to our patients and their loved ones throughout Queen Anne's, Kent and Caroline Counties. Our employees are technically skilled, possess the highest level of compassion, and are devoted to the philosophy of hospice care. Compass Regional Hospice is always on the search for great talent. We are currently seeking a Business Development Representative, Clinical Educator, Compliance & Quality Manager, Certified Nursing Assistants, Weekend RN Case Managers and Weekend Social Workers to join our health care team. Other positions within our organization include Physicians, Nurse Practitioners, Bereavement Counselors, Chaplains and various support staff. We offer a positive work environment, fulfilling work, career growth opportunity and great benefits. If you are interested in being a part of our growing team, submit your resume and cover letter, expressing your interests to [hr@compassregionalhospice.org](mailto:hr@compassregionalhospice.org). *Compass Regional Hospice is an Equal Opportunity Employer. We are committed to the principle of equal employment opportunity for all employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on the organization's needs, job requirements, and individual qualifications, without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or any other status protected by laws or regulations in the locations where we operate.*

**Business Development Representative.** **Position Summary:** Responsible for developing and maintaining professional relationships between Compass Regional Hospice(CRH) and various

referral sources including hospitals; long term care facilities; physicians; managed care organizations; independent medical clinics/offices; and other healthcare professionals. The goal of these relationships is to improve patient access to CRH services, increase overall census and educate referral sources about the benefits to patients and families when referred to early hospice care. Reports To: Director of Mission Advancement. Supervisory Responsibilities: This position has no supervisory responsibilities. Responsibilities & Functions: Provide referral sources with outstanding customer service. •Maintains close relationships with health care professionals in order to maintain constant visibility of CRH programs and services while anticipating any problems that could impact patient referrals. •Acts as a representative between CRH and referral sources, access services and clinical department. •Utilizes the Customer Relations Model (CRM) in Suncoast to analyze referral source patterns, determines reason(s) for the referral and develops targeted marketing plans to maximize the further development of the referral source. •Leads monthly outreach meetings to ensure timely communications of strategies and referral source needs. •Coordinates with the appropriate staff in the education and marketing collateral that will effectively communicate CRH services and programs. •Performs liaison and admissions visits as necessary. Coordinates with access services to facilitate these visits. •Represents CRH at professional, clinical and community events. Prepares and gives presentations. •Attends training seminars to ensure CRH remains informed of new outreach directions and tactics. •Reinforces the importance of staff being "representatives" of CRH when interacting with referral sources. •Performs on-going evaluations of current systems and processes to improve relationships and outreach, to referral sources. Qualifications: •Bachelor's Degree in marketing, nursing, healthcare administration, social work, business administration or related field. •Minimum of three (3) years successful sales/marketing experience in healthcare. •Experience in hospice, home health, or durable medical equipment (DME) highly desirable. •Demonstrated knowledge and understanding of managed care organizations, including utilization review and capitated contracting concepts. •Solid analytical, organizational and interpersonal skills. •Demonstrated expertise in public speaking. •Proficiency in Microsoft Office and other Windows application software programs.

FLSA Status: This position is classified as non-exempt under the Fair Labor Standards Act.

**Clinical Educator.** Summary of Responsibilities: The functions of the Clinical Educator are to provide professional development and education services by supporting the clinical staff in acquiring knowledge and skills so that they can competently meet the needs of the patients served by Compass Regional Hospice while maintaining compliance with all standards and regulations. Reports to: The Director of Clinical Services. Responsibilities and Functions: •Ensures educational activities are congruent with Compass Regional Hospice's mission, values, goals, priorities, and resources. •Develops, implements, and evaluates orientation and preceptorships in conjunction with the leadership team. •Facilitates new employee orientation of all clinical staff. •Facilitates medication technician training. •Collaborates with Quality Manager, Clinical Managers and leadership team to prioritize educational needs in relation to findings from clinical audits, observations during supervisory visits, or discussions with clinical staff. •Provides an appropriate climate for learning, and facilitates the adult learning process by developing, planning, and presenting educational activities. •Assists learners to identify both their learning needs and the effective learning activities required to meet those needs while fostering a positive attitude about the benefits and opportunities for life-long learning. •Identifies changes that should be made in clinical practice using evidence-based approach and facilitates the initiation of, adoption of, and adaptation to change. •Serves as a resource by assisting clinicians in identifying problems, identifying available internal and external resources, and selecting educational options. •Integrates ethical principles in all aspects of practice. •Provides ongoing evaluation of the quality and effectiveness of the educational activities to ensure that they maintain and enhance professional development that promotes the delivery of cost-effective high-quality hospice care. •Collaborates with others at the local and state levels with regard to hospice professional development. •Maintains clinical competence and certification in the area of hospice and palliative care. •Works in conjunction with Director of Clinical Services and Quality Manager to maintain a culture of "survey readiness" at all times. •Assists Director of Clinical Services and Quality Manager with surveys and corrective actions/follow-up. •Participates in policy and procedure development. •Coordinate and carry out the planning and implementation of annual safety fair and clinical skills days in conjunction with Manager of Professional and Volunteer Services. •Maintain compliance of Clinical Department in the area of continuing education. •Provide

education and support to staff for the EMR system. •Provides coverage to clinical team to maintain adequate staffing. •Rotates through administrator on call schedule. •Other duties as assigned. Qualifications: •Graduate of an accredited school of nursing. •Registered Nurse license issued in the State of Maryland. •Bachelor's Degree in nursing and a minimum of three years in hospice related field. •Certification in hospice and palliative care. Skills Required: •Has knowledge of professional nursing principles, practices, concepts, and procedures, and documentation requirements as applied to the care of the hospice patient population. •Excellent critical thinking skills, good nursing judgment and able to manage all aspects of terminal care and specific expertise in hospice nurse case management, different levels of care, crisis intervention and resolution, family counseling and pain and symptom management. •Knowledge of how to collect health data in a systematic and ongoing manner, prioritizing data collection to identify education needs. •Knowledge of and/or experience with Suncoast Systems electronic medical record. •Excellent oral and written communication skills. •Knowledge of Medicare/Medicaid Regulations and Joint Commission Standards. FLSA Status: This position is classified as exempt under the Fair Labor Standards Act. **Compliance and Quality Manager.** Summary of Responsibilities: The functions of the Compliance and Quality Manager are to provide oversight of the organizations, compliance and quality. Support staff in acquiring knowledge and skills needed to competently meet the needs of the patients served by CRH, while maintaining compliance with all standards and regulations. Reports to: Director of Clinical Services. Responsibilities and Functions of Compliance Officer: •Reviews, revises and implements policies and procedures to maintain compliance with state and federal regulations and Joint Commission standards. •Identifies changes that should be made in clinical practice using an evidence-based approach and facilitates the initiation of, adoption of, and adaptation to change. •Integrates ethical principles in all aspects of practice. •Collaborates with others at the local and state levels with regard to hospice professional development. •Works in conjunction with Director of Clinical Services and other department managers to maintain a culture of "survey readiness" at all times. •Participates in policy and procedure and clinical protocol development and reassessment. •Assists Director of Clinical Services with surveys and corrective actions/follow-up. •Leads the QAPI Committee to assess, plan, implement and evaluate the process improvement programs of the organization. Responsibilities and Functions of Quality: •Monitors patient clinical records concurrently and retrospectively, utilizing established outcome criteria, i.e., measures within software system and plan of care. •Maintains compliance with CMS Quality Reporting Requirements. •Facilitates performance improvement teams. •Coordinates data collection for benchmarking purposes. •Functions as a clinical resource to Director of Clinical Services, nursing personnel, and other staff. •Assess, plan, implement and evaluate the performance improvement programs of the organization. •Develops, assists and/or coordinates development of performance improvement studies as requested by the Director of Clinical Services. •Assists in the analysis of needs and resources of CRH and in the formulation and development of goals and plans for CRH. •Serves as the Compliance Officer, Privacy Officer and Risk Manager for CRH and Civil Rights Office. •Serves as Emergency Planner. •Rotates through Administrator on call schedule. Minimum Qualifications: •Graduate of an accredited school of nursing. •Master's degree in nursing, health administration or public health. •A minimum of five years' experience in direct clinical care required. •Registered nurse issued in the State of Maryland. •Experience in a hospice or palliative care. •At least two (2) years supervisory experience in a hospice, home health or hospital setting. •Knowledge of hospice patient care standards. •Ability to organize and represent statistical data on patients/clients. •Hospice administration experience, preferred. •Achieve and maintains certification in hospice and palliative care. Skills Required: •Excellent critical thinking skills, good nursing judgment and able to manage all aspects of terminal care and specific expertise in crisis intervention and resolution. •Strong organizational skills. •Strong presentation/public speaking and written communication skills. •Excellent oral and written communication skills. •Knowledge of Medicare/Medicaid Regulations and Joint Commission Standards. •Excellent computer skills. Requirements: •Complete the hospice training session required for all CRH staff and volunteers. •Support the hospice concept of care. •Ability to work on several projects simultaneously. •Ability to work with many different types of individuals, teams, and community groups. •Willingness to participate in continuing education, in-services and workshops. •An ability to cope with the stress of continual loss. •Must be able to lift 15-20 pounds. •Must be able to communicate verbally and in writing with individuals. FLSA Status: Exempt full-time position as classified under the Fair

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



in accordance with the attending physician's orders, plan of care and CRH's policies and procedures, including pertinent documentation and timely completion of all paperwork required. The Hospice Nurse may function as a visiting Nurse or Case Manager. Reports to: Clinical Manager-Homecare. In that absence responsibility falls to the Director of Clinical Services.

Responsibilities & Functions: Applicable to Case Manager: •Promote Compass Regional Hospice philosophy. •Assume primary responsibility for a patient/family caseload that includes the assessing, planning, implementing and evaluating phases of the nursing process. Applicable to Case Manager and Visiting Nurse: •Initiate communication with attending physicians, other hospice staff members and other agencies as needed to coordinate optimal care and use of resources for the patient/family. •Maintain regular communication with the Clinical Manager, Homecare to review caseload. •Maintain regular communication with the attending physician concerning patient/family status. •Obtain data on physical, psychological; social and spiritual factors that may influence patient/family health status and incorporate data into the plan of care. •Maintain up-to-date patient records so that problems, plans, actions and goals are accurately and clearly stated and changes are reflected as they occur. •Seek input from other team members regarding the patient plan of care to obtain additional knowledge and support. •Accept responsibility for coordinating physical care of the patient by teaching primary caregivers, volunteers, and employed caregivers or by providing direct care as appropriate. •Meet regularly with hospice clinical staff to review problems or unique issues from caseloads, share professional support, and exchange feedback aimed toward enhancing professional growth. •Attend patient conference and facilitate discussion of issues from case load for full staff discussion, consultation and evaluation. •Supervise and update the health aide plan of care every two weeks or more frequently as needed. •Inform the Clinical Manager, Homecare of unusual or potentially problematic patient/family issues. •Responds to patients/families of other hospice nurses during on-call times, or as requested by the Clinical Manager, Homecare to meet patient/family needs during the absence of other hospice nurses. •Provide appropriate support at time of death and period of bereavement. •Takes responsibility and accountability for own nursing practice, continuing education and professional development. •Promotes involvement of the patient/family in the plan of care with emphasis placed on pain and symptom management, emotional and spiritual support. Minimum Qualifications: •Registered Nurse from an accredited college or university. •Possession of a current license to practice as a registered professional nurse in the State of Maryland. •2-3 years of varied work experience as a professional nurse, hospice experience preferred. •1-2 years' experience working in an acute care setting. (A new registered nurse may be accepted for employment upon agreement to participate and completion of CRH's Preceptor Program, an intensive orientation program.). •Skilled in nursing practice, able to cope with family emotional stress and tolerant of individual lifestyles. •Dependent on work experience/training, hospice nurse may be designated to perform assessments for pediatrics, obstetrics, psychiatrics, etc. Physical Qualifications: •Possesses physical ability to perform job-related duties which may require lifting, standing, bending, transferring, stooping, stretching, walking, pushing, partial or complete assistance with activities of daily living without assistance from another health care worker or significant other. •Must be able to communicate verbally and in writing with individuals and families in end-of-life situations. •Must be able to use a computer and other office equipment to document patient information. •Must be able to hear to process directions and requests from doctors, employees, patients, and other individuals. •Must be able to drive to visit patients' homes for supervision and patient care. •Must have a valid driver's license, furnish own reliable transportation and maintain insurance coverage. Work Scheduling: •8 hours shifts working Saturdays and Sundays. FLSA Status: This position is classified as exempt under the Fair Labor Standards Act for full time employees. **Weekend Social Worker.**

Summary of Responsibilities: The Medical Social Worker is responsible for the implementation of standards of care for medical social work services. He/she assures a variety of social work interventions to hospice patients, families and care givers is provided in conjunction with other members of the interdisciplinary team. He/she assures the psychosocial, financial and bereavement concerns are addressed in each patient/family care situation. Reports to: Supervisor of Support Services. In that absence responsible party will be the Executive Director.

Responsibilities & Functions: Patient Care: •Provide psychosocial, assessment on patients entering the hospice program. •Address any financial concerns from the patient or family member(s). •Define patient/family issues and concerns based on total team assessment and the

psychosocial care plan, and develop interventions when appropriate. •Identify and coordinate community resources on behalf of patient/families. •Serve as liaison between patients/families/caregivers and community agencies. •Interpret hospice and insurance reimbursements policies to patient/families and other agencies as necessary. •Participate in discharge planning as needed. Assist patient/family/caregiver with securing durable power of attorney and with funeral arrangements, as needed. •Participate in interdisciplinary team meetings to develop and review care plans. •Collaborate with other team members for patient/family benefit. •Provide appropriate documentation in clinical record for services rendered. •Assist physicians and other team members in understanding significant social and emotional factors related to health problems and death/dying issues. •Develop written material specific to area of expertise and responsibility for use by team to benefit hospice patients and the community at large. General CRH Duties: •Participate in peer review and quality assurance procedures as appropriate. •Participate in hospice training and in-service programs as requested. •Participate in annual self-appraisal and development plan. •Speak with community and professional groups on behalf of hospice. •Maintains the confidentiality of employee, patient/client and agency information at all times. •Accepts and performs other related duties and responsibilities as required. Qualifications: •Master's degree and current license of eligibility at Licensed Graduate Social Worker (LGSW) level. •4-5 years education and/or clinical experience in a health care setting and/or in family dynamics. •2-3 years experience in a palliative care setting, preferred. •2-3 years experience in communicating orally and in writing about patient care standards and care with patients and family members. Additional Qualifications: •Complete hospice orientation. •Be in agreement with the hospice concept of care. •Be flexible and able to work on several projects simultaneously. •Be able to work harmoniously with many different types of individuals and groups. •Advances knowledge and skills; attends in-services and workshops as appropriate. •An ability to cope with the stress of continual loss. Physical Qualifications: •Must be able to communicate verbally and in writing with individuals and families in end-of-life situations. •Must be able to use a computer and other office equipment to document patient information. •Must be able to hear to process directions and requests from doctors, employees, patients, and other individuals. •Must be able to drive to visit patients' homes for social work visits and patient care. Work Scheduling: •Must be able to work 8 hour shifts, rotating Saturdays and Sundays. FLSA Status: This position is classified as non-exempt under the Fair Labor Standards Act. (Date listed: 10/30/19)

**Creafill Fibers Corporation** (470) 10200 Worton Rd., Worton, MD. **Warehouse Person** (See MWE #1078037 for details); **Production Technician** (See MWE #973231 for details); **Production Supervisor** (See MWE #1078039 for details); **Industrial Maintenance Mechanic** (See MWE #973235 for details); **Accounting Assistant** (See MWE #973228 for details). Email - [fiber@creafill.com](mailto:fiber@creafill.com). (Date listed: 11/12/19)

**Credit Plus, Inc.** (260) **Customer Service Representative/Call Center.** The shift for this position is 11 am-8 pm, Monday - Friday. Please do not apply if you are not able to work this shift. Job Summary: Provides effective customer service to external customers using his/her knowledge of the company's products and services. Essential Duties and Responsibilities: •Processes orders, prepares correspondence and fulfills customer needs to ensure customer satisfaction. •Provides timely and accurate information to customers. •Meets productivity and quality standards. •Receives and handles ACD calls and requests. •Performs other duties as assigned by the customer service team leader and/or manager. •Spanish speaking a plus - receive pay differential. Education and/or Experience: •High School diploma or equivalent. •Successfully completed training class and orientation period. Knowledge and Skills Requirements: •Computer Knowledge. •Ability to communicate effectively both written and orally; effective listener. •Detail oriented; analytical ability; able to prioritize and organize; self-starter. Job Requirements: Language Skills: •Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist. •Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule forms. Mathematical Skills: •Basic math skills. •Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Reasoning Ability: •Ability to define problems, collect data, establish facts, and draw valid conclusions. •Ability to interpret an extensive variety

of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Send resumes to Kat Mathews; [kmathews@creditplus.com](mailto:kmathews@creditplus.com). No calls please. "Only these file types will be allowed: .PDF / .TXT / .DOC / .DOCX any other types will be blocked. Total file size limit is 10mb." (Date listed: 9/10/19)

**Critchlow Adkins Children's Center** (468) St. Michaels is seeking an energetic; Full-time **Teacher** for our students ages two to four. The primary function will be to assist in the daily planning and implementing of the curriculum, assessments and portfolio maintenance. An Associates' Degree in Early Childhood Education is preferred, however, Senior Staff qualified candidates and/or aides currently taking the appropriate course work will be considered. The schedule is 9:30 a.m. to 5:30 p.m., with a ½-hour break. **Applicants may apply by sending a resume and cover letter to [mthomas@cackkids.org](mailto:mthomas@cackkids.org) no later than December 6, 2019.** (Date listed: 11/11/19)

**Crystal Steel Fabricators** (112) is currently looking to hire Structural Steel Fabricators for our facility in Delmar, DE and at our new Federalsburg, MD location. Qualified applicants should have the ability to read prints to assemble structural steel beams, columns and other structural product types from various detail pieces. Use of tape measures, squares and other hand tools as well as tack welding is required. Ideal candidate would have experience as a fabricator but could sacrifice some experience for bright energetic people with a good work ethic that are trainable. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to [alana@crystalsteel.net](mailto:alana@crystalsteel.net) . (Date listed: 7/25/29 Updated: 8/8/19)

**Crystal Steel Fabricators** (111) is currently looking to hire CNC Machine Operators for our facility in Delmar, DE and at our new Federalsburg, MD location. The equipment that we use consists of an Angleline, Drill Line, Plasma Table, Python X and a Press Brake. Qualified applicants should have the ability to read prints to confirm parts are being made as per print. Basic Knowledge of CAD/CAM and how to post to NC machines is required. Use of tape measures, squares and other hand tools is a must. Ideal candidate would be bright and energetic with a good work ethic. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to [alana@crystalsteel.net](mailto:alana@crystalsteel.net) . (Date listed: 7/25/19 update 8/8/19)

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

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

**Dart (Solo Cup)** (446) Federalsburg, MD. (All jobs with benefits). **Assistant Press Operator** (JO#1010457); **Machine Operator II** (JO#1010446); **Maintenance Mechanics** (JO#1023270); **Inspector Packers II** (JO#1075060); **Production Manager** (JO#1075061). Apply on line only at: [www.dart.jobs](http://www.dart.jobs). (Date listed: 11/04/19)

**Delmarva Community Services** (464) **FT and PT Bus/Van Drivers** (JO#1052170) (CDL w/passenger endorsement); **Community Living Assistants** (JO#1052168); **Direct Support Professional** (JO#1052186). Apply online at <http://www.dcsdct.org>, Delmarva Community Services, 2450 Cambridge Beltway, PO Box 637, Cambridge, MD 21613. (Date listed: 11/7/19)

**DynaSplint Systems, Inc.** (428) Stevensville, MD. **Machine Operator (Entry)** (Refer MWE J. O. #1071974). •Operates standard machine shop equipment. •Ability to use shop tools such as micrometers and calipers. Apply: [www.dynasplint.com](http://www.dynasplint.com). (Date listed: 10/25/19)

**Eastern Shore Vacation Rentals** (418) Division of Metacoastal LLC. **Regional Manager-Vacation Rentals** (JO#1070514). Easton, MD Office. BS degree and 10 Year's Hospitality Experience. Apply on line at: <http://traveladvocate.planwithtan.com/apply/3MIQ2cVQth/RegionalManager?referrer=201910211934519SM5SQLYHIVIINGE>. (Date listed: 10/22/19)

**Echo Hill Outdoor School** (425) Located on Maryland's Eastern Shore of the Chesapeake Bay. **Residential Outdoor Education Teacher/Naturalist**. Company Description: Echo Hill Outdoor School's mission is to provide students with positive experiences in the outdoors that are exciting, interesting, and fun. Through our programs, students learn more about the wonders of nature, the value of history, and the diversity of individual qualities. We are dedicated to creating a safe and supportive environment for students to feel challenged and successful with the freedom to think, question, and express themselves. Introduction: Echo Hill Outdoor School (EHOS), located on Maryland's Eastern Shore of the Chesapeake Bay, 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 co-housing and board are provided for this residential teaching position. Ten-twelve month contracts may be available for interested, committed individuals depending upon future openings, specialized positions available, and satisfactory job performance. A staff excess sickness and accident medical plan is available. **Deadline: Applications are welcome year round.** Primary starting dates are in March and late August. To Apply: If you are interested in a challenging and rewarding experience please send cover letter, resume, two written reference letters and three telephone reference contacts to: Betsy Zelter McCown, [jobs@ehos.org](mailto:jobs@ehos.org), Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton Maryland 21678. (410) 348-5880. (Date listed: 10/23/19)

**Egide USA** (410) Cambridge MD is accepting resumes for **Process/Mechanical Engineers**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or email to: cgoodwin@us.egide-group.com. **Resumes for the position will be accepted through December 31, 2020.** Job Description: Summary and Purpose of 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/programing 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: 10/17/19)



**Federal Resources** (454) 235-G Log Canoe Circle, Stevensville, MD. **Director, C4ISR** (JO#1073493); **Outside Sales Rep. C4ISR** (JO#1073494); **Jr. Inside Sales Rep.** (JO#1038227); **Scientist I** (JO#1025288); **CBRN Training Project Mgr.** (JO#1034782); **Marketing Communication & Branding Associate** (JO#1058521). APPLY <http://www.federalresources.com>. (Date listed: 11/4/19)

**Fincantieri Marine Group** (426) Stevensville, Maryland. **Senior Engineer** (MWE Job Order #1069935). Apply Online at: <http://ipc.us/t/7452F46362784D59>. (Date listed: 10/24/19)

**Goodwill Industries of the Chesapeake, Inc.** (469) **Store Manager III** (JO#1076655). New Store in Cambridge opening in January 2020. Apply on line at: <http://ipc.us/t/22FF13500E38437C>. (Date listed: 11/12/19)

**Gross Mechanical Laboratories, Inc.** (452) 450 Marion Quimby Drive, Stevensville, MD. **Machine Operator/Assembler** (Refer to MWE J. O. #1075064). Send resume to [dphelan@groco.net](mailto:dphelan@groco.net). (Date listed: 11/4/19)

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



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

**Kate Spade** (298) Queenstown, MD. **Overview:** Crisp color, graphic prints and playful sophistication are the hallmarks of kate spade new york. From handbags and clothing to jewelry, fashion accessories, fragrance, eyewear, shoes, swimwear, home decor, desk accessories, stationery, tabletop and gifts, our exuberant approach to the everyday encourages personal style with a dash of incandescent charm. We call it living colorfully. kate spade new york has more than 450 specialty and outlet shops in 47 countries around the world. Our colorful products are sold worldwide, in every time zone and on every continent. Whether in San Francisco, Sao Paulo or Shanghai, our shops are always warm and inviting. Welcome to kate spade new york. Responsibilities include but are not limited to the following: •client & service expert: achieves individual sales goals develops strong product knowledge across all categories the sales associate is responsible for ensuring exemplary customer service by delivering the ultimate kate spade experience able to develop a personal clientele through effective use of the selling skills, proactive client outreach and use of client book. •building brand equity: understand and communicate the kate spade aesthetic, brand philosophy and lifestyle to the customer demonstrate interest and ability to work as part of a team. •operational excellence: execute operational tasks as per company directives accurately processes all pos transactions adhere to and apply visual directives, ensure that store standards are executed daily. Qualifications physical requirements: available to work store schedule, as needed, including evenings and weekends standing for extended periods of time able to safely lift boxes up to 40 pounds comfortable climbing ladders. Skills and abilities required: •professional selling skills and exceptional interpersonal skills. •prior luxury goods experience preferred. •proactive ability to multi-task and prioritize works well in a team environment. •college degree preferred. kate spade new york is an Equal Opportunity/Affirmative Action Employer: Minority/Female/Disabled/Veteran. Job Type: Part-time. How to Apply: visit [katespade.com](http://katespade.com) and scroll down to careers and choose u.s.a.. under job listings, type in queenstown to view open positions at our shop. (Date listed: 9/19/19)

**Kent County Chamber of Commerce** (444) Chestertown, MD. **Administrative Assistant (PT)** (Refer to MWE Job Order #1073546). •Strong computer skills; Microsoft Office Suite. •Tech-savvy with strong social media experience. •Ability to maintain Chamber website, create newsletters and announcements. •Proficiency in Constant Contact and WordPress a plus. •Excellent customer service skills and positive attitude. Send resume with cover letter and contacts for three references to: Loretta Lodge at [loretta@kentchamber.org](mailto:loretta@kentchamber.org). (Date listed: 10/30/19)

**Koski Trucking** (436) Hurlock, MD. **Forklift Drivers** (JO#1073306); **CDL-A Truck Drivers** (JO#1073303). To apply email resume to: [Vickie@koski.ws](mailto:Vickie@koski.ws). (Date listed: 10/29/19)

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

**Lowe's** (453) **Merchandising Service Asso.** (JO#997063); **Plumbing Pro** (JO#1075081); **CSA- Appliances** (JO#1071067); **CSA- Flooring** (JO#1071061); **CSA- Millwork** (JO#1071080); **CSA- Outside Lawn & Garden** (JO#1071086); **Receiver/Stocker- Night** (JO#1024661); **LTL Stocker** (JO#1075082). Apply on line at: [www.lowes.com/careers](http://www.lowes.com/careers). (Date listed: 11/4/19)

**Mid-Atlantic Waste Systems (471) Order Management Specialist (JO#1078041).** Mid-Atlantic Waste Systems is a leading distributor to top quality waste and recycling equipment; seeking a career minded, self-motivated individual that is energetic and has a general knowledge of hydraulics, vehicle electrical operations and welding fabrication. To apply email resume to [mkemp@mawaste.com](mailto:mkemp@mawaste.com). (Date listed: 11/12/19)

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

**Mid-Shore Pro Bono (427) Bilingual Intake Coordinator (English/Spanish).** MSPB is currently looking to fill this staff position as soon as possible. To learn more about Mid-Shore Pro Bono and the services we provide please visit [www.midshoreprobono.org](http://www.midshoreprobono.org). The Bilingual Intake Coordinator will serve as the central point of contact for all clients seeking legal services through our programs. He/she will execute a comprehensive and compassionate intake process and eligibility screening for potential clients, manage, track, and record information, spot legal issues and assist clients with access to legal representation. The Bilingual Intake Coordinator is a proactive professional who works effectively with an energetic team of executive staff, attorneys, coordinators and clients. This individual will work closely with a diverse client base, particularly Spanish speaking clients. Client-centered customer service skills are essential to succeed in this position. Ideal candidate must be able to manage, and sometimes de-escalate, callers experiencing crisis. Commitment to social justice and serving the community required. Minimum of 2-3 years of full-time relevant work experience at a non-profit agency or other public service environment. Experience in case management or legal services will be an advantage. Demonstrated success working and communicating effectively in a multi-cultural environment is a plus. Associates or bachelor's degree preferred. Two years of experience doing administrative, paralegal, or customer service work. Proficient in Microsoft Office (i.e. Word, Excel, Outlook) and web-based applications (i.e. Google forms, databases). Proficiency speaking and interpreting in Spanish and English a must. Confidentiality Agreement will be required as we handle sensitive information. Salary: Commensurate with experience. MSPB offers a generous vacation package. MSPB is a 501 (c)3 Non-Profit organization located on Maryland's Eastern Shore. We are headquartered in Easton, MD. Send Resume and Cover Letter to [sabrown@midshoreprobono.org](mailto:sabrown@midshoreprobono.org). No phone calls please. (Date listed: 10/24/19)

**Montgomery County (357)** If you are interested in the job opportunity listed below, we encourage you to apply or share it with someone who may be interested in the position. To view the vacancy below, please click on the job title and you will be redirected to the complete position. [Correctional Shift Commander - LT Promotional](#) – Closes November 8, 2019; [Correctional Dietary Officer I: IRC37105](#) – Open Until Filled; [Correctional Health Nurse \(Pool\): IRC 40408](#) – Open Until Filled; [Licensed Practical Nurse - Correctional Facility\(Pool\); IRC 40747](#) – Open Until Filled. (Date listed: 10/30/19)

**New Castle County Government (462) Police Officer.** Click [HERE](#) for more information and to apply. (Date listed: 11/5/19)

**Paris Foods Corporation (018)** How would you like to work for a fast-growing company, in a position that leaves room for continuous and exponential growth? Are you looking for a Career? Then you're the perfect fit for our company as we continuously grow and promote from within. The opportunity for advancement is only limited to your desire. In addition to the opportunity for advancement, we offer a very generous benefit package that includes, but is not limited to: •Health, Dental, and Vision after 60 days of employment; •Paid Time off after 90 days of employment; •401 (k) with employer match after one year of employment. [Available Positions](#). (Updated: 11/8/19)

**Precision Diagnostics (424)** The **Field Operations Technician** role is a key component within the Precision Diagnostics organization. This role is pivotal to establishing and maintaining clinic profitability and adherence to laboratory compliance regulations. This is accomplished by: Caring. Ya gotta care. Care about yourself, your work ethic, your integrity and your professional presentation as it relates to appearance, demeanor and communication. If this sounds like you or the version of yourself you're striving towards, Precision might be the place for you. We are currently sourcing for candidates to be a part of one of the largest and fastest growing clinical laboratories in the medication adherence monitoring industry. This role is an entry level position, but one with rapid advancement opportunity. At the entry level, the primary job responsibilities include, but are not limited to, the following: \*Collecting patient urine and/or oral fluid (saliva) specimens \*Accurately processing and packaging these urine and/or oral fluid specimens for shipping \*Record and transfer patient information, physician order details, and pertinent laboratory information into our electronic system \*Obtain financial information related to 3rd party reimbursements \*Obtain prior authorizations for urine drug tests based on payor specifications \*Order and maintain inventory of applicable supplies \*Be present, punctual and available at all scheduled work times \*Perform direct observations during specimen collection, if applicable. Qualifications: \*Enjoy interacting with clinic staff, patients and field & headquarter based co-workers from all backgrounds \*Basic Computer skills-working knowledge of Office 365, general typing abilities and attention to detail for data entry \*Excellent communication skills, written and oral, with clinic staff, patients, field managers and home office. Professional requirements: \*Work within Precision compliance directives - including Federal/State regulatory laws, HIPPA, and OSHA \*Valid driver's license and car insurance \*Reliable transportation \*Maintain a professional appearance \*Complete all required training during onboarding and ongoing active employment. \*\*APPLY THROUGH INDEED.COM BY SUBMITTING RESUME\*\* Job offer is contingent upon the satisfactory clearance of a background check. Either urine or you're out! We would love to hear from you! (Date listed: 10/22/19)

**Protenergy (461)** Cambridge, MD. **Maintenance Mechanics (JO#1076182); Machine Operators (JO#1053496)**. Email resume to: [cdelaney@us.protenergyfoods.com](mailto:cdelaney@us.protenergyfoods.com). (Date listed: 11/7/19)

**PRS Guitars (Paul Reed Smith) (467)** 380 Log Canoe Circle, Stevensville, MD. **Manufacturing 1st Shift Production** (Refer to MWE Job Order #979755); **Manufacturing 2nd Shift Production** (Refer to MWE Job Order #1001390). Apply <http://www.prsguitars.com/careers/>. (Date listed: 11/7/19)

**PRS Guitars (Paul Reed Smith) (381)** Located in Stevensville, Maryland, Paul Reed Smith Guitars is one of the world's premier guitar and amplifier manufacturers. Since our humble beginning in 1985, PRS Guitars has always strived to create the highest quality instruments possible. Guitar and amplifier building are very personal things here, as most of us are dedicated players, refining our craft as builders, musicians, and artists of all kinds. Our deep commitment to the craft and our culture of quality are what drives PRS in the workplace and the marketplace. We are a unique bunch with passion, deeply-rooted culture, and an ever-maturing understanding of the instrument, so if you are looking for an exciting career opportunity within a fast-paced and dynamic organization, PRS could be a great fit for you! Being located on Kent Island gives us the best of both worlds within Maryland. Go to <https://www.prsguitars.com/careers> for current openings. (Date listed: 10/10/19)

**Quality Staffing Services (413)** is hiring for the following positions: **Facilities Technician (JO#1030550); Packers (JO#1069557); Machine Operator (JO#1031160); Assembler/Brazing/Soldering (JO#1031188); Front Desk Receptionist (JO#1069568); Production/Quality Supervisor (JO#1031189); Dental Assistant (JO#1069527); Patient Care Coordinator/Receptionist (JO#1069570); Sterilization Technician (JO#1069530); Finance Manager (JO#1069528); Maintenance Facilitator (JO#1069561); Maintenance Mechanic (JO#1069564); Power Washer (JO#1030603); Sanitation Supervisor**

(JO#1069578). Apply in office at-2918 Old Route 50, Cambridge, MD 21613. (Date listed: 10/21/19)

**Queen Anne's County** (466) **Senior Planner** (See MWE Job Order #1037653); **Emergency Medical Tech Basic I (FT)** (See MWE Job Order #1076345); **Emergency Medical Tech Basic I (PT)** (See MWE Job Order #1076343); **Equipment Operator I** (See MWE Job Order #1076337); **System Technician** (See MWE Job Order #1076333). APPLY [www.qac.org](http://www.qac.org). (Date listed: 11/7/19)

**Queen Anne's County** (445) Centreville, MD. **Public Safety Dispatcher II** - Experienced Applicants Only. This 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. **Closes On: November 15, 2019 at 04:30 PM EST.** [View Job Details](#). (Date listed: 11/1/19)

**Queen Anne's County** (432) Centreville, MD. **Deputy Sheriff Cadet**. The Queen Anne's County Office of the Sheriff Cadet Program is a law enforcement apprenticeship program that offers training and varied work assignments to persons between the ages of 18 and 20 ½. The Cadet Program provides qualified men and women with a chance to experience the challenges and personal rewards of a police career and serves as a stepping stone to be certified through this agency's police academy. Upon completion of a cadet program, with additional testing, the program is designed to elevate cadets into the role of Deputy Recruit. Cadets must successfully complete all deputy entry level testing procedures during their employment and will submit to an extensive background investigation prior to their employment as a cadet and prior to their acceptance into the police academy. Cadets must further their education by enrolling in and passing college courses with a goal towards eventually earning a degree. **Closes On: December 31, 2019 at 04:30 PM EST.** [View Job Details](#). (Date listed: 10/25/19)

**Queen Anne's County** (411) Centreville, MD. **Bus Driver (CDL)** - Full Time. Provides transportation for elderly and disabled persons and for the general public as required. **Closes On: November 29, 2019 at 04:30 PM EST.** [View Job Details](#). (Date listed: 10/17/19)

**Scotts Miracle Gro** (390) **Product Merchandiser**. Scotts Miracle Gro 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, Off and 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. We are looking for motivated candidates to assist us at the Easton Lowes and stores in the Annapolis area. These seasonal positions may not start until spring with the exact date being determined by weather and customer traffic-typically in March, however some assistance may be needed in January as we prepare stores for spring. Online safety and product knowledge training is supplied, as well as personal protection products and shirts. New hires will work with an experienced merchandiser/sales manager at first to become acclimated to the job. Our application website will not be active until later this fall, at which time you can apply to [scotts.com/careers](http://scotts.com/careers) and search for the position in Easton or Annapolis. Until then interested candidates can contact me at [Richard.sheffield@scotts.com](mailto:Richard.sheffield@scotts.com). (Date listed: 10/11/19)

**Sigtex Lighting, Inc.** (420) Grasonville, MD. **Production Manager** (See MWE Job Order #1070719 for details); **Electronics Technician** (See MWE Job Order #1070708 for details). Send resume to: [BConrad@sigtexinc.com](mailto:BConrad@sigtexinc.com). Please do not call or walk in. (Date listed: 10/22/19)

**Southern States** (412) Centreville, MD. **Part Time Warehouse Associate** (MWE Job Order #1069093) Apply online at: [http://www.americasjobexchange.com/job/job\\_apply?jobId=585074809&source=MD](http://www.americasjobexchange.com/job/job_apply?jobId=585074809&source=MD). (Date listed: 10/18/19)

**Swarovski** (437) in the Queenstown outlets is hiring part-time. Retail key holder experience a plus. Competitive pay. Nights weekends and holidays. Apply on Indeed.com. You will contribute to the sales and profitability targets by providing excellent customer experience as well as other support activities like stock replenishing and ensuring the store appearance is according to the Swarovski strategy and policy. Less than two years of experience required. What you can expect: You will work in a fascinating field, as part of a motivated, dynamic team, within the world of fashion, jewelry and accessories. Exceptional Swarovski Sales Consultants represent the company as Brand Ambassadors providing the Ultimate Consumer Experience along with maximizing the overall store sales opportunities and creating a "Crystal World" for all new and existing Swarovski customers. Sales Consultants are accountable for individual performance.

- Developing authentic relationships with the consumer by assessing their needs, making personalized product recommendations and creating a luxury experience.
- Maintaining a flexible work schedule including evening, weekend and holiday availability.
- Maintain the spirit of ownership by demonstrating strong problem-solving skills.
- Opening and closing the store.

What we expect: As an ideal candidate we want a strong, expressive personality with a stylistically appropriate and professional manner. The ideal candidate will also be able to get the best out of the world, metrics driven, poised and confident.

- Candidates must have 6 - 12 months experience in a premium, luxury branded retail environment.
- Background in a target / metric-oriented environment.
- Ability to apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Must be able to work with a minimum amount of supervision.
- Ability to read and interpret documents such as Store Operations Manuals and Training Manuals.
- HS diploma or equivalent.

What we offer:

- Be a key part of a global world-class luxury brand.
- Work in a 120-year-old family run organization that feels local but has dynamic global reach.
- Come sparkle in one of our many world-wide businesses housed here in the United States.
- Experience a strong sense of belonging as we proudly work together.
- Whether you are just beginning or celebrating an existing career, we invite you to make your own mark on Swarovski's rich history. (Date listed: 10/29/19)

**Talbot County Division of Parole & Probation** (465) **Office Services Clerks** (JO#1076266) Full-Time Contractual - \$13.66/hour. Applicants are to complete a Maryland State Application (MS-100) which can be obtained at <https://dbm.maryland.gov/jobseekers/pages/stateapp.aspx>. Email completed applications to [michelle.bethke@maryland.gov](mailto:michelle.bethke@maryland.gov). **Application deadline is 11/20/19**. (Date listed: 11/7/19)

**Talbot County** (451) **Treatment Plant Operator I.** Talbot County Department of Public Works has a full-time opening for Treatment Plant Operator. Applicants should have a minimum of 1 year of experience in general mechanical maintenance and construction work, a High School Diploma or equivalent and a valid driver's license. Applicant may be required to acquire Maryland CDL designation. Salary range starts at \$32,000, plus full employee benefits. You may view a full position description and apply online at [www.talbotcountymd.gov](http://www.talbotcountymd.gov). **For best consideration submit an application by November 22, 2019**. You may also mail applications to: Employment Applications, Talbot County Government, 11 North Washington Street, Easton, MD 21601. Talbot County is an Equal Opportunity Employer, M/F/Vets/Disabled.

**Talbot County** (450) **Housing Coordinator.** This part-time position is responsible for the development, management & administration of County-wide housing policies, programs, & projects. Provides administrative & technical support to the County & its citizens regarding development & implementation of housing initiatives. Responsibilities include advocating for & assisting Talbot County citizens with access to applicable housing services & grant opportunities; preparing grant applications/reports & coordination with Federal, State & local housing programs, funding resources & assisting the public as needed with housing program applications. Position works closely with MD Dept of Housing Community Development (DHCD); training will be provided on grant opportunities offered by DHCD applications. Also, acts as a liaison for state & local housing boards, commissions & committees to achieve County housing goals & priorities, to include Council appointed commissions or committees such as the Talbot County's Affordable & Workforce Housing Commission. Approx. 20hrs/wk, some evening meeting attendance may be



necessary. Must have a minimum of 2yrs relevant professional experience. Full job description & application requirements available at [www.talbotcountymd.gov](http://www.talbotcountymd.gov). Apply online or by mail to Employment Applications, Talbot County Government, 11 N. Washington Street, Easton, MD 21601 **no later than November 18, 2019**. Include resume, cover letter, & a minimum of 3 professional references. Talbot County is an Equal Opportunity Employer, M/F/Vets/Disabled. (Date listed: 11/1/19)

**Talbot County (449) Grants Administrator** – This part-time position is responsible for the research and development of federal and state grant applications on behalf of the County, including partnering with community agencies on County projects. Responsible for preparing grant applications, reports and overall grant management working with grant sub-recipients. Requirements: Minimum of two years' grant writing / management experience. Prefer candidates with Bachelor's Degree in Public Administration, Fiscal Management or related field. This position provides significant flexibility to the successful applicant regarding work hours and overall schedule, with more hours required during April/May/June when grant applications are due. **Deadline is December 2, 2019**. Apply online at [applications@talbotcountymd.gov](mailto:applications@talbotcountymd.gov) or by mail to Employment Applications, Talbot County Government, 11 North Washington Street, Easton, MD 21601. Include resume, cover letter, and a minimum of three professional references. Talbot County is an Equal Opportunity Employer, M/F/Veterans/Disabled. (Date listed: 11/1/19)

**Tanglewood Conservatories (441) Denton, MD. Sheet Metal Fabricator (JO#1073722); Paint Specialist (JO#1073727).** <http://tanglewoodconservatories.com/careers>. (Date listed: 10/30/19)

**TechOps Specialty Vehicles, LLC (264) A Vehicle Carpenter** is a skilled position within the TechOps shop environment. He/she is responsible for building cabinets, slideouts and drawers, and other carpentry-related tasks for up-fitting/retrofits of large vehicles, trailers, SUVs, etc. He/she also assists the shop team as needed in the overall retrofit/up-fitting of vehicles. General Accountabilities/Responsibilities: Other duties may be assigned. •Builds cabinets, slideouts, drawers, etc. for vehicle up-fitting/retrofits and performs other carpentry-related tasks. •Performs minor painting work. •Operates and maintains a variety of equipment such as tools, air compressors, portable generators, etc. Makes small repairs to equipment as required. •Operates automotive equipment, such as pick-up trucks, small vans, SUVs, or cars within the shop environment. May operate large vehicles, move trailers, etc. if necessary. •Makes equipment, material and supply procurement recommendations to the Shop Manager as necessary. •Assists shop team in checking project standards and applying quality-control measures. •May assist shop team with minor installations and repairs in the mechanical, electrical, plumbing and related fields. •Completes paperwork as required. •Performs all other duties as required. •Any fabrication/welding experience would be supplemental to cabinet making. Qualifications: Required: •High School Diploma or equivalent, AND •Carpentry/cabinetmaking/construction experience, OR •Equivalent combination of education and experience deemed adequate by executive management. •Must work well with little supervision and in a team environment •Strong attention to detail. •Valid driver's license and a clean driving record. •US Citizenship. Preferred: •Varied technical/mechanical skills. •Forklift operator certification/experience. •Professional/technical certifications applicable to shop environment. •Ability to obtain a security clearance if needed. Working Conditions: The employee's primary work site is in the shop at the TechOps headquarters in Stevensville, MD. The shop is well-lit and properly ventilated in accordance with the Bureau of Labor. The noise level in the work environment is typical of most shop/industrial environments; ear protection is provided for when machinery is in operation as the noise level in the work area can be very loud. Installer is occasionally exposed to extreme heat in summer and cold in winter while performing typical tasks. Exposure to dirt, dust and chemical fumes such as wood stains, paint, etc. is frequent. While it is difficult to gauge the percentage of travel for the employee, it is to be expected that travel both to TechOps locations and to project work sites not under TechOps's control or events outside of Maryland and around the country may be required. Physical Requirements: Medium physical exertion; the position requires mobility. While performing the duties of this position, he/she is frequently required to walk, stand on a concrete floor, communicate, reach and manipulate objects, tools or controls,



work under vehicles (creeper work), work on ladders and on top of vehicles and occasionally sit. Duties involve moving materials weighing up to 25 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as tools, forklift, computer keyboard, mouse, calculator and other items including tools and shop machinery as needed. Interested applicants can contact directly: [admin@techopssv.com](mailto:admin@techopssv.com). (Date listed: 9/11/19 Updated: 10/16/19)

**TechOps Specialty Vehicles, LLC (263) A Vehicle Electrician** is a skilled position within the TechOps shop environment. He/she is responsible for the installation and wiring of electronics and communications equipment in large vehicles, trailers, SUVs, etc. He/she also assists the shop team as needed in the overall retrofit/up fitting of vehicles. General Accountabilities/Responsibilities: Other duties may be assigned. •Installs and wires electronics and communications equipment in large vehicles, SUVs, trailers, etc. •Operates and maintains a variety of equipment such as tools, air compressors, portable generators, etc. Makes small repairs to equipment as required. •Operates automotive equipment, such as pickup trucks, small vans, SUVs, or cars within the shop environment. •May operate large vehicles, move trailers, etc if necessary. •Makes equipment, material and supply procurement recommendations to the Shop Manager as necessary. •Provide support during installation of electrical systems throughout vans, trucks, SUVs, and Mobile Command Centers (MCVs). •Ensure work performed meets the requirements set forth by the wiring diagram. •Work with project lead to troubleshoot any issues that arise during wiring. •Communicate job status as well as material status throughout the duration of assigned project. Qualifications: Required: •Must have electrical experience in marine, RV, or auto industry. •Experience with 12 volt wiring systems, lights and sirens, AV, or relays is a plus. •Must possess excellent communication skills and a desire to learn. •Must have strong work ethic and an ability to trouble shoot. •Must possess valid driver's license. Preferred: •Varied technical/mechanical skills. •Forklift operator certification/experience. •Professional/technical certifications applicable to shop environment. •Ability to obtain a security clearance if needed. Working Conditions: The employee's primary work site is in the shop at the TechOps headquarters in Stevensville, MD. The shop is well-lit and properly ventilated in accordance with the Bureau of Labor. The noise level in the work environment is typical of most shop/industrial environments; ear protection is provided for when machinery is in operation as the noise level in the work area can be very loud. Installer is occasionally exposed to extreme heat in summer and cold in winter while performing typical tasks. Exposure to dirt, dust and chemical fumes such as wood stains, paint, etc. is frequent. While it is difficult to gauge the percentage of travel for the employee, it is to be expected that travel both to TechOps locations and to project work sites not under TechOps's control or events outside of Maryland and around the country may be required. Physical Requirements: Medium physical exertion; the position requires mobility. While performing the duties of this position, he/she is frequently required to walk, stand on a concrete floor, communicate, reach and manipulate objects, tools or controls, work under vehicles (creeper work), work on ladders and on top of vehicles and occasionally sit. Duties involve moving materials weighing up to 25 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as tools, forklift, computer keyboard, mouse, calculator and other items including tools and shop machinery as needed. Interested applicants can contact directly: [admin@techopssv.com](mailto:admin@techopssv.com). (Date listed: 9/11/19 Updated: 10/16/19)

**Town of Oxford (422) Police Officer.** The Commissioners of the Town of Oxford are currently accepting applications for a Sworn Police Officer for the Oxford Police Department. The town is looking for someone who is results oriented, has a great attitude, has a passion for public service and wants to work in a team environment with the chief of Police, the Commissioners of Oxford, the Town Administrator, the police officers in the Department, and other town staff. The successful candidate will have the ability to responsibly uphold and enforce State, County, and Town laws and regulations, will show fairness to all people, and will be proficient in writing reports and handling paperwork. The candidate must be willing to work shift work, nights, weekends and holidays as needed. Minimum qualifications: Candidates should be Maryland Police Training Commissions (MPTC) certified or meet comparative compliance standards; must be a US citizen; have a high school diploma and preferably a two-year degree in criminal justice; and

must possess a valid Maryland driver's license. The Town offers a generous benefit package including Maryland State Retirement. Salary is commensurate with qualifications and experience. Please send resumes by email to [lryan@bbcmllaw.com](mailto:lryan@bbcmllaw.com). (Date listed: 10/23/19)

**Tri-Gas & Oil Co., Inc.** (475) **Propane Service Techs** (JO#1078580); **HVAC Lead Installation Tech** (JO#1034493); **HVAC Installation Tech Apprentice** (JO#1052967); **HVAC Service Tech** (JO#1052980); **Delivery Drivers** (JO#1052969); **Energy Advisor** (JO#1023321); **Transport Drivers** (JO#1078573). To apply email resume to [careers@trigas-oil.com](mailto:careers@trigas-oil.com). (Date listed: 11/13/19)

**UniSite Design, Inc.** (472) is a manufacturer and designer of high-quality commercial grade site furnishings located in Denton, Maryland. We take great pride in designing and manufacturing Victor Stanley products which are one of the finest collections of site and street furnishings (litter receptacles, benches, tables & chairs, picnic tables, bike racks & bollards) in the world. Carefully integrated designs and innovative use of materials and technology embody our commitment to produce durable, strong, functional, attractive and comfortable site furniture. Please visit our online [Career Center](#). We are currently searching for qualified candidates for several positions including: A **Design Engineer** who works directly within the Engineering Department to support our manufacturing facility. They should have the ability to use computer aided design (CAD) modeling and finite element analysis (FEA) software to modify and test designs based on company standards. They are responsible for determining recycle content and performing weight calculations for products. The Design Engineer must demonstrate strong engineering fundamentals. They work together with the Production and Maintenance Departments, Customer Service, and Art Department as well as other staff members. The Engineering Department spans the full spectrum of engineering from industrial design, to design engineering, to manufacturing engineering, to tool design. A **Production Support Assistant** provides administrative support to the Production and Engineering Departments. They work closely with the Engineering and Manufacturing Manager to ensure production runs smoothly and in a timely manner. The Production Support Assistant must be able to work independently in a fast paced environment while multi-tasking to assist with planning and organizing of manufacturing operations. They are responsible for completing the daily shipping process, maintaining physical work orders, assisting with the creation of procedures, digitizing information for Production and Maintenance, and providing general administrative support. A **Quality Control Technician** that works closely with the Production and Engineering Departments to ensure quality of all incoming materials and components, work in progress, and finished product. The Technician must be able to work independently in a fast paced production environment. They are responsible for checking physical attributes, verifying dimensions, performing various quality tests, using independent judgment, and clearly documenting specific findings. An **Inside Corporate Business Development team member** who works strategically with the Corporate Business Development and Customer Service Teams. This position offers an individual the opportunity to participate in a variety of business development activities that generate growth opportunities for the company. The successful applicant will work strategically with the Corporate Business Development and Customer Service teams as well as other staff members to initiate & establish relationships with our customer base assist in project analysis and continuously strive to help maximize the company's market share in each territory. A **Machinist** that works in our Maintenance Department to support production needs. The ideal candidate should have the ability to use specialty machine tools, such as lathes, milling machines, and CNC machining centers to produce precision parts. They must have the ability to fabricate and modify parts to make or repair machine tools and maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. They must possess the ability to write basic CNC programs, modify existing programs, and tend CNC machines. Daily activities will include receiving requests from production, engineering, and other departments for items to be made using specialty machine tools. Among other things, these requests will include custom robot welding fixtures, precision parts, and machine tooling. Lastly, we are seeking individuals for various hourly General Production Positions (Welder/Material Handler/Loader-Unloader/Wood Assembler/Packer) to work in our Production Department. The candidates must be a highly motivated, competent, reliable, safe and quality conscious individual. Our manufacturing

positions are physical so the candidate must be able to lift up to 50 lbs., stand for 8 hours, and work in warm conditions during the summer months. Please apply in person or online through our [Career Center](#). UniSite Design, Inc., 1105 Park Lane, Denton, MD 21629. UniSite Design, Inc. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. (Date listed: 11/12/19)

**The University of Maryland Center for Environmental Science (UMCES)** (456) is seeking a Contract Administrator (full-time, contractual position) for its Office of Research Administration and Advancement (ORAA) in Cambridge, MD. This position reports to the Vice President for Administration as has responsibility for research administration functions for UMCES. This includes contract and grant proposal review and submission, award negotiations and administration, assisting faculty and staff with management and administration of awards throughout their life cycle. The successfully candidate will also analyze sponsored awards for compliance and consistency with federal and state laws and regulations. Minimum Requirements: Bachelor's Degree and minimum of 3 years previous experience in the contract and grant field, preferably in higher education with a strong contract review and negotiation background. Candidate must have working knowledge of Uniform Guidance and relevant OMB Circulars, the FAR and other regulations governing sponsored awards. Strong organizational and communication skills (both written and verbal) are required as well as an ability to interact in a positive manner with all levels of management, faculty and staff. Must have the ability to work independently and as part of a team to meet expected deadlines and schedules. Additionally, previous experience with the University System of Maryland and/or the State of Maryland with contract and grant negotiations is desirable. To apply for this job please complete the process at <http://umces.peopleadmin.com/postings/1346>. UMCES unleashes the power of science to transform the way society understands and manages the environment. By conducting cutting-edge research into today's most pressing environmental problems, we are developing new ideas to help guide our state, nation, and world toward a more environmentally sustainable future through five research centers – the Appalachian Laboratory in Frostburg, the Chesapeake Biological Laboratory in Solomons, the Horn Point Laboratory in Cambridge, the Institute of Marine and Environmental Technology in Baltimore, and the Maryland Sea Grant College in College Park. [www.umces.edu](http://www.umces.edu). UMCES is an EOE/AA employer. (Date listed: 11/5/19)

**University of Maryland Medical Systems** (431) Grasonville, MD. **RN – Emergency Dept.** (JO#1072035); **Security Officer** (JO#1072032); **Nursing Technician** (JO#1010453); **Lead Radiographer Tech** (JO#1072038); **Physical Therapist** (JO#1072043); **Unit Secretary/Nursing Tech** (JO#1010458); **Environmental Services Tech** (JO#1010448). <https://ummscareers.org/um-shore-regionalhealth/>. (Date listed: 10/25/19)

**University of Maryland Medical Systems** (430) Chestertown, MD. **Access Representative** (JO#1071659); **Security Officer** (JO#1071673); **Nursing Technician** (JO#1071666); **Food Service Associate (PT)** (JO#1072006); **Nursing Tech** (JO#1071997); **Monitor Tech** (JO#1072002); **Medical Assistant I** (JO#1072027). <https://ummscareers.org/um-shore-regionalhealth/>. (Date listed: 10/25/19)

**Upper Shore Hiring Event** (433) All are Welcome! Visit with local employers (**Hyatt, Benedictine School, Whalen Company, Trenton Pipe Nipple Company, Walmart Easton, 2020 Census**) to discuss available openings on the Upper Shore of Maryland. Bring your Resume and come *dressed for success*. Your first impression is important. Business attire is highly recommended. Veterans & Eligible Spouses are encouraged to attend. Talbot Free Library, 100 W. Dover St., Easton, MD on **November 15, 2019 from 1:00pm – 4:00pm**. For more information call Gene Davis or Sharon Egerson 410.822.3030. (Date listed: 10/25/19; Updated 11/5/19))

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

**Valley Proteins, Inc.** (434) Linkwood, MD. Current Openings: **Fleet Mechanics** (JO#1057642); **Wastewater Technician** (JO#1057646); **Transportation Supervisor** (JO#1036019); **CDL-A Drivers** (JO#1056155); **Production Workers** (JO#1057662). Apply on line at: <https://drivevp.com/>. (Date listed: 10/28/19)

**Vision Quest** (448) **Addictions Counselor** (JO#1074580); **Clinical Supervisor** (JO#1074573). Apply by email to [pat.smith@vq.com](mailto:pat.smith@vq.com). (Date listed: 11/1/19)

**WalMart** (447) Easton, MD. **Self Checkout Host** (JO#1074622); **Lawn and Garden Stocker** (JO#1074612); **Stockers-AM and AM** (JO#1036065/1074617); **Personal Shopper** (JO#1070650); **Sporting Goods Associates** (JO#1036086); **Dairy/Frozen Stocker** (JO#1074623); **Customer Host** (JO#1074619). Veterans are encouraged to apply. Apply on line to: [www.careers.walmart.com](http://www.careers.walmart.com). (Date listed: 11/1/19)

**WalMart** (419) Denton, MD. **Cashiers** (JO#1031528); **Cart Pushers** (JO#1031534); **Stockers-AM and PM** (JO#1031531); **Online Grocery** (JO#1070650). Veterans are encouraged to apply. Apply on line to: [www.careers.walmart.com](http://www.careers.walmart.com). (Date listed: 10/22/19)

**WalMart** (417) Cambridge, MD. **Money Center Cashiers** (JO#1049717); **Assemblers** (JO#1049720); **Sporting Goods/Hardware Associates** (JO#1049724); **Lawn& Garden Associates** (JO#1070635); **Stockers** (JO#1070633). Veterans are encouraged to apply. Apply on line to: [www.walmart.com/apply](http://www.walmart.com/apply). (Date listed: 10/22/19)

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The Office of Employment Services makes every effort to publish the job listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. Chesapeake College is an Equal Opportunity Institution.