

Job List – 11/5/18

DRIVER ASST (Part -Time) UPS

Location: Cecil County, MD & New Castle, DE

Contact: <https://www.jobs-ups.com>

Driver Helper Information

1. Pay rate is \$10.35 per hour + \$75 per week bonus for perfect attendance.
2. Help UPS drivers deliver and pick-up parcels.
3. Employment begins after Nov 1st & ends on Dec 30th.
4. Work Monday through Friday, or Tuesday through Saturday.
5. You must have reliable transportation to meet your driver on area.
6. Helpers average between 4 to 10 hours per day.
7. A great way to earn extra \$ for the holidays, and introduce yourself to UPS for potential permanent work.
8. Apply on-line if you are available and interested!
9. You must comply with UPS appearance standards. (see below)

UPS Appearance guidelines

MEN

Helpers are to be clean shaven. Except for mustaches, not extending below the corner of the mouth, facial hair (beards, goatees, etc.) is not permitted. Hairstyles shall be worn in a businesslike manner, and should not extend below the upper half of the ear, nor below the top of the shirt collar in the back. Sideburns are to be neatly trimmed, and not extend below the bottom of the ear. Earrings, visible tattoos are not permitted.

WOMEN

Hairstyles shall be worn in a businesslike manner and not cover any part of the eyes. The length of the finished hair style should not extend beyond the shoulder. Hair that is longer than shoulder length is to be worn up, in a style such as a twist or a knot. One stud earring per ear is permitted. Visible tattoos are not permitted.

Clothing

Helpers will be provided with a UPS Helper vest. All undergarments, provided by the employee, should be in good condition (no tears, frayed collars, etc.) and without large logos, or distracting designs. Pants/jeans must fit properly with no sagging around the waist line. Shoes should be sturdy, slip resistant, and kept in clean condition

ACT TEAM THERAPIST (Full-Time) – Upper Bay Counseling & Support Services

Location: Elkton, MD

Contact: <https://www.jobs.net/jobs/ubcss/en-us/search/United-States/location/Maryland/>

Job Requirements:

Qualified candidates should have experience working with adults with a serious and persistent mental illness and a willingness to be creative and politely assertive with clients if they begin to disengage from mental health treatment and interventions. (Examples: use agency funds to take lunch to a client's home, help client with grocery shopping, help facilitate friendships in client's life by prompting and assisting them with calling a friend/relative...) Must be willing to provide the majority of services to clients at their homes and in the community. Applicants should be well organized, able to use an electronic medical health records, and able to work independently.

Requirements:

-Licensed Mental Health Professional in Maryland- LGPC/LGSW LCPC/LCSW-C

-Valid Driver's license

Apply on-line

Administrative Assistant (Full -Time) Bayside Community Network

Location: Elkton, MD

Contact: www.thevalueofcommunity.org/employment-opportunities/

Principal Duties:

Organized, detail-oriented, and professional assistant needed to assist with scheduling, paperwork, and responding to routine requests and concerns from employees, consumer, families and outside agencies in the Personal Supports Program.

Qualifications:

All applicants must have clean criminal and driving records. Background checks will be processed. Valid Driver's License for minimum 2 years and have a good driving record. Complete a pre-employment physical and back exam. Complete and maintain all relevant trainings as mandated by State regulations

Applications are accepted on-line. Applications for employment are also accepted Monday through Friday, 8:00 am – 4:00 pm at our main facility, 1290 W. Pulaski Highway, Elkton.

Art Activity Worker (Part - Time) NorthBay, LLC

Location: North East, MD

Contact: <http://northbayadventure.org/about/careers/>

Main Purpose of Job

This position serves students in the area of activity time during afternoon and evenings. Acts as a positive/creative reinforcement to the educational experience for students in the area of Art. Duties also involve assisting the Evening Program Coordinator in areas of transitions with campers and guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned. • 1. Help coordinate creative camp activities in the Art room. 2. Help oversee the operation of the students attending the art activity

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School Diploma

LANGUAGE SKILLS: Strong communication skills required, both verbal and written.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Church Secretary (Part - Time) Elkton United Methodist Church

Location: 219 East Main Street, Elkton, MD 21921

Contact: 410-398-0933

Send resume to: eumc@comcast.net

Weekend Dining Supervisor/Sous Chef(Part - Time) NorthBay

Contact: <http://northbayadventure.org/about/careers/>

SUMMARY: The Weekend Dining Supervisor/Sous Chef is responsible for ensuring the efficiency and quality of food purchasing, receiving, storage as directed by the Manager of Food Service, the efficiency of food preparation (from pre-preparation to plate presentation), sanitation of the production areas, and direct supervision of production, service, and clean up on a shift to shift basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Delivery of a superior dining experience that will delight our guests with food that surprises them by its quality, taste, and healthy value. Plan the dining experience for maximum fun, ambiance, and appropriate variety.
1. Maintains the NorthBay philosophy and Vision statement.
2. Schedules daily kitchen production and food prep for on-time service for camper and staff meals.
3. Monitors preparation and service accuracy for all menu items to include proper temperature, taste, consistency, diet restrictions and portion control.
4. Ensures proper presentation of all food items to provide maximum appeal and freshness.
5. Supervises schedules, evaluates, trains, and disciplines all culinary staff and utility staff. Maintains effective communication with managers, fellow supervisors, subordinates and all other coworkers.
6. Supervises organization and sanitation of dining rooms, kitchen, storage areas and loading dock.
7. Supervises opening and closing of food service operation.
8. Performs any duty requested by Management to ensure the effective and efficient

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Minimum of two years high volume cooking experience. Supervisory experience desirable. College or culinary training preferred. High School Diploma or GED required. Certificate in food service sanitation (Serv-safe) preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES: Able to manage multiple teams simultaneously. Effective time management. Adapt to changing job conditions during shift. Effective problem solving and improvisation skills.

LANGUAGE SKILLS: Strong communication skills required, both verbal and written.

LICENSES, CERTIFICATES, REGISTRATIONS: Serv-Safe certified

Network Specialist (Full - Time) Cecil County Government

Location: Elkton, MD

Contact: <https://cecilco.munisselfservice.com/employmentopportunities/default.aspx>

- Position Summary: Administer the operation of Local P.C. networks. Manage and oversee daily activity of network to ensure proper operation. Review and resolve hardware/software problems; install new hardware and software upgrades; provide user help desk support.
- Essential Functions: 1. Provide day-to-day support for all network users; including diagnosing and resolving hardware and software problems; 2. Install and service telephone systems; 3. Install new hardware and software for network; 4. Operate and train users on Document Imaging System; 5. Inform Director of Information Technology on conditions and operational exceptions of the network(s) and pertinent factors influencing them; 6. Provides technical training, advice and support to end users (often by telephone) regarding use of computer hardware or software; 7. Maintains familiarity with LAN operating systems and commercial software installed on system; 8. Accepts responsibility for assigned tasks and displays the ability to manage small projects with direction from Director. Works to resolve minor conflicts before they become major conflicts. Demonstrates, by example, the desired standards of personal conduct and work performance; 9. Completes all assigned tasks within the time and budget allocation. Promptly informs Director of any significant events that would result in schedule delays. Shows perseverance and strong follow through; 10. Perform any other functions required by the Director of Information Technology.
- Required Knowledge, Skills, and Abilities: 1. The incumbent must work well with people, be well organized, and be a self-starter; 2. Must have typing and data entry skills as well as ability to evaluate, design, and maintain efficient systems for records management and automated equipment maintenance; 3. Must be able to work with confidential material and information; 4. Ability to communicate effectively both orally and in writing; 5. Must be able to read, interpret, and relay technical information, governmental regulations and policies.
- Education and Experience: 1. High School Diploma or G.E.D.; and 2. 1-3 years technical experience in the appropriate systems (Win95/98/NT/2000 Office Suites) environment; including PC Network Admin., Records Mgmt., PC Hardware & Software Support; OR 3. 2 year vocational/technical degree related to computer operations with 2 years of experience providing LAN support; 4. Or equivalent technical training. 5. Preferred experience as entry level Windows Server Administrator and general understanding of basic networking functionality such as PCs, routers and switches.
- MINIMUM HOURLY RATE: \$22.77

Apply by 11/11/18

FAMILY SERVICE CASE WORKER (Full -Time Contract) – Cecil County Government

Location: Elkton, MD

Contact: <https://cecilco.munisselfservice.com/employmentopportunities/default.aspx>

Department of Social Services seeks a professional Family Service Case Worker with a starting annual salary of 33,736.00. Provide direct social services in Child Welfare to families and children experiencing suspected child abuse or neglect or removed from the home to ensure safe, temporary placement in licensed facilities. This professional works with numerous individuals offering support and crisis intervention services to assess, sustain and improve the social, health, economic, behavioral and emotional functioning of the child and family; performs all duties as assigned. This position is contractual and grant funding is contingent upon approval on an annual basis. Includes health, dental and vision, PTO, Holiday and workers comp benefits.

Position requirements: Bachelor's Degree in Social Work, Psychology or related field is required; Minimum of one (1) year experience providing case management and/or social work services or a related field; a Master's Degree is preferred; must have a valid Driver's License with a driving record accepted under the County's Policies and Procedures.

Duties: Include investigating and assessing the safety of children in families or child care facilities where there is indication of child maltreatment and/or where practices involving child care pose a potential risk toward healthy family living and/or physical wellbeing. Provide crisis intervention skills; assist families in identifying, developing and using their potential capabilities; connect families to necessary community services for the purpose of improving the family's level of care; and perform all other duties as assigned.

Apply by 11/9/18