

the Job Journal



**TIP
OF THE
WEEK**

7 Resume Mistakes That Are Keeping You Unemployed

Resume mistakes can have serious consequences for your career, especially if you don't catch them early on. Send a CV full of typos, generic statements, or bizarre formatting, and you could cheat yourself out of the perfect job opportunity.

The job market is strong right now. The unemployment rate is just 3.7%, as of July 2019. And, it's even lower (just 2.1%) for folks with a college degree. Still, no one is guaranteed a good job, even in a job seeker's market.

There are a lot of details you need to attend to while you're looking for work. Your resume is one of the most important components of your job application package. So, you want to be sure it's on point.

Keep in mind that hiring managers don't spend very long looking at resumes. So, any error could be enough to send your application to the "definitely not" pile. A CareerBuilder survey, reported on by *The Muse*, found that 38% of employers spend less than a minute

reviewing a resume. And, 18% say they spend less than 30 seconds on each document. Making a good impression in such a short amount of time isn't easy. But, it's definitely possible.

1. MAKING TYPOS

Most hiring managers reject applicants whose resumes have typos, grammatical errors, or related resume mistakes. Why are they so hard on candidates, given that you're only human, after all?

Their reasoning goes like this: if you aren't going to attend to such important details during the hiring process, what will you do once you're hired? In the end, it's not about the mistake itself. It's about what the typo reveals about your attention to detail — or lack thereof.

Always double-, triple- and quadruple-check your resume to be absolutely certain it's free of errors before sending it out.

2. GOING IT ALONE

And on that note, if you don't have a trusted friend reviewing your applications before you send them out, it's time to line someone up. Another set of eyes can be a very valuable thing when it comes to proofreading your resume. As the original author of the document, you're at a disadvantage. You know what your resume is meant to say. So, when you review it, you might overlook resume mistakes and instead see what you expect to see.

Also, no one is perfect. You probably don't know every single grammar rule. So, it's always a good idea to have someone else take a look at your resume before you finalize it.

However, it's important to pick the right person to review your resume. Your great-aunt who loves you very much and thinks that everything you do is wonderful might be a good person to turn to for some things — but maybe not this. A friend who's also a hiring manager, recruiter and/or grammar wiz is probably your best bet.

Be sure to let them know that you sincerely appreciate any and all feedback in advance. This will likely help them to feel more comfortable sharing their critiques, which will allow you to maximize this part of the revision process.

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Tri-County Workforce Development Initiative
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3. USING LAZY FORMATTING

It's easy to screw up the formatting on your resume. For one thing, many word processing programs seem to have a mind of their own, indenting and aligning components at will. For another thing, just as it's easy to miss a typo, it's common to overlook a formatting inconsistency. If you bold one job title, you should bold them all, for example. Ditto using italics or all caps.

It's totally understandable to get frustrated when trying to format your resume to perfection. The important thing is not to give up. A poorly formatted resume, or even just a resume with a single formatting mistake, could cause a prospective employer to disqualify you. This kind of error can be interpreted the same way a typo might — as a sign that you don't have good attention to detail, give up too easily, or cut corners with your work.

A beautifully polished and formatted resume says something about your work ethic, habits and your abilities. Be sure yours is sending the right message.

4. SENDING THE SAME VERSION TO EVERY JOB

Your resume should be custom-tailored for the employer and the position. Don't fall into the habit of sending the same version to every job, even if the job titles are similar.

"Whenever you try to develop a generic resume to send to all job ads, you almost always end up with something employers will toss in the recycle bin," wrote Peter Vogt in his piece on resume mistakes for *Monster*. "Your lack of effort screams, 'I'm not particularly interested in your company. Frankly, any ol' job will do.'"

Instead, revise your resume for the specific job. Be sure to cut any old, outdated or irrelevant information. You don't have to list every position you ever had, just the ones that are most related to the job you're after. You'll want to try to communicate two simple things through your custom resume: that you're interested in that job and company, and that you are uniquely qualified to fill the position.

5. USING BAD KEYWORDS

Most employers use applicant tracking systems to store and sort resumes. Why is that important? Because if you don't use the right keywords in your resume and cover letter, your application could get caught in the filter and never make to a real, live hiring manager's inbox.

Which keywords are the right keywords? For starters, look at the job description in the listing. Tease out words that describe the job duties and requirements. Then, look at other, related job postings on other sites — employer job listings and job boards. Include related terms that might help catch a hiring manager's eye. Also, be sure to include keywords that speak to your performance and your



achievements. Don't just write about the duties you've performed in previous jobs. Instead, select keywords that speak to your accomplishments.

Just use your discretion. While not including the right keywords could disqualify you, overusing relevant keywords isn't great either. You want to include the terms in a natural way that doesn't feel forced.

6. APPLYING TOO QUICKLY

In this day and age, there's a lot to be said for responding to a job posting quickly. If you can submit your resume and application within a day or two of it being listed, it could give you the upper hand. But, realistically, sending in your resume within a week or two of the posting is usually just fine. (If it's been more than a month or two since the job was listed, it could already be too late.)

However, don't let the feeling of being pressed for time overwhelm you. It takes time to do your homework on a company and a job listing, tailor your resume for that posting and revise your materials. If you attempt to operate too quickly, you might make a critical mistake. So, don't rush. While timing is important, it won't help you if your application is incomplete or unpersuasive.

7. BORING THE HIRING MANAGER

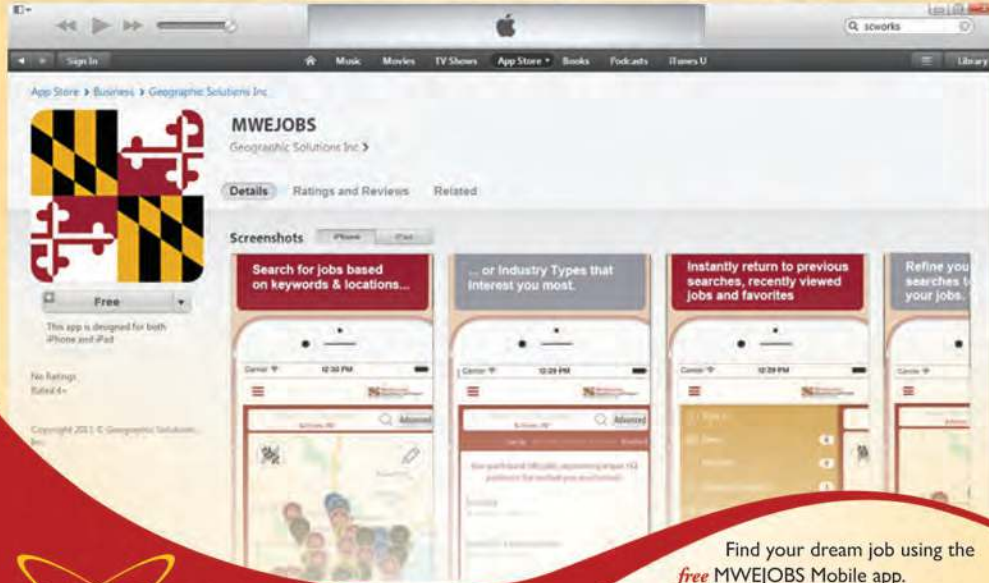
It can be easy to lose sight of the big picture when it comes to writing your resume. But the goal of this document is to get the hiring manager's attention. It's a sales pitch. If it isn't interesting, you won't make the sale.

Don't lose sight of your audience in your effort to be "professional." Let your enthusiasm and voice shine through. That often means being willing to let go of the robotic, dull language of many resumes and embrace making a real connection with the hiring manager through your words.

Finally, as with everything in work and life, if you have fun others will, too. If you approach your resume review process as if it's boring drudgery, that will probably be reflected in your final product. Instead, try to find some enjoyment in the process.

Belli, Gina. "7 Resume Mistakes That Are Keeping You Unemployed." *PayScale*,

NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! MWEJOBS Mobile App



Find your dream job using the **free** MWEJOBS Mobile app. Instantly view any job posted to the web directly on your mobile phone or tablet. Simply search for "MWEJOBS" in the Apple iTunes or Google Play sites.

The latest job openings in your area from 16,000 websites are now at your finger tips. Save and share your favorite job via email, Facebook or Twitter.

With MWEJOBS Mobile's unique "Jobs Nearby" function, you can easily map all of the latest jobs near your current location. Search for jobs around your neighborhood or at a different location. Simply tap color-coordinated pins to see more information or to apply for a job.

MWEJOBS Mobile lets you instantly return to previous searches, recently viewed jobs and your favorite jobs.



mwejobs.maryland.gov



- Step 1**
Enroll at <https://mwejobs.maryland.gov>
- Step 2**
Create a résumé in the system.
- Step 3**
Schedule your one-on-one appointment (see below for contact information).
- Step 4**
Bring copies of your résumé, cover letter or other job search materials to your appointment.

Contact Us

410-341-8533 Ext 0

Job Specialists:
YoVanda Brown
Bill Draucker
Takishia Kiah
Nancy Wenger
Susan Willey
Jorge DeJesus Jr.

Veterans Representative:
J. Zack Walker
John Codd Jr.

Reentry Navigator:
Jarah Hall

Email:
salisbury@dllr.state.md.us

31901 Tri-County Way
Salisbury, MD 21804



www.labor.maryland.gov



Résumé Reviews

Not getting any interviews? Have your résumé reviewed by a Job Service Specialist to discuss up to date résumé ideas and formatting tips to get your résumé to the top of the pile.

Job Search Techniques

If you are frustrated from navigating through endless job boards, social networking sites and piles of newspapers, we can help you mainstream your job search and learn to focus on finding the right job.

Interviewing Tips

Learn how to get prepared for your upcoming interview and how to best answer questions about employment gaps, terminations and other sticking points that can be tricky, and what questions you need to ask the employer.

Labor Market Consultation

Explore resources that will help you to research careers, industries and find information about specific occupations. By utilizing the most up-to-date labor market information available for salaries, job outlook and training, we can help you make more informed decisions in your job search.

Effective Online Job Applications

We can assist you through the sometimes complicated process of completing online applications from setting up an email account to copy and pasting your résumé into the application.

Job Skills Identification

Finding transferrable job skills while changing careers can be difficult, we can help you explore your past experience and learn how to translate those skills to another field.

Resources for Job Seekers

There are many resources for job seekers from getting funding to go back to school to veteran services to computer training, ask how the One-Stop can help you in finding your next career.

Ask Us to Design a Custom Consultation to Meet Your Needs

Meet one on one with a Job Service Specialist to further discuss problems you are encountering during your job search and how to overcome them with confidence.

Maryland's American Job Center networks are an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Auxiliary aids, interpreter services, and reasonable accommodations are available upon request at local American Job Centers.

Wicomico Public Libraries is **seeking volunteers**, people like you! The fair will showcase volunteering opportunities in different departments among the branches, **linking those who need help to those who want to help!**

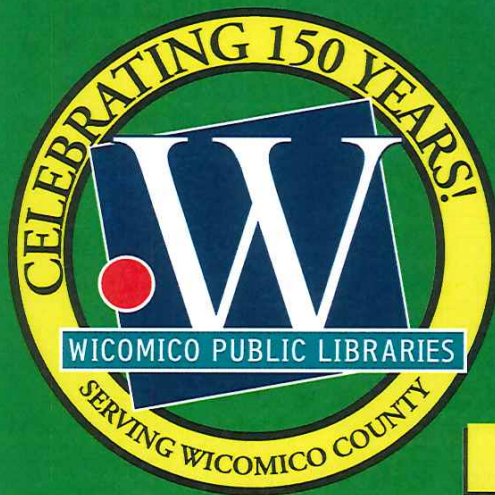
VOLUNTEER FAIR

Saturday, March 7, 2020

10am-2pm

Open to All

Refreshments Provided



For More Information Contact:
Untia Bigelow, Volunteer coordinator
ubigelow@wicomico.org
410-749-3612 ext.140

WWW.WICOMICOLIBRARIES.ORG/VOLUNTEER

Lower Shore American Job Center and Village at Mitchell Pond



JOB FAIR

Bring Your Résumé and Get A Job

March 9, 2020
10:00 AM - 2:00 PM

Village at Mitchell Pond Community Center
1117 PARSONS ROAD, SALISBURY, MD 21801

JOB OPPORTUNITIES IN MULTIPLE FIELDS



"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."



TOWN OF OCEAN CITY, MD Multi-Department Hiring Event



J
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Hiring Departments

Transportation • Beach Patrol • Solid Waste • Public Works Maintenance and Construction • Recreation • Convention Center

Thursday, March 19, 2020
10AM – 2PM



Serving Somerset, Worcester and Worcester Counties

3191 Tri-County Way, Worcester Room
Salisbury, MD 21804

Available Positions with More to Come:

- Transportation:** Bus Drivers, Boardwalk Tram Drivers, Account Clerks, Ticket Sellers
- Beach Patrol:** Surf Rescue Technicians
- Solid Waste:** Solid Waste Workers, Solid Waste Drivers
- Public Works Maintenance and Construction:** Heavy Equipment Operators, Maintenance Workers, Boardwalk Comfort Station Attendants
- Recreation:** Camp Counselors, Scorekeepers, Sports Officials, Concession Workers, Beach Activities Assistant, Tennis Attendants, Skate Park Workers
- Convention Center:** Maintenance Workers

For Additional Information & to Apply in Advance
Visit mwejobs.maryland.gov



Positions available for Ocean City, MD
Paper applications available



"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."



Rev: 4/2017

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Courtesy Clerk Deli/Meat Clerk Pharmacy Clerk (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk	Apply online at https://www.albertsoncompanies.com/careers/acme-careers.html
ALDI	Store Associate Cashier Manager Trainee	Apply online at https://careers.aldi.us/
American Eagle - Centre at Salisbury	Brand Ambassador (Sales Associate) Sales Leader Overnight Merchandising Associate	Apply online at https://aeo.jobs/
Atlantic General Hospital	Biller CNA Certified Medical Assistant Collections Specialist Emergency Department Tech Floor Care Tech Insurance Verifier Medical Office Assistant Nurse Tech Polysomnographer RN Registration Specialist Secretary/Nurse Technician	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atria	Nurse Supervisor Memory Care Caregiver Caregiver Server/Waitstaff Driver	Apply online at https://www.atriaseniorliving.com/careers/
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Sales Associate (Centre) Assistant Manager (Centre) Key Holder (Centre, White Marlin) Sales Support (White Marlin) Supervisor (White Marlin)	Apply online at https://www.bathandbodyworks.com/customer-care/careers.html
BayRunner Shuttle	<i>Ongoing recruitment</i> Part-time Driver	Print application and apply online at https://bayrunnershuttle.com/about/career-opportunities/
Bed Bath & Beyond - Salisbury, Ocean City	Retail Sales Associate Retail Stock Associate Retail Cashier	Apply online at https://www.bedbathandbeyond.com/store/static/careers
Bergey's Truck Center - Delmar, MD	Parts Driver	Apply online at https://www.bergeys.com/careers.htm

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
BesTemps	Banquet Server (Ocean City) Carpenter Helper/Apprentice Construction Labor (Ocean City, Salisbury/Berlin) Dishwasher (Ocean City) Dog Treat Production Associate (Berlin) Front Desk Receptionist Housekeeping (Ocean City) Machine Operator Mechanical Operator Mobility Service Writer & Sales Specialist Night Shift Production Maintenance Mechanic (Berlin) Production Machine Operator Production Operator (Berlin) Store Clerk (Pocomoke) Warehouse/Truck Unload	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker	Apply online at https://careers.biglots.com/
Bob Evans Restaurant	Grill Cook Kitchen Prep Host/Cashier Key Supervisor Carryout Dishwasher Bus Person Server Assistant Manager	Apply online at http://careers.bobevans.com/
Boscov's - Centre at Salisbury	Cosmetics Sales Consultant Department Manager Loss Prevention Detective	Apply online at https://www.boscovs.com/
Burlington	Retail Receiving Associate Retail Sales Associate Cashier Associate	Apply online at https://burlingtonstores.jobs/
Carrabba's Italian Grill - Ocean City	Kitchen Manager <i>Ongoing recruitment</i> Restaurant Busser Dishwasher Server To-Go Specialist Host Line Cook Prep Cook Bartender	Apply online at https://www.carrabbas.com/careers
Chesapeake Health Care	<i>Ongoing recruitment</i> Medical Receptionist Medical Assistant Dental Assistant Dental Receptionist Pharmacy Technician RN/LPN Interpreters (Hispanic & Haitian) Insurance Billers	These positions are open until filled. Email current cover letter and resume, or completed job application to Kristi Carmean, Human Resources Manager, at kcarmean@chesapeakehc.org or fax to HR at 443-210-2324. Link for job application at https://chesapeakehc.org/md-eastern-shore-healthcare-careers/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder	Apply online at http://www.chesapeake-shipbuilding.com/take-action/
Chesapeake Utilities	Delivery Driver (Pocomoke)	Apply online at https://chpk.com/our-culture/careers/
Chick-Fil-A - Salisbury, West Ocean City	<i>Ongoing recruitment-Salisbury</i> Team Member	Apply online at http://salisburychickfila.com/
	<i>Ongoing recruitment-West Ocean City</i> Front Counter Team Member Kitchen Team Member Leadership	Apply online at https://www.cfawestoc.com/jobs
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Store Lead (Centre, Ocean City) Sales Associate (Centre, Ocean City)	Apply online at https://corporate.childrensplace.com/careers/
Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook Manager Server	For job descriptions go to https://www.chilisjobs.com/ Apply via email to chilis523@chilis.net
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at https://jobs.chipotle.com/
City of Pocomoke	Water/Wastewater Lead Operator	Apply online at https://www.cityofpocomoke.com/info/jobs
City of Salisbury	Plant Mechanic Utility Technicians I, II & III Bus Driver Part-time Zoo Educator Operations Support Staff Motor Equipment Operator I Utilities Section Chief Zoo Groundskeeper Administrative Office Associate Electrical Supervisor Waste Water Treatment Administrative Assistant Volunteer Recruitment Coordinator Waste Water Treatment Operator I Water Treatment Plant Operator I Construction Inspector	For job descriptions and to print application go to https://salisbury.md/departments/human-resources/careers **Some jobs require special licenses. Please check job description for more details.

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	POLICE CAREERS: Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer Custodian	
Coastal Hospice & Palliative Care	PRN Certified Medication Technician Hospice Aide (CNA or GNA)	Apply online at https://coastalhospice.org/careers/
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers PRN Nurse Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs
Dakota Watch Co. - Centre at Salisbury	Part-time Associate Retail Store Manager	Apply online at https://apply.jobappnetwork.com/dakotawatch
Delaware Elevator	AutoCAD Drafter-2D Apprenticeship Program-Laborers Welder	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Retail Sales Associate	Apply online at https://www.dickssportinggoods.jobs/
Dollar General - Salisbury, Berlin, Crisfield, Fruitland, Mardela Springs, Pittsville, Pocomoke, Princess Anne, Snow Hill, Westover, Willards	Asst Store Manager Lead Sales Associate Sales Associate Store Manager (Salisbury)	Apply online at https://careers.dollargeneral.com/
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Princess Anne, Berlin & Pocomoke) Operations Assistant Manager (Salisbury, Berlin)	Apply online at https://www.dollartree.com/careers-stores
Dove Pointe	Banquet Host or Hostess Day Program RN Maintenance Tech Children's Program Aide Aide House Counselor Instructor Driver	Apply online at http://dovepointe.org/Careers
DTLR - Centre at Salisbury	Sales Associate Assistant Manager-Retail Store Manager	Apply online at https://recruiting.talentreef.com/dtldr-villa
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx
Earthbound Trading Co. - Centre at Salisbury	<i>Ongoing recruitment</i> Key Holder Sales Associate	Apply online at https://www.earthboundtrading.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Encompass Health	Nutrition Services Manager RN LPN	Apply online at https://www.encompasshealth.com/careers
Express - Centre at Salisbury	Store Associate	Apply online at https://www.express.com/g/careers
Express Employment Professionals	Kit Assembler Retail Sales/Counter Associate (Berlin) Office Manager (Berlin)	Apply online at https://www.expresspros.com/
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Store Associate	Apply online at https://finishline.wd1.myworkdayjobs.com/Store_Careers
Food Lion	<i>Nanticoke Road (Salisbury)</i> Perishable Associate Replenishment Manager Deli Bakery Assistant Manager Quality Assurance Associate	Apply online at https://www.foodlion.com/
	<i>Snow Hill Road (Salisbury)</i> Deli Bakery Associate Center Store (Grocery) Associate Sales Associate (Cashier)	
	<i>Tilghman Road (Salisbury)</i> Sales Associate (Cashier) Perishable Associate Deli Bakery Associate Produce Associate Center Store (Grocery) Associate Cake Decorator Seafood Associate Deli Bakery Assistant Manager Specialty Merchandise Associate	
	<i>Fruitland</i> Deli Bakery Assistant Manager	
	<i>Princess Anne</i> Deli Bakery Associate Deli Bakery Assistant Manager Customer Service Leader-Office Assistant Assistant Customer Service Manager Center Store (Grocery) Manager	
	<i>Berlin</i> Perishable Associate Sales Associate (Cashier) Produce Associate Deli Bakery Assistant Manager Specialty Merchandise Associate	
	<i>Ocean City</i> Frozen Food/Dairy Associate Center Store (Grocery) Associate Specialty Merchandise Associate Deli Bakery Assistant Manager Produce Associate Quality Assurance Associate	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<p><i>Ocean Pines</i> Customer Service Leader-Office Assistant Center Store (Grocery) Associate Sales Associate (Cashier) Produce Associate Deli Bakery Associate Deli Bakery Assistant Manager Meat Market Associate</p> <p><i>West Ocean City</i> Deli Bakery Associate Center Store (Grocery) Manager Center Store (Grocery) Associate Sales Associate (Cashier) Deli Bakery Assistant Manager</p>	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at https://www.sneakerjobs.com/
Genesis HealthCare	Aide-Geriatric Nurse Dietary Aide Cook Certified Medicine Aide	Apply online at https://www.genesiscareers.jobs/
GNC - Salisbury, Ocean City	Sales Associate (Ocean City)	Apply online at https://jobs.gnc.com/search/searchjobs
The Green Turtle - Salisbury and Ocean City	<p><i>Ongoing recruitment</i> Cook Dishwasher Host Porter Server</p>	Apply online at https://thegreenturtle.com
H&M - Centre at Salisbury	Retail Sales Advisor	Apply online at https://career.hm.com/content/hmcareer/en_us.html
Harbor Freight & Tools	Retail Sales Associate Senior Retail Sales Associate Retail Stocking Associate Senior Retail Stocking Associate Retail Sales Supervisor	Apply online at https://harborfreightjobs.com/
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	Certified Medication Technician (Salisbury) Long Term Care -Chef/Cook (Snow Hill) RN (Snow Hill) LPN (Snow Hill)	Apply online at https://harrisonseniorliving.com/careers
Holt Food and Paper Company	Delivery Driver Receiver/Stocker Material Handler/Order Selector	Apply online at http://holtpaper.com/About-Us/Careers

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Designer-Kitchen/Bath Lot Associate	Apply online at https://careers.homedepot.com/
HomeGoods	Merchandise Associate	Apply online at https://tjx.valhalla.stage.jobs2web.com/
Hot Topic	Key Holder Sales Associate	Apply online at https://www.workatht.com/stores/
Hudson Health Services, Inc.	Behavioral Health Aide Substance Abuse Counselor Maintenance I Maintenance II	Apply online at http://www.hudson-health.org
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at https://www.journeys.com/careers
Jubilant Cadista	Manufacturing Process Operator Warehouse Associate	Apply online at https://jubilantcareer.jubl.com/
Junior Achievement of the Eastern Shore	Marketing & Events Coordinator	Apply online at https://www.juniorachievement.org/web/ja-easternshore/home
Justice - Centre at Salisbury	Style Advisor	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
K&L Microwave	CNC Machine Operator Electronic Assembler Electronic Technician Manual Machine Operator	Apply online at http://www.klmicrowave.com/employment.php
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at https://www.sneakerjobs.com/us/en
Lane Bryant	Sales Associate Key Holder	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Night Operations Department Supervisor Sales Floor Dept Supervisor Merchandise Service Associate Seasonal Receiver/Stocker Seasonal Sales Associate Seasonal Cashier <i>Pocomoke:</i> Seasonal Receiver/Stocker Seasonal Cashier Seasonal Sales Associate	Apply online at https://jobs.lowes.com/
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Housekeeper Maintenance Technician Mental Health Intensive Residential Counselor Payroll Accountant	Apply online at https://www.lowershoreclinic.org/current-openings
Marshall's (Salisbury, Ocean City)	Merchandise Associate (Ocean City) Admin Coordinator (Ocean City)	Apply online at https://jobs.tjx.com/
McCready Health	Cook/Supervisor Geriatric Nursing Assistant LPN RN	Apply online at https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/
Men's Wearhouse - Centre at Salisbury	Retail Sales Consultant	Apply online at https://careers.tailoredbrands.com/
New York & Co. - Centre at Salisbury	Sales Associate Sales Lead	Apply online at https://www.nyandcompany.com/static/about/careers/
Ocean Pines Association	Dispatcher/Communications Officer Front Desk Facility Coordinator General Laborer Part-time Swim Instructor	Instructions to apply at https://www.oceanpines.org/administration/work-here/
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's	Sales Super Flooring	Apply online at https://www.ollies.us/careers/
Outback Steakhouse - Salisbury, Ocean City	<i>Ongoing recruitment</i> Delivery Driver Bartender Dishwasher Prep Cook Restaurant Busser Line Cook Server Host To-Go Specialist	Apply online at https://www.outback.com/careers

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Panera Bread - Salisbury, Ocean City	Night Baker Manager Associate Delivery Driver	Apply online at https://jobs.panerabread.com/
Peninsula Home Care	Home Health Aide (HHA) LPN Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/
Peninsula Regional Health System	Assistant-Physical Therapy	Apply online at https://www.peninsula.org/employment-opportunities
	CAT Scan Technologist	
	Cardiac Sonographer	
	Coordinator-Information-Laboratory	
	Coordinator-Patient Accounts	
	Electrician	
	Food Service-Catering Associate	
	Food Service-Utility Aide	
	Medical Assistant	
	Nuclear Medicine Technologist	
	Nursing Assistant (CNA)	
	Nursing Office Coordinator	
	Office Supervisor	
	Parking Attendant	
	Patient Care Tech II-Critical Care	
	Patient Care Tech II-Emergency Department	
	Patient Care Technician I	
	Patient Companion	
	Patient Portal Liaison	
	Patient Service Representative	
	Radiologic Technologist	
	Receptionist-Security	
	Registrar-Emergency Admittance	
	Representative-Billing/Collection	
	Representative-Patient Access	
	Representative-Patient Account	
Scribe/Medical Assistant		
Security Police		
Service Desk II-Technician		
Specialist-Care Coordination		
Supply Chain Ops Assistant		
Technician-Pharmacy Certified		
Technician-Service Desk I		
Transporter		
Unit Secretary		
Pep Boys	Master Technician Assistant Service Manager Mechanic	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Shop Support Fleet Technician Swing Merchandiser Forklift Operator/Loader	Apply online at http://www.pepsibottlingventures.com/job

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Perdue Farms - Salisbury	Claims Analyst Edible Oil Refinery Operator Edible Oil Refinery Supervisor Fleet Tech Fleet Tech Lead General Labor General Labor Lead Lab Technician-Edible Oil Refinery Live Haul Driver Maintenance Mechanic Soy Crush Operator Staff Nurse LPN	Apply online at https://www.perduecareers.com/
PetSmart - Salisbury, Berlin	<i>Ongoing recruitment</i> Retail Custodial Associate Early Morning Stocker Customer Engagement Manager Merchandising and Inventory Manager Retail Store Manager Associate Manager Assistant Store Manager Seasonal Associate Pet Trainer Pet Groomer Pet Grooming Salon Manager Bather / Groomer Trainee (Salisbury) Retail Sales Associate	Apply online at https://careers.petsmart.com/
Piedmont Airlines	Flight Dispatcher Aircraft Parts Clerk	Apply online at https://piedmont.jobs.net/
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Plymouth Tube Co.	Machine Operator-Production	Apply online at https://www.plymouth.com/careers/
Quality Staffing	CNC Machinist	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801
	Electrical Maintenance Mechanic	
	Electrician-Certified	
	Electronic Assembler	
	Electronic Technician II	
	Electronics Technician	
	Forklift/Pallet Jack	
	General Labor	
	Lead Carpenter/Manager	
	Machine Operator/Mill Associate	
	Manufacturing Packer	
	Mechanical Design/Drafter	
	Production Associate	
	Production Technician	
	Quality Control Lead	
	Quality Control Technician	
Quality Supervisor/Wirer		
Senior CAD Drafter		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Service Manager Soldering and Assembly Staff Engineer Utility Maintenance Mechanic	
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://jobs.redlobster.com/search/searchjobs
Rite Aid	Cashier (Delmar) Pharmacy Technician (Delmar)	Apply online at https://www.riteaid.com/
Royal Farms - Salisbury, Princess Anne, Berlin, Ocean City	<i>Ongoing recruitment</i> Assistant Store Leader Customer Service Associate Customer Service Leader Food Service Leader	Apply online at https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at https://www.rubytuesday.com/careers
Safelite AutoGlass	Auto Glass Technician Trainee Seasonal Repair Specialist (Salisbury)	Apply online at https://www.safelite.com/careers
Salisbury University	Food Service Assistant <i>Application reviewed upon receipt</i> Catering Assistant <i>Application reviewed upon receipt</i> Housekeeper <i>Application reviewed upon receipt</i>	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx
Sam's Club	Customer Service Associate TBC Tire Tech Merchandising Lead Merchandising and Stocking Associate Membership Representative Maintenance Associate Fresh Food Associate	Apply online at https://careers.walmart.com/
Sherwin Williams - Salisbury, West Ocean City, Crisfield	<i>Salisbury:</i> Store Driver I Store Driver III CDL/Hazmat Sales Coordinator Sales Coordinator-Field Tech <i>West Ocean City:</i> Sales Associate <i>Crisfield:</i> Maintenance Mechanic Temporary Production Operator-Packer	Apply online at https://careers.sherwin-williams.com/home

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Shore Up - Wicomico, Worcester, Somerset	Family Service Worker Family Advocate Site Coordinator Bus Aide Bus Driver Custodian Teacher Teacher Aide Nutrition Aide Substitute Interpreter	Apply online at https://shoreup.org/employment/join-our-team/
Somerset County	Correctional Officer I Motor Equipment Operator I Filing deadline: February 26, 2020 Housing Rehabilitation Specialist/Inspector Filing deadline: February 28, 2020	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Library	Library Assistant part-time	Apply online at http://www.somelibrary.org/employment.php
Spencer's - Centre at Salisbury	Store Manager Assistant Store Manager Sales Associate Sales Supervisor	Apply online at https://www.spencersandspiritjobs.com/
Staples	Sales Supervisor, Technology Operations Supervisor Supervisor, Copy & Print Marketing Sales Associate, Technology Sales Associate, Copy & Print Marketing Inventory Specialist	Apply online at https://retailcareers.staples.com/
State Of Maryland	Dialysis Services Chief Filing deadline: February 24, 2020 Office Services Clerk (Worcester Co. Health Dept.) Filing deadline: February 25, 2020 Natural Resources Associate (Worcester Co. Forest Service) Filing deadline: February 25, 2020 Environmental Health Aide III (Worcester Co. Health Dept.) Filing deadline: February 27, 2020 Geriatric Nursing Assistant II (Deer's Head) Filing deadline: February 28, 2020 Correctional Maintenance Officer I - Refrigeration Mechanic (Wicomico Co., Somerset Co.) Filing deadline: February 29, 2020 Office Services Clerk (Wicomico Co. Health Dept.) Filing deadline: March 3, 2020 Correctional Maintenance Officer I - Maintenance Mechanic (Wicomico Co., Somerset Co.) Filing deadline: April 13, 2020	Apply online at https://jobapscloud.com/MD/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Sun Communities, Inc.	<p><i>Frontier Town Campground:</i> Snack Bar Supervisor Snack Bar Attendant Animal Care Attendant Resort Maintenance Technician Restaurant Cook Golf Cart Attendant Resort Groundskeeper Guest Services Coordinator Restaurant Supervisor Resort Housekeeper Store Clerk</p> <p><i>Castaways RV Resort:</i> Gate Attendant Resort Groundskeeper Guest Services Coordinator Snack Bar Attendant Store Clerk Bartender Activities Assistant Shuttle Operator</p>	Apply online at https://careers.suncommunities.com/viewalljobs/
Sysco - Pocomoke	CDL A Delivery Truck Driver Warehouse Order Selector Contract Compliance Coordinator	Apply online at https://careers.sysco.com/
Taco Bell - Ocean City	<p><i>Ongoing recruitment</i> Shift Lead Team Member Assistant Manager Restaurant General Manager</p>	Apply online at http://jobs.tacobell.com/
Tailored Staffing	CNC Machine Operator Electronic Assembler Electronic Technician Forklift Operator	Apply online at www.tailoredstaffingmd.com
Target	<p><i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant) GM and Food (General Merchandise, Closing, Presentation, Fulfillment, Inbound, Food Service, Starbucks Barista or Food & Beverage)</p>	Apply online at https://jobs.target.com/
Texas Roadhouse	Line Cook Line Cook-Broil/Grill Server Assistant-Busser	Apply online at https://careers.texasroadhouse.com/
T.J. Maxx - Ocean City	Merchandise Associate	Apply online at https://jobs.tjx.com/
Torrid - Centre at Salisbury	<p><i>Ongoing recruitment</i> Assistant Manager Keyholder Sales Associate Store Manager</p>	Apply online at https://jobs.jobvite.com/torrid
Town of Ocean City	Tennis Attendant Filing deadline: May 1, 2020	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Firefighter/ALS Position Filing deadline: February 28, 2020	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	EMT-Intermediate Maryland Paramedics Filing deadline: February 28, 2020	
	Camp Horizon & Scamper Day Camp Director Filing deadline: May 1, 2020	
	Camp Horizon & Scamper Day Camp Assistant Director Filing deadline: May 1, 2020	
	Scamper Day Camp Counselor Filing deadline: March 1, 2020	
	Camp Horizon Day Camp Counselor Filing deadline: March 1, 2020	
	Beach Activities Assistant <i>Open until filled</i>	
	Skate Park Supervisor <i>Open until filled</i>	
	Golf Course Laborer <i>Open until filled</i>	
	Golf Course Landscaper <i>Open until filled</i>	
	Bus Driver <i>Open until filled</i>	
	Bus Maintenance Tech I <i>Open until filled</i>	
	Transportation Dispatcher <i>Open until filled</i>	
	Tram Conductor <i>Open until filled</i>	
	Tram Driver <i>Open until filled</i>	
	Transportation Ticket Seller <i>Open until filled</i>	
	Transportation Account Clerk <i>Open until filled</i>	
	Afterschool Activities Assistant (Temporary) <i>Open until filled</i>	
	Afterschool Activities Coordinator <i>Open until filled</i>	
	Casual Labor (Convention Center) <i>Open until filled</i>	
	Security Guard <i>Open until filled</i>	
	Temporary Concessions Worker <i>Open until filled</i>	
	Fire Safety Inspector <i>Open until filled</i>	
Tri-County Council for the Lower Eastern Shore of Maryland	Bus Operators-Fixed Route	Apply online at http://lowershore.org/Departments/HumanResources.aspx
	Certified Child Care Worker Filing deadline: March 2, 2020	
Tuesday Morning	Store Associate Assistant Manager	Apply online at https://www.tuesdaymorning.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Ulta Beauty	Hair Stylist Brow Waxing Expert Beauty Advisor Prestige Beauty Advisor Skin Therapist	Apply online at https://careers.ulta.com/
Valvoline	Automotive Technician/Customer Service Advisor	Apply online at https://jobs.vioc.com/
Verizon	Retail Sales Representative	Apply online at https://www.verizon.com/about/work/
Victoria's Secret - Centre at Salisbury	Events Team Selling Associate	Apply online at https://www.victoriasssecret.com/careers
Walmart - Salisbury, Fruitland	<i>Ongoing recruitment</i> Store Lead Food and Consumables Coach Replenishment Coach Hourly Supervisor & Training Specialized-Auto/Pharmacy/Optical Technician Fresh Food Associate Sales Associate Stocker/Backroom/Receiving Associate Cart Attendant/Janitorial Assistance Cashier/Front End Associate	Apply online at https://careers.walmart.com/
WCDC	Residential Counselor Residential Coordinator Food Services Instructor/Driver Personal Supports Facilitator (part-time)	For detailed job descriptions, and to download and print application, go to http://wcdcservices.org/employment-opportunities/
Wicomico County	Maintenance Worker I <i>Open until filled</i>	Apply online at http://www.wicomicocounty.org/jobs.aspx
	Motor Equipment Operator II <i>Open until filled</i>	
	Motor Equipment Operator I <i>Open until filled</i>	
	Crossing Guard <i>Open until filled</i>	
Wicomico County Public Schools	Maintenance Technician 3-HVAC <i>Open until filled</i>	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Libraries	Branch Assistant	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Master Control Operator Media Specialist	Apply online at https://www.wmdt.com/about-us/job-openings/

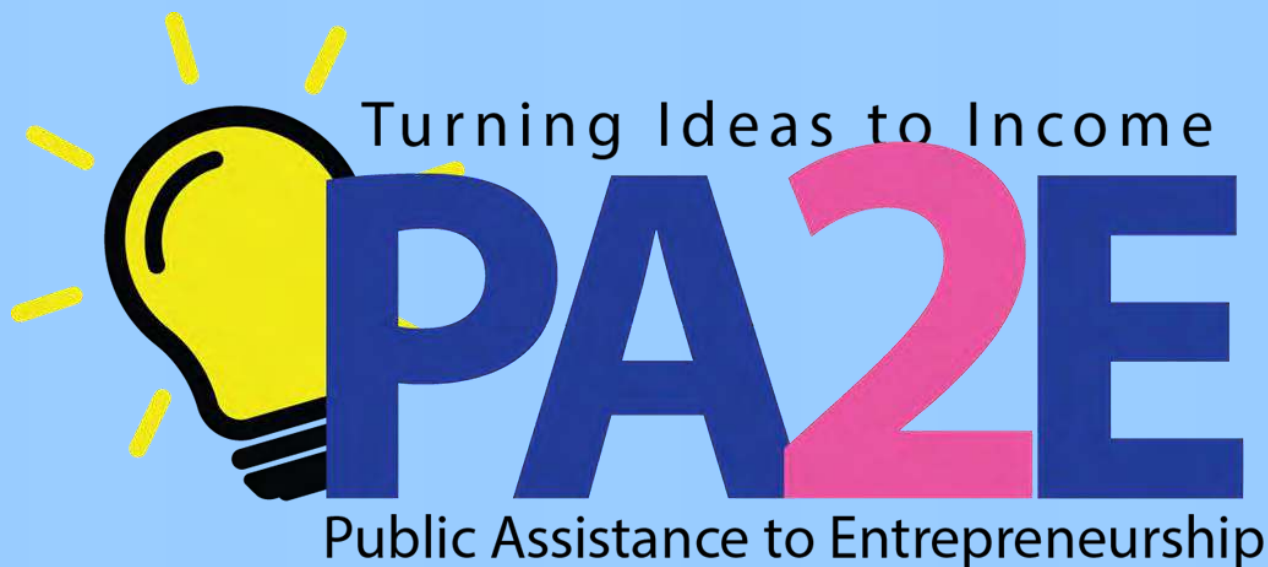
EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Worcester County	Communication Clerk I Communication Clerk-Temporary, Part-time Communication Clerk Trainee Plumbing Inspector Correctional Officer Trainee Building Maintenance Mechanic III Carpenter/Maintenance Worker III Grounds Worker II Landfill Operator II Maintenance Worker I Roads Worker II and III Transfer Station Attendant Vehicle and Equipment Mechanic II	Download and print application from http://www.co.worcester.md.us/departments/hr/jobs Mail completed application to: Human Resources Worcester County Government Center 1 W. Market St. Room 1301 Snow Hill, MD 21863 Or fax application to: (410) 632-5614
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Membership Services Representative Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Day Camp Counselor Sports Staff Cleaning Staff <hr/> <i>Lower Shore Family YMCA - Pocomoke City</i> Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Child Watch Cleaning Staff	Apply online at http://www.ymcachesapeake.org/employment
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at https://www.zumiez.com/jobs



START YOUR SMALL BUSINESS

- *Are you interested in small business ownership?*
 - *Do you own a small business but want help getting to the next level?*

The Maryland Department of Human Services partners with the Small Business Development Center to help entrepreneurs who are interested in learning the necessary skills for small business management.*



For more information or to apply, go to PA2E Program at <http://dhs.maryland.gov/workforce-development/public-assistance-entrepreneurship-pa2e/> or call 410-677-4323 to schedule appointment for application assistance.

Must live in Wicomico, Worcester or Somerset County AND be a current SNAP recipient.

****This program does not provide startup capital but will assist you to source for alternative funding.****

WORKFORCE INNOVATION AND OPPORTUNITY ACT TRAINING SERVICES



Do you need skills training to start a new career or advance in your current career?

Speak with a career counselor to see how the Lower Shore Workforce Alliance could help you reach your goals through a free CAREER TRAINING SCHOLARSHIP

WHO ARE WE?

The Lower Shore Workforce Alliance receives funding to provide Workforce Innovation and Opportunity Act Title I training services. These funds are used to pay tuition, fees, books and supportive services for individuals who receive a career training scholarship.

WHAT ARE THE STEPS TO APPLY?

- √ Register in MWE (mwejobs.maryland.gov/) and create a resume.
- √ Speak with a career counselor at the American Job Center to learn about available programs, eligibility and the enrollment process.

WHAT COURSES ARE ELIGIBLE?

Wor-Wic Community College
Non-Credit Courses
www.worwic.edu

Healthcare

- ⇒ Certified Nursing Assistant
- ⇒ Certified Medical Assistant

Trades

- ⇒ Basic Arc/Flux-Cored Welding
- ⇒ Metal Fabrication

Logistics

- ⇒ Class A Commercial Driver's License
- ⇒ Class B Commercial Driver's License

Other

- ⇒ Child Care Training



Wor-Wic Community College
Credit Courses (1- and 2-year programs)
www.worwic.edu

Healthcare

- ⇒ Chemical Dependency Counseling
- ⇒ Nursing
- ⇒ Radiologic Tech

Other

- ⇒ Business Management
- ⇒ Criminal Justice
- ⇒ Early Childhood Education
- ⇒ Hotel - Motel - Restaurant Management



Interested in other trainings?
Please visit the Maryland Eligible Training Provider list located at www.dlfr.state.md.us/employment/train/



Who do YOU want to be?

Information about the courses above can be obtained through the school website or phone number.

Don't forget to check for any admission instructions that may be required.



Lower Shore Workforce Alliance
Located at the American Job Center
31901 Tri-County Way, Salisbury, MD
(410) 341-6010 — train4jobs.org



Looking for alternatives to college?



We have training opportunities to get you employed **FAST making a living wage and without the debt of college.**

Scholarships are available for the programs listed below!

- | | |
|-------------------------------------|---------------------------|
| ⇒ Certified Medical Assistant | ⇒ Medicine Aide |
| ⇒ Certified Nursing Assistant (CNA) | ⇒ MIG/TIG and Arc Welding |
| ⇒ Child Care | ⇒ Personal Trainer |
| ⇒ Dental Assistant | ⇒ Pesticide Applicator |
| ⇒ Electrical Wiring Technician | ⇒ Pharmacy Technician |
| ⇒ EKG | ⇒ Phlebotomy Technician |
| ⇒ HVACR | ⇒ Truck and Bus Driver |
| ⇒ Medical Coding/Billing | ⇒ Veterinary Assistant |

Must be a resident of Wicomico, Worcester or Somerset County *Must be 18 years of age*

Must demonstrate financial need *Must meet certain eligibility requirements*

Get a job

Get ahead

Get a life



Contact our Continuing Education and Workforce Development Office for more information:
(p) 410.334.2815 (f) 410.334.2952 www.worwic.edu/financialassistance abrumfield@worwic.edu

FREE Carpentry Training



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a construction training program funded by a Department of Labor EARN Maryland grant in partnership with industry representatives, Quality Staffing Services and the Lower Shore Workforce Alliance.

For more information about course content and schedule, contact Wor-Wic at 410-334-2815 or visit the website at <http://www.worwic.edu/Academics/ContinuingEducation/CarpentryTraining.aspx>.

To be considered for the training, please contact Quality Staffing Services at 410-742-2600 or visit their website at EasternShoreJobs.com and apply for "Carpentry Training."

To be eligible for consideration, candidates must:

- Be a Maryland resident (Lower Shore preferred)
- Have a High School Diploma or GED (Minimum age 17)
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Be able to work in hot, cold, dusty and noisy environments
- Possess good depth perception and manual dexterity
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to lift 50 lbs. unassisted
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. safety glasses, gloves, hearing protection)
- Be job ready
- Have reliable transportation

Basic Construction Techniques is designed to prepare students with the basic skills required to enter the construction industry.

Experience "hands-on" instruction on proper and safe use of hand and power tools. Focus on basic safety standards for construction. Review basic math & measurement as they relate to construction (mathematical functions, decimal-fraction conversion and basic geometry), reading a tape measure and print reading. Review drawing plans to determine materials and fasteners needed.

Discover the importance of work ethic from the employer's perspective. Demonstrate critical thinking and problem solving skills by working through issues related to the construction industry. Focus on construction career paths and understand how a construction team works together. Topics include floor systems, wall systems, basic stair layout, doors and door hardware, drywall installation, drywall finishing, suspended ceilings, trim (window, floor & ceiling) and cabinet installation.

The intent behind the carpentry training is to obtain carpentry employment.



Welding Training (Free)



Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to a grant from the Department of Labor, Licensing and Regulation EARN Maryland grant.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu. For the course schedule and to be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for "Welding Training."

To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to work in extremely hot, dusty and noisy environments
- Be able to lift at least 50 lbs. unassisted
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, hearing protection, steel toe boots, jacket (100% wool, leather or cotton or hybrid of these materials) and 100% cotton long sleeve shirt - est. cost \$250) for up to 7 hours per day
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

Basic Arc/Fluxed Core Welding is a 465 hour course (full time for 13 weeks), designed to provide the entry level welder with the skills necessary to secure employment in the welding industry. Students will progress from basic arc flux cored welding to the welder qualification test for structural welders. Includes basic safety for welders and an introduction to hand and power tools. Develop knowledge to work safely within industry standards and to recognize and avoid hazards.

Safely establish and utilize an oxy-fuel outfit for cutting of steel and the basics of the thermal cutting processes. Use power tools for preparation of base metals prior to welding, be able to use measuring devices and fit-up tools effectively.

Identify the AWS classification of electrodes and their application to the various welding procedures as well as the limitations of filler metals. Select the proper polarity and current requirements for various electrodes and identify the common welding processes used.

Recognize common weld discontinuities, defects and successfully inspect work to industry standards set forth in the "AWS D-1: Structural welding code." Be aware of the requirements of a "Welder Procedure Specification." Students will be required to pass a written evaluation as well as a destructive bend test prior to seeking employment.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom and shop instruction with the division of time being 20% class instruction and 80% shop instruction.

The intent behind the welding training is to obtain welding employment.



An Exelon Company

Prepare for a Career at Delmarva Power

Step 1- If you are interested in a career with Delmarva Power (focus is on linesmen at this time), please call Wor-Wic to reserve a seat in a free information session.

Step 2- At the end of the information session, you are welcome to take a free basic English and math assessment to determine if you are ready for the next step.

Step 3- For students who pass the assessment, you are able to prepare for Delmarva Power's pre-employment exam by taking a preparation course: "Get Into Energy Math Revised Course" through Wor-Wic at a total tuition cost of \$25 during day or evening times.

Step 4- Students who pass the assessment are able to take the pre-employment exam through Delmarva Power for potential employment.



Delmarva Power has multiple job opportunities in our area!

Reserve your seat in one information session by calling Wor-Wic at 410-334-2815.

Registration for information sessions will be accepted on a first come, first serve basis.

New. Free Metal Fabrication Training During Evenings! Start Date for the next course is: April 13, 2020.



To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to work in extremely hot/cold, dusty & noisy environments
- Be able to lift at least 50 lbs. unassisted
- Be able to stand for long periods of time
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment [e.g. welding helmet, safety glasses, gloves, steel toe boots and 100% cotton long sleeve shirts] for up to 3.5 hours per day at a total cost around \$250 [Gear List will be provided]
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

Metal fabricators are in demand!

Metal fabricator training is ongoing through a partnership of Wor-Wic Community College, Arcon Welding Services Training Center, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to grants from the Maryland Department of Labor EARN and Maryland Energy Administration.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu. For the course schedule and to be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for Metal Fabrication Training.

The new Basic Metal Fabrication course will provide 250 hours of evening (5:30 pm - 9:15 pm) instruction and practice Monday through Friday over 14 consecutive weeks. Graduates of the training will be job and career ready and have entry level metal fabricator skills that are necessary to secure employment in the metal fabrication industry.

Students will progress from basic blue print reading and industry math to fundamental A.I.S.C. fitting practices for a variety of metal shapes. This course includes safety for fabricators and an introduction to hand and power tools. Students will develop knowledge for working safely within the industry standards, and recognize and avoid potential hazards.

Metal fabrication students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes. Through instruction and practice, students will be able to use basic lay-out and measuring tools effectively to prepare for cutting and fit-up.

Students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Tack welding and tack welding techniques and procedures will be discussed, modeled and practiced.

There will be an introduction to industry structures and processes and students discover requirements to qualify as a metal fabricator. Metal fabrication training includes 30% classroom and 70% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.





2020 Dates for the Lower Shore Career Development Center JOB SKILLS TRAINING PROGRAMS

	Job Readiness	Computer and Clerical	Microsoft Office Bundle	Quick Books	Microsoft Technology Associate Training	NRF Customer Service/Sales Certification	Serv Safe
Orientation for all classes start at 9 am on the first day of class except Quick Books	Every Tuesday and Wednesday 9 am – 1 pm	Mon-Thurs. 9 am-12:00 pm	Mon-Thur. 1 pm -4 pm	Friday 9 am-12:00 pm	Mon., Tues., Wed. 1 pm - 4 pm	Mon., Tues., Wed. 1 pm – 4 pm	Thursday 1-4 PM Friday 9AM-12:00PM
January		1/07/2020	01/07/2020	01/10/2020	01/07/2020	01/21/2020	01/16-17/2020
February		02/03/2020	02/03/2020	02/07/2020	02/03/2020	02/10/2020	02/13-14/2020
March		03/09/2020 1-4 PM only	03/09/2020	03/13/2020	03/09/2020	03/09/2020 9 AM- 12 PM	03/12-13/2020

JOB READINESS
Coursework includes: Barriers, interviews, resumes, ethics, stress and anger management, communication, financial literacy and job survival
Length: 2 day intensive Requirements: Pre-register and Valid identification

COMPUTER AND CLERICAL PROGRAM
Coursework includes: MS Word, Excel, PowerPoint, Resumes, Job Readiness
Length: 6 weeks, self-paced Requirements: Reading and Math Assessment

MICROSOFT OFFICE BUNDLE (ONLINE/SELF-PACED)
Coursework includes: 2016, Word, Excel, PowerPoint and Outlook
Length: 8 weeks You will earn 3.2 C.E.U.'s that fit today's workforce
 Requirements: HS Diploma. Reading and Math Assessment

QUICKBOOKS
Coursework includes: Basic Accounting principles, invoicing, sales receipts, purchase orders, payroll and billing
Length: 8-10 Weeks Friday only 9 am -12 PM
 Requirements: Assessment, accounting vocab and basic computer knowledge

MICROSOFT TECHNOLOGY ASSOCIATE (ONLINE)
Coursework includes: Windows OS Fundamentals, Database Admin, Network Security and more
Length: Earn Microsoft Technology Associate Certification for IT Helpdesk and course is self-paced
 Requirements: HS Diploma, Reading and Math Assessment

NRF CUSTOMER SERVICE/SALES CERTIFICATION
Coursework includes: Customer Service, Team Work, Problem Solving, Communication, Inventory tracking and Payments
Length 3 weeks Mon.-Wed, 1pm – 3pm. Orientation 1st day of class
 Requirements: Reading and Math Assessment.

Bring two forms of ID, Driver's License, SS#, State ID, Birth certificate. Complete Intake Form, complete assessments if needed.
 ASSESSMENT HOURS Monday -Thursday 8:45 AM - 2 PM. Call for more info 410-219-9118 x2200
 Lower Shore Career Development Center 700 S. Salisbury, MD

Goodwill Industries of the Chesapeake, Inc.
 has the tools for you to start your
CAREER JOURNEY TODAY!

Providing a Second Chance to Returning Citizens

- Paid On-the-Job Training
- Transportation
- Housing
- Legal
- Employment Placement Assistance

How it Works

To participate, you must be:

- Age 25 or older
- AND
- Released from prison/jail within the last 180 days
- OR
- Currently under parole or probation

Free Skilled Training and Tuition Assistance

- Building Trades
- IT
- Retail
- Manufacturing
- Culinary
- Healthcare
- AND MORE!!

Goodwill
 Industries of the Chesapeake, Inc.

Contact: Ellen Willingham
 (410) 219-9118 ext. 205
 ewillingham@goodwilches.org

"I have never in my life worked with such good people (at Goodwill). In spite of my background, they have welcomed me with open arms and no restrictions."
 -Jimmy C.

The Goodwill® Reentry Opportunities to Work (GROW) program is made possible with a grant award of \$4.5 million, covering 92 percent of costs, from the U.S. Department of Labor Employment and Training Administration. Eight percent of GROW program activities and services will be supported with \$373,275 in leveraged resources.



Earn Your Maryland High School Diploma

The National External Diploma Program®

You will work through online activities and with an advisor to complete your program.



Looking for a different way to earn your high school diploma? The National External Diploma Program could be right for you!

External Diploma Program could be right for you!

- ◆ Earn a Maryland High School Diploma
- ◆ Flexible and confidential
- ◆ Aligned with the college and career readiness standards
- ◆ Work at home, the library, or wherever you have a computer
- ◆ Complete program in 6 – 15 months

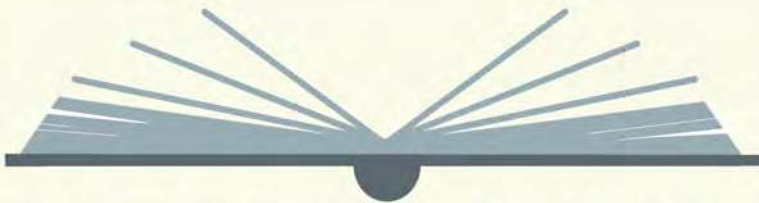
Consider NEDP's Innovative Approach

Use the skills you've gained from life and work experience to demonstrate your reading, writing and math high school level skills.

This web-based program for adults and out-of-school youth offers flexibility to earn your diploma even if you are employed full time, enrolled in job training, or have other commitments.

You will work through online activities and with an advisor to complete your program. You have multiple opportunities to demonstrate your mastery of academic skills in core subject areas.

Leonique Miles Advisor/Assessor * (443) 260-1702 * Denise Burton Advisor/Assessor



PROJECT READ

Need Help Reading?

Enroll in Project READ!

Do you need to improve your reading, math or other literacy skills in order to get a job or earn your GED? Find out how to enroll in Project READ.



Want to become an Adult Literacy Coach?

Would you like to help an adult learn how to read? Find out how you can make a difference in someone's life by becoming a volunteer Adult Literacy Coach.



For more information ask a staff member or contact the Project READ Coordinator at 410-749-3612 x159
www.wicomicolibraries.org

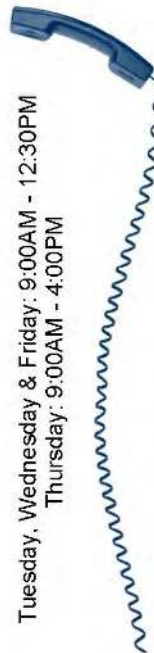


LEGAL RESOURCES

Maryland Courts Self-Help Centers
410.260.1392
mdcourts.gov/selfhelp
Monday-Friday, 8:30 AM to 8:00 PM

Family Law Hotline
800.845.8550
Monday-Friday, 9:30 AM to 4:30 PM

Legal Forms Hotline
800.818.9988 (English)
877.293.2507 (Spanish)
Tuesday, Wednesday & Friday: 9:00AM - 12:30PM
Thursday: 9:00AM - 4:00PM



These organizations may assist you with free or reduced cost legal representation:

Disability Rights Maryland
800.233.7201
disabilityrightsmd.org

Legal Aid Bureau Inc.
800.444.4099
mdlaborg

Maryland Volunteer Lawyers Service, Inc.
800.510.0050
mvslaw.org

Pro Bono Resource Center of Maryland, Inc.
800.396.1274
probonomd.org

Family Law Assistance

Divorce • Domestic Violence
Custody • Adoption
Visitation • Child Support
Guardianship • Name Change

**Dorchester County
Circuit Court**
206 High Street
Cambridge, Maryland
Mondays, Noon to 3:30 PM
410.228.1395

**Somerset County
Circuit Court**
11770 Somerset Avenue
Princess Anne, Maryland
Fridays, 9 AM to Noon
410.651.4618

**Wicomico County
Circuit Court**
101 North Division Street
Salisbury, Maryland
Mondays, 9 AM to Noon
410.334.3127

**Worcester County
Circuit Court**
1 West Market Street
Snow Hill, Maryland
Mondays, 9:30 AM to 2:30 PM
410.632.5638



Legal Clinic

DOWNTOWN LIBRARY
APRIL 8, 2020
1:30 PM - 4:00 PM

Our Cyber Clinics allow Maryland Volunteer Lawyers Service to reach clients in hard-to-reach counties. We partner with the Wicomico Public Library Job Center in Salisbury to make these clinics happen. Clients attend the clinics in-person at the library, while MVLS volunteer attorneys participate from the MVLS Office using just a computer and a webcam to speak with clients and help them through legal issues. Some of the issues the legal experts can address:

- Bankruptcy-Chapter 7
- Expungements & Shielding
- Birth Certificates
- Debt and Consumer Disputes
- Foreclosures
- Deed Changes
- Name Changes
- Income Tax Disputes
- Divorce & Custody

Potential clients interested in attending the clinic should call the Job Center at 410-749-3612 ext. 161