



CHESAPEAKE JOB LISTING

February 22, 2018

EMPLOYMENT SERVICES

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

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

1880 Bank (686) Part-Time Teller Position - 29 hours per week to work at both Talbot County and Dorchester County locations. Must be available to work Saturdays 8:15 to 12:15. Flexibility, Teamwork and Energy a MUST. Send resume to: 1880 Bank, Attn: Judann Culver, 501 Idlewild Ave., PO Box 629, Easton, MD 21601 or fax to 410-819-8091 or email: judann.culver@1880bank.com. E.O.E M/F. (Update listed: 2/20/18)

Accounting & Management Associates, LLC (694) St. Michaels based accounting firm is seeking an accounting assistant for busy office. Must have an educational background in accounting/taxation, fast-learner, have good administrative/organizational skills/abilities, and possess a professional demeanor. In addition, office assistance with non-profit organization will also take place. Must drive, and be available for personal assistance to the owner. Pay will be based on experience and capabilities, please forward resume with salary expectations to Colleen Sheehan at acctmgmt@atlanticbbn.net. (Date listed: 2/21/18)

ACTS Retirement Life Community (685) ACTS invites you to join our growing Team. We Hire Smiling People. Heron Point, 501 E. Campus Avenue, Chestertown, MD 21620. Positions Available: **Dining Room Servers** and **Medical Diet Aides-Servers**. What's in it for you? •Competitive pay rates; •Flexible scheduling options - many shifts available; •Continuing training opportunities; •Opportunity for promotion and advancement. Apply Online at www.indeed.com or call Lulu @ 410-778-8321 or Karen @ 410-778-8328. (Date listed: 2/20/18)

Advanced Architectural Metals, LLC (627) Stevensville, MD. **Delivery Driver** (Non CDL box truck). Full time position available, M-F 6am – 3pm. Experience driving large trucks required. (Refer to MWE Job Order #798361). To apply email resume to: careers@aamexperts.com. (Date listed: 2/7/18)

AlphaBest Education (609) Calling all College Students... Looking for a part time job? AlphaBest wants you!! \$250 **Teacher's Assistant** Sign-On Bonus Currently Available. •Early morning and/or late afternoon shifts. No nights or weekends. •Paid training. •Flexible scheduling options. •Competitive pay. •Career development. •Fun working environment. •Great resume building. For more information contact Brenda Kimble bkimble@alphabest.org, 410.708.4636. Program hours 6:30 am until start of school. End of school until 6:00 pm. (updated: 2/2/18)

The Appliance Source (699) Appliance Company in search of an individual that can lift at least 75 pounds. Job is M – F 8:30 a.m. to 5:00 p.m. and some Saturdays by appointment. Training is available and some travel is required throughout the year for training. Job includes salary plus commission, insurance, and retirement match. Please send resume to easton@theapplianceource.com. (Date listed: 2/22/18)

The Arc Central Chesapeake Region (702) Provide support to people with Developmental Disabilities to live and work in the community. We have full and part time positions in the following counties- Talbot, Queen Anne, Dorchester and Kent. All positions require- High School Diploma or GED, Valid Maryland Driver's License and most important must have a desire to make a positive difference in the lives of others. Drug Free, EOE. Contact Rena Buckreis rbuckreis@thearcccr.org. <http://www.thearcccr.org/about-us/join-our-team/>. (Updated 1/25/18)

Atlantic Broadband (695) 330 Drummer Drive, Grasonville, MD. **Accounts Payable Clerk** (JO#769150); **Direct Sales Rep.** (JO#802870); **Service Technician** (JO#802874). Email Cover Letter and Resume to kbarron@atlanticbb.com. (Date listed: 2/21/18)

Autumn Lake Healthcare at Chestertown (642) 415 Morgnec Road Chestertown, MD 21620 **Cook** (JO#799471); **Dietary Aides** (JO#799460); **GNA's** (JO#799473); **House Keeper** (JO#799481); **LPN's** (JO#799478); **RN's** (JO#799476). Apply: •Email Resume to rblack@cnrehabcenter.com. •Mail to above address. •In person. (Date listed: 2/12/18)

AZZ (632) 3011 Millington Road, Millington, MD 21651. **Sheet Metal Design/Detailer** (Refer to MWE Job Order #798445); **Machine Operator** (Refer to MWE Job Order #798484); **Painter** (Refer to MWE Job Order #798479); **Wiring Technician** (Refer to MWE Job Order #798481); **Sales Manager** (Refer to MWE Job Order #798492). Apply in person M-F between 8 A.M – 2 P.M. or <https://azz-inc.jobs.net>. (Date listed: 2/8/18)

BB&T (602) Easton, Maryland. **Investment Financial Consultant** (Financial Advisor) (MWE Job Order #793773). Apply **ONLINE**. (Date listed: 1/31/18)

Bayside Animal Hospital (599) We are a busy, multiple doctor, small animal veterinary practice in Cambridge, MD seeking part-time **Veterinary Technicians**. Experience is preferred, but we will train the right candidate. Applicants must be motivated team player(s), passionate for animal care, excited to learn, and able to communicate well with staff and clients. Our Veterinary Technician job description includes: patient care, client education, anesthetic monitoring, surgical care, patient restraint, radiology, venipuncture, miscellaneous laboratory procedures, administering medications, etc. Some evening and Saturday hours are required. Must be 18 years or older to apply. Apply in person at 2933 Ocean Gateway Cambridge, MD, fax resume to 410-228-1479, or email resume to om@baysideanimalhospital.com. Don't miss out on this exciting opportunity. Only serious applicants please. (Date listed: 1/31/18)

Benedictine (617) Come for a job, find a family. Where else but Benedictine? Be inspired to come to work every day knowing that you are making a difference in someone else's life. Our teams of professionals work together to improve the quality of life of adults and children with developmental disabilities by helping them achieve their greatest potential in all aspects of life; school, residential, and vocational. **Speech Language Pathologist, Occupational Therapist, Associate Director of Benedictine Foundation, Shift Supervisor - School Residential, Direct Support Professionals – Adult and School Community** (Group Homes and Dorms), **Behavior Specialist – BCBA Certified, Resource Team Assistant – School Residential, House Counselor – Adult Community, DORS Employment Specialist and Employment Specialist - Easton, Employment Specialist – Ridgely, Education Assistant**. Please apply on line at: [Benedictine Careers Page](#). (Date listed: 2/6/18) EOE

Binkley & Hurst, LP (430) 12455 Browntown Rd., Kennedyville, MD. **Full-Time Ag Service Tech** position available for a self-motivated, dependable and reliable individual with experience in ag or mechanical fields. Responsibilities include service, repair and setup of a variety of agricultural equipment in a timely and accurate fashion both in the shop and on the road as directed by Service Team Leadership. The ideal candidate will also exhibit a strong Customer focus, have a willingness to work overtime as needed, and have a current, valid driver's license. Full-time benefits include Health Insurance, Vacation Plan, Paid Holidays, Life Insurance, 401(k)

w/Company match and others. Applications are available online at www.binkleyhurst.com. Please email resume or application to careers@binkleyhurst.com. (Date listed: 11/15/17)

David A. Bramble, Inc. (585) 705 Morgnec Road, Chestertown, MD. **Heavy Truck & Equipment Mechanic** (mwe job order 795414). In Person Application (see address above). (Date listed: 1/29/18)

Brinton Woods Health and Rehabilitation Center (671) 420 Colonial Drive, Denton, MD. Full-time & part-time **Geriatric Nursing Assistants** – all shifts. **Requirements:** •A current GNA Maryland License in Good Standing; •Strong Judgment Skills; •Energetic team player; •Compassionate Care Giver. We offer our employees an outstanding benefits package including: Health, Dental, and Vision Plans; Company matched 401K; Paid Holiday, Vacation, and Sick Time; Mentoring Programs, Years of Service Awards, and Tuition Assistance. If you are interested and would like to learn more, please apply online at www.brintonwoods.com/careers or visit the facility to complete an application in person. (Date listed: 2/15/18)

Candle Light Cove (616) (An assisted living facility), 106 W. Earle Avenue, Easton, MD 21601. **Dir. Environmental Services** (JO#791835); **LPN/ PT 3-11** (JO#770892); **CNA/Caregivers-FT 2nd shift, PT other shifts** (JO#733155); **Housekeepers** (JO#733167); **Food Service Assistant** (JO#794497); **Resident Care Assistant** (JO#798025); **LifeStyles Director** (JO#798028). Apply on line at: www.integracare.com. (Date listed: 2/6/18)

Caroline Center, Inc (689) **Open Interview Event**. Direct Service Providers. *No Experience Necessary* Learn more about career opportunities at the Caroline Center with an on the spot interview! Our HR Coordinator will be at the Caroline County Public Library (small meeting room) ready to chat with you about openings at our agency. Hiring for Direct Service Provider positions. **Monday March 12 , 2018 from 10:00 am -3:00 pm** - Caroline County Public Library, Denton – Small Meeting Room, 100 Market Street, Denton, MD 21629. **If you are interested in attending the event, please RSVP via phone at 410-634-2102 Ext 101, or e-mail brogers@carolinecenterinc.org before by February 25th, 2018.** (Date listed: 2/20/18)

Caroline County Government (662) **Deputy Sheriff Entry Level** (mwe job order #800752). Obtain Applications at www.carolinemd.org or call 410-479-4105. (Date listed: 2/14/18)

Casino at Delaware Park (693) 777 Delaware Park Blvd., is looking for you! Casino at Delaware Park will be hosting a **Job Fair** for Food and Beverage and Security open positions on **Wednesday, February 28th from 11a-3p**. Location: Employee Development Center (near Slot Valet). Please complete an application at www.delawareparkcareers.com before the fair. Casino at Delaware Park is committed to a vision of excellence: Excellence in service, Excellence in product, and Excellence in employees. We are a proud team, made up of professional, courteous, and service oriented individuals who hold the same values and visions of excellence. We provide competitive wages and benefits to all employees. Casino at Delaware Park supports a drug free work environment. Benefits: Paid time-off including personal, sick and vacation; 401k Plans; Health Benefits; Employee Appreciation Events; Career Advancement Opportunities and much, much more. Please go to www.delawareparkcareers.com to view all of our open positions and apply today. Current openings include: **Security Officer, Waitstaff, Cocktail Servers, F&B Cashiers, Pantry Workers.** (Date listed: 2/21/18)

Chesapeake Bay Hyatt (688) Current open positions – 2/21/2018: **General Maintenance Engineer** (JO#795680); **Cosmetologists** (JO#768691); **Massage Therapists** (JO#768692); **Roving Server** (JO#768698); **Nail Technician** (JO#757225); **Roving Bartenders** (JO#757220); **Storeroom Attendant** (JO#795681); **Cook- Line** (JO#795683); **Front Office Host** (JO#802414); **Housekeepers** (JO#802420); **Marketing Manager** (JO#802423); **Front Office Supervisor** (JO#802429); **Maintenance Manager** (JO#802427); **Asst. Front Office Manager** (JO#802426). Apply on line at: www.chesapeakebay.hyatt.com. (Date listed: 2/20/18)

The Chesapeake Center, Inc. (572) 713 Dover Road Easton, MD 21601 - 410-822-4122 - www.chesapeakecenter.org. Go to website or call for information about the following openings: **Day Habilitation Coordinator** – Chesapeake Developmental Unit - Full Time – Monday – Friday 7:30-3:30 working with adults with disabilities. **To apply: Please call Jen Willey 410-822-4122 ext. 128 by March 1, 2018.** **Vocation Supervisor One on One** - Chesapeake Developmental Unit - Full Time – Monday – Friday 7:30-3:30 (flexible hours) working with adults with disabilities. **To apply: Please call Jen Willey 410-822-4122 ext. 128 by March 1, 2018.** **Direct Support Professionals One on One** – Chesapeake Group Homes - Full Time & Part Time, all positions - 2pm-10pm, 10pm-8am, every other weekend. **To apply: Please call Jen Willey 410-822-4122 ext. 128 by March 1, 2018.** **Direct Support Professionals** – Chesapeake Group Homes - Full Time & Part Time, all positions - 2pm-10pm, 10pm-8am, every other weekend. **To apply: Please call Jen Willey 410-822-4122 ext. 128 by March 1, 2018.** **ISS Assistant** – Chesapeake Center Inc. - Flexible Hours (Afternoons, Evenings, and every other Weekend) working with adults with disabilities in the community. **To apply: Please call Jen Willey 410-822-4122 ext. 128 by March 1, 2018.** (Date listed: 1/25/18 Updated 2/1/18)

Chesapeake College (613) is currently accepting cover letters and resumes for the following replacement position: **Development Coordinator, Grade: 110NE**. Responsibilities: The Development Coordinator will provide support to the Vice President for Advancement and the Director of Advancement around major fundraising initiatives of the Advancement office and the Chesapeake College Foundation. In addition, the Development Coordinator will be responsible for managing the College's donor database and will lead the College's Annual Internal Giving Campaign. The coordinator will support the grant research, application, and management process; coordinate alumni activities and initiatives; and maintain detailed donor and scholarship records. Requirements: Associates degree with 3-5 years fundraising, communications, and/or project or program coordination experience OR Bachelor's degree with 1-2 years fundraising, communications, and/or project or program coordination experience. Ability to work collaboratively with a team to execute the vision of the department. Excellent oral and written communications skills and the ability to maintain positive relationships with internal and external stakeholders. Organizational skills with attention to detail and deadlines. Computer proficiency and research skills. **Interested applicants should submit a cover letter and resume to hr@chesapeake.edu on or before Friday, March 16, 2018.** (Date listed: 2/5/18)

Chesapeake College (614) is currently accepting cover letters and resumes for the following replacement position: **Full-Time Nursing Faculty Member (10-Month)**, Grade: FAC. Responsibilities: This full-time position serves students in the third and fourth semesters of an Associate of Science Nursing Program, and utilizes a team approach to achieve student learning outcomes in each course. The successful candidate's responsibilities will include both classroom and clinical teaching engaging in department and college-wide service activities, and academic advising. Classroom content includes responsibility for nursing concepts related to mental health nursing and management of groups of clients. Clinical responsibilities include direct supervision of students in psychiatric and acute care settings. Requirements: The successful candidate must hold current RN licensure in the state of Maryland, hold a Baccalaureate and Masters in Nursing, and demonstrate a strong foundation in mental health nursing theory and clinical practice. Psychiatric-mental health nursing certification and experience with simulation as a teaching strategy strongly preferred. **For best consideration, interested applicants should submit a cover letter and resume to hr@chesapeake.edu on or before Friday, March 16, 2018.** Position will remain open until filled. (Date listed: 2/5/18)

Chesapeake College (610) is currently accepting cover letters and resumes for the following replacement position: **Nursing Academic Progression Coordinator**, Grade: 114E. Responsibilities: This 12-month nursing staff position beginning July 2018, is a NSP II grant funded full-time position responsible for coordinating all aspects of academic progression within the program. Retention responsibilities are integral to the role and include ongoing monitoring of student academic progress, developing enhanced learning plans, implementing workshops, organizing tutoring activities and preparing students for success on the NCLEX exam. The position also includes responsibility for pivotal functions that assist the associate degree nursing

graduate continue their nursing education at the baccalaureate level or higher. Required: Current licensure as a registered nurse in the state of Maryland, holding a Baccalaureate and Master's Degree in Nursing. Minimum of four years' experience in nursing practice. Strong communication skills with ability to work with diverse stakeholders. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu no later than March 16, 2018. For additional information, please visit our website. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 2/2/18)

Chesapeake College (492) Women's Volleyball Head Coach. **Responsibilities:** The head coach is responsible for all program components including planning, organizing, recruiting, public relations, monitoring of student academic progress and personal development. **Required:** The successful candidate should have coaching experience at the high school or college level. The position will remain open until filled. Interested applicants may apply by submitting a cover letter and resume to Frank Szymanski, Director of Athletics at fszymanski@chesapeake.edu. Please visit our website for additional information www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and women are encouraged to apply. (Date listed: 12/15/17 updated 2/22/18)

Chesterwye Center (663) is currently seeking caring and compassionate professionals for positions working with Individuals with Intellectual and Developmental Disabilities. Must successfully pass all pre-employment screenings. We have **Direct Support Professional (DSP)** positions available in both our Residential (assorted shifts) and Day Programs (8:30am-4:00pm). Must have a valid driver's license. Below are some of the shifts open in Residential. Weekends: Saturday & Sunday 9:00am to 11:00pm (Quite of a few of this shift open). Tuesday, Thursday, Friday: 3:30pm to 11:00pm. 7 On/7 Off (Wed. to Wed.) 3:30pm to 11:00pm/sleep overnight/ 7:00am to 9:00am. Friday & Saturday 1:1: 3:30pm to 8:30pm (one position open). If you are looking for a rewarding career with benefits and great people to work with, please contact our HR Coordinator, Cathy Dordick, at 410-827-7048 or email her at cdordick@chesterwye.com. (Date listed: 1/23/18)

Chick-fil-A (612) Easton, Maryland. Seeking reliable team members for all shifts. We offer competitive wages, flexible schedules, career opportunities, Sundays off, scholarships, free meals, leadership development, and belonging to something bigger than yourself. Apply online at www.EastonCFAjobs.com. (Date listed: 2/5/18)

Chimes (1169) Family of Services began in 1947 as a small school in Baltimore, Maryland for children with intellectual developmental disabilities. Through planned growth over the years, we currently have services in Maryland, Delaware, Virginia, District of Columbia, Pennsylvania, New Jersey, North Carolina and Israel. Our not-for-profit organizations provide an array of educational, employment, vocational, residential, rehabilitative and behavioral health services and supports. Acknowledged as leaders in the industry, we are best known for the quality of our services and the integrity of our staff. Check out our job board for Eastern Shore opportunities and other areas here. <http://www.chimes.org/careers-idd.htm> (Updated 12/1/17)

Choptank Transport (660) Inside Sales Representative: Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As an Inside Sales Representative with Choptank, you will be on the front lines of assisting customers get their valuable products shipped from point A to point B. You'll be prospecting leads, cold-calling on prospective accounts via phone, building relationships with your customers, and managing their accounts. Your accounts won't be "one and done," but rather long term associations that make a big impact on your customers' bottom line. Are you a smart, competitive, business-minded professional who isn't afraid to start from scratch and build a book of business on your own? Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry

off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com. (Date listed: 2/14/18)

Choptank Transport (659) Carrier Sales Support Representative: Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As a Carrier Sales Support Representative with Choptank, you'll be talking to lots of potential carriers and negotiating the movement of our customers' freight, while ensuring your carriers know they have your support for anything that might happen along the way. This is your time to let your critical thinking skills shine through. We're not a "one and done" environment, so you are on the front lines of building relationships with those carriers as well. You will also be working with our sales department as well as the rest of your logistics team, so an excellent work ethic and communication skills are key. Worried that you don't know anything about logistics? We will train you! Choptank has a state-of-the-art, award-winning training program crafted to make sure you have all the tools and knowledge you will need to be successful in your new career. (Positive attitude and coachability required). Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com. (Date listed: 2/14/18)

City of Cambridge, MD (648) Account Clerk – Billing (mwe job order #800027); **City Manager** (mwe job order #800035). Applications can be downloaded at www.choosecambridge.com. Review the job listing for specific application procedures. (Date listed: 2/12/18)

Coca-Cola (697) Easton, MD. Seasonal Delivery Driver (MWE Job Order #802620); **Warehouse Supervisor I** (MWE Job Order #802991). Apply online at: <http://www.enjoycareers.com>. (Date listed: 2/21/18)

Comfort Keepers (532) 8103 Ocean Gateway, Easton, MD. 410-822-4414. Seeking the following: **CNA's and GNA's** (Refer to MWE Job Order #729312) for in-home caregiving. Duties include assisting clients with cooking, cleaning, running errands, transportation, medication reminders, grooming, bathing and toileting. Applicants must be passionate and committed about helping others in need, be CPR certified, be able to pass a background check, and be able to lift 25lbs. Also, applicants must have basic computer skills, a valid driver's license, their own transportation, auto insurance, and a high school diploma or GED. Benefits include health care and dental/vision insurance, paid time off, competitive pay, flexible schedules, job training and development, mileage reimbursement, and community discounts. At least one year experience preferred, but not required. **Med-Techs** (Refer to MWE Job Order #729315) to work with DDA (Developmentally Disabled Adults) clients. Duties include assisting clients with cooking, cleaning, running errands, transportation, medication reminders, grooming, bathing and toileting. Applicants must be passionate and committed about helping others in need, be CPR certified, be able to pass a background check, and be able to lift 25lbs. Also, applicants must have basic computer skills, a valid driver's license, their own transportation, auto insurance, and a high school diploma or GED. Benefits include health care and dental/vision insurance, paid time off, competitive pay, flexible schedules, job training and development, mileage reimbursement, and community discounts. DDA certifications are a plus. To apply please go to <http://easton-596.comfortkeepers.com/> and click "apply today." For questions or concerns please contact Angela in HR 410-822-4414 / angelarodano@comfortkeepers.com. (Date listed: 12/29/17 Updated 2/22/18)

Compass Regional Hospice (678) 160 Coursevall Drive Centreville, MD. **Certified Nursing Assistant** (Refer to JO#800430); **Clinical Assistant** (Refer to Job Order #800443); **Registered Nurse** (Refer to Job Order #800434); **Registered Nurse / Admissions Nurse** (Refer to Job Order #800439). Email resume/cover letter to: hr@compassregionalhospice.org. (Date listed: 2/20/18)

Compass Regional Hospice (637) Registered Nurse, Full-Time. Position Summary: As part of the Compass Regional Hospice clinical team, a registered nurse works under the general direction of the clinical manager and the patients' attending physician in the provision of skilled nursing assessment, planning and care in order to maximize the comfort and health of patients and their families. The hospice nurse is responsible for identifying patient and/or family needs and for providing supportive care in accordance with the attending physician's orders, plan of care and CRH's policies and procedures, including pertinent documentation and timely completion of all paperwork required. Duties and Responsibilities: •Accept responsibility for coordinating physical care of patient and maintains up-to-date patient records. •Initiate communication with attending physicians, clinical manager and the hospice interdisciplinary team to coordinate patients plan of care. •Promotes the involvement of patients and/or families in the plan of care. •Obtain data on physical, psychological, social and spiritual factors that may influence patient and/or family's health status and incorporate into plan of care with emphasis placed on pain and symptom management, emotional and spiritual support. •Respond to patients and/or families of other hospice nurse during on-call times, or as requested. Minimum Qualifications: •Degree from an accredited college or university. •Possession of current license to practice as a registered professional nurse in the State of Maryland. •Demonstrate basic understanding of office equipment and competency in computer technology to document patient information. •Ability to read and follow written instructions and hear to process directions and requests. •Demonstrate ability to make meaningful patient observations and write brief, accurate reports for patient files. •Must have reliable means of transportation. •Must be able to perform job-related duties that require lifting, standing, bending, transferring, stretching, walking, pushing and partial or complete assistance with activities of daily living without assistance from another health care worker or significant other. Submit a resume and cover letter with salary requirements to Compass Regional Hospice, 160 Coursevall Drive, Centreville, MD 21617 or directly email hr@compassregionalhospice.org. Compass Regional Hospice Inc., is an Equal Opportunity Employer. (Date listed: 2/9/18)

Compass Regional Hospice (636) Certified Nursing Assistant, Full-Time. Position Summary: As part of the Compass Regional Hospice clinical team, a certified nursing assistant works to provide 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. Duties and Responsibilities: •Takes and records patient vital signs. •Administers medications within scope of practice per certification. •Assists patients with feeding, ambulation, personal care and toileting if necessary. •Assists patients with light meal preparation, laundry and other housekeeping duties as needed. 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. •Demonstrate basic understanding of office equipment and competency in computer technology to document patient information. •Ability to read and follow written instructions and hear to process directions and requests. •Demonstrate ability to make meaningful patient observations and write brief, accurate reports for patient files. •Must have reliable means of transportation. •Must be able to perform job-related duties that require lifting, standing, bending, transferring, stretching, walking, pushing and partial or complete assistance with activities of daily living without assistance from another health care worker or significant other. Submit a resume and cover letter with salary requirements to Compass Regional Hospice, 160 Coursevall Drive, Centreville, MD 21617 or directly email hr@compassregionalhospice.org. Compass Regional Hospice Inc., is an Equal Opportunity Employer. (Date listed: 2/9/18)

Compass Regional Hospice (635) Clinical Assistant, Full-Time. Position Summary: As part of the Compass Regional Hospice clinical team, the clinical assistant provides administrative and organizational support to the clinical department and assists in the coordination of patient care. Duties and Responsibilities: •Prepares, coordinates and maintains schedules for home care and weekend visits. •Assists with staffing needs and coordinating patient care, including CNA coverage. •Assists clinical manager with timesheets. •Provides weekly IDT scribing and documentation. •Meets with patients, family members and/or caregivers to complete the appropriate paperwork and acquire financial information. •Coordinate delivery and pick up of medical equipment at the start and termination of hospice services. •Coordinate the ordering of homecare supplies. •Coordinate with medical facilities to obtain patient medical records. •Coordinate and complete patient travel contracts. •Notify referring physicians after patient death. •Assists with answering incoming calls on the main line. •Assists with other related duties and responsibilities as required. Minimum Qualifications: •Possession of certification to practice as a Certified Nursing Assistant or Geriatric Nursing Assistant in the State of Maryland. •Must have current driver's license in the State of Maryland and reliable means of transportation. •2 years of experience in computer software operations including Microsoft Office (Word, Excel). •Must demonstrate excellent customer service. Submit a resume and cover letter with salary requirements to Compass Regional Hospice, 160 Coursevall Drive, Centreville, MD 21617 or directly email hr@compassregionalhospice.org. (Date listed: 2/9/18)
Compass Regional Hospice Inc., is an Equal Opportunity Employer.

Compass Regional Hospice (634) Admissions Nurse, Full-Time (11:00 a.m. to 7:30 p.m.). Position Summary: As part of the Compass Regional Hospice clinical team, an admissions nurse works under the general direction of the Clinical Manager and the attending physician in the provision of skilled nursing assessment, planning and care in order to maximize the comfort and health of patients and families. The admissions nurse is responsible for educating patients/families about the hospice benefit, enrolling patients into hospice services, identifying patient/family needs, communication with the assigned case manager and timely documentation of all admission paperwork. The admissions nurse may also function as a visiting nurse or case manager. Duties and Responsibilities: •Provide education to patients and families specific to the hospice benefit, end-of-life care and symptom management. •Perform physical assessment and initiate the patients plan of care for patient populations to include pediatric and adult. •Initiate communication with attending physicians, clinical manager and the hospice interdisciplinary team to coordinate patients plan of care. •Enroll patient onto hospice services in a timely manner. •Promotes the involvement of patients and/or families in the plan of care. •Obtain data on physical, psychological, social and spiritual factors that may influence patient and/or family's health status and incorporate into plan of care with emphasis placed on pain and symptom management, emotional and spiritual support. •Respond to patients and/or families of other hospice nurse during on-call times, or as requested. Minimum Qualifications: •Degree from an accredited college or university. •Possession of current license to practice as a registered professional nurse in the State of Maryland. •1-2 years' experience working in hospice care. •Demonstrate basic understanding of office equipment and competency in computer technology to document patient information. •Ability to read and follow written instructions and hear to process directions and requests. •Demonstrate ability to make meaningful patient observations and write brief, accurate reports for patient files. •Must have reliable means of transportation. •Must be able to perform job-related duties that require lifting, standing, bending, transferring, stretching, walking, pushing and partial or complete assistance with activities of daily living without assistance from another health care worker or significant other. Submit a resume and cover letter with salary requirements to Compass Regional Hospice, 160 Coursevall Drive, Centreville, MD 21617 or directly email hr@compassregionalhospice.org. Compass Regional Hospice Inc., is an Equal Opportunity Employer. (Date listed: 2/9/18)

Corsica River Mental Health Services, Inc. (607) seeks the following: •**Substance Abuse Specialist - FT** - Provides drug & alcohol treatment & recovery support on our mobile treatment team serving the 5 upper shore counties. Certification in Drug & Alcohol Counseling required. Applicants must have clean background and driving records. Apply by emailing resumes to resume@crmhsinc.com. fax: 410-758-1223. E.O.E. (Date listed: 2/1/18)

The Country School (670) in Easton, Maryland is looking for an education student to work part-time in our **Aftercare Program** Mondays thru Thursdays, 3:30-5:30 and Fridays, 1:00-5:30. The ideal candidate will have experience working with children and CPR/First Aid Training. This is a great opportunity to gain experience and work for an independent, coeducational school. This individual will be assisting a master teacher with students aged five to ten, after school. Duties include facilitating snack time, homework, outside play as well as various activities. If interested, please contact Kitty Davis, Head of Lower School at kdavis@countryschool.org. **Deadline for applications is March 23, 2018.** (Date listed: 2/15/18)

Creafill Fibers Corporation (611) 10200 Worton Road, Chestertown, MD 21620. **Production Technicians** (See MWE #794041 for details); **Industrial Maintenance Mechanic** (See MWE #797039 for details). Email resume fiber@creafill.com or Fax - 410-810-0793. (Date listed: 2/2/18)

Crossroads Community, Inc. (656) **Residential Rehabilitation Manager- FT.** Growing behavioral health agency is seeking an experienced, team-oriented individual to supervise staff and manage residential rehabilitation program for adults in Cambridge, MD. Bachelor's degree in Psychology or Human Services related field is preferred. Candidate must be detail-oriented, able to multi-task and flexible to accommodate fast-changing priorities. Supervisory experience, clean background and driving record required. Benefits package includes medical, dental, vision, life insurance, vacation, sick and holiday pay, 403b and more. Salary commensurate with education and experience. Apply at cci@ccinonline.com, Fax 410-758-1223. Website: www.ccinonline.com. **Application deadline is 02/28/18.** EOE. (Date listed: 2/13/18)

Crossroads Community, Inc. (655) **Financial Assistant I.** Busy behavioral health organization, located in Centreville, MD, seeks full-time, financial assistant to provide financial, accounting, payroll and administrative services. The top candidate will be highly organized and efficient, with the ability to handle multiple tasks while meeting deadlines. Must be dependable, able to work independently and maintain confidentiality. No supervisory responsibilities. Requirements: •A.A. in Accounting or Finance preferred, plus 2 years of related experience. •ADP payroll experience required. •Basic to Intermediate knowledge of MS Outlook and Excel. •Strong organization skills and attention to detail to ensure accuracy of data entry and records. •Salary commensurate with education and experience. •Must be able to pass background check. Benefits: •Medical •Dental •Vision •Life insurance •Vacation, sick and holiday pay •403b and more. **Forward resumes by 2/28/18 to Randy Holliday at cci@ccinonline.com.** EOE. (Date listed: 2/13/18)

Crossroads Community, Inc. (649) Cambridge, Centreville, Chestertown. We offer volunteer opportunities in three Eastern Shore communities for folks of all ages who have an interest in working and serving in the human services fields. Crossroads provides psychosocial support to community members living with mental illness as they move through their journeys of recovery. As a volunteer, you will have the opportunity to serve alongside professional staff in our residences and in our Recovery Club. You will always have professional support with you but you will also have the opportunity to share your personal interests and activities with our clients. **Requirements:** Criminal history and driving record checks; three professional references and an interview by professional Crossroads' staff. This opportunity is ongoing and inquiries are welcomed at any time. **Please contact:** Crossroads Volunteer Coordinator Patricia Hertzler at hertzlerp@ccinonline.com or call 410-758-3050 and ask for the Volunteer Coordinator. (Date listed: 2/12/18)

Crossroads Community, Inc. (606) Growing behavioral health agency seeks the following: **•Residential Associates - FT-** Responsible for assisting adults with independent skill development in the residence. 7 days on/7 days off, including overnights & every other weekend. Prefer B.S. in Behavioral Health, Psychology, Social Work, or related field and at least two years positively referenced work history in human services field or equivalent combination of education

and work experience. Positions available in both Kent and Dorchester Counties. Salary commensurate with education and experience. •**Residential Monitors- PT/As-Needed-** This is a temporary, on-call position working in Crossroads Community Rehabilitation Residences to ensure safety and security for the residents. Shifts are typically overnight, but could on occasion include daytime hours. The Residential Monitor remains at the residence for the entire shift and addresses any safety issues or concerns that arise, following agency policies. Shifts typically range from 8 – 12 hours, depending on need. Positions available in Chestertown, Centreville and Cambridge. Salary is \$10.00 to \$12.00 per hour. Apply by emailing resumes to cci@ccinonline.com. E.O.E. (Date listed: 2/1/18)

Cypress Siding (626) Dave Grimes, Prop. Serving Cecil County and Delaware. Seeking energetic, skilled labor to assist owner in installing siding. •Full time work •New construction •Experience desired, but will train individual who is interested in learning new skills •Must be able to physically climb a ladder •If you can read a tape measure, you should apply. Travel to sites supplied by owner: meet in the Centreville area. Interested? Call or Text Dave @ (410) 708-2905. (Date listed: 2/7/18)

Dart (Solo Cup) (645) in Federalsburg, MD. (All jobs with benefits). **Clamp Truck Driver** (JO#799962); **Warehouse Clerk** (JO#799972); **Machine Operator II** (JO#762354); **Maintenance Mechanic** (JO#772112); **Inspector Packer I** (JO#772108); **Machine Operator I** (JO#799970). Various shifts and departments. Apply on line only at: www.dart.jobs. (Date listed: 2/12/18)

Davis, Bowen & Friedel, Inc. (211) seeking to fill the following: **Experienced Coastal Engineer** for our Easton, Maryland office. Duties shall include but not limited to design, permit acquisition and contract administration for shoreline and marina type projects, including sea level fluctuation evaluations beneficial use of dredged material; numerical modeling of dredged material projects within a water body; the use of segmented, detached breakwaters to protect cohesive shores; shoreline and sediment budget analysis; multilane boat ramps; marina development; bulkhead analysis & design; and stone jetty analysis & design. Preferred applicant shall possess PE license in both Delaware and Maryland or the ability to obtain them within demonstrated ability to market to and work with Local, State and Federal Agencies.

Experienced Civil Engineer for our Easton, Maryland offices. Duties shall include but not be limited to grading and drainage, storm water management, utilities, and erosion control design as well as assistance with permit coordination and acquisition, and construction administration on Residential and Commercial projects. Preferred applicant shall possess PE licenses in both Delaware and Maryland or the ability to obtain them within 12 months from date of hire. Desired qualifications include at least four years of related experience, proficiency in AutoCAD and the demonstrated ability to market and work with planners and developers. **Civil Engineering Designer** for our Easton, Maryland office. Duties shall include but not be limited to grading and drainage, storm water management, utilities and erosion control design for Coastal, Residential and Commercial projects. Proficient in the use of AutoCAD is required for this position. Desired qualifications include at least two years of experience, the demonstrated ability to work in a team environment and familiarity with AutoCAD Civil3D. We offer a great place to work, an attractive incentive package, liberal PTO, and very competitive benefits. Learn more about us and our work on our website: www.dbfinc.com. **Current Openings**. (Updated 1/13/18)

Del-Mar-Va Paving (683) under new ownership and management, is seeking a **Pavor Operator, Roller Operator and Screed Operator** to operate equipment in a safe and productive manner for our asphalt paving crew. The selected candidate will have experience with commercial and residential paving operations, as well as a thorough understanding of equipment maintenance duties such as cleaning, greasing and maintaining fluid levels on equipment. The person selected for this position must be capable of extensive and heavy physical activity (able to lift up to 75lbs.) and work in the field under all conditions. A valid MD or DE Driver's License is required. Resume, if available, can be sent to info@bryan-and-sons.com, or an application can be filled out at our office at 7140 Barkers Landing Road, Easton, MD. For additional information, please call our office at 410-819-3001. (Date listed: 2/20/18)

Del-Mar-Va Paving (676) under new ownership and management, is seeking a **Paving Laborer** to perform duties related to asphalt milling and paving including shoveling, raking, luting, jack hammering, heavy lifting and the use of multiple small tools. This position will be filled by a safety-conscious person with good dexterity and fine motor skills. The person selected for this position must be capable of extensive and heavy physical activity (able to lift up to 75lbs.) and work in the field under all conditions. A valid MD or DE Driver's License is required. Resume, if available, can be sent to info@bryan-and-sons.com, or an application can be filled out at our office at 7140 Barkers Landing Road, Easton, MD. For additional information, please call our office at 410-819-3001. (Date listed: 2/20/18)

Del-Mar-Va Paving (677) under new ownership and management, is seeking **CDL Class A & B Truck Drivers** to supply our asphalt paving operations. This position will be filled by people with experience hauling equipment and/or hot mix, knowledge of commercial driving regulations and roads in the area, and a clean driving record. The ability to physically operate and maintain a dump truck is required. A valid MD or DE CDL Class B Driver's License and ability to operate a vehicle with a GVW of 33,000 pounds or greater is required. Resume, if available, can be sent to info@bryan-and-sons.com, or an application can be filled out at our office at 7140 Barkers Landing Road, Easton, MD. For additional information, please call our office at 410-819-3001. (Date listed: 2/20/18)

DiGioia Builders (596) St. Michaels, MD. **Carpenters** (JO#795895) \$24-42 per hr. **Construction Laborers** (JO#795895) \$14.50 per hr. Call 410-310-1003 to schedule interview. (Date listed: 1/3018)

Dorchester County Government (510) **Professional Engineering** position within the Public Works Department, Engineering Division, to assist in the planning, designing, construction and inspection of public works and public facilities projects. The Engineering Division provides technical expertise to all Public Works, specifically the Highway and Solid Waste Divisions. This position is an excellent opportunity for an engineer with five (5) or more years of experience to obtain a wide range of practical hands on experience on public works projects. Responsibilities include development and project management of capital projects; construction, maintenance and improvements of roads and bridges; solid waste issues including recycling and landfill operations; and waterway improvement programs. Responsibilities will also include further development of GIS capabilities. Requires hands on application of engineering principles and practices, plan review and project management. Minimum requirements are a Bachelor's degree in Civil Engineering and five (5) years engineering experience. CAD and GIS knowledge/experience is desirable. Effective communications and interpersonal skills required. Knowledge of environmental issues and State and Federal regulations is a bonus. Submit County Employment application and complete resume to: County Council Office, Dorchester County, 501 Court Lane, Cambridge, Maryland 21613. Applications can be downloaded at www.docogonet.com. (Date listed: 12/19/17)

The Dorchester County Health Department Health Education Division (684) is seeking a part-time (32 hours), contractual **Alcohol & Other Drug Abuse Prevention Specialist** to provide substance abuse prevention services. This position is focused on the PREVENTION of alcohol and other drug abuse, which involves activities different from those offered by addictions treatment and recovery programs. It is focused on community-level, environmental strategies rather than direct services. Examples of environmental strategies may include media strategies to influence behavior, trainings to reduce underage alcohol sales, and policy advocacy. Occasional evening/weekend or overnight hours will be required, particularly for events or trainings. Required: Completion of 60 credit hours from an accredited college/university, 18 credits in behavioral sciences, health services, human services or education. HS diploma/GED & 2 years of experience in a community or school based alcohol or other drug abuse prevention program may be substituted for the required education. Individual must be able to effectively prepare reports, have knowledge of alcoholism/drug dependency, community level change strategies and principles/practices of substance abuse prevention, and have experience working with youth.

Background checks will be conducted. Applicant must possess a driver's license valid in the State of MD and be willing to work flexible hours in a variety of environments. Desired: The successful applicant will be able to demonstrate skill/knowledge in effectively presenting topics on substance abuse, individually and in groups. Individual will also demonstrate the ability to utilize various media venues, i.e. electronic and/or social media, newspaper articles, press releases, promotional flyers. Applicant will be tested on these abilities at interview. How to apply: Go to www.jobaps.com/MD for complete instructions. Filter by Location: Dorchester and Type: Contractual Active Recruitment. Or click on this [DIRECT LINK](#). Questions regarding application process may be directed to Greg Coleman at 410-901-8124. **Deadline: Applications are due by Tuesday, March 6, 2018.** (Date listed: 2/21/18)

Duffy Creek Enterprises, Inc. (631) 20 Duffy Creek Road Georgetown, MD. **Sales Person** (Refer to MWE Job Order #630150). Email Resume to filledapp2141@yahoo.com. (Date listed: 2/8/18)

Duffy Creek Enterprises, Inc. (544) 20 Duffy Creek Lane, Georgetown, MD 21930. A family owned and operated business looking for **Part-Time General Help** (approx. 20-30 hours/week within business hours) Position is available for motivated, reliable individual. Responsibilities include shipping and receiving of in-stock orders, unloading shipments, pulling and/or putting away parts inventory. Answer phones and Assist Customers. Maintain clean organized work area and ability to help on any given project by other departments. Ideal candidate will be able to prioritize projects. Ability to work independently, willing to learn and take initiative. Please email resume to filledapp2141@yahoo.com. (Date listed: 1/17/18 updated 2/22/18)

Echo Hill Outdoor School (592) located on Maryland's Eastern Shore of the Chesapeake Bay. Echo Hill Outdoor School (EHOS) has successfully provided over forty-five years of residential and recreational learning experiences. Programs are designed to introduce and acclimate participants to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Watershed Ecology of the Chesapeake Bay and its surrounding ecosystems, group and individual development on our low and high element challenge course, and exploration of history and the human environment in the Chesapeake Bay region. The program is flexible and committed to custom designing programs so as to meet the needs of a wide range of students/ participants, typically 3rd through 9th grade, from both public and private schools, as well as college students and adults of all ages. Responsibilities: At EHOS you would teach a variety of classes from all of our curriculum areas. You would also supervise and counsel all aspects of participant residential life during their stay at the school including overnights in platform tents or dormitories, table-heading at family style meals, and supervision during recreational time and other activities. Qualifications: EHOS is seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Experience working with and relating to children and people of all ages is extremely beneficial. A background in Education, Recreation, Environmental or Outdoor Education, Challenge Course facilitation, Psychology, Natural Sciences, Marine Biology, Liberal Arts or related fields is desired. Compensation: Starting salary for Teacher/Naturalist is \$250-\$270 per week. Individuals with demonstrated current certification in Wilderness First Responder, Wilderness First Aid, American Red Cross Lifeguard Training, or Valid State Teacher Certification will be considered at a slightly higher starting range. EHOS owned housing and board are a condition of this residential teaching position. Ten-twelve month contracts may be available for interested, committed individuals depending upon future openings, specialized positions available, and satisfactory job performance. A staff excess sickness and accident medical plan is available. **Applications are welcome year round.** Primary starting dates are in March and late August. To Apply: If you are interested in a challenging and rewarding experience please send cover letter, resume, two written reference letters and three telephone reference contacts to: Betsy Zelter McCown, jobs@ehos.org, Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton Maryland 21678. (410) 348-5880. (Date listed: 1/30/18)

Ecological Restoration & Management (ER&M) (673) 10600 York Rd, Suite 203, Cockeysville, MD. **Landscaping Work** – starting pay \$14/hour. Contact Tim at 410.337.4899, tlum@er-m.com, www.er-m.com. (Date listed: 2/20/18)

Eco Pro Construction, LLC (608) Crawl Space Laborer (MWE Job Order #796154). Apply in person at: 8648 Commerce Dr. # 400, Easton, MD 21601. (Date listed: 2/1/18)

Egide USA (Cambridge, MD is accepting resumes for the following jobs. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. Resumes will be accepted through March 30, 2018. **Quality Control Inspector** – Summary and Purpose of Position: What are the end results or objectives of this position? Why does the job exist? This position is responsible for detailed inspection and testing of components purchased or produced for and at Egide USA. This will include incoming inspection and may also involve in process and final inspection and testing of finished packages. This position will also assist in maintaining the measurement tool calibration system. In the performance of duties, complete and accurate data recording is required. Associates in this position must be able to consistently and efficiently perform all duties of the position within specifications and within quality and productivity guidelines of each product and/or process. Essential Functions and Responsibilities: include the following. Other duties may be assigned. - Associate must be able to use hand measuring tools such as micrometers and calipers as well as optical tools such as Profile Projector and Toolmakers microscope to obtain detailed measurements. -Ability to use Microscope for extended periods of time. -Associate must be able to read blue prints, routers, procedures and look up and interpret Customer and Industry Standard Specifications. -Have an understanding of JobBoss to the extent of making transactions. -Complete and maintain required documentation such as time cards, routers, TMI's, MRB's, First Article Inspections, IMR's and Sample Fixture sheets. -Utilize all necessary procedures and prints for inspecting parts for visual as well as dimensional characteristics. -Maintain a safe and clean working environment. -Notify Manager of any problems or unusual conditions that arise. Be able to analyze the situation and provide suggestions for next steps. Other Duties/Responsibilities: Responsibilities/important duties performed occasionally or in addition to the essential duties of the position. Any additional comments relevant to the position needs. The associate must be available for any shift or work schedule hours. Appropriate notice will be given and as much flexibility as possible will be made when business needs dictate a change in shift for an associate. The company will attempt to accommodate shift request, but no guarantees of any shifts at any given time will be made. Supervisory Responsibilities: This position has no supervisory responsibilities. Competencies: To perform the job successfully, an individual should demonstrate the following competencies. Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; Maintains positive attitude. Oral and Written Communication: Listens and gets clarification; Responds well to questions; Writes clearly; Able to read and interpret written information. Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. 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. Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person as needed. Initiative: Asks for and offers help when needed. Generates suggestions for improving work. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. -High School Diploma or GED at minimum. -A minimum of 3 years working in the Manufacturing environment. -A minimum of 1-year experience in GD&T preferred; able to read and interpret blue print drawings. -Ability to understand and comprehend

verbal and written English Instructions. -Ability to perform basic Math functions such as adding, subtracting, multiplication and division. -Basic computer skills are required. Key software usages include email, spreadsheets for data entry, and basic computer navigation. -Experience using an ERP/MRP system preferred. -Must be available to work in other areas of the facility as well as other shifts. Appropriate notice will be given before a shift change is made. -Experience in measurement equipment calibration is desirable. -ASQ Certification such as Quality Inspector, Calibration Technician, or similar, is highly desirable. 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 associate must frequently lift and/or move up to 15 pounds and occasionally up to 30 pounds. The associate must be able to grasp small parts with fingers and should exhibit good finger dexterity and hand to eye coordination. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work Conditions and Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. -The noise level in this environment is usually moderate. (Date listed: 1/30/18)

Egide USA (586) Cambridge, MD is accepting resumes for the following jobs. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. **Resumes will be accepted through March 30, 2018.**

Drafter/Designer - Summary and Purpose of Position: Work directly with design engineers to produce drawings from sketches, existing drawings and electronic images. Essential Functions: Calculate tolerance stack-ups to verify design fit-up. Design parts based on written and verbal descriptions from design engineers. Work closely with all departments in the plant to ensure that the drawings convey the correct information and are error free. Work from customer drawings, company drawings, Government drawings or specifications. Additional Responsibilities: Will be required to perform other duties as requested, directed or assigned. Supervisory Responsibilities: This position has no supervisory responsibilities. Competencies: To perform the job successfully, an individual should demonstrate the following competencies. Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; **MAINTAINS A POSITIVE ATTITUDE**. Oral and Written Communication: Listens and gets clarification; Responds well to questions; Writes clearly; Able to read and interpret written information. Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. Ethics and Professionalism: Works with integrity and ethically; Upholds organizational values; Conserves organizational resources; Approaches others in a tactful manner; Shows respect and sensitivity for cultural differences; Accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; Able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person as needed. Initiative: Asks for and offers help when needed. Generates suggestions for improving work. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. •Degree: Associates / Major Manufacturing Engineering Technology / Job Targets Wanted Drafting/Computer Aided Design (from a recognized CAD training facility). •2-3 years experience in drawing/designing. •Able to work with minimum supervision and capable of self-checking for completeness and accuracy of work produced. •Able to receive and transmit drawings electronically with or without translation into a customer CAD software. •Computer literate in CAD, Inventor, EZ Cam and Microsoft Office. •Must be a self-starter and able to

contribute in design reviews. •Team Player. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work Conditions and Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Dress code is business casual. **HTCC Associate - Summary and Purpose of Position**: What are the end results or objectives of the position? Why does the job exist? This position is responsible for the manufacturing, assembly, secondary operations, and all inspection processes for HTCC components and related electronic packages produced and/or sold by Egide USA, Inc. Associates in this position must be able to consistently and efficiently perform all duties of the position within specification within quality and productivity guidelines of each product and/or process. Essential Functions: include the following. Other duties may be assigned. •Responsible for following all processes and procedures so that a quality product is produced on time to both internal and external customers. •Must be able to work within a clean room environment and adhere to all related environmental policies and procedures. •Read and interpret drawings/blueprints to ensure proper revision, correct materials, parts, tooling, fixtures, etc. are available. •Follow blueprints to assemble parts by hand or using equipment in an individual setting or in a group cell environment. •Inspect parts to ensure quality and accuracy. •Associate 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. •Associate must be able to read internal routers, procedures and look up and interpret Customer and Industry standard Specifications. •Load and unload parts from fixtures and furnace as needed. •Complete and maintain required documentation such as time cards, travelers, quality sheets, production sheets, routers etc. •Associate must have adequate computer skills with experience using Microsoft Office (Outlook, Excel, Word, etc), and the ability to learn other internal software applications. •Perform intermediate manufacturing tasks such as Seal Test, Bead Blasting, Sanding, Soldering, electrical testing, etc. •Maintain a safe and clean working environment at all times following at a minimum all OSHA guidelines. •Notify appropriate Management Representative of problems or abnormalities that may occur. Additional Responsibilities: Responsibilities/important duties performed occasionally or in addition to the essential duties of the position as well as any additional comments relevant to the position. •Associates will occasionally assist in the training of other Manufacturing Associates. •Associates will occasionally be asked to work in other departments throughout the facility. •Associates will occasionally be asked to perform housekeeping duties such as sweeping, etc. Supervisory Responsibilities: This position has no supervisory responsibilities. Competencies: To perform the job successfully, an individual should demonstrate the following competencies. Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; MAINTAINS A POSITIVE ATTITUDE. Oral and Written Communication: Listens and gets clarification; Responds well to questions; Writes clearly; Able to read and interpret written information. Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. Ethics and Professionalism: Works with integrity and ethically; Upholds organizational values; Conserves organizational resources; Approaches others in a tactful manner; Shows respect and sensitivity for cultural differences; Accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; Able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person as needed. Initiative: Asks for and offers help when needed. Generates suggestions for improving work. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions. •High School Diploma or General Education Degree (GED). •Ability to understand and comprehend verbal and written English instructions. •Ability to perform basic mathematical skills such as: add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals; Compute rate, ratio and percent. •The associate must be available for any shift or work schedule hours. Appropriate notice will be given and as much flexibility as possible will be made when business needs dictate a change in shift for an associate. The company will attempt to accommodate shift request, but no guarantees of any shift at any given time will be made. **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 associate is frequently required to stand and walk. The associate must frequently lift and/or move up to 15 pounds and occasionally up to 30 pounds. The associate must be able to grasp small parts with fingers and should exhibit good finger dexterity and hand and eye coordination. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. **Work Conditions and Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the associate is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate. (Date listed: 1/29/18)

Federal Resources (560) Stevensville, Maryland. **Recruiter** (MWE Job Order #792647). Apply online at: <http://ipc.us/t/55FD91161D364363>. (Date listed: 1/22/18)

Food and Beverage Associates of NJ, Inc. (664) is accepting applications for experienced, hospitality-minded food service workers for temporary **seasonal/summer FT/PT summer camp kitchen positions in the Worton, MD** area. Hours/days flexible, between 6 a.m. – 7 p.m., up to 5 days per week. These 8-20 week seasonal/summer positions include Chefs, Sous Chefs, Cooks and Food Service Workers/Dishwashers. Manage or assist (depending on position) in the procurement, preparation and presentation of all food for the camp in a safe, sanitary manner, keeping kitchen and dining area clean. Initial training specific to the facility will be available. Must be able to stand for long periods and lift/carry up to 50 pounds, work in a busy environment, read/write/understand English, be comfortable working around children, communicate effectively and in a friendly manner with staff/clients/customers, able to follow orders. Must have reliable transportation. ServSafe certification a plus. Monetary compensation is based on position and experience: Chefs: \$600-\$900 per week; Sous Chef: \$500-\$700 per week; Cooks: \$400-\$600 per week; Food Service Workers/Dishwashers: \$400-\$600 per week. Part-time hourly positions available. **Please apply on our website: www.fba-usa.com by May 1, 2018.** (Date listed: 2/14/18)

Heartfields (621) Assisted living in Easton. Following positions available: **Caregivers- PT and FT** (JO#798035); **LPN's-** (JO#798037); **Bridge to Rediscovery Director** (JO#798040). Apply on line at: <http://careers.fivestarseniorliving.com/>. (Date listed: 2/6/18)

Hill's Industrial (605) Linkwood, MD. **Electric Motor Repair Mechanic** (JO#796292). Will train mechanically inclined applicants. Email resume to: mark@hillsindustrial.com. (Date listed: 1/31/18)

Inn at Perry Cabin (640) St. Michaels, MD. **Food and Beverage Manager** (Job Order #799261); **Human Resources** (Job Order #799271); **Call Center Manager** (Job Order #799286); **Training and Service Quality Manager** (Job Order #799292); **Executive Sous Chef** (Job Order #799294); **Executive Chef** (Job Order #799297); **Leisure Sales Manager** (Job Order #799299); **Housekeeping Supervisor** (Job Order #799302); **Food Runner** (Job Order #799304); **Pastry Cook** (Job Order #799306); **Cafeteria Cook** (Job Order #799308); **Room Service Server** (Job Order #799310); **Banquet Server** (Job Order #799311); **Esthetician – on call** (Job Order #799314); **Nail Technician** (Job Order #799314); **Server**

(Job Order #799320); **Massage Therapist – on call** (Job Order #799336); **Host or Hostess** (Job Order #799340); **Server / Assistant Bar Back** (Job Order #799357); **Line Cook** (Job Order #799361). (Date listed: 2/9/18)

Interrail Transport (623) Human Resources Generalist (Centreville, MD). We are a service contractor to the railroad industry with corporate offices located in Centreville, MD. The corporate office supports field offices with 800+ employees nationwide. Hours are Monday-Friday 8-5. We are seeking a full-time HR Generalist to review new hire paperwork including our background check and drug testing processes, administer leave of absence requests, respond to verifications of employment, create a bi-monthly Newsletter and complete varied electronic weekly and monthly reporting. Must be proficient with Microsoft Office including Excel, be detail-oriented, and have excellent phone and writing skills. Bi-lingual Spanish helpful, but not mandatory. Minimum Associates degree with 1 year human resources experience, must pass background check. Benefits include health, dental, vision, life/supplemental life, 401-k, and short-term disability. Please send resume and cover letter to jobs@interrail-transport.com. (Date listed: 2/2/18)

Kent County Department of Social Services (680) Chestertown, MD is recruiting for an **Office Clerk** to support the Office of Home Energy Programs (OHEP) unit. This is a grant-funded position of thirty (30) hours per week that offers limited benefits. Salary is \$11.53 per hour. Duties include: answering the telephone, scanning, processing mail, filing and other office duties as needed. Candidate must possess a high school diploma plus six (6) months of experience performing clerical duties in an office environment. **Submit a Maryland State Application postmarked by February 28, 2018** to: Human Resources, Kent County Department of Social Services, 350 High Street, P.O. Box 670, Chestertown, MD 21620, email: hmail.kent@maryland.gov, fax: 410.778.2932. To obtain an application, please visit our website at <http://www.dbm.maryland.gov/jobseekers/Documents/MarylandStateApplication.pdf>. Résumés will not be accepted in lieu of the application. EOE. (Date listed: 2/20/18)

Kent County Department of Social Services (679) Employment Training Specialist (Refer to MWE Job Order #801690); **Office Clerk** (Refer to MWE Job Order #801696). To Apply, **submit a Maryland State Application postmarked by February 28, 2018** to: Human Resources, Kent County Department of Social Services, 350 High Street, P.O. Box 670, Chestertown, MD 21620, email: hmail.kent@maryland.gov, fax: 410.778.2932. To obtain an application, please visit our website at <http://www.dbm.maryland.gov/jobseekers/Documents/MarylandStateApplication.pdf>. Résumés will not be accepted in lieu of the application. (Date listed: 2/20/18)

Kent Manor Inn (584) Stevensville, MD. **General Manager** (MWE Job Order #795388). Email resume and cover letter to: TDonley@cwhotels.com. (Date listed: 1/29/18)

Knot 10 Yacht Sales (680) Marketing Assistant. Part-time, Hourly - "Intern-type" with possibility of permanent/full-time. National yacht brokerage headquartered in Grasonville, Maryland has an immediate opening for a 15-20 hour a week position. Flexible, day-time schedule. You will be assisting with special marketing projects to include database research, and mail campaign. The ideal candidate will have strong organization skills and be dedicated to implementing our proven initiatives on a reliable and consistent basis. This position will be supporting our team of brokers located throughout the Eastern Seaboard. However, the position does not require travel and will be based out of our new Kent Island Headquarters. Ideal opportunity for someone looking for a flexible scheduled in a dynamic work environment. Please e-mail resume and any other pertinent information to Internyachtjob@gmail.com. (Date listed: 2/20/18)

LaMotte (646) Machine Operator 1st Shift – Will operate the filling equipment that dispenses liquids and/or pouching equipment. Fills in for any production position. Cross trains with Coordinator and QC Tech & fills in when needed. Requires mechanical aptitude, troubleshooting skills, good color perception, manual dexterity & ability to transport up to 50 pounds & operate loaded pallet jack. Hrs. are 7:00 a.m. 3:15 p.m. (1st Shift), with overtime as needed. Contact: Jennifer Horsey, Tel: (443) 666-3068, applications@lamotte.com. (Date listed: 2/12/18)

LaMotte (601) Technical Service/Software Support Representative. As a Tech Service Rep, serves as the principle source of technical information for customers seeking assistance on all LaMotte products. Principle duties include providing guidance with product selection, troubleshooting of all products (including kits, software and instruments) and responding to requests for methodologies, proper techniques, reagent composition, standard methods, MSDS and instrument repairs. As the Software Support Rep, focuses on "Tier 1" end-user support of software products for the pool and spa market and development testing. This includes resolving software related customer service issues directly with customers via phone, email or other communication method and processing internal orders for software and hardware replacement. Requires a B.S. or B.A. degree or equivalent education/experience in science or related field (chemistry preferred). Must have chemistry exposure, possess good communication skills and have excellent computer skills with working knowledge of Windows, word-processing and spreadsheet/database programs. Experience with software support & remote connection tools such as TeamViewer, and knowledge of pool/spa water chemistry major pluses. Hrs. are Mon-Fri, 9:00 a.m. to 5:00 p.m. Contact Jennifer Horsey, Tel: (443) 666-3068, applications@lamotte.com. (Date listed: 1/31/18)

LaMotte (654) 802 Washington Avenue Chestertown, MD. Machine Operator Table Press 1st Shift (Refer to J. O. #800032); **Technical Service/Software Support Representative** (Refer to Job Order #794525). Email resume/cover letter to: applications@lamotte.com. (Date listed: 2/13/18)

Lowe's (658) of Easton, MD. Sales Specialist Millwork (mwe #800347); **LTL Stocker** (mwe #800349); **Seasonal Lumber Millwork** (mwe #800351); **Seasonal Night Stocking** (mwe #800357); **Seasonal Appliances Paint** (mwe #800365); **Seasonal Garden Loader** (mwe #800425); **Seasonal Assemblers** (mwe #800444); **Seasonal Garden Waterers** (mwe #800448); **Store Seasonal Employee** (mwe #800452); **Weekend Sales Associate** (mwe #800511); **Seasonal Cashiers** (mwe #800516); **Head Cashier** (mwe #800519); **Asst. Store Manager Service** (mwe #800524); **Seasonal Store Employee** (mwe #800530); **Unload Associate** (mwe #800535). All applications must be submitted online at www.lowes.com. (Date listed: 2/13/18)

Manor Discovery Center (669) Preschool Teacher - Part-time/Substitute. Now hiring part-time/substitute teachers to join our team at The Manor Discovery Center! Seeking caring, enthusiastic individuals to work with young children. Students majoring in early childhood development and education are encouraged to apply. Individuals with coursework in child development and preschool curriculum preferred. \$10.50/hr & up with experience &/or education. Contact Jessica at Manor Discovery Center 410-822-5555; officemdc@manordiscovery.com. Please email resume or send to: Manor Discovery Center, 702 Idlewild Ave, Easton, MD 21601. MDC is open 7:15-5:30 M-F. (Date listed: 2/14/18)

Maryland Park Service (554) Have a passion for the outdoors? Enjoy interacting with the public? Love teaching kids? Consider a seasonal position with the Maryland Park Service. Tuckahoe State Park, Martinak State Park, Wye Island NRMA and Sassafras NRMA are seeking qualified individuals to fill over 20 seasonal positions through-out the complex. There are many options to find just the job for you to include: **Park Maintenance, Park Naturalist, Park Ranger and Park Concession Attendant.** Apply **ONLINE**. (Date listed: 1/19/18)

Maryland State Highway Administration (629) Heavy Equipment Maintenance

Technician 1. This is an entry level positions for a technician who enjoys working on equipment. We work on everything from weed eater up to big loaders. The pay starts out at \$25,502 a year plus overtime. There will be call-in for bad weather such as snow and freezing roadways. We supply uniforms, tools and PPE. We have 2 week vacations, 15 sick days and 7 personal days / year. Application must be filled out and brought to: 508 Caroline St., Denton MD 21629. (Date listed: 2/7/18)

Neighborhood Service Center (NSC) (698) Custodian/Driver (JO#701030). All custodial duties at local non-profit organization including delivery of packages and people to local addresses. Email resumes to: cwilliams@nsctalbotmd.org. (Date listed: 2/22/18)

Neighborhood Service Center (653) Office Assistant (JO#800275). Full-time. Required knowledge, skills and abilities: High School diploma or GED or at least (2) years of experience working in a public or office setting. Experience operating various office equipment. Applicant must have experience operating a multi-line telephone system. Must display good verbal communication skills. Must have reliable transportation. Must be willing to work flexible hours as needed. Must be professional in appearance and attitude. Bi-lingual is a plus but not required. No phone calls please! Email resumes to: cwilliams@nsctalbotmd.org. (Date listed: 2/13/18)

Neighborhood Sun (581) Part Time Sales Agent. Work from home and earn extra income while helping make Maryland a cleaner, greener place. Join a dynamic, mission-focused community solar start-up that is bringing solar to everyone! We're looking for energetic, organized people who are extremely articulate and persistent. It's a chance to be part of a new venture poised for rapid growth. More info at <https://www.neighborhoodsun.solar/join-the-squad/>. Please submit resume to hello@neighborhoodsun.solar. When applying, please use the positions in the subject header of the email, followed by your name. For example, "Part-Time Community Solar Sales Associate – your name". (Date listed: 1/25/18)

Neighborhood Sun (580) Sales Representative. You're someone fresh out of school, eager to find fulfilling and meaningful work. Or, you've worked in sales for a couple of years, and are looking for an organization that will truly train and hone your skills. But more than that, you want your work to benefit your community, your city, and the planet. More info at <https://www.neighborhoodsun.solar/join-the-squad/>. Our online application will give you the option to apply to this role as a complete person – not just a resume. The application will assess your qualifications, personality traits and workplace preferences, and should take 10 to 15 minutes to complete. **APPLY.** (Date listed: 1/25/18)

Open Seas Coffee Roasters (674) Stevensville, MD. Seeking someone with a passion for coffee as a part time roasting assistant and order fulfillment personnel. Interest and experience in the coffee industry preferred. Position includes training in coffee roast theory and coffee evaluation (cupping/analysis). Regular responsibilities include blending and mixing of coffees (lifting required), preparing packaging and product for delivery, routine facility cleaning/organizing, and ability to help on other misc projects as needed. \$10/hr. with variable schedule depending on weekly order volumes and potential for expansion of responsibilities and hours. Seeking 6-month commitment to warrant roasting and tasting training. Please email resume to bryce@openseascoffee.com. (Date listed: 2/20/18)

Optometrist Office (579) Seeking for full-time reception responsibilities in a healthcare setting in Cambridge, a dedicated, responsible person who can multitask and who has good language skills. Send resume and references to PO Box 976, Cambridge, MD 21613. (Date listed: 1/25/18)

Patriot Cruises (628) St. Michaels, MD. Seeking to hire **Crew** for their Tour Boat. Job Description: Safety is our number one concern so attention to detail and procedures (fire drills and man overboard) are very important. This is a CUSTOMER SERVICE job. Other duties entail cleaning the upper deck, bathrooms and galley area; vacuuming; running a snack bar (hot dogs and drinks); selling tickets in ticket booth; and taking care of lines during departure and arrival. This is a fun work environment with 2-5 cruises per day out on the water. Salary: \$10.00 per hour plus tips and the hours vary. Qualifications: Outgoing personality as the job entails great customer service and sales. Need to be able to lift 70 pounds; boating skills preferred but not necessary; must be able to pass initial and random drug tests; and must be at least 18 years old. We are looking for a great work ethic, honest and dependable person. Schedule is flexible if you have summer classes. Start date: May 15, 2018. Apply: Email request for employment application to robin@patriotcruises.com or call Robin Marrah at 410-745-3100 for more information. **Apply by March 31, 2018.** (Date listed: 2/7/18).

Plant Partners (547) Garden Center Merchandise. Part-Time Schedules and On-the-Job Training – Join Our Team - www.plant-partners.com. (Date listed: 1/17/18)

PRS Guitars (643) 380 Log Canoe Circle Stevensville, MD. Multiple Openings for: **Production Sander – 1st Shift** (See MWE Job Order #799960 for details); **Sprayer/Painter – 2nd Shift** (See MWE Job Order #799962 for details); **Warehouse Associate 1st Shift** (See MWE Job Order #757827 for details). Apply in person or jobs@prsguitars.com. (Date listed: 2/12/18)

Quality Health Strategies (644) Easton, MD. **Customer Complaint Specialist – Medicare** (MWE Job Order #799875). **APPLY ONLINE.** (Date listed: 2/12/18)

Quality Health Strategies (633) Easton, Maryland. "A leader in innovation strategies improving health services and programs". **Application Developer III** (JO#793726); **Data Analyst** (JO#772529); **Investigative Analyst – Entry Level** (JO#788332); **Project Support II** (JO#798398). Apply online www.qualityhealthstrategies.org/careers. (Date listed: 2/8/18)

Queen Anne's County (663) **Utility Worker** (mwe job order #800767); **Water Operator I** (mwe job order #800769). All applications must be submitted online at www.qac.org. (Date listed: 2/14/18)

Queen Anne's County (593) **Equipment Operator I** (JO#795686); **Highway Technician** (JO#795682); **Court Security Screener** (JO#795693); **Administrative Assistant I** (JO#795700); **Mechanic I** (JO#795703). All applications must be submitted online at www.qac.org. (Date listed: 1/30/18)

Queen Anne's County Dept of Economic & Tourism Development (625) **JOB FAIR Thursday, March 22, 2018 – 3-6pm.** Chesapeake Heritage & Visitor Center, 425 Piney Narrows Road, Chester, MD 21619. **Looking for a position in hospitality and tourism** or a summer job? Interview with area employers for job openings. For more information: www.choosequeenannes.com, 410.604.2100. (Date listed: 2/7/18)

Queen Anne's County Dept of Health (661) **Fiscal Accounts Clerk II – FT Contractual.** Recruitment #18-004518-0003. **Filing Deadline 2/27/2018 11:59:00 PM.** Salary: \$13.76/hour. Grade 9. Main Purpose of Job: A Fiscal Accounts Clerk II is the full performance level of work reviewing, verifying, recording, adjusting and balancing financial transactions. The main purpose of this position is to ensure that essential fiscal duties are performed and ordering of all supplies. Minimum Qualifications: Graduation from an accredited high school or possession of a high school equivalency certificate. Two years of experience reviewing, verifying, recording, adjusting and balancing financial transactions. Notes: 1. Experience calculating and recording financial, statistical or other numerical data may be substituted on a year-for-year basis for the required high school education. 2. Six credit hours in accounting from an accredited college or university may be substituted for one year of the required experience. 3. A minimum of five courses or six

months of accounting-related training in a vocational training program in subjects such as journalizing transactions, analyzing transactions into debits and credits, posting to a general ledger, payroll, bank reconciliations, accounts payable, and accounts receivable may be substituted for one year of the required experience. 4. Candidates may substitute U.S. Armed Forces military service experience in Financial Clerical/Finance Technicians classifications or specialty codes in the financial field of work at a rate of one year of military experience for the required experience. **Selection Process:** Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. **Benefits:** Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. **Further Instructions:** Online application process is STRONGLY preferred. If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850 or Application.Help@maryland.gov. If online process is not available, please send your paper application to: Maryland Department of Health, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. Should additional information regarding this recruitment be required, please contact the Maryland Department of Health Recruitment and Selection Division at 410-767-1251 or via email at dhmh.jobs@maryland.gov. (Date listed: 2/14/18)

Real Estate Institute (620) Easton, MD 21601. **Registrar** - Real Estate School, PT, 20 hrs. Very organized, basic computer skills, customer service. Retired person with office experience. **Freelance** - Social Media. Update our Facebook and social media presence. **Work at Home** - Help build our email list. Basic computer and data input. Must be able to work independently. Retired a plus. MikecrosbyREI@gmail.com. 410-819-0100. (Date listed: 2/6/18)

Receptionist / Administrative Support (691) A locally owned family business is looking for a full time **Receptionist and Administrative Support Staff Member** to share time between two offices located in Queen Anne's County. The ideal candidate is a flexible thinker and works well as part of a team. The work requires answering telephone inquiries, welcoming guests, and processing and maintaining records using Microsoft Office and a variety of industry specific software, for which training will be provided. **If you're looking for a unique opportunity to join a dedicated team of service-oriented professionals, please submit your resume and salary requirements to ShoreHelp@gmail.com by March 5, 2018.** (Date listed: 2/20/18)

Reeb Millwork Corporation (696) 1315 Goldsboro Road Barclay, MD 21607. "...continuously seeking highly motivated, experienced individuals to join our exceptional team. **Assembler 3** (JO#802928); **Assembler 2** (Day Shift) (JO#802946); **Assembler 2** (Night Shift) (JO#802950); **Inside Sales Rep** (JO#802954); **Machine Operator** (JO#802932); **Material Handler** (JO#802936); **Team Leader** (JO#802939). Competitive base pay & comprehensive benefits offered. Apply online: www.reeb.com. (Date listed: 2/21/18)

Rexnord Corporation (615) The **Staff Accountant** is a part of the PMC Platform and will be based at the Cambridge International business unit located in Cambridge, MD. Cambridge International is the world's largest manufacturer of metal conveying and engineered woven mesh solutions used in food processing and industrial markets, filtration, packaging, and architectural applications. This role will be a part of Cambridge International's finance team and will be responsible for performing a number of finance functions including supporting the month end close process, assisting with account reconciliations, managing Percentage of Completion Accounting on large projects, preparing and filing Sales and Use tax returns, supporting the A/R and A/P functions, and assisting with other ad hoc accounting projects. This role will report to Cambridge's Accounting Manager. This position offers a great opportunity for growth. Key Accountabilities: •Assist in the month-end, quarter-end and year-end closing process. •Assist with General Ledger account reconciliations. •Assist with Intercompany billings, transactions, and reconciliations. •Prepare and File Sales & Use tax returns. •Responsible for POC accounting on large projects. •Support A/R and A/P functions. •Assist with other ad hoc accounting projects. Job Requirements: •Bachelors degree in Accounting. •0-2 years experience in financial/accounting functions in a manufacturing environment. •Proficiency with Microsoft Office applications, particularly Excel. Capabilities and Success Factors: •Strong organizational, interpersonal, and communication skills, •Strong analytical skills and ability to work in a fast-paced environment. •High personal integrity. [APPLY HERE](#). (Date listed: 2/6/18)

Royal Farms (682) 502 Market Street Denton, MD. **Store Leader** (JO#800986); **Customer Service Leader** (JO#800984); **Assistant Store Leader** (JO#800982); **Customer Service Associate** (JO#800983); **Food Service Leader** (JO#800985); mwejobs.maryland.gov. [APPLY](#) (Date listed: 2/20/18)

Royal Farms (669) 7655 Ocean Gateway Easton, MD. **Store Leader** (JO#800942); **Customer Service Leader** (JO#704197); **Assistant Store Leader** (JO#730644); **Food Service Associate** (JO#704201); **Food Service Leader** (JO#704192); **Customer Service Associate** (JO#730650). [APPLY](#). (Date listed: 2/14/18)

Royal Farms (668) 26545 Shore Hwy. Denton, MD. **Store Leader** (JO#704226); **Customer Service Leader** (JO#704218); **Assistant Store Leader** (JO#704220); **Customer Service Associate** (JO#704222); **Food Service Leader** (JO#704225). [APPLY](#). (Date listed: 2/14/18)

Royal Farms (667) 32303 Queen Anne HWY, Queen Anne, MD. **Customer Service Leader** (JO#704143); **Assistant Store Leader** (JO#704146); **Customer Service Associate** (JO#730652); **Food Service Leader** (JO#704140); **Food Service Associate** (JO#800911). **Facilities Maintenance** (JO#800913); [APPLY](#). (Date listed: 2/14/18)

Royal Farms (666) 829 High Street, Chestertown. <https://mwejobs.maryland.gov> **Food Service Leader** (JO#704104); **Store Leader** (JO#800871); **Customer Service Leader** (JO#704102); **Assistant Store Leader** (JO#704101); **Customer Service Associate** (JO#704105). [APPLY](#). (Date listed: 2/14/18)

Royal Farms (652) 6502 Church Hill Rd., Chestertown. **Store Leader** (JO#800327); **Customer Service Leader** (JO#730687); **Assistant Store Leader** (JO#800324); **Food Service Leader** (JO#730699); **Customer Service Associate** (JO#800314). [APPLY](#). (Date listed: 2/12/18)

Royal Farms (651) 108 Jackson Creek, Grasonville, MD. **Store Leader** (JO#704120); **Customer Service Leader** (JO#800065); **Assistant Store Leader** (JO#730639); **Customer Service Associate** (JO#552001); **Food Service Leader** (JO#800059); **Food Service Associate** (JO#800070). [APPLY](#). (Date listed: 2/12/18)

Royal Farms (650) 105 Clay Drive, Queenstown, MD. **Food Service Leader** (JO#800093); **Store Leader** (JO#800090); **Customer Service Leader** (JO#800092); **Assistant Store Leader** (JO#704128); **Customer Service Associate** (JO#800091); **Food Service Associate** (JO#800095). **APPLY**. (Date listed: 2/12/18)

Salvation Army (582) **PT- Homeless Shelter Monitor** - 24 hours per week- 7 PM to 7 AM (JO#794508). Apply in person to 200 Washington St., Cambridge, MD 21613. (Date listed: 1/25/18)

Sauer Compressors USA (641) **Control Panel Assembly Tech** (Refer to MWE Job Order #731097). Email Resume to hr@sauerusa.com. (Date listed: 2/12/18)

Scotts Miracle Gro (387) Currently seeking a **Merchandiser** to assist with Scotts Miracle Gro products in the Easton MD Lowes store. This position will not begin until spring, actual date dependent on weather conditions and customer action. A merchandiser is responsible for stocking shelves and displays, cleaning outside product, alerting store management and Scotts sales manager of inventory concerns or discrepancies and consumer interaction. Qualified candidate must be: •18 years of age with high school diploma; •able to climb safety ladders and carry down boxes of product; •lift up to 50 lbs and move pallets of product with pallet jack; •work without supervision after completed training; •have reliable transportation and insurance; •be comfortable with and have access to computer; This store will require 1 to 2 visits a week. Actual hours will be determined once budget is finalized but could be 8-14 hours/week. Being a seasonal position it may end by June. Until our website is up to accept applicants, interested candidates can respond to me at richard.sheffield@scotts.com. Company website is <https://www.scotts.com/> if you would like to learn more about us. (Date listed: 11/1/17 updated 12/15/17)

ScribeAmerica (468) Medical Scribe - Easton, Chestertown, Glen Burnie & Millersville, MD. Full-time & Part-time available. Job Description: We are looking for candidates who are eager to gain valuable experience by working closely with physicians as a Medical Scribe for ScribeAmerica. Our Medical Scribes assist directly with a physician team in a clinical setting to effectively and efficiently compile detailed electronic medical records/patient charts. Scribing provides incredible exposure to the medical field and will allow you to develop an extensive medical knowledge base, and on the job experience. This position is ideal for students and alumni looking to get into medical school (over 85% of our Scribes achieve acceptance each year) or who plan to work in the medical field. ScribeAmerica is looking to hire and train Medical Scribes to work in the Easton, Chestertown, Glen Burnie & Millersville area of Maryland. We offer paid part-time and full-time hours. •Accompany physician while seeing patients and assist in recording patient history and physical. •Organize all of patient's laboratory tests, medications, imaging studies, etc. and transcribe the results of the encounter into the patient's chart/electronic medical record. •Document all procedures completed and record all diagnostic test results. •Document any consultation made by physician to a patient's personal physician, on-call. •Responsible for documenting all diagnoses, treatment plans, prescriptions, and discharge. •Must demonstrate ability to clearly and concisely communicate, orally and in writing. •Demonstrate a high level of maturity and possess strong interpersonal & organizational skills. Job Qualifications: •Must have a minimum of a high school diploma. A college degree, or current enrollment in a degree program is preferred. •Computer and typing skills are preferred. •Experience with medical terminology is preferred. •A constitution to work under the rigors of delivering medical care. •A responsible and mature individual with a passion for medicine. **APPLY HERE**. Company Contact: Josh Sattler, 954-908-8595, joshua.sattler@scribeamerica.com. (Date listed: 12/6/17 Updated: 1/18/18)

Southside Land Management, LLC (603) **Landscape Construction Foreman** (JO#796199); **Construction Laborers** (JO#796190); **CDL-A Truck Drivers** (JO#796177). Apply by: [email-southsidelandmgt@gmail.com](mailto:southsidelandmgt@gmail.com), Phone-410-310-6410, or in person to 3447 Ocean Gateway, E. New Market, MD 21631. (Date listed: 1/31/18)

Spa Angels (618) Skincare Massage Boutique. 306 Park Row, Chestertown, MD 21620 (Center-Downtown by fountain park). Part time **Massage Therapist**. 50/50 commission (Independent Contractor type position). Need your own insurance. Spaangelsskincarestudio@gmail.com. (Date listed: 2/6/18)

State Farm Insurance (662) Insurance Account Representative - State Farm Agent Team Member (Sales experience preferred) - Cambridge, MD 21613. For more information and to apply, click [HERE](#), or eMail megan@meganholotik.com. (Date listed: 1/22/18)

T's Divine Sweets (646) Local bakery in Cambridge needs a **Part Time Baker's Asst.** (JO#799923). To apply, email DivineSweets2@gmail.com. No phone calls, please. (Date listed: 2/12/18)

Talbot County Dept. of Social Services (546) Full-time **Family Investment Specialist I.** Position is responsible for determining financial eligibility and for providing case management for governmental assistance programs. Bachelor's degree required. Certain public contact experience may qualify for substitution of education on a year-for-year basis. For full description review the [Family Investment Specialist I](#) announcement and [apply on-line](#). (Date listed: 1/17/18)

Talbot County Government (589) Emergency Dispatcher (mwe job order #795461); **Head Golf Professional** (mwe job order 795470). Send resume, cover letter and references to applications@talbotcountymd.gov. (Date listed: 1/29/18)

Talbot County Hog Neck Golf Course (630) is accepting applications for **grounds crew maintenance workers**. Duties include, but not limited to daily course setup, mowing, weed eating, general landscaping, and finer aspects of golf course maintenance. Starting salary is negotiable, on the job training is provided, no experience needed. Apply at Hog Neck Golf Course, 10029 Ocean Gateway, Easton, MD 21601 or call (410) 770-8095, and ask or leave a message for Rick Stacey. Applicant must pass a substance abuse test and background check. Talbot County is an Equal Opportunity Employer. (Date listed: 2/8/18)

Talbot Special Riders (179) a nonprofit Therapeutic Riding program for children and adults with special needs in Preston, is now seeking **volunteers** to assist with its expanded programming. TSR offers a variety of opportunities such as horse leaders, sidewalkers, office resource, and special event help. Therapeutic Riding classes, Hippotherapy sessions, and special program groups are held through the week and on Saturdays. For More information about volunteering, visit our website at www.talbotspecialriders.com or contact Kim Hopkins at 443-239-4953/ tsrhopkins@gmail.com. (Date listed: 8/28/17)

Talisman Therapeutic Riding (690) Volunteer Opportunity - If you are looking for a friendly and fun volunteer environment, come check out our beautiful farm in Grasonville, Maryland. We offer equine assisted riding for our riders and participants. TTR is always in need of new volunteers to help with horse riding lessons, horse care, events, and farm projects. We encourage all volunteers to share their skills with us! There is no previous experience necessary, our scheduling is flexible, and you must be 14 years of age or older. Please fill out our [volunteer application](#) and attend a brief scheduled orientation. Thank you for your interest and we look forward to seeing you at the farm! Contact Aimee Coffey with any interests or questions @ 443.239.9400 aimee@talismantherapeuticriding.org. www.TalismanTherapeuticRiding.org. (Date listed: 2/20/18)

Trenton Pipe Nipple Company, LLC (622) Shipping/Receiving Clerk (JO#797646). 4 ten hour days- Mon.-Thurs. w/ Benefits. To apply email resume to: larryy@trentonpipe.com. No Phone Calls. (Date listed: 2/6/18)

USA Fulfillment (595) 313 Talbot Blvd., Chestertown, MD 21620. 410-810-0880. woutten@usafill.com. **Production Team Leader.** USA Fulfillment, an employee-owned company located in Chestertown, MD, is in search of a full-time Production Team Leader to assist the Production Manager. Duties will consist of running the production team of 15-20 team members in a fast-paced setting, in pick/pack and shipping operations. Hours and days are, but not limited to, 7am-3:30pm Monday through Friday. Required skills include basic computer knowledge, the ability to lift 50 lbs. and at least 2 yrs. of supervisory experience. To apply submit a cover letter

and resume to woutten@usafill.com, apply in person at 313 Talbot Blvd, Chestertown, MD, or apply on our website www.usafill.com. (Date listed: 1/30/18)

Vision Quest (624) Vo-Tech Shop Teacher-Wood Working (JO#797728). Apply by email to: pat.smith@vq.com. (Date listed: 2/5/18)

WalMart (664) Denton, MD. Inventory Management Specialists 5 AM – 2 PM or 2 PM – 11PM (JO#800845). Veterans are encouraged to apply. Apply on line to: www.careers.walmart.com. (Date listed: 2/14/18)

Washington College (692) Admissions Counselor (JO#802498); Area Coordinator (JO#802500); Associate Director of Development Donor Relations & Stewardship (JO#802507); Cook (JO#802522); Director of Capital Projects (JO#802528); Food Service Worker (JO#802435); Medical Office Assistant (JO#802540); Operation Assistant (JO#802543); Patrol Supervisor (JO#802553). Apply www.washcoll.edu. (Date listed: 2/21/18)

Wolford Companies, Inc. (571) Financial accounting and business administration firm located in Chester, Maryland, is seeking a full-time associate. Our firm started from scratch, and we're growing our client base and expanding our role with our clients year over year. We have a CPA, Certified Bookkeeper, and three MBA's on staff. We are eager to grow the company with the right talent. Our customers include companies in multiple business sectors from automotive to restaurants and government contracts to real estate leasing and renovation. We are based out of Chester, Maryland. We are seeking an **accountant** that meets the minimum requirements: 1. College coursework in accounting required; Associate's degree or higher preferred. 2. Experience with QuickBooks Desktop for Windows. 3. Strong passion for ATTENTION TO DETAIL. 4. Ability to work in both MacOS and Windows operating system environments. We use Apple computers and remote into Windows servers to access QuickBooks. 5. A coachable mentality. This position will entail learning on the go. We will be committed to teaching, if you are committed to learning. Duties and Responsibilities: 1. Entering daily bank and credit card transactions into QuickBooks. 2. Processing payroll. 3. Reconciling bank accounts, credit cards, loans, intercompany transfers, and other balance sheet accounts. 4. Conducting monthly account analyses and reviewing transactions for reasonableness. 5. Processing and reconciling sales and payroll tax filings. 6. Managing aged receivables/payables. 7. Generating invoices. 8. Managing asset/liability accounts. 9. Preparing loan amortization schedules. 10. Maintaining orderly accounting records electronically. 11. Visiting client offices. 12. Preparing and submitting financial statements to management for review. We are offering a competitive compensation and benefits package that will be commensurate with applicant's experience. Benefits include up to \$50 monthly paid to cell phone carrier, 401(k) retirement benefits, and health insurance benefits. If you are interested in learning more, and would like to discuss this opportunity in detail, please send your resume and contact information to Brad Wolford at accounting@wolfordcompanies.com. (Date listed: 1/24/18)

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