



# Now Hiring!!

JULY 13 – JULY 27, 2018

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All applicants must register with the Maryland Workforce Exchange. For a detailed description of each job listed and for additional job listings, please reference the number next to the position and visit the Maryland Workforce Exchange (MWE) at: <https://mwejobs.maryland.gov>. If you do not have access to a computer or email, stop by a One-Stop Career Center as listed in this publication.

\*\*\*\*\*FEATURED EVENT\*\*\*\*\*



## IEP Aides

### Minimum Qualifications:

- High school Diploma or GED equivalent
- Minimum of one (1) year recent experience
- Demonstrate great verbal and written skills
- Ability to successfully pass Background Check
- Have a passion for working with children

**Friday, July 20, 2018 10:00 am SHARP**

**Eastside Career Center**

3001 E. Madison Street, Baltimore, MD 21205

You Must Pre-Register to be scheduled for an Interview at the Eastside Career Center. Please arrive no later than 9:45am. Please RSVP Ms. Moore-Durant (410) 396-9030 by **July 17, 2018**.

All applicants must register with the Maryland Workforce Exchange.

Please visit Maryland Workforce Exchange (MWE) at:

<https://mwejobs.maryland.gov>

Please come dressed for an interview and bring a photo ID, social security card and resume.



[www.oedworks.com](http://www.oedworks.com)



Now Hiring is a service of the Mayor's Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners



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## MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED) CAREER CENTERS

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### Become Job Ready

Job seekers can learn skills to become "job ready" as defined by the [21st-Century Job Readiness Standards](#). These standards, developed with business input through the [Baltimore Workforce Development Board](#) to create a common language and precise description for employers and job seekers, of the knowledge and combination of skills required for workplace success.

The one-stop centers are full-service facilities, with comprehensive services offered by MOED staff and workforce partners with expertise in specific job preparation areas. Direct services are provided onsite including, job search assistance, resume assistance and more.

July 2018 Activities	
<u>Activity</u>	<u>Times &amp; Locations</u>
<b>21st-Century Job Search-</b> Workshop focuses on teaching the latest job search techniques, with special attention given to online applications and assessments.	<b>Northwest One-Stop Career Center</b> - Every Mon @ 2p - 3p
<b>Career Focus Workshop-</b> Instruction given on industry-specific requirements. Topics include employer expectations and certification information.	<b>Employment Connection Center</b> - Every Wed @ 2p (except 7/4)
<b>Resume Advisor-</b> Job seekers meet one-on-one with a resume advisor.	<b>Eastside One-Stop Career Center</b> -Every Mon - Thur @ 9a - 2:30p (except 7/4)
<b>Resume Check-up-</b> Get the most out of your resume. Schedule a "resume critique" with a member of our career centers' professional staff. Learn to use the most effective keywords, formatting and professional summaries in only 15 minutes per customer with a complete resume.	<b>Northwest One-Stop Career Center</b> -Every Mon @ 1p - 3p
<b>Resume Writing-</b> Job seekers are assisted with updating their resumes to fit the criteria of the new job market, using descriptive action words for the scanning process now used by many employers.	<b>Eastside One-Stop Career Center</b> -7/11, 7/19, 7/25, 7/31 @ 9:30a

**Visit [www.oedworks.com](http://www.oedworks.com) and select Job Seeker Services in the main menu to locate current career center workshops today!**



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## BUSINESS SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Administrative Assistant - 855124</b>	Knowledgeable to Microsoft Office systems and databases. Professional presentation and demeanor a must Prepare correspondences and documents, schedule appointments and greet persons entering the main office. Appointment /Meeting coordination and provide administrative and clerical support.	Apply on MWE
<b>Bookkeeper - 859947</b>	Must have at least 3 yrs of previous exp. With processing payroll, accounts payable, accounts receivable, general ledger and benefits. Must assist with general secretarial duties, will provide input in approving or rejecting existing or new suppliers.	Apply on MWE or email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Exhibitor Services Representative- 855581</b>	Will be responsible for assisting exhibitors at trade shows/convention and customer service support functions, such as completing orders, answering questions, handling invoices and other administrative and customer service functions pre show, during show, and post show.	Apply on MWE or email resume to: <a href="mailto:ddurant@oedworks.com">ddurant@oedworks.com</a>
<b>Furniture Mover/Customer Representative- 848219</b>	Valid Driver's License w/clean driving record. Customer service experience. Must be able to lift and move, assemble and deliver heavy furniture items. Ability to work 40-50 hours a week as needed.	Apply on MWE
<b>Process Administrator – 859950</b>	HSD or GED with courses in quality control, 1 - 2 years of experience in administration in a manufacturing environment. Experience with Microsoft Office software, in a manufacturing environment. Knowledge of QMS requirements and AS9100 auditing.	Apply on MWE or email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>

To view full job descriptions and to apply online for immediate consideration, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> OR Email your resume including the position and MWE Job Order # in the subject line (if provided). Job Orders may close without notice.

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## CONSTRUCTION

Position/ MWE Job Order #	Requirements	How to Apply
<b>Carpenter- 860092</b>	3-5 years' experience in finish carpentry required. Possession of basic hand tools and reliable transportation to job sites and knowledge of lumber grades and countertop materials required.	Apply on MWE or email resume to: <a href="mailto:ddurant@oedworks.com">ddurant@oedworks.com</a>
<b>General Laborer- 856072</b>	HS Diploma/ GED Required. Ability to lift 75lbs. Must pass an alcohol/drug test.	Apply on MWE
<b>Journeyman Plumber - 858710</b>	5 years minimum service experience in residential and light commercial applications. Must possess a journeyman plumber license. The applicant must possess a white cargo van in good working condition. Hydro Jetting is a plus for drain cleaning. Backflow testing certification preferred.	Apply on MWE or email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>

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## HEALTHCARE

Position/ MWE Job Order #	Requirements	How to Apply
<b>Companion Aide- 847758</b>	Must be at least (18) years of age, be self-directed and work with minimal supervision of the assigned registered nurse. Must have previous experience in cooking, cleaning, laundry, and shopping. Valid and current driver's license, first aid and CPR certifications and ability to pass background check.	Apply on MWE
<b>Pharmacy Technician- 850545</b>	HSD or equivalent required. Current national/state pharmacy certification and State registration. Minimum of (1) year working as a pharmacy technician in a retail environment or Long Term Care Pharmacy preferred.	Email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>

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## 21<sup>st</sup> CENTURY JOB READINESS STANDARDS

21<sup>st</sup>-Century Job Readiness Standards

**Life skills**

- ✓ Is able to manage personal circumstances so there is a minimal impact on employment
- ✓ Demonstrates basic manners and civility
- ✓ Is able to get to work on a daily basis using reliable modes of transportation
- ✓ Possesses valid government photo identification, social security card, birth certificate, telephone number, proof of address and education documentation
- ✓ Uses appropriate problem solving techniques
- ✓ Is able to adapt to change and learn new skills

**Basic work habits and behaviors**

- ✓ Is reliable, trustworthy
- ✓ Dresses and grooms appropriately for the work environment
- ✓ Follows rules and procedures
- ✓ Demonstrates ability to be on time and reports as scheduled
- ✓ Arrives prepared to work
- ✓ Is drug and/or alcohol free
- ✓ Possesses good time management skills

**Work attitudes and values**

- ✓ Takes initiative and pride in their work
- ✓ Demonstrates respect for authority, co-workers, and diversity in the workplace
- ✓ Is willing to learn
- ✓ Is motivated to work

**Communication and interpersonal skills**

- ✓ Is able to work effectively with co-workers, customers and supervisors
- ✓ Understands and is able to follow written or verbal directions or instructions
- ✓ Effectively handles conflicts with co-workers or customers
- ✓ Is able to accept constructive criticism
- ✓ Demonstrates basic written and verbal skills including electronic communication (e.g. appropriate email etiquette)
- ✓ Demonstrates basic listening skills and appropriate verbal and body language

**Basic skills**

- ✓ Is able to read, write, and compute at level needed to perform job

**Technology skills**

- ✓ Possesses basic computer skills
- ✓ Is able to establish an email address or account
- ✓ Possesses aptitude to send, receive and retrieve information electronically
- ✓ Knows how to use internet
- ✓ Stays current on technology within the workplace
- ✓ Comprehends rules of appropriate use of social media and internet

**Job search skills**

- ✓ Has an updated electronic resume and references
- ✓ Is able to conduct a job search using computer
- ✓ Has an email address
- ✓ Possesses good interviewing skills



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## HOSPITALITY

Position/ MWE Job Order #	Requirements	How to Apply
<b>Bartender-846744</b>	Bartending experience in fine dining establishment is needed.	Apply on MWE
<b>CDL-A Driver</b>	High school diploma or GED preferred. Valid CDL-A commercial driver's license required, with clean driving record with 2 points or less. 1 year proven experience in commercial truck driving preferred. Must be skilled at driving and parking large, heavy vehicles.	Email resume to: <a href="mailto:clester@oedworks.com">clester@oedworks.com</a>
<b>Facility Maintenance Supervisor- 855084</b>	Minimum Four years of experience, facility Management Certifications preferred. Strong organizational and analytical skills. Driver's License required	Apply on MWE
<b>Maintenance Tech/Parking Attendant- 830304</b>	HSD or GED required. Must be able to lift up to 100 lbs. 1 yr exp. Handling maintenance and upkeep of a parking facility.	Apply on MWE
<b>Maintenance Associate - 855078</b>	Will be responsible for janitorial duties including clean up and clear out of apartment residences, cleaning showers and counter tops; stripping and mopping floors using heavy floor buffers. Must be able to lift up to 50 pounds.	Apply on MWE or email resume to: <a href="mailto:ddurant@oedworks.com">ddurant@oedworks.com</a>
<b>Security House Manager- Part Time - 849992</b>	High school diploma or GED. Excellent communication skills both verbal and written. Must have a current, valid Maryland's driver's license. No criminal record. Must pass a drug screen.	Apply on MWE or email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>

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## HUMAN SERVICES

Position/ MWE Job Order #	Requirements	How to Apply
<b>Director of Youth Housing Services – 860397</b>	Bachelor's degree and 3 years of experience in the psychiatric rehabilitation and/or mental health field, supervisory skills, program compliance and management and the ability to work with staff and clients from diverse backgrounds. Must have knowledge of low-income housing and behavioral health issues, particularly as they relate to individuals with disabilities and formerly homeless and unstably housed youth ages 18-24 years of age.	Apply on MWE or email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Specialized Case Manager – 860417</b>	Bachelor's degree in social work or related field required. Must have 2 years of experience working with people with HIV/AIDS, homelessness, substance abuse, and/or mental illness within the Hispanic community. English and Spanish language proficient (written and spoken), with a demonstrated cultural sensitivity to issues facing the Hispanic HIV Client. Must have a driver's license and access to reliable transportation.	Apply on MWE or email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> **OR** Email your resume including the position and MWE Job Order # in the subject line (if provided). *Job Orders may close without notice.*

## MANUFACTURING

Position/ MWE Job Order #	Requirements	How to Apply
<b>CNC Machinists</b>	High school diploma or GED. Two years of experience operating CNC equipment or completion of apprentice program. Ability to read and understand blueprints; Subject to background check and drug screening as the company is a Government contractor.	Email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> **OR** Email your resume including the position and MWE Job Order # in the subject line (if provided). *Job Orders may close without notice.*



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## EXPLORE EMPLOYMENT OPPORTUNITIES WITH THE CITY OF BALTIMORE

### Baltimore City Civil Service

Anyone meeting the minimum qualifications is encouraged to apply via the online eRecruit system. Click the link below to review additional opportunities!

<https://www.governmentjobs.com/careers/baltimorecity>

#### Featured Jobs:

Position	Wage/Salary	Closing Date
Construction Electrical Inspector I	\$42,996 - \$52,092/yr	8/3/18
Emergency Dispatcher	\$41,305-\$49,929/yr	Continuous
Operations Assistant I, HMIS Operations Coordinator	\$41,718-\$66,708/yr	Continuous
Park Administrator	\$46,920 - \$75,072/yr	7/27/18
Tow Truck Operator	\$32,025-\$34,574/yr	Continuous

### Baltimore City Non-Civil Service

Anyone meeting the minimum qualifications is encouraged to apply via the instructions listed on the job announcement. Click the link below to review additional opportunities!

<https://humanresources.baltimorecity.gov/employment/non-civil-service>

#### Featured Jobs:

Position	Wage/Salary	Agency
Contract Services Specialist II (Accounting Assistant)	\$15.00-\$22.00/hr	Department of General Services
Deputy Commissioner, Youth Wellness and Community Health	Commensurate with experience	Health Department
Overdose Fatality Review Coordinator	Commensurate with experience	Health Department
Parking Meter Technician	\$17.67/hr	Parking Authority of Baltimore City





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JOB TITLE	POSTING #	STATUS
Accountant II	8497	Full-Time, Regular with Benefits, \$59,466
Business Services Analyst	8500	Full-time, Regular with Benefits, \$60,655
Van Driver	8499	Part-Time, Temporary with no Benefits, \$13.90/hr



The following opportunities are available with the Mayor's Office of Employment Development- YouthWorks. **For more information and instructions on how to apply please visit [www.oedworks.com](http://www.oedworks.com)**

Position	Salary
Enrollee Service Specialist	\$15.00/hr.
Job Coach	\$15.00/hr.
Unit Clerk	\$11.50/hr.
Unit Supervisor	\$18.00/hr.



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Phone (410) 396-6580

**Visit one of our Satellite Employment Centers!**

**Bon Secours Community Works**

26 N. Fulton Ave.  
Baltimore, MD 21223  
410-362-3629

**GEDCO**

5513 York Rd. (rear entrance)  
Baltimore, MD 21212  
410-532-7117

**My Brother's Keeper**

4207 Frederick Avenue  
Baltimore, MD 21229  
410-644-3194

**Employment Connection Center**

1410 Bush Street  
Baltimore, MD 21230  
410-396-1052

[www.oedworks.com](http://www.oedworks.com)

# Now Hiring!!

Now Hiring is a service of the Mayor's Office of Employment Development, the Workforce Investment Board, and multiple workforce partners. Here are some additional websites to assist your job search.

Baltimore City Community College	Education	<a href="http://www.bccc.edu">www.bccc.edu</a>
Baltimore City Government Employment 911	Government	<a href="http://www.baltimorecity.gov">www.baltimorecity.gov</a>
Federal Government	Government	<a href="http://www.usajobs.gov">www.usajobs.gov</a>
Maryland Workforce Exchange	Government	<a href="https://mwejobs.maryland.gov">https://mwejobs.maryland.gov</a>
Mayor's Office of Employment Development	Government	<a href="http://www.oedworks.com">www.oedworks.com</a>
SummerJobs.com	Government	<a href="http://www.summerjobs.com">www.summerjobs.com</a>
Maryland non-profits	Government	<a href="http://www.marylandnonprofits.org">www.marylandnonprofits.org</a>
Maryland Government	Government	<a href="http://www.maryland.gov">www.maryland.gov</a>
BestJobsUSA.com	Private Sector	<a href="http://www.bestjobsusa.com">www.bestjobsusa.com</a>
Career	Private Sector	<a href="http://www.career.com">www.career.com</a>
Career Board	Private Sector	<a href="http://www.careerboard.com">www.careerboard.com</a>
Career Site	Private Sector	<a href="http://www.careersite.com">www.careersite.com</a>
Employment Guide	Private Sector	<a href="http://www.employmentguide.com">www.employmentguide.com</a>
Groove Job	Private Sector	<a href="http://www.groovejob.com">www.groovejob.com</a>
Indeed	Private Sector	<a href="http://www.indeed.com">www.indeed.com</a>
Job.com	Private Sector	<a href="http://www.job.com">www.job.com</a>
Jobing	Private Sector	<a href="http://www.jobing.com">www.jobing.com</a>
Jobs	Private Sector	<a href="http://www.job.net">www.job.net</a>
Monster	Private Sector	<a href="http://www.monster.com">www.monster.com</a>
My next Move	Private Sector	<a href="http://www.mynextmove.org">www.mynextmove.org</a>
Nation Job	Private Sector	<a href="http://www.nationjob.com">www.nationjob.com</a>
Net-Temps	Private Sector	<a href="http://www.net-temp.com">www.net-temp.com</a>
Snag A Job	Private Sector	<a href="http://www.snagajob.com">www.snagajob.com</a>
Sologig.com	Private Sector	<a href="http://www.sologig.com">www.sologig.com</a>
The Ladders.com	Private Sector	<a href="http://www.TheLadders.com">www.TheLadders.com</a>
Baltimore Help Wanted	Private Sector	<a href="http://www.baltimorehelpwanted.com">www.baltimorehelpwanted.com</a>
Career Builder	Private Sector	<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>
Vault	Private Sector	<a href="http://www.vault.com">www.vault.com</a>

**All applicants must register with the Maryland Workforce Exchange. For a detailed description of each job listed and for additional job listings, visit the Maryland Workforce Exchange (MWE) at: <https://mwejobs.maryland.gov>. Please reference the number next to the position. If you do not have access to a computer or email, stop by a One-Stop Career Center as listed in this publication.**