



Now Hiring!!

NOV 25 - DEC 9, 2016

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All applicants must register with the Maryland Workforce Exchange. For a more 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 on the last page of this publication. Now Hiring (formerly Hot Jobs) is a publication developed by the Mayor's Office of Employment Development Business Services Division.

***** FEATURED EVENT*****



JOB FAIR!
November 29, 2016
10:00am-2:00pm
 Located at East Side One-Stop Career Center
 3001 E Madison St
 Baltimore, MD 21205

WE ARE CURRENTLY HIRING for the Baltimore Area
 Locations include: UMMC, John's Hopkins, Medstar Union Memorial, and more!

Positions available include:

- Valet Attendant
- Non-CDL Shuttle Driver
- CDL Shuttle Driver

For immediate consideration: Apply online at www.mhs97.com

Contact: Rachel Petrusic-Craig
 Phone: 703-342-5254
 Email: rpetrusiccraig@mhs97.com
 Fax: 855-650-3219

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410-545-6953

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Workforce Reception Center

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410-362-3629

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410-532-7117

My Brother's Keeper

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Employment Connection Center

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CONSTRUCTION

If you have at least one year of experience in the construction trades, local companies want you. These jobs can range from seasonal, to jobs that require having your own transportation, to jobs that might last only through the length of contracts. As construction jobs become available, resumes will be reviewed to determine **if you meet the minimum qualifications** for the job opportunity. You will need a resume to apply. If you do not have a resume, please visit a One Stop Career Center (locations can be found on the last page of this publication).

Concrete Form Carpenter

Concrete Form Carpenter will set the forms that hold concrete to the desired pitch and depth, and align them. Measure and cut wood, set wall forms, brace forms, build forms for concrete piers, pour concrete, vibrate concrete and tie rebar. Monitor how the wind, heat, or cold affect the curing of the concrete throughout the entire process. Direct the casting of the concrete and supervise laborers who use shovels or special tools to spread it. **Must have minimum of 2 years of form carpenter experience and demonstrated knowledge of construction math. Must have own tools. Must be able to pass background check and drug testing.**

To apply: E-mail resume to schooljobs@oedworks.com

Electrical Apprentice

Must know how to read blueprints and schematics, have an understanding of state and local electrical codes, and use an array of tools and diagnostic devices to service and install electrical parts. High school diploma or equivalent. **Must be enrolled in an apprentice program through the International Brotherhood of Electrical Workers Local 24 as an electrical apprentice.** Applicants that do not meet this requirement will not be considered at this time.

To apply: E-mail resume to: schooljobs@oedworks.com

Pipefitter

Installation of mechanical piping (PCCP, Concrete, Ductile Iron) Preparation of sub-grade and excavations. Stainless Steel pipe welder. **10 years' experience in pipe fitting and within excavations.** Stainless Steel pipe welder with certification.

To apply: E-mail resume to bmore@oedworks.com

Pipelayer

Install underground PVC/Corrugated Pipe 4" to 54 Be able to read drawings and specs. Be able to operate sight level to obtain grade/elevation. **Only applicants with 4+ year of previous experience will be considered.**

To apply: E-mail resume to bmore@oedworks.com

Project Engineer

The Project Engineer is responsible for aiding the project staff in the preconstruction and construction stages of a project. This can include assisting with estimating, bidding, buyout, contract management, document control, scheduling, field supervision, safety, punch-out, and more. Must have a minimum of a bachelor's degree in an engineering discipline or equivalent technical experience in this role with the ability to execute construction projects utilizing engineering knowledge for project management; estimate timelines and schedules; and the ability to anticipate risks and costs related to the technical aspects of a project. Must be proficient in Microsoft Office and strong computer skills with a variety of software packages. **Must be able to pass background check and drug testing.**

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CONSTRUCTION

Superintendent

The Construction Superintendent must have previous experience in this role with the ability to execute multiple projects simultaneously. Requirements include, High School Diploma or equivalent, 3 years' experience as a Superintendent in commercial construction, including experience with a commercial general contractor. Ability to assist in the organizing of necessary resources, including people, tools and time to meet tight deadlines and achieve desired results, able to meet some physical requirements: walking, bending, kneeling, reaching, lifting, etc., proficient in Microsoft Office and strong computer skills with a variety of software packages. **Must be able to pass background check and drug testing.**

To apply: E-mail resume to schooljobs@oedworks.com

6 Things to Never Do Before Interviews

Summary: Before arriving for an interview, make sure you have done everything possible to prepare and make the interview a success.

You have refreshed your resume, impressed recruiters, and scheduled interviews. Next you set out the perfect professional outfit and prepared your post-interview thank you cards. Before you take off for an internship or job interview, make sure have not forgotten anything else. Take note of these six things you should never do to make sure you're ready:

1. Go in unprepared: This is a no-brainer, but have you considered everything that you need to prepare for? Research the company thoroughly, practice potential interview questions, and have questions prepared to ask the interviewer.
2. Leave your phone on: You don't want to see or read anything that might upset you on the way to the interview, so shut it down. And the last thing you need during the interview is for it to vibrate or make noise.
3. Go to bed late: Don't go out partying with friends the night before your big interview. Stay in and get a good amount of sleep so that you look refreshed and are free of bags under your eyes.
4. Doubt yourself: When traveling to the interview, don't let self-doubt get the best of your thoughts. Going into the interview assuming you won't get the position will put your nerves on edge.
5. Be overly fragrant: You never know who may have sensitivity to scents. If the interviewer is sensitive it will ruin your interview.
6. Neglect your appearance: Check yourself out in a mirror one last time before heading into the interview. You never know what may be stuck in your teeth or what your hair may have done since you fixed it at home. An impression of you is made by the interviewer in seconds, so make sure it is good.

Source: <http://www.hound.com/article/900046546/6-Things-to-Never-Do-Before-Interviews/>

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HOSPITALITY



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The largest Hotel in Baltimore is recruiting for the premier hospitality team.

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Hospitality has its benefits. The Hilton Family of Hotels provides a very competitive benefits package, which may include:

- Medical, Dental & Vision Coverage
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- Income Protection Benefits
- 401 (k) Savings Plan
- Paid Time Off
- Team Member Travel Program
- On-going education and training
- Access to voluntary benefits including home & auto insurance, mortgage, credit union/banking

To apply: APPLY ON LINE. www.hiltonworldwide.com/careers

- Search "Baltimore" and "Hilton"
- Search for desired position
- Apply!

Where did you learn of this position – select other -- and type in Mayor's Office of Employment Development

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HUMAN SERVICES

Addiction Counselor

Counseling Center is looking for full time professional Counselors, one part-time and a trainee in Jessup, Sykesville, and Baltimore City. The Addictions Counselor provides encouragement, reassurance, guidance and support to the clients served. This includes role-modeling behavior that is healthy, ethical and safe. Must have Certified Addiction Counselor, The hours are Mon-Fri 8:30 am to 4:30 pm and may require some evenings and weekend hours. Competitive salary with benefits offered. Cover letter and resume along with 2 personal references and 1 professional reference required.

To apply: E-mail a resume to bmore@oedworks.com

Street Outreach Worker

Under the supervision of the Street Outreach Supervisor, the Street Outreach Worker responsibilities include outreach on foot and by van in designated areas. The Street Outreach Worker assesses the immediate needs of youth (crisis intervention and support), offers supplies and access to resources (survival aid, information, immediate services) and makes referrals as appropriate. Engages at-risk and homeless youth in a way that makes them feel safe and comfortable according to best practices and identified strategies. Experience/skills required: at least two years college education, but prefer a Bachelor's Degree in social work psychology, sociology or other relevant field and at least one (1) year of direct services experience; or equivalent combination of education and experience. Case management experience and ability to negotiate on customers behalf is required. Knowledge of resources in the community is also a requirement for this position. Experience in utilization of Social Media and must be computer literate. Hourly rate \$10-\$14/hour.

To apply: E-mail resume to bmore@oedworks.com

RETAIL

CVS Health Jobs at CVS in Baltimore, Maryland

Clerk Cashier- Full time Part time, Baltimore, Maryland

Pharmacy Technician - Full time Part time, Baltimore, Maryland

Our retail staff at CVS Health is on the front lines of our purpose of providing a better path to health for our customers. As a retail employee with CVS Health, you'll play an integral role in creating positive in-store experiences, provide friendly customer service, assist with purchases, and support merchandising activities. And your work will carry our values into the diverse communities we serve with wide-reaching impact.

Quick Facts

- We have more than 9,500 stores in 49 states.
- We offer a number of retail positions including Beauty Advisor, Beauty Consultant, Cashier, Pharmacy Technician, Photo Lab Technician, Shift Supervisor Trainee, and Vitamin Consultant.

Apply online today at: <https://jobs.cvshealth.com/retail-careers>

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TRANSPORTATION



CDL A Driver

Valid CDL A License required. High school diploma or GED with two (2) years' experience. Must not have more than 3 points and accident free driving record. Safely operates a heavy-duty truck to perform assigned duties on commercial routes. Operates vehicle in accordance with Occupational and Safety Health Act (OSHA) and Department of Transportation (DOT) requirements as well as all local, state and federal requirements and company expectations for the fleet; maintains a clean and safe vehicle. Must pass criminal background check.

To apply: E-mail a resume with job title in the subject to bmore@oedworks.com

Drivers

Local company is seeking Bus Drivers & Limousine Drivers. Must have High School Diploma or equivalent preferred, previous experience preferred, valid driver's license and safe driving record required, ability to drive vehicles with standard and automatic transmission, ability to sit for prolonged periods of time and walk long distances and lift 1-25 pounds. Must be able to pass pre-employment criminal, provide current motor vehicle record, and pass drug screening.

To apply: Email resume to bcarnes@oedworks.com



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HORSESHOE CASINO



Horseshoe Casino Baltimore is hiring. For more information about open positions and qualifications required for jobs posted, please visit the Horseshoe Casino Baltimore website: www.horseshoebaltimore.com or go to the Horseshoe Hiring Center located at 175 W. Ostend Street, Baltimore, MD. Please select "MOED" when asked "how did you hear about the job". If you don't have a computer or Internet access, you can visit a One Stop Career Center or MOED Community Job Hub Location. Career Center and Community Job Hub locations can be found at the end of this Hot Jobs publication.

To apply: Please log onto: <https://caesars.hodesiq.com/Default.aspx>





Now Hiring!!

CURRENT BALTIMORE CITY SCHOOL CONSTRUCTION EMPLOYMENT OPPORTUNITIES



Baltimore City is currently experiencing one of the biggest construction projects Baltimore has seen in decades: the 21st-Century School Buildings Plan will bring more than two dozen new or renovated schools to neighborhoods across Baltimore. Click [here](#) to learn more about the 21st-Century School Buildings Plan.

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School	Open Position	# of Positions	Salary/ Hourly Wage	Prior experience required
Arundel E.S.	Concrete Form Carpenter	2	\$26.21/hour	2 years
Arundel E.S.	Equipment Operator	1	\$33.89/hour	2 years of excavator, backhoe, & skid steer
Cherry Hill E.S.	Project Engineer	1	\$40,000- \$50,000/year	3 years
Cherry Hill E.S.	Superintendent	1	\$55,000/year	3 years
Ft. Worthington E.S.	Bricklayer	3	\$37.24/hour	5 years
Ft. Worthington E.S.	Electrical Apprentice	3	\$14.44/hour	Current enrollment in Electrical Apprenticeship Program approved through IBEW Local 24
John E. Howard E.S.	Electrician	1	\$35.60/hour	7 years of Commercial Electrical
John E. Howard E.S.	Laborer	1	\$19.04/hour	Preferred
Pimlico E.S./M.S.	Construction Laborer	2	\$19.04/hour	Preferred

How to Apply?

Email your resume to: schooljobs@oedworks.com or mail/drop off resume to:
 Mayor's Office of Employment Development, 3001 E. Madison Street Baltimore, MD 21205
Job descriptions are listed on pages 2-3. Resumes will be reviewed and you may be contacted only if you have previous experience for the open position.



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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!

<http://agency.governmentjobs.com/baltimorecity/default.cfm>

Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Community Health Nurse I - Health Department	\$50,863.00 - \$60,059.00	Continuous
HR Business Partner – DHR	\$69,600 - \$113,000.00	11/30/16
Public Information Office III – Human Services	\$57,200.00-\$91,700.00	11/30/16

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!

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

Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Agency</u>
Brownfields Greening Coordinator	\$30,000.00	Dept. Of Planning
CDL Drivers	\$29,120.00	Department of Public Works
Director of Human Resources	\$77,600.00 - \$124,100.00	Baltimore City Police Department
Motor Vehicle Driver	\$15.13 - \$15.97/hr.	Health Department



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The following opportunities are available with the Mayor's Office of Employment Development. For more information and instructions on how to apply please visit www.oedworks.com

<u>JOB TITLE</u>	<u>POSTING #</u>	<u>STATUS</u>
Career Navigator	8454	Full-Time, Temporary with benefits \$33,263
Manager (Contracting & Compliance Reporting)	8453	Full-Time, Regular \$62,000 -\$80,600
Project Assistant	8455	Temporary without Benefits \$35,242



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TRAINING OPPORTUNITY

Outpatient Pharmacy Technician

On the Job Training Opportunities. Earn a paycheck while you learn!

TRAINING DESCRIPTION: Customized on the job training opportunity that will prepare participants to pass the Pharmacy Technician Certification Board exam that is required for employment. Participants will be paid during the training period which is 12 weeks. Also included:

- An overview of all workflow steps utilizing the pharmacy system
- Standard Operating Procedures for Johns Hopkins
- Johns Hopkins Outpatient Pharmacy practices

JOB DESCRIPTION: -Pharmacy Technicians (ONET:29-2052.00)

Under direct supervision of pharmacists and in coordination with other technicians, pharmacy technicians are responsible for a variety of duties to assist in the preparation and packaging of medications, distribution and delivery of medications, maintaining proper inventory levels of medications, and keeping appropriate records and documentation. Other duties may include operating cash registers stocking shelves and labeling bottles. The pharmacy technician will report directly to the pharmacy business manager.

<u>Position</u>	<u>Wage</u>
Outpatient Pharmacy Technician	\$12.21/hour

Minimum requirements include the following:

- Baltimore City resident
- High school diploma or GED
- Good communication and interpersonal skills
- Able to handle multiple tasks in a busy environment
- Basic computer/data entry skills
- Good customer service skills
- Must pass pre-employment occupational health screening
- Must pass criminal background check
- Must be and remain drug and alcohol free –random drug tests conducted
- Must be at least 18 yrs. of age or older
- Must have 8th grade Math and Reading levels as measured by TABE
- Must pass the MD Pharmacy Technician Certification Board exam
- Must be licensed with the State of MD Board of Pharmacy
- Must have knowledge of and a strong desire to work in the healthcare industry

Contact a Career Center below for more information on how to access these training opportunities.

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



Now Hiring!!

Eastside One-Stop Career Center

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Westside Youth Opportunity (YO Baltimore)

1510 W. Lafayette St.
 (Gilmor St. entrance)
 Baltimore, MD 21217
 410-545-6953

Eastside Youth Opportunity (YO Baltimore) HEBCAC

1212 N. Wolfe St.
 Baltimore, MD 21205
 410-732-2661

Workforce Reception Center

(By referral only)
 100 W. 23rd Street
 Baltimore, Maryland 21218
 Phone (410) 396-6580

Visit one of our Satellite Employment Centers!

Bon Secours Community Works

26 N. Fulton Ave.
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 410-362-3629

GEDCO

5513 York Rd.
 Baltimore, MD 21212
 410-532-7117

My Brother's Keeper

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

Employment Connection Center

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 Baltimore, MD 21230
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www.oedworks.com

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	www.bccc.edu
Baltimore City Government	Government	www.baltimorecity.gov
Employment 911	Government	www.employment911.com
Federal Government	Government	www.usajobs.gov
Maryland Workforce Exchange	Government	https://mwejobs.maryland.gov
Mayor's Office of Employment Development	Government	www.oedworks.com
SummerJobs.com	Government	www.summerjobs.com
Maryland non-profits	Government	www.marylandnonprofits.org
Veterans central	Government	www.vetcentral.com
Maryland Government	Government	www.maryland.gov
BestJobsUSA.com	Private Sector	www.bestjobsusa.com
Career	Private Sector	www.career.com
Career Board	Private Sector	www.careerboard.com
Career Mag	Private Sector	www.careermag.com
Career Site	Private Sector	www.careersite.com
Cool Works	Private Sector	www.coolworks.com
Employment Spot	Private Sector	www.employmentspot.com
Employment Guide	Private Sector	www.employmentguide.com
Groove Job	Private Sector	www.groovejob.com
Indeed	Private Sector	www.indeed.com
Job.com	Private Sector	www.job.com
JobBankUSA	Private Sector	www.jobbankusa.com
Jobing	Private Sector	www.jobing.com
Jobs	Private Sector	www.job.net
Monster	Private Sector	www.monster.com
My next Move	Private Sector	www.mynextmove.org
Nation Job	Private Sector	www.nationjob.com
Net-Temps	Private Sector	www.net-temp.com
Snag A Job	Private Sector	www.snagajob.com
Sologig.com	Private Sector	www.sologig.com
The Ladders.com	Private Sector	www.TheLadders.com
True Careers	Private Sector	www.truecareers.com
American Preferred Jobs	Private Sector	www.preferredjobs.com
Baltimore Help Wanted	Private Sector	www.baltimorehelpwanted.com
Career Builder	Private Sector	www.careerbuilder.com
Vault	Private Sector	www.vault.com



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All applicants must register with the Maryland Workforce Exchange. For a more detailed description of each job listed and for additional job listings, visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) 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 below.

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Baltimore, MD 21223
410-362-3629

My Brother's Keeper
Community Job Hub
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Baltimore, MD 21229
410-644-3194

Govans Ecumenical Development Corporation
(GEDCO)
Community Job Hub
5513 York Rd.
Baltimore, MD 21212
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