

Now Hiring!!

JULY 28 - AUG 11, 2017

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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 <u>Maryland Workforce</u> <u>Exchange (MWE)</u> at: <u>https://mwejobs.maryland.gov.</u> 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.

Long-Term Special Education Certified Substitutes

Prepares lesson plans when necessary, provides instruction to emotionally disabled, mentally challenged or autistic individuals in grades Pre-K through 12; Implements IEPs and attends IEP team meetings, prepares IEP revisions, IEP close out or updating, prepares quarterly progress reports and IEP report cards. Conducts formal/informal assessments for students to whom the teacher is providing instruction; manages classroom behavior, obtains BCPS building principal's or designee's signature to verify the daily attendance.

Long-term substitutes must hold one of the following certifications in Special Education issued by the Maryland State Department of Education:

- Advanced Professional Certificate (APC)
- Standard Professional Certificate (SPC II)
- Standard Professional Certificate (SPC I)
- Professional Eligibility Certificate (PEC)
- Must have successfully completed an eight (8) hour conflict resolution training program provided by company or its designee
- Must have excellent organizational & interpersonal skills
- Previous teaching experience is preferred, but not required

PHYSICAL REQUIREMENTS: Hand dexterity ability (ability to operate mobile device, telephone, computer; ability to sit/and or stand for extended periods of time; some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling; ability to travel to various locations on a near daily basis. \$28/hour.

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

www.oedworks.com



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



Eastside One-Stop Career Center A proud partner of the americanjobcenter network 3001 E. Madison St. Baltimore, MD 21205 410-396-9030

Northwest One-Stop Career Center A proud partner of the americanjobcenter network 2401 Liberty Heights Ave.

Mondawmin Mall Baltimore, MD 21215 410-396-7873

Westside Youth Opportunity (YO Baltimore) 1510 W. Lafayette St. (Gillmor 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, MD 21218 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

Friendship Outreach Center 7200 Harford Road Baltimore, MD 21234 410-444-1595

<u>GEDCO</u> 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 1410 Bush Street Baltimore, MD 21230 410-396-1052

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Now Hiring!!

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).

Carpenter

Carpenter must be able to read blue prints, plans and drawings proficiently to determine the scope of work, locations, quantities and sizes of materials required. Measure, cut and set materials. *Must have minimum of 4 years of carpenter experience and demonstrated knowledge of construction math. Must have own tools. Priority Hiring for Baltimore City residents. Proof of residency required. This is an ongoing recruitment. To apply:* E-mail resume to <u>bmore@oedworks.com</u>

Carpenter 706604

This is the full performance level of work in the construction, installation, alteration, removal, maintenance and repair of wooden structures, concrete forms, scaffolds, frame shelters, platforms, sign boards, and general supports. Position also requires hand and bench work in shop. This position may be assigned other duties.

Must have High School Diploma or GED Certificate, four years of experience in carpentry. To apply: Email resume and cover letter to <u>bmore@oedworks.com</u> by August 1st, 2017.

Operations Aide 706579

An Operations Aide is responsible for custodial duties and the set-up and break-down of events. Must be available to work evenings, weekends, holidays, and any shift as assigned. *Must have High School Diploma or GED Certificate, one year of experience as a laborer. To apply:* Email resume and cover letter to <u>bmore@oedworks.com</u> by August 1st, 2017.

Painter II Full Time 706591

Serves as lead painter giving training and direction to other painters who prepare surfaces of wood, metal, or masonry for painting, mix paints, and apply paint using a brush, roller, or spray gun throughout the Center. May also apply varnish, lacquers, shellac, or enamel. This position may be assigned other duties.

Must have High School Diploma or GED Certificate, four years experience in painting To apply: Email resume and cover letter to <u>bmore@oedworks.com</u> by August 1st, 2017.

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. *Priority Hiring for Baltimore City residents. Proof of residency required. This is an ongoing recruitment. To apply:* E-mail resume to <u>bmore@oedworks.com</u>



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HEALTHCARE

FutureCare

FutureCare is dedicated to fostering not only the health, but the independence and dignity of residents in clean and properly maintained surroundings. FutureCare also offers competitive pay, insurance, 401(k), vacation time, holiday pay, and paid training.

Position	<u>Type</u>
Activities Assistant	Part-time
Cook	Full time
Dialysis Technician	Full time
Dietary	Full time
Floor Tech	Full time
GNA Certified Geriatric Nursing Assistant	Full time
Laundry Aide	Full time
LPN Licensed Practical Nurse	Full time
Maintenance Assistant	Full time
Nurse Practitioner CRNP	Full time
Physical Therapist PT	Weekends

To apply: APPLY ONLINE: https://careers-futurecarehealth.icims.com/jobs/search

HOSPITALITY

HILTON BALTIMORE



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

- Accounts Receivable Clerk
- Assistant Restaurant Manager
- Busperson/Server Assistant
- Communications Operator (Temporary)
- Cook 11
- Food Server

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

- Search "Baltimore" and "Hilton"
- Search for desired position and apply!
- Where did you learn of this position select other -- and type in Mayor's Office of Employment Development



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HOSPITALITY



MOED is recruiting and screening for the following current and future opportunities:

- Room Attendants/Housekeepers/Housekeeping Supervisors
- Laundry Attendants
- Lobby Attendants
- Cooks and Bartenders
- Dishwashers
- Banquet Servers and Food Servers
- Front Desk Clerks
- Safety and Security Officers
- Property Maintenance Engineers

If you are a Baltimore City resident with great customer service, compassion and prior hospitality experience, send your resume to <u>hospitality@oedworks.com</u> (including the exact job title of interest) for consideration and scheduling of pre-screen interviews. Pre- Employment testing will include the following: drug testing- mouth swab, verification of employment docs (I-9). No visible tattoos. Criminal background search on Maryland Judiciary will be conducted, must have clean record within past 5 years. Applicants will be considered based experience listed on resume.

IT/TECHNOLOGY

Database Analyst

The Database Analyst position will be responsible for the continued development and management of data systems providing technical and end-user support for tracking, evaluation and reporting purposes, as needed throughout the organization. The Database Analyst will become deeply knowledgeable of agency's mission and goals, and work with senior staff/leadership to determine key data points and demographics needed to fulfill organizational expectations. Beyond data analysis, this position will lead system implementation and improvement efforts to incorporate additional data needs/requirements as they arise.

Minimum Qualifications:

- BA/BS degree in Information Systems, Computer Science, or other relevant discipline.
- A minimum of 1-2 years in data management experience.
- Advanced Microsoft Excel skills
- Strong analytical and abstraction skills, with the ability to understand the relationships between various components and ask clarifying questions and investigate further, as needed.
- Excellent oral, written, and listening communication skills; cross-functional collaboration and influencing skills; and the ability to manage multiple priorities in a dynamic, fast-paced environment.

To apply: E-mail resume to <u>bmore@oedworks.com</u> with 'Database Analyst' in the subject line.



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RETAIL

CVS Health

♦ CVSHealth

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.

Jobs at CVS in Baltimore, Maryland

Job Title	<u>Job Type</u>
Beauty Consultant	Full Time
Clerk Cashier	Part Time
Operations Supervisor	Full Time
Pharmacy Technician	Full Time

To apply: APPLY ON LINE. <u>https://jobs.cvshealth.com/retail-careers</u>

- Search "Baltimore"
- Search for desired position
- Apply!
- How did you hear about us? select Community Based Organization -- What Community Based Organization referred you? --- type in MOED
- Email your resume to <u>bmore@oedworks.com</u> and include the position and location code in the subject line

TRANSPORTATION



CDL A Driver

Valid CDL A License required. High school diploma or GED with two (5) years' experience. Must not have more than 3 points & accident free driving record. Operates vehicle in accordance with (OSHA) and (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. *This is an ongoing recruitment. To apply:* E-mail a resume with job title in the subject to <u>bmore@oedworks.com</u>



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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: <u>https://caesars.hodesiq.com/Default.aspx</u>

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 <u>here</u> to learn more about the 21st-Century School Buildings Plan.

Upcoming Opportunities	<u>Requirements</u>
Electrical Apprentice	Current enrollment in apprenticeship program
Mason Tender	1 year of masonry experience

To apply: Email your resume to: <u>schooljobs@oedworks.com</u> or mail/drop off resume to: Mayor's Office of Employment Development, 3001 E. Madison Street Baltimore, MD 21205 **Resumes will be reviewed and you may be contacted only if you have previous relevant experience for the position. Priority hiring for Baltimore City residents. Proof of residency required.**



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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:

Position	Wage/Salary	Closing Date	
Community Health Nurse	\$44,014 - \$52,239	Continuous	
Trainee	344,014 - 332,239	continuous	
Engineer I – Dept. of Public	\$62,000 - \$99,200	Continuous	
Works	302,000 - 3 <i>33</i> ,200	continuous	
Fuel Technician Specialist	\$39,701 - \$47,990	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! http://humanresources.baltim.gov/employment/non-civil-service
Featured Jobs:

Position	Wage/Salary	Agency
Baltimore City Police Officer	\$48,971 - \$83,881	Baltimore City Police Department
Baltimore Police Cadet	\$29,578	Baltimore City Police Department
CDL Driver	\$29,120	Department of Public Works
Chief of Engineering	\$87,100-\$143,600	Department of Public Works
Civic Designer	Salary commensurate with education and experience	Mayor's Office of Innovation
Historic Preservation Associate	\$21.00-\$25.00	Dept. of General Svcs
Information System Business Analyst	\$50.00 - \$70.00 hour	Health Department
Lead Inclusion Assistant	\$15.00 hourly	Dept. of Rec & Parks
Social Justice and Equity Advisor	Competitive Salary	Baltimore City Police Department
SAO Investigator	\$23.00 - \$27.00	States Attorney's Office



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Now Hiring!!

MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED)



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

JOB TITLE	POSTING #	<u>STATUS</u>
Career Development Facilitator	8465	Full-Time, Regular \$33,263 - \$50,418
Director of Fiscal Operations	8471	Fill-Time, Regular \$71,000 - \$100,850
Van Driver	8472	Temporary with no Benefits \$13.90/hr

How to Correctly Email Resumes to Employers

One of the biggest challenges job seekers face is making sure the employer actually gets their resumes. This is especially true for email resumes. Poorly formatted resumes, spam and other computer glitches can cause your resume to get lost in transmission.

Before you email the resume to an employer mail it to yourself and to all the accounts you have. You may even email it to a couple of friends so you can see how each email program handles the formatting. Try sending it different ways such as pasting the resume in the body of the email and sending it as an attachment. Test spam filters by sending a copy to yourself before submitting it to the employer.

Create a professional email address for yourself if you don't have one already. A professional email address can just be your first initial and last name. Don't use something that indicates partying, fun, something illegal or inappropriate for the workplace.

Be careful with the title of your subject line and the names of your attachments. Do not use words that you frequently see in spam messages, such as "Job Offer." Instead be specific, such as "Resume Submission for Senior Account Representative.

Source: https://careertrend.com/how-5062136-correctly-email-resumesemployers.html



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Baltimore City Community College **Baltimore City Government Employment 911** Federal Government Maryland Workforce Exchange Mayor's Office of Employment Development SummerJobs.com Maryland non-profits Veterans central Maryland Government BestJobsUSA.com Career **Career Board** Career Mag **Career Site** Employment Spot **Employment Guide** Groove Job Indeed Job.com Jobing Jobs Monster My next Move Nation Job Net-Temps Snag A Job Sologig.com The Ladders.com **True Careers** American Preferred Jobs **Baltimore Help Wanted** Career Builder Vault

Education Government Government Government Government Government Government Government Government Government Private Sector **Private Sector** Private Sector **Private Sector Private Sector Private Sector** Private Sector **Private Sector Private Sector** Private Sector **Private Sector Private Sector Private Sector**

www.bccc.edu

www.baltimorecity.gov www.employment911.com www.usajobs.gov https://mwejobs.maryland.gov

www.oedworks.com

www.summerjobs.com www.marylandnonprofits.org www.vetcentral.com www.maryland.gov www.bestjobsusa.com www.career.com www.careerboard.com www.careermag.com www.careersite.com www.employmentspot.com www.employmentguide.com www.groovejob.com www.indeed.com www.job.com www.jobing.com www.job.net www.monster.com www.mynextmove.org www.nationjob.com www.net-temps.com www.snagajob.com www.sologig.com www.TheLadders.com www.truecareers.com www.preferredjobs.com www.baltimorehelpwanted.com www.careerbuilder.com www.vault.com

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 <u>Maryland Workforce</u> <u>Exchange (MWE) at: https://mwejobs.maryland.gov</u> 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.