



Employment Services – Job Leads

January 23, 2023

(216) 651-5188

www.stepforwardtoday.org

Step Forward compiles a list of jobs that are available in Greater Cleveland each week. The list below is arranged by industry. Each entry includes brief information about the position with a link to the job posting for more information and to apply. “Hot Jobs” are positions that will be posted in this section for 30 days or until filled.

HOT JOBS

HOME HEALTH AIDE – PARIS HOME HEALTH CARE, LLC – CLEVELAND

Full-time. Part-time. Pay: \$12.00 - \$14.00 per hour. Performing homecare duties includes: Preparing light meals, light housekeeping, medication reminders, running errands, dressing, grooming, feeding and bathing in the client's homecare setting. Must have Home Health Aide and First Aide certification. Must have a clean criminal history. Fingerprints for FBI/BCI background check will be required.

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https://www.indeed.com/viewjob?jk=8e612d081a9a8c23&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SHOPPER – SHIPT – CLEVELAND

Contract: Shipt is a membership-based marketplace that helps people get the things they need, like fresh produce and household essentials, from stores they trust. Help people save time, and have fun while you're at it – there's never been a better time to join Shipt. As a Shipt Shopper, you will: Use the app to accept, shop, and deliver orders to Shipt members in your area; Interact with the people who make your community special; "Bring the magic" with every delivery to ensure the best customer experience. Requirements: Be at least 18 years old; Have access to reliable transportation (car year of 1997 or newer) and car insurance coverage; Have a current U.S. driver's license; Have knowledge about picking fresh produce; Provide your own insulated cooler bag.

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https://directlyapply.com/jobs/shipt/63c72bc7f8f758b719b5b4ce?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTODIAN – CLEVELAND JOB CORPS

Full-time. Pay: From \$15.00 per hour. Job Summary: Performs general maintenance and landscaping duties on Center grounds and surrounding areas. Duties: Performs necessary skilled or unskilled work in one or more areas of plumbing, heating, carpentry, painting and minor construction as needed; Paints interiors or exteriors of Center buildings or any other surfaces with hand brush or spray gun. Requirements: High School Diploma or GED Certificates, Licenses, Registrations: Valid State Driver's License.

Published 1/23/23

https://www.simplyhired.com/search?q=unskilled&l=cleveland%2C+oh&job=nT0PC8vo4vX_Befab5IOH22wfPoTBOPLhPdAcgkNaJM--HbP7DH-g

PRODUCE ASSOCIATE – HEINENS – PEPPER PIKE

Part-time. Founded in 1929, Heinen's is a premier grocery store chain noted for its quality products and outstanding customer service. Responsibilities: Prioritize daily work based on varying business needs; Acquire and share knowledge of produce; Maintain a clean and safe work environment for all customers and associates; Culls department for quality control, scans and records shrink; Take and fill special orders for customers. Qualifications: Possess the ability to work in temperatures ranging from 0 to 50 degrees; Must be willing to work the number of hours required to meet company objectives, with the understanding that occasionally business needs will require additional time; Must be willing to work the non-traditional five-day work schedule, including Saturday, Sunday and evenings.

Published 1/16/23

https://apply.jobappnetwork.com/clients/19145/posting/7845679/en?utm_source=ziprecruiter



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FOOD PRODUCTION – GORDON FOOD SERVICE – CLEVELAND

Part-time. Location - 10820 Brookpark Rd, Cleveland OH. Hiring Immediately! Pay: Every Thursday! As a Part Time Food Production Associate, you bring fun into our store! No 2 days are ever the same - a great opportunity to learn and even greater opportunity for advancement! Responsibilities: Preparing sliced meats (must be 18 years of age to operate meat slicer) and cheeses, making sandwiches and wraps; Juicing: prepare ingredients used to create beverages for customers; Follow all food safety and sanitation procedures; Will fill in other areas such as stocking, cashiering or other food production areas during down times. Qualifications: At least 16 years of age; Basic math and computer skills; Able to lift up to 50 lbs.

Published 1/16/23

https://www.linkedin.com/jobs/view/part-time-food-production-at-gordon-food-service-3425021119/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RECEPTIONIST – PARAMOUNT SENIOR LIVING – MIDDLEBURGH HEIGHTS

Part-time. Paramount Senior Living at Middleburg Heights is now hiring a Part-Time Receptionist. This position will sit at the front/reception desk and will be responsible for welcoming all guests, job applicants, vendors; provide clerical and administrative support; answer telephones, determine nature of call and handle as appropriate, take detailed messages, handle multiple tasks, be organized in a fast-paced environment, and other duties as assigned by the manager. No experience is necessary. Will provide paid, on-the-job training!

Published 1/9/23

https://www.ziprecruiter.com/c/Paramount-Senior-Living/Job/Receptionist-Part-Time/-in-Cleveland,OH?jid=6bd6cb2b0d9578c7&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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PART-TIME DRIVER – ASSIST SERVICES – CLEVELAND

Part-time. Pay: \$500 to \$2,400 Monthly. Urgently Hiring! We are looking for responsible, purpose-driven drivers who believe all children have the right to safe and reliable access to their education. Job Description: Part-Time Driver for School-Age Children. Work part-time, 5-20 hours per week during the school year. Responsibilities: Drive K-12 students safely and reliably to and from school; Create a positive, kind, and welcoming environment for children; Be available from 6:30-9:30am and 1:30-4:30pm on weekdays. Requirements: You are at least 18 years old with a valid driver's license and safe driving record; You have at least 1 year of meaningful caregiving experience; You have an insured four-door vehicle in good condition and a smartphone.

Published 1/9/23

https://www.ziprecruiter.com/c/Assist-Services,-LLC/Job/Cleveland,-Ohio-Part-Time-Driver-for-School-Age-Children/-in-Cleveland,OH?jid=f1d4ed73d022e4e7&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – DIALAMERICA – MIDDLEBURGH HTS.

Full-time. As a Customer Service Representative, we'll provide you with professional training and support that leads to delivering positive customer experiences. Responsibilities: Handle inbound calls from customers inquiring about enrollment and membership status, product and service information, current promotions and account status; Maintain customer records by updating account information; Work with all levels of the organization to promote employee and customer satisfaction. Requirements: Basic computer knowledge comfortable navigating multiple screens; Background Check required in accordance with local law; HS Diploma or GED.

Published 1/2/23

https://careers.dialamerica.com/job-details/Customer_Service_Representative_-_Available_Now!/Middleburg_Heights/816



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DELIVERY DRIVER – FISHER AUTO PARTS – SOUTH EUCLID

Part-time. Our South Euclid, Ohio location is seeking a Part-Time Delivery Driver. The Delivery Driver will deliver parts to assigned locations/customers. **ESSENTIAL DUTIES:** Deliver orders accurately & timely to customers; Physical mobility: Must be able to get in & out of vehicle frequently with ease; Pick up cores & returns and accurately process credits; Load and unload all products. **REQUIREMENTS:** Clean driving record which must be maintained; Able to lift up to 50 lbs. frequently throughout assigned shift; A professional working attitude & provide excellent customer service; Must have a clean & neat appearance and properly wear a company uniform.

Published 1/2/23

https://www.glassdoor.com/job-listing/delivery-driver-part-time-fisher-auto-parts-JV_IC1163346_KO0,25_KE26,43.htm?jl=1007788776983&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RECEPTIONIST – ALTERCARE INTEGRATED HEALTH SERVICES – CLEVELAND

Part-time. Evenings – Weekends. We are looking for an outgoing, positive person to become part of our team. Qualified applicants should have: Desire to work in a Skilled Nursing Facility; Ability to deal effectively with the public and other office personnel; Ability to handle reports and maintain records; Knowledge of modern office equipment.

Published 1/2/23

https://www.ziprecruiter.com/c/Altercare-Integrated-Health-Services/Job/Receptionist-Part-Time/-in-Cleveland,OH?jid=ba47da1afdc70588&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CUSTOMER SERVICE

CUSTOMER SUPPORT SPECIALIST – NATIONAL ASSET RECOVERY SPECIALIST – MIDDLEBURGH HEIGHTS

Full-time. National Asset Recovery Specialists (NARS) is a high-growth company in the Automotive Repossession industry and we are seeking a full-time Customer Support Representative in our Middleburg Heights office. Responsibilities: Submit daily reports to our clients via email and web portals; Handle incoming phone calls from clients, auctions, and transporters; Enter data on simple Excel spreadsheets; Scan and File documents. Requirements: A high school diploma or equivalent is required (college degree preferred); Minimum of one year of customer service and data entry experience required; Proven ability to work in a team environment; Excellent data entry and personal computer skills (Must type at least 50 words per minute).

https://www.linkedin.com/jobs/view/customer-support-specialist-at-national-asset-recovery-specialists-inc-3442068745/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – AMAZON – CLEVELAND

Full-time. Part-time. Pay: \$21.00 - \$44.00 per hour. We are hiring a Customer Service Representative to manage customer queries and complaints. You will also be asked to process orders, modifications, and escalate complaints across a number of communication channels. To do well in this role you need to be able to remain calm when customers are frustrated and have experience working with computers. Requirements: High school diploma, general education degree or equivalent; Ability to stay calm when customers are stressed or upset; Comfortable using computers.

https://www.careerbuilder.com/job/J4R0LW682SJSM9BHZ?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CALL CENTER SPECIALIST – COIT CLEANING AND RESTORATION SERVICES – BEDFORD HEIGHTS

Full-time. COIT Cleaning & Restoration Services is looking for a compassionate, detail-oriented individual to join our work family as a Call Center Specialist referred to as CSR. We will provide you with hands on PAID training. Responsibilities: Acquire knowledge of cleaning procedures, techniques, chemicals, and equipment; Answer incoming calls from potential customers; Obtain accurate information from the customer and complete customer database; Educate the customer on available services options and benefits of services. Requirements: Have strong customer service skills and handle challenging situations in a professional manner and able to make a good first impression with customers; Outstanding personal skills and the ability to think on your feet is a necessity; Previous customer service, Call Center, CSR, or related experience desired; Microsoft Office suite and computer/email experience.

https://www.ziprecruiter.com/jobs/coit-cleaning-and-restoration-services-3041a8f1/call-center-specialist-will-train-6bd4e757?lvk=TyqSL6lgVIOG1TAxfHh3yA.--MI RppSaF&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

MOBILE CUSTOM SERVICE REPRESENTATIVE – SPECTRUM – GARFIELD HEIGHTS

Full-time. Pay: \$20.00 per hour. Mobile Representatives make a real difference to their customers and the company, providing over-the-phone support on a wide range of mobile products and services, including accounts and billing, diagnostics, enhancements and repairs. Qualifications: High School Diploma or GED; 6 months or more of customer service experience; 6 months or more of working with multiple software applications.

https://jobs.spectrum.com/job/garfield-heights/mobile-customer-service-representative-onsite-position-and-20-hr/4673/42834978800?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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TRANSPORTATION SECURITY OFFICER – DEPT. OF HOMELAND SECURITY – CLEVELAND

Full-time. The current starting hourly rate for this position is \$19.40. Transportation Security Officers (TSOs) provide security and protection of air travelers, airports and aircraft in a courteous and professional manner. This includes: Operating various screening equipment and technology to identify dangerous objects in baggage, cargo and on passengers, and preventing those objects from being transported onto aircraft; Performing searches and screening, which may include physical interaction with passengers (e.g., pat-downs, search of property, etc.), conducting bag searches and lifting/carrying bags, bins, and property weighing up to 50lbs.; Controlling terminal entry and exit points; Interacting with the public, giving directions and responding to inquiries. Requirements: Must be a U.S. Citizen or U.S. National and at least 18 years of age; Pass a drug screening, medical evaluation, and background investigation; Have a high school diploma, General Educational Development (GED), High School Equivalency Test (HiSET), or Test Assessing Secondary Completion (TASC) credential OR at least one year of full-time work experience in the security industry, aviation screening, or as an X-ray technician.

https://www.usajobs.gov/job/588892400?PostingChannelID&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – ABB – CLEVELAND

Full-time. Take your next career step at ABB with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future. You will provide vital help to the PAPI Service, Process Automation Process Industries (PAPI) in Cleveland, Ohio, to meet business needs efficiently and effectively. Responsibilities: Customer Service: Provide premium customer service to external and internal customers regarding parts and repair. This service is provided through emails, calls and live chats with timely responses using Salesforce.com.; Quality: Perform order accuracy through preparation of quotes and orders within BOL and SAP; Processes: Ensure relevant processes, policies and procedures are correctly implemented and makes suggestions for continuous improvements. Requirements: Associates degree required and minimum of 2 years of experience in customer service/order



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entry or a related field required; MS Office experience preferred; Previous SAP experience a plus.

https://www.linkedin.com/jobs/view/customer-service-representative-at-abb-3426414397/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE SPECIALIST – NORTHERN STAMPING, INC. - CUYAHOGA HEIGHTS

Full-time. Pay: \$50,000 to \$55,000 Annually. Candidate will be the liaison between the GM and FCA customer base and their requirements and the Northern Stamping team.

RESPONSIBILITIES: Review daily/weekly customer demand information via EDI 830 and 862 transactions through customer portals and ensure demand is in our ERP system for processing; Verify that our shipment requirements are understood and followed through on; Prepare BOL/Shippers for products needed for all customer locations on a daily basis (multiple times daily) including the need to revise shippers with amended/most up to date information.

REQUIREMENTS: College Associate Degree preferred, with a minimum of High School Diploma and equivalent work experience. Must possess strong mathematical skills; Minimum of (5) years of Customer Service and Inventory Control experience in a manufacturing environment with proven knowledge of the manufacturing processes, procedures and machinery. Automotive stamping experience preferred.

https://www.ziprecruiter.com/jobs/northern-stamping-inc-8b04c6a4/customer-service-specialist-aba10b46?enc_campaign_id=b41423a1&tsid=122003428&utm_campaign=7522121319848745023

CUSTOMER SERVICE REPRESENTATIVE – PCS FOR PEOPLE – CLEVELAND

Full-time. Pay: \$16 per hour. This position provides customer service support for our PCs for People customers. Responsibilities: Answer phone calls from customers and assisting with any questions; Assist clients, visitors, and guests with general questions regarding eligibility and PCs



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for People services; Assist with customer donations and distributions; Assist clients in pre registering by creating accounts and attaching approved eligibility; Process quick lane card payments. Qualifications: High School Diploma or equivalent; Basic understanding of administrative and clerical procedures and systems; Interest in computers, internet, people and technology; Passion for making a positive impact in the community.

https://www.ziprecruiter.com/c/Pcs-For-People/Job/Customer-Service-Representative/-in-Cleveland,OH?jid=7043a6b3682bd9dc&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CALL CENTER REPRESENTATIVE – PROGRESSIVE INSURANCE – CLEVELAND

Full-time. Remote. Compensation: - \$19.50 or \$21.00/hour depending on the role you are selected for. This is a remote position; you'll be provided computer equipment and in-depth training. Preferred candidates will live within the state of OH. If you enjoy helping others and flourish in a fast-paced environment, then you might be a fit for Progressive's call center team. You'll be taking inbound sales calls from our customers—no cold calling! Training starts: November and December 2022, January 2023 Schedule: Most schedules will include a weekend day and evening hours after completion of training Work from home office requirements. Qualifications: Two years of post-secondary education or higher; Instead of the above, two years of relevant work experience; Property & Casualty license; if you're not already licensed, you'll have an opportunity to gain it during training (and must remain compliant with licensing requirements as an employee).

https://www.salary.com/job/progressive-insurance/call-center-representative/j202204180022159588866?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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VALET PARKING ATTENDANT – PARKING MANAGEMENT COMPANY – CLEVELAND

Full-time. Part-time. Pay: CASH TIPS, TAKEN HOME DAILY!! The average hourly rate is \$14 - \$20/hr. (rate including digital and cash tips and bonuses). Parking Management Company in Cleveland, OH is looking to hire a talented full-time or part-time Valet Parking Attendant to help provide outstanding customer service to our clients and our guests. The Valet Attendant's core responsibility is to provide outstanding customer service. They always welcome guests with a warm smile as they open doors for them and put them at ease as responsibility of parking and retrieving our guests' vehicles safely. Qualifications: Ability to work outside in all weather conditions; Valid driver's license required; Maintain confidentiality of guests and hotel information; Must be at least 18 years old.

<https://www.indeed.com/jobs?q=hiring+immediately&l=Cleveland%2C+OH&start=10&pp=gQAPAAAAAAAAAAAAAAAAAB8VguTQAuAQADtE-rD16XeYVLGTpuwt18q3kiBNhM4ue1Mw8mIA-RYbd0kijC7ir0ybNo7AAA&vjk=5d9cd1b729af39ad&advn=2813376031050871>

SALES REPRESENTATIVE – BOOST MOBILE – SOUTH EUCLID

Full-time. Part-time. Pay: \$11.00 - \$17.00 per hour. Schedule: Monday to Friday and Weekend availability. WE ARE URGENTLY HIRING! BOOST MOBILE IS HIRING! Job Responsibilities: Have reliable transportation to/from work, ability to show up for your scheduled shift and open/close in a timely fashion. Have a thorough knowledge of the products being sold without the help of visual aids, maintain a clean and professional store front. Qualifications: Previous cellular store experience is STRONGLY preferred due to the urgency to fill positions, but not required and/or previous experience in sales/retail customer service.

<https://www.indeed.com/jobs?q=urgently+hiring+part+time&l=Cleveland%2C+OH&from=searchOnHP&vjk=8d9e0ec7c80802d6>



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ARMED SECURITY AGENT – EAGLE SECURITY GROUP – SOLON

Full-time. The Security Agent will provide on-site armed security for a Corporate Campus that includes both a head office and production facilities with over 4,000 employees during business hours, Monday-Friday (7:00am-3:00pm) with occasionally nights and weekends as requested. RESPONSIBILITIES: Maintain an acute situational awareness and professional posture; Address unauthorized persons on Client Property. Communicate and de-escalate a situation to other members of Security or Law Enforcement; Communicate with your team, staff, and visitors and follow-up on every request from staff and other partners. QUALIFICATIONS: Possess a valid driver's license for the state of residence; Possess a OH state license to perform armed private security; At least 10 years of security experience, preferably in the military or law enforcement.

<https://eaglesg.applytojob.com/apply/2GH4rBily8/Armed-Security-Agent>

CUSTOMER SERVICE REPRESENTATIVE – CLEVELAND-CLIFFS STEEL

Full-time. As a Customer Service Representative at Cleveland-Cliffs Steel, you will be part of a team making steel that goes into products that are visible all around you. Responsibilities: Building strong customer relationships with internal and external customers; Possessing a working knowledge of plant processes, product characteristics, and systems requirements necessary for the completion of duties; Managing orders including order entry and pricing; Managing order status and expediting to meet customer requirements. Requirements: 2 years relevant work experience or bachelor's degree; Working knowledge of computers and Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).

https://www.monster.com/job-openings/representative-customer-service-cleveland-oh--79bb9404-b9a4-4cfe-a887-eeb28483d9b2?jvs=ccx%2cu%2cu%2cl-n&mescoid=4300715001001&wt.mc_n=olm_sk_feed_clickcast_cloud&mstr_dist=true&ccid=1643210748270az4252tge



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CUSTOMER SERVICE REPRESENTATIVE – FAMILY DOLLAR – CLEVELAND

Full-time. Part-time. Pay: Est. \$10.58 - \$14.72. Location: 11511 Kinsman Rd., Cleveland, OH 44104. As a Family Dollar Customer Service Representative, you will be responsible for providing exceptional service to our customers. Responsibilities: Provides customer engagement in positive and approachable manner; Assists in maintaining a clean, well-stocked store for customers during their shopping experience; Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor. Requirements: Prefer completion of high school or equivalent; Prefer experience working in retail, hotel, restaurant, grocery or drug store environments.

https://www.snagajob.com/jobs/579370733?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PASSENGER SERVICE AGENT – PRIMEFLIGHT AVIATION SERVICES – CLEVELAND

Full-time. Pay: \$15 Hourly. The Passenger Service Agent serves customers in a courteous, efficient, friendly, and professional manner and promotes and sells air travel to the traveling public. Responsibilities: Check-in passengers by reviewing the customer's information to determine destination, flight number, date of departure, documents needed, etc. This includes awareness of security requirements for all passenger types; Reconstruct fares and itineraries when changes are requested by the customer or are necessary due to operational reasons. Qualifications: 18 years of age; Reliable transportation; Eligible to work in the United States; Basic Understanding of Computer Applications and Data Entries.

https://www.ziprecruiter.com/c/PrimeFlight-Aviation-Services/Job/Passenger-Service-Agent/-in-Cleveland,OH?jid=7e968d872dedcb07&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OFFICE

FRONT DESK RECEPTIONIST – MAYFIELD HEIGHTS NURSING AND REHABILITATION

Part-time. Pay: (Estimated) \$25,800 - \$32,700 a year. Mayfield Heights Nursing and Rehabilitation provides long-term care, skilled rehabilitation, intensive outpatient care, and memory care. We are currently seeking part-time Receptionists to work 2 days per week, from 8am to 7pm. Responsibilities: Welcome visitors by greeting them, in person or on the telephone; Answer inquiries or direct questions to appropriate departments; Maintain employee and department directories; Perform other clerical duties such as filing, copying, collating, faxing, etc.

https://www.indeed.com/jobs?q=receptionist+part+time&l=44115&start=10&pp=gQAPAAAAAAB9Zx3QAAhAQAEDC5kdfwB5bYYIRiJarACLgu6K-tSpULtTS_fy_AAAA&vjk=a593fc23608fb9f0

ADMINISTRATIVE ASSISTANT – GREATER CLEVELAND FOOD BANK

Full-time. The Administrative Assistant will assist Senior Leaders with a wide range of responsibilities that require careful attention to detail, thorough planning, and a high level of confidentiality. Daily work will include general administrative and clerical duties, along with assisting in and handling project-based assignments. This position will also provide backup coverage to the Executive Assistant in assisting the President & CEO. **QUALIFICATIONS:** High School Diploma or equivalent and 2-3 years of experience in an administrative position. College degree preferred; Strong interpersonal and problem-solving skills – ability to work with different work styles and provide varying levels of support. Experience supporting executive level staff is preferred; Proficient with Microsoft Office suite: Outlook, Word, PowerPoint, Excel. Proficient in meeting scheduling software with great attention to detail.

<https://www.monster.com/job-openings/administrative-assistant-cleveland-oh--77e06017-f9d2-46c2-bff0->



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[1bae4b5d1980?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.governmentjobs.com/careers/cleveland/jobs/3870833/office-assistant-psychiatric-clinic?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

OFFICE ASSISTANT (PSYCHIATRIC CLINIC) - CITY OF CLEVELAND

Full-time. Pay: \$35,284.00 - \$45,429.00 annually. Closing 2/3/2023 11:59 PM Eastern.

RESPONSIBILITIES: Typing and word processing, including transcription of recorded and handwritten forensic reports, memos, correspondence and any miscellaneous typing. Minimum typing skill must be 40-55 words per minute with less than five errors. Proficiency in Microsoft Word and Excel; Filing and distribution of the above; Process and assign cases referred to the Court Psychiatric Clinic from judges and Probation officers; Operation of office equipment.

QUALIFICATIONS: High school diploma with specialized secretarial training; Must type 40-55 words per minute with less than five errors and be able to transcribe from dictation; Strong written and verbal communication skills; Must possess basic computer skills.

https://www.governmentjobs.com/careers/cleveland/jobs/3870833/office-assistant-psychiatric-clinic?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SECRETARY – CITY OF CLEVELAND

Part-time. Pay: \$31,200.00 - \$37,440.00 annually. We are expanding our team and seeking a high energy Secretary with effective customer service and communication skills.

Responsibilities: Serves as the first point of contact for the Bailiff Department; Retrieve messages from voice mail; Distribute messages to proper recipient; Answer telephone; Transfer phone inquiries to proper extensions/personnel. **Qualifications:** Strong analytical and organizational skills and the ability to function at a high level within a large, complex organization; Ability to prioritize work, work independently without daily direct supervision, and manage a variety of projects simultaneously in a high-pressure atmosphere under severe time constraints; Must have good time-management skills and be highly organized and detail-oriented; Excellent interpersonal skills including the ability to develop and maintain effective



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working relationships with judges, Court employees, lawyers, outside agencies, businesses, and the general public.

https://www.governmentjobs.com/careers/cleveland/jobs/3724142/secretary?page=4&pagetype=jobOpportunitiesJobs&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DATA ENTRY SPECIALIST – RICOH – PARMA

Full-time. New Ricoh Employees will be eligible for a \$350 Sign on Bonus!! We are looking for talented, inspired individuals to join us to help drive high-performance team and our commitment to excellence. RESPONSIBILITIES: Responsible for accurate high-speed (15,000 KS per hour) of hardcopy documents into the Unibase Data Entry Software; Analyze automated document classification exceptions of digital documents and make corrections as necessary; Analyze automated extracted data exceptions (low confidence level) from data and make corrections as necessary. QUALIFICATIONS: High school diploma or equivalent: Requires minimum of 2 years of related work experience; Familiarity with personal computers required.

https://www.ziprecruiter.com/ojob/kdNgIvv_AnqHfdw-55zw1Q.--MhFBJaYPF?lvk=kdnNgIvv_AnqHfdw-55zw1Q.--MhFBJaYPF&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

PERSONAL ASSISTANT – TAMIR RICE FOUNDATION – CLEVELAND

Part-time. Pay: \$12.00 - \$15.00 per hour. Mon –Fri 11am to 5pm. We are looking for a versatile and highly-organized Personal Assistant to perform personalized administrative duties for senior management. In this role, you will be responsible for scheduling meetings, taking notes, and handling correspondence on behalf of managers. You may also be required to make travel arrangements and assist with other duties when required. Requirements: Extensive experience in creating documents and spreadsheets, using office software such as MS Word, Excel, and



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PowerPoint; Advanced typing, note-taking, recordkeeping, and organizational skills; Working knowledge of printers, copiers, scanners, and fax machines.

https://tamirericefoundation.betterteam.com/personal-assistant?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MAIL CLERK – VOCATIONAL GUIDANCE SERVICES – CLEVELAND

Full-time. Pay: \$15.00 - \$16.20 per hour. Responsible for all phases of mail production and distribution within the instructed guidelines and timeframes of the IRS. This includes sorting, researching and delivering the mail to designated mail stops. Qualifications: Must have a clean criminal background check in order to pass IRS federal clearance; Preferred one year experience in related field; Preferred experience working in a mail center; High School diploma or GED; Must be able to work on routine and repetitive tasks for long periods with minimum supervision.

https://www.salary.com/job/vocational-guidance-services/mail-clerk-downtown-cleveland-m-f-8-00am-4-30pm/j202212010918565795842?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CLERICAL ASSISTANT – EDUCATIONAL SERVICE CENTER – CLEVELAND

Full-time. Job purpose: Assists the day treatment Office Manager in the day-to-day operations of the center, including answering phones, filing and assisting with the lunch program. Qualifications: Minimally High School Diploma; Successful secretarial experience; Word processing, Microsoft Excel, and Outlook skills; Knowledge of office dynamics and administrative process.

https://www.schoolspring.com/job.cfm?jid=4068123&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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FILL-IN FRONT DESK CLERK – EDEN, INC. - CLEVELAND

Part-time. This position fills in for permanent employees, and is a part-time position. All shifts are 8-hours. Front Desk Clerks provide a friendly, supportive presence and connection for tenants, visitors and service personnel while monitoring the building for problems and any safety concerns. Duties include observing all incoming and outgoing building traffic, enforcing the visitor sign-in-process, participating in fire and evacuation training, preparing incidents reports, working with on-call staff in event of a crisis, completing a written report at the end of each shift, and more. Qualifications: High school diploma or GED; Reliable transportation; Experience working with homeless and low-income individuals.

[https://www.ziprecruiter.com/c/EDEN-Inc/Job/Fill-in-Front-Desk-Clerk-\(Part-time\)/-in-Cleveland,OH?jid=48c043713a6bb4a6&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.ziprecruiter.com/c/EDEN-Inc/Job/Fill-in-Front-Desk-Clerk-(Part-time)/-in-Cleveland,OH?jid=48c043713a6bb4a6&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

ADMINISTRATIVE ASSISTANT – CLEVELAND STATE UNIVERSITY

Full-time. Job Summary: Assists Chair with administrative tasks. Serves as liaison with students, potential students, Chair, faculty, and CSU Departments. Administers departmental budget. Processes and updates course schedule and registration procedures. Qualifications: Associate's degree in business administration or a related field or a minimum of five years of previous secretarial/administrative work experience without a degree; Three years of previous secretarial/administrative work experience required with a degree; Six months of database or spreadsheet management.

https://www.linkedin.com/jobs/view/administrative-assistant-at-cleveland-state-university-3398276113/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OFFICE ADMINISTRATIVE ASSISTANT – EMPLOYER SOLUTIONS RESOURCES – CLEVELAND

Part-time. Pay: \$17.00 - \$20.00 per hour. Trusted manufacturing company in Solon, OH seeks a part-time Office Administrative Assistant to perform office support duties such as data entry, filing, and record keeping. This is a temp-to-hire position where you will earn \$17 - \$20, depending on your experience, and work 25 hours a week, Monday through Thursday.

Qualifications: To qualify for these positions, you must have at least two years of administrative and customer service experience and: Have a high school diploma or GED; Be highly proficient in the Microsoft Office Suite including Word, Excel spreadsheets, and Outlook; Strong mathematical and data entry skills.

https://www.salary.com/job/employer-solutions-resources/office-administrative-assistant-part-time/j202209100845581929467?location=Solon,+OH&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ADMINISTRATIVE ASSISTANT/RECEPTIONIST - MOORE COUNSELING & MEDIATION SERVICES, INC. - CLEVELAND

Full-time. Pay: \$16.00 - \$17.50 Per Hour (est.). We are seeking a MALE for this position. Under the general supervision of the Moore Counseling & Mediation Services provide urine collection services to same-sex participants enrolled in various programs. This position will administer a urine test to monitor MALE participants' abstinence from substances. **RESPONSIBILITIES:** Pleasantly and professionally greet and answer inquiries for the general public, clients, and visitors at the center and phone inquiries, taking messages for staff when necessary; Schedule client's appointments; Collect payments/generate receipts for clients; enter payments in charts; Client reminder and follow up calls. **QUALIFICATIONS:** Must possess a high school diploma or GED; Related experience in the field of social sciences is also preferred, but not required; Applicant must be male gender in order to collect urine from participants of the same gender (bona fide occupational qualification (BFOQ)).

<https://www.glassdoor.com/job-listing/administrative-assistant-receptionist-moore-counseling-and-mediation-services-inc->



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JV_IC1145778_KO0,37_KE38,81.htm?jl=1008068442294&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MULTIPLE OPEN POSITIONS – STAFFING SOLUTIONS ENTERPRISES

Today, Staffing Solutions Enterprises services job locations throughout the mid-west region and nationally. So, whether it be entry-level, professional, or managerial roles, we are here to help! We hire contract, contract to hire, direct placements. We offer remote, hybrid and on-site positions.

<https://www.staffingsolutionsenterprises.com/candidate-resources/>

FINANCE

ACCOUNTS PAYABLE CLERK – ROBERT HALF – MAPLE HEIGHTS

Contract. Temporary. Pay: \$19.00 - \$22.00 / hour. Robert Half presently has an opening for an Accounts Payable (A/P) Clerk. This Accounts Payable Clerk opportunity will be located in the Maple Heights, Ohio area and will be a short-term contract / temporary position.

Responsibilities: Produce full-cycle A/P; Facilitate internal and external audits as needed; - Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them; Manage the process of verifying, logging, and mailing checks, including expediting special handling. Requirements: Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds; Solid understanding of Accounts Payable (AP); AA or BS/BA degree in Accounting, Business or similar preferred; Spreadsheet and database capabilities.

<https://www.roberthalf.com/job/maple-heights-oh/accounts-payable-clerk/03310-0012566127-usen>



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TELLER – DOLLAR BANK – MAPLE HEIGHTS

Full-time. As a Teller, you are part of a team whose primary focus is to provide exceptional customer service. You will assist customers with banking transactions (deposits, withdrawals, loan payments, etc.) on all retail and business accounts. You will be given the resources needed to identify referral opportunities to expand customer relationships. Qualifications: High school diploma or GED required; College degree or a minimum of six months cash handling experience required. Will also consider related administrative experience such as accounts payable, bookkeeping, or budgeting; Proficient computer skills and math aptitude required.

https://www.ziprecruiter.com/ojob/6Yx3IAiJ0SWCNiVJKIIMDg.--Mm-15Idqo?lvk=6Yx3IAiJ0SWCNiVJKIIMDg.--Mm-15Idqo&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

FISCAL OFFICER – CC BOARD OF ELECTIONS – CLEVELAND

Full-time. Salary: \$51,396.80 per year. Hours: 8:30 a.m.– 4:30 p.m. Monday–Friday. Hours/Days will vary depending upon the needs of the department. Responsibilities: Advising management on budget development and preparation by conducting research and analysis to plan and project future expenditures; Monitoring and auditing agency budgets, on a frequency basis, to ensure accuracy of transactions; Preparing journal entries, as appropriate, to maintain accurate financial records. Qualifications: Associate's degree in office administration, accounting or a related field and a minimum of three (3) years related experience including office administration and customer service or a related field, or an equivalent combination of education, training and experience.

https://www.linkedin.com/jobs/view/fiscal-officer-at-cuyahoga-county-board-of-elections-3412650848/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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FINANCIAL ANALYST – NRP GROUP – CLEVELAND

Full-time. For over 25 years, NRP has been dedicated to building quality homes for our residents, regardless of income. The NRP Group is a full-service multifamily developer, general contractor, and property manager with assets and operations in twelve states. Under the direction of the Director of Development Accounting and Finance, the Financial Analyst manages the financial aspects of projects as they progress through both the development and construction phases. Qualifications: Bachelor's degree in Accounting or Finance required; CPA/MBA preferred; 3-5+ years of relevant experience; Strong emphasis placed upon your record of teamwork, communication skills and ability to work in a fast paced and challenging environment; Proficiency in Microsoft Excel; knowledge of Timberline software a plus.

https://www.ziprecruiter.com/c/NRP-Group/Job/Financial-Analyst/-in-Cleveland,OH?jid=1e761f01e88060d2&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FINANCE CLERK – DYNAMIC WORKFORCE SOLUTIONS – CLEVELAND

Full-time. Dynamic Workforce Solutions (DWFS) contracts with state and local entities to provide services that offer the communities we serve reliable workforce development and training solutions that result in talented, well-trained people positioned for tomorrow's jobs. Responsibilities: You will perform purchasing and accounts payable functions while maintaining filing systems; Assists Project Accountant with financial reports for management, state/federal financial status reports and any other reporting as required; Receive and review purchase requisitions and customer vouchers for accuracy and necessary back up documentation as applicable. Requirements: Education: HS/GED required and 1–3-year minimum experience is required in accounts payable. AA/AS degree in finance or bookkeeping is preferred; Experience: Related work experience; Must possess excellent verbal and written communication skills as well as demonstrated customer service skills and computer skills, with experience using word processing and spreadsheet software programs.

<https://www.careerbuilder.com/jobs?keywords=Office+Clerk&location=44114>



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BANK TELLER – KEYBANK – CLEVELAND

Full-time. Estimated salary: \$41,600 - \$58,240/year. KeyBank, a national bank based in Downtown Cleveland, is looking to hire Bank Tellers! Job Description: Assist clients with bank transactions; Uncover client financial needs; Cross-sell appropriate banking products; Deliver excellent customer service; Balance the cash drawer.

https://www.gigzio.com/bank-teller-cleveland-ohio-5406873817061380305?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MORTGAGE LOAN OFFICER – ROCKET MORTGAGE – CLEVELAND

Full-time. In this role, you'll use your competitive edge to present, evaluate and sell valuable financial solutions to clients across the country. No prior lending experience is necessary to be successful. We'll provide you with all the paid training and licensing needed, along with a high-lead flow of qualified clients. Responsibilities: Work to obtain necessary licensing – we provide paid training and cover all fees; Provide every client exceptional customer service; Achieve or exceed sales goals and objectives. Qualifications: Experience reaching or exceeding sales goals and objectives; Proven success in a sales or customer service role; Ability to remain competitive and coachable while working in a fast-paced sales environment.

https://www.myrocketcareer.com/job-detail-page/13868922/mortgage-loan-officer-cleveland-ohio-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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HEALTH

SONOGRAPHER I – UNIVERSITY HOSPITAL – CLEVELAND MEDICAL CENTER

Full-time. \$5K Sign-on Bonus. Monday-Friday, Rotate weekends and Holidays. Description: Provide quality sonographic images in a timely manner; Assures a safe and clean environment; Maintains knowledge of technical skills; Successfully completes ultrasound scans; Answers the phone and completes documentation appropriately; Collaborates effectively with staff and coworkers; Demonstrates age specific knowledge; Adheres to hospital safety standards. Qualifications: RDMS and or RVT certified or eligible for certification within one year of hire; 2 yrs. scanning experience preferred.

https://careers.uhhospitals.org/job/17628881/sonographer-i-5k-sign-on-bonus-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic#toggle-id-2

PATIENT CARE NURSE ASSISTANT – CLEVELAND CLINIC – MAIN CAMPUS

Full-time. Nights. Provides or assists with basic direct patient care activities under the supervision of an RN with skills specifically identified on applicable skills checklists for which training and competency have been established. Responsibilities: Reports abnormal findings or changes in physical, mental and emotional conditions to RN; These may include but are not limited to vital signs, weights, assisting patients with personal care and activities of daily living, patient transfers/transport, pulse oximetry, point of care testing, dressing changes, application of external monitoring devices, and removal of urinary Foley Catheter. Requirements: High School Diploma/GED; State Tested Nursing Assistant (STNA) preferred; Successful completion of Basic Life Support (BLS) through American Heart Association (AHA) required within new hire period; Nursing students required to have Basic Life Support (BLS) through American Heart Association (AHA) prior to hire.

https://jobs.clevelandclinic.org/job/17620063/patient-care-nurse-assistant-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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HEALTHCARE BILLING SPECIALIST – ALLIANT – CLEVELAND

Full-time. Pay: \$18.00 - \$25.00 per hour. A busy Cleveland addiction recovery healthcare organization has immediate opening for experienced full-time Billing Specialists. Duties: Coordinating patient intake; Following up with payer sources for unpaid claims; Verification of all benefits eligibility including Medicare and Private Insurance Checking for Additional Documentation Requests; Compilation of Medicare and Medicaid billing data and preparation of claims Compilation of private insurance billing data and preparation of insurance claims; Monitoring of all payments and following up with payer sources on outstanding claims. Required Skills: Prior billing experience. Behavioral Health, Recovery/ Rehabilitation Services, or Healthcare billing preferred; Attention to details. Knowledge and/or experience with data entry; Strong computers skills (Word processing, Excel spread sheets, etc.); Strong math and analytical skills.

https://www.simplyhired.com/job/k_ELzAr1aTRIwbGQkMiRXf9rtn4LPC1LfPN6UMD7cLfnRiKVcZrOKA?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT ACCESS REPRESENTATIVE II – CLEVELAND CLINIC – FAIRVIEW

Full-time. Shift: Rotating Shifts. As a Patient Access Representative II, you will provide a comprehensive set of business and financial related services during the patient access process on the day the patient arrives to the facility to receive service. Responsibilities: Performs registrations by completing an accurate face to face interview to obtain demographic, insurance, medical and financial information; Cross trained to staff all areas of Patient Access at any facility with minimal leadership guidance; Maintains productivity and quality standards. Acts as a resource for training of new team members and during the implementation of new processes. Requirements: Minimum of 3 years of experience in a customer facing role with in person or phone contact; Basic PC software application knowledge and ability to use multiple data systems required; Demonstrated knowledge of medical terminology sufficient to understand physician orders or completion of course within 1 year.



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https://jobs.clevelandclinic.org/job/17568139/patient-access-representative-ii-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL ASSISTANT – ADVANCED MEDICAL SERVICES – CLEVELAND

Full-time. Pay: \$12.00 - \$18.00 an hour. As a Medical Assistant you will be responsible for providing administrative support to ensure efficient operation of the occupational health clinic. Responsibilities: Interview patients and document basic medical history; Organize and schedule appointments; Update and file medical records; Schedule appointments and handle walk-ins. Qualifications: Proven working experience as a medical assistant or medical secretary: Knowledge of medical office management systems and procedures; Proficiency in MS Office and patient management software.

https://www.indeed.com/viewjob?jk=8ac1e1135a29b2ed&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PHYSICIAN ASSISTANT – U.S. DEPT. OF VETERAN AFFAIRS – CLEVELAND

Full-time. The VA Northeast Ohio Healthcare System is recruiting for Physician Assistants. This announcement will remain open until November 22, 2023. The position calls for excellent interpersonal and leadership skills and offers input into projects pertaining to the development of the clinic. Will provide comprehensive primary care services to a defined panel of patients. Duties include history taking, physical examination, ordering laboratories and diagnostic studies, diagnosis and formulation of treatment plans for acute and chronic conditions within the scope of Medicine practice. Requirements: Graduate of a training program which is accredited by the Accreditation Review Commission on Education of PA (ARC-PA) or one of its predecessor organizations. Additionally, candidates must meet one of the following: Master's degree in any discipline; OR Bachelor's degree in any discipline with one year of experience as a PA. Certification. Must have successfully passed the PA National Certifying Exam (PANCE).

<https://www.linkedin.com/jobs/view/physician-assistant-primary-care-at-u-s-department-of-veterans-affairs->



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[3418003316/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.ziprecruiter.com/c/BPL-Plasma,-Inc./Job/Phlebotomist/-in-Cleveland,OH?jid=4ca6ebfca3fc90bb&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

PHLEBOTOMIST – BPL PLASMA – CLEVELAND

Full-time. The Phlebotomist is responsible to perform venipuncture on donors for plasmapheresis and is primarily responsible for the safety and care of the donor during the plasmapheresis process. Qualifications: Must possess high school diploma or equivalent required. Phlebotomist certification preferred, but not required; Minimum one-year Phlebotomy experience, in a customer service environment, such as a medical office, retail, blood or plasma collection center preferred; Consistent work history in other industries acceptable as skills will be trained on-the-job.

https://www.ziprecruiter.com/c/BPL-Plasma,-Inc./Job/Phlebotomist/-in-Cleveland,OH?jid=4ca6ebfca3fc90bb&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RESIDENT ASSOCIATE – JOSEPH AND MARY’S HOME – CLEVELAND

Part-time. Joseph's Home and Mary's Home are Ministries of the Sisters of Charity Health System. The Resident Support Associate (RSA) position maintains a safe, clean environment conducive to the health and well-being of residents and staff, and provides support and coaching to the residents related to the objectives on their integrated health care plan. Qualifications: High School graduate or equivalent; Excellent interpersonal and communication skills, self-starter, responsible, and compassionate; Experience working with homeless individuals, individuals struggling with mental health and substance abuse issues.

<https://pm.healthcaresource.com/CS/sistersofcharityhealth/?source=Indeed.com#/job/11165?source=Indeed>



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TRAVEL STNA – LEGACY HEALTH SERVICES – CLEVELAND

Full-time. Part-time. Pay: Up to \$26.50 per hour for STNAs. In this travel STNA position you travel locally, close to home and family. As a State Tested Nursing Assistant you will have a home base facility for a long-term assignment for the first 90 days. After that you can pick up at other local facilities within Legacy Health Services. STNAs will act as compassionate caregivers and will provide all residents with highest quality care to enhance their quality of life.

Requirements: State Tested Nursing Assistant (STNA) licensure in the State of Ohio required; Must be able to meet the physical requirements of the job including but not limited to lifting, bending, turning and pushing.

[https://www.ziprecruiter.com/c/Legacy-Health-Services-Corporate/Job/Travel-State-Tested-Nursing-Assistant-\(STNA\)/in-Cleveland,OH?jid=7aef00c8c74fe4e8&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.ziprecruiter.com/c/Legacy-Health-Services-Corporate/Job/Travel-State-Tested-Nursing-Assistant-(STNA)/in-Cleveland,OH?jid=7aef00c8c74fe4e8&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

MEDICAL SCRIBE (BILINGUAL SPANISH) - OAK STREET HEALTH – CLEVELAND

Full-time. Oak Street Health is a rapidly growing company of primary care centers for adults on Medicare in medically-underserved communities where there is little to no quality healthcare. The goal of this position is to be the personal data assistant to the provider. This means you handle informatics responsibilities for providers during patient visits in our centers.

Requirements: Fluency in Spanish, Polish, Russian, or other languages spoken by people in the communities we serve (where necessary); US work authorization; Advanced communication skills; Ability to type 70+ words per minute; Basic level of medical knowledge and/or a willingness to learn quickly; Excellent job attendance. (Our providers count on you.); Ability to work approximately 40-45 hours per week (full time position) with predictable hours and protected break times.

https://www.linkedin.com/jobs/view/medical-scribe-bilingual-spanish-at-oak-street-health-3416587801/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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NURSING ASSISTANT – REGENCY HOSPITAL – WARRENSVILLE HEIGHTS

Full-time. Pay: \$18 - \$21.94 per hour +. Sign On Bonus: \$1,500. Hours: 7pm – 7am. At Select Medical's Critical Illness Recovery Hospitals, you are taking care of the most vulnerable patients in your community. We care for chronically and critically ill or post-ICU patients who require extended hospital care. Responsibilities: Performing services for the patient involving bathing using basin-less bath products, oral hygiene, oral feeding and care of hair; Answering patient lights and performing services in a timely manner that adds to the physical well-being of the patient; Participating in hourly rounds; Transporting patients to and from various treatment centers when necessary; assisting transporters in moving patients in and out of stretchers and wheelchairs. Requirements: High school diploma/equivalent OR relevant work experience (3+ years); BLS is required within 90 days of hire; Requires hospital experience as a nursing assistant, certification as a nursing assistant, or experience in a related field such as a medical assistant or as an actively enrolled nursing student.

https://careers.selectmedical.com/jobs/2022/12/23/16/01/228196/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT DINING ASSOCIATE (DIETARY AIDE) - CLEVELAND CLINIC

Full-time. Part-time. Pay: \$16 per hour. We have openings for full and part-time PATIENT DINING ASSOCIATES positions. Shifts will vary. Includes some weekends and holidays. Responsibilities: Help patients understand their menu selections and work with nursing to ensure their orders comply with their nutritional requirements or restrictions; Work with the caregivers and culinary team to determine menu alternatives for patients with food allergies and sensitivities; cultural, ethnic and religious preferences; or when a patient inquires about additional selections. Qualifications: Ability to read, write and interpret documents in English; Basic computer and mathematical skills.

[https://www.ziprecruiter.com/c/Morrison-Healthcare/Job/PATIENT-DINING-ASSOCIATE-\(DIETARY-AIDE\)-\(FULL-&-PART-TIME\)/-in-Cleveland,OH?jid=f010b34ef98a7553&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.ziprecruiter.com/c/Morrison-Healthcare/Job/PATIENT-DINING-ASSOCIATE-(DIETARY-AIDE)-(FULL-&-PART-TIME)/-in-Cleveland,OH?jid=f010b34ef98a7553&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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MEDICAL ASSISTANT – CLEVELAND CLINIC MAIN CAMPUS

Full-time. Join Cleveland Clinic's Neurological Institute and become a part of one of the most respected healthcare organizations in the world. As a Medical Assistant, you will work under the supervision of a physician or nurse where you will assist with performing health screenings and treatments, collecting specimens, performing tests, administering medications, documenting patient care, keeping medical supplies stocked, maintaining examination areas, and monitoring, recording, and communicating patients' conditions. Qualifications: Must be a graduate from an approved Medical Assisting Program. (As designated by the Enterprise MA Steering Committee); Completion of a clinical externship (Extensive clinical experience may be considered in lieu of formal clinical externship); Has strong computer and communication skills; Utilizes medical and administrative skills to provide clinical support.

https://jobs.clevelandclinic.org/job/16962020/medical-assistant-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DENTAL ASSISTANT – EXCEPTIONAL SMILES @ LANDERBROOK – CLEVELAND

Full-time. Pay: \$16 to \$19 Hourly (plus commission). Our growing General Family Dental Practice is hiring! Our mission is providing exceptional, long-lasting, predictable, and personalized dental care for our patients. We are seeking a new Dental Assistant to join our team. Your role will be to prepare patients for dental treatment by welcoming and comforting them, sterilizing and disinfecting instruments, setting up instrument trays, preparing materials, and assisting with dental procedures. Qualifications: We unite around a common cause that brings the team together and ensures everyone is working toward the same goal; Our teams act on the passion to create a better world that will impact the lives of others.

https://www.ziprecruiter.com/c/Exceptional-Smiles-@-Landerbrook/Job/Dental-Assistant/-in-Cleveland,OH?jid=ab44fdda796898b5&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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HOME HEALTH AIDE – ARCADIA HOME CARE – CLEVELAND

Flexible scheduling! Weekly Pay or Daily Pay from \$12 to \$15/hr. depending on the cases you choose!!! \$400 SIGN ON BONUS for all new hires! This is an excellent opportunity for a dedicated caregiver to obtain a full or part-time schedule that works specifically for them! Job duties: Light housekeeping, meal prep and laundry; Socialization and supervision as necessary. Requirements: Must have Driver's license, current auto insurance, or access to reliable transportation; At least 1 year experience; Ability to provide 2 References from the companies(s) you gained your homecare experience with.

[https://www.ziprecruiter.com/c/Arcadia-Home-Care-&-Staffing/Job/HHA-Home-Health-Aide-Flexible-Schedules-Weekly-Pay-&-\\$400-Sign-on!/in-Cleveland,OH?jid=478d82d4785f55b3&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.ziprecruiter.com/c/Arcadia-Home-Care-&-Staffing/Job/HHA-Home-Health-Aide-Flexible-Schedules-Weekly-Pay-&-$400-Sign-on!/in-Cleveland,OH?jid=478d82d4785f55b3&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

REMOTE MEDICAL BILLER – GREENKEY RESOURCES – CLEVELAND

Full-time. Green Key Resources is representing a supplier of Medical Billing Platform who is seeking an experienced Medical Biller to join their team! This position is 100% remote and flexible in any time zone. Please note, this is full time, but is 1099. Responsibilities: Call insurance in order to research, investigate and resolve claim and payment issues (claim status and eligibility checks, denied claims, ERA and A/R reconciliation); Work with the operations team in order to prioritize and resolve the most critical claims, billing and payments issues as they arise. Qualifications: 2 years' experience in a medical biller role; Experienced with modern software/productivity tools: Google Drive, Microsoft Word, Excel, etc.; Strong understanding of and ability to learn/adapt to new medical billing processes, systems and terminology.

https://www.salary.com/job/greenkey-resources/remote-medical-biller/j202210240318155163989?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MEDICAL ASSISTANT – NORTHEAST OHIO NEIGHBORHOOD – CLEVELAND

Full-time. Part-time. Work Schedule Options: Monday - Friday 8:30 to 5:30 per building operation hours. Monday - Friday 12 p.m. to 9:00 p.m. per building operation hours. Saturday/ Sunday- Weekend Hours Available. General duties: The Medical Assistant is responsible for assisting with all basic examination of patients; This individual will arrange for any subsequent laboratory testing of the patient, order supplies for the treatment areas, and perform other duties as requested. Requirements: High school diploma or GED; Completion of an accredited Medical Assistant Program; Must have the flexibility to allow for work schedule at all NEON Health Center locations.

https://www.ziprecruiter.com/c/Northeast-Ohio-Neighborhood/Job/Medical-Assistant/-in-Cleveland,OH?jid=47db7ffe24e4accc&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HEALTH INFORMATION ASSOCIATE – METROHEALTH MEDICAL CENTER – CLEVELAND

Full-time. Biweekly Hours: 32.00. Shift: 8:00 am - 4:30 pm. Supports others in the provision of high-quality clinical care by assisting with compiling, processing, providing and maintaining the medical records of The MetroHealth System (MHS) in a manner consistent with medical, administrative, ethical, legal and regulatory requirements. Responsibilities include: medical record functions with hard copy, electronic and microfilmed medical records for all patient visit types; Provides office coverage for the Health Information Management Department according to schedule. Requirements: Associates Degree in a related field or 2 years of experience in health information management, comparable physician office, clinic or hospital business office, or healthcare customer service/office setting; Medical terminology training or experience; Proficiency with computers and commonly used software applications, including Microsoft Office, internet, electronic health record and document scanning systems.

https://www.salary.com/job/metrohealth-medical-center/health-information-associate-prn-file-room-scanning/j202111262032190590198?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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COMMUNITY HEALTH WORKER – UNITED HEALTH GROUP – CLEVELAND

Full-time. \$1,500 Sign on Bonus for External Candidates. As a Hybrid (Telephonic and Field) Community Health Worker (CHW), you will act in a liaison role with Medicaid members to ensure appropriate care is accessed as well as to provide home and social assessments and member education. Responsibilities: Create a positive experience and relationship with the member; Help member set goals and develop a care plan to achieve those goals; Proactively engage the member to manage their own health and healthcare; Support the members to improve their wellbeing by staying out of the hospital, and attend regular visits to their primary physician. Qualifications: High School Diploma / GED (or higher); Knowledge of culture and values of community; Familiarity with the resources available in the community; Ability to comply with UHG Telecommuting Policy and have a designated workspace inside the home with access to high-speed internet availability; Must have resided in the local community; Reliable transportation and the ability to travel locally, up to 50% of the time.

https://careers.unitedhealthgroup.com/job/16138100/community-health-worker-oh-columbus-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL ASSISTANT – BROADVIEW HEIGHTS URGENT CARE

Full-time. This position is responsible for performing basic Medical Assistant duties. Facilitates unit operation, managing patient flow. Assist with front desk duties specific to department, including scheduling patients, collecting and verifying patient payor information and other patient documentation.

Qualifications: Graduate of an accredited Medical Assistant program with 0–1 years of experience.

https://www.ziprecruiter.com/c/University-Hospitals/Job/Medical-Assistant-Broadview-Heights-Urgent-Care/-in-Broadview-Heights,OH?jid=dcabb7adfb8e7eed&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CAREGIVER – COMFORT EASE HOME CARE – CLEVELAND

Full-time, Part-time. Pay: \$12.50/hour. Flexible shifts, paid mileage, sign on bonus, benefits and more!! We are **HIRING IMMEDIATELY!** We are looking for professional Caregivers, Patient Care Aides (PCA's) and Direct Support Professionals (DSP's) who are compassionate, trustworthy, dependable, and passionate about caregiving. Job Duties: Assistance with daily personal care and hygiene; Do necessary housekeeping to maintain clean environment; Support clients with transfers/ambulation/mobility; Transport clients to errands and appointments; Prepare meals and provide companionship. Requirements: Authorized to work in the United States; Valid Driver's License & Auto Insurance (Preferred); Must have reliable transportation; Must have a High School Diploma/GED or High School/College Transcripts.

https://www.mycnajobs.com/job-listings/15226163/2/5/?v=gi34o&utm_campaign=zone%7CCleveland-Lorain-Elyria,%20OH&utm_medium=cpc&utm_source=neuvoo&utm_content=15226163-2-5&m=b-C3A276

OPEN POSITIONS – PATIENT-CENTERED CARE STAFFING AGENCY – CLEVELAND

Full-time \$35 - \$45 per hour. Seeking a Registered Nurse (RN) that can perform within various healthcare organizations. Some of the daily duties and responsibilities an RN should be able to perform in any healthcare establishment include: Patient assessment, recommend treatments for patients, gather diagnostic samples and administer medications as prescribed, monitor patient progress, develop and implement patient care plans. **Skills and Qualifications Required:** Multitasking, excellent communication skills, knowledge of patient care, time-management skills

Full-time \$30 - \$40 per hour. We seek a Licensed Practical Nurse (LPN) to provide essential medical attention to patients and assess their wellbeing as part of a larger medical team. Duties and responsibilities include but are not limited to: Monitor and record patient's vitals, assist nursing and medical staff with basic medical tasks, update patient records, evaluate the patient's wellbeing. **Skills and Qualifications required:** Strong communication skills, excellent



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teamwork and collaboration skills, knowledge of primary health care procedures, knowledge in measuring and administering medication.

Full-time \$18 - \$26 per hour. We are seeking a State-Tested Nursing Assistant (STNA) to assist patients with their day-to-day care. STNA duties include: Taking patients' vital signs, reporting any changes to the nurse, supporting the nurse with their patient duties, assisting patients with performing basic tasks such as eating, dressing, toileting, and transfers. **Skills and**

Qualifications include: Communication skills, excellent observation skills, basic knowledge of patient care, the ability to work well within a team.

Full-time \$15 - \$17 per hour. We seek a Resident Treatment Specialist/Assistant (RTS/RA) to help residents complete daily living and independent activity daily living tasks. No Licensure required CPR certification is required. Duties include overseeing activities for residents, assisting residents with eating, bathing, completion, chores, providing companionship, and maintaining care records for facilities.

Full-time \$16 - \$19 per hour. We are seeking a Medical Assistant (MA) to assist doctors and nurses in providing care for their patients. Duties include recording and updating medical histories and contact information in patient files, scheduling patient appointments and performing standard care procedures like drawing blood, checking vitals, or collecting lab samples.

Send your resumes to patientcentered@pccstaffing.com

FOOD/HOSPITALITY/RETAIL/CLEANING

ASSISTANT FRONT OFFICE MANAGER – HYATT REGENCY – CLEVELAND

Full-time. Pay: From \$45,000.00 per year. The responsibilities of the Hotel Assistant Manager include overseeing the general operation of hotel functions and assisting guests whenever necessary. In this position, the candidate will be trained in all areas of the rooms and food and beverage division with a primarily focus on the Front Office. Qualifications: Minimum of one-year previous front office supervisory experience preferred; Ability to work a flexible schedule.



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https://www.simplyhired.com/job/8j56K6Y3N8AQFgRVKJtkhayrnDrHlicKPebw-0ybXA-VBw4KRI7q8g?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HOUSEKEEPING/JANITOR, 1ST, 2ND SHIFT - CLEVELAND CLINIC

Full-time. Our Environmental Services Department is consistently among the highest performing Environmental Services teams in healthcare, and we're looking to add an Environmental Services Floor Technicians and Area Cleaner to our team to create a comfortable and safe environment our patients have come to expect. Responsibilities: Cleans patient rooms, ancillary areas, exam rooms, offices, waiting areas, public restrooms, discharge rooms and other assigned areas; Stocks paper items and other supplies in patient rooms, exam rooms and restroom as necessary. Education: High School Diploma/General Educational Development (GED) preferred.

https://www.ziprecruiter.com/ojob/LzCLRV3egjTog2UFivjvQQ.--MmAYiEEyF?lvk=LzCLRV3egjTog2UFivjvQQ.--MmAYiEEyF&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

LUXURY CONCIERGE – VILLAGE GREEN – CLEVELAND

Part-time. This position is to satisfy resident's requests, questions and needs, and serve as a liaison to the Management office. RESPONSIBILITIES: Greet residents and guests in a courteous and friendly manner as they enter the building; Become familiar and provide recommendations to residents on community attractions and local amenities when requested; Provides brochures, floor plans and other collateral to clients; Completes guest cards, provides mini tours, and acts on leasing behalf during off hours. REQUIREMENTS: Ability to apply good common sense when assisting residents and their guests; Must have the availability to work a flexible schedule any day of the week; Ability to resolve minor problems while maintaining a friendly and professional manner.

<https://www.ziprecruiter.com/ojob/Y1KSruuxzGFI7kxU2zZUUg.--MlvFiXfEN?lvk=Y1KSruuxzGFI7kxU2zZUUg.-->



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obs_apply](https://www.stepforwardtoday.org/jobs/apply?utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply)

FOOD SERVICE WORKER – AVI FOODSYSTEMS, INC. - CLEVELAND

Part-time. Pay: \$13.50 per hour. AVI Foodsystems is looking for an energetic and optimistic team member to fill the role of Part-time Food Service Worker at one of our education accounts in Cleveland, OH. Responsibilities: Assist in the preparation of hot and/or cold foods, and properly stores food, utilizing knowledge of temperature requirements and spoilage; Set up stations with entrées, soups, salads, breads, condiments, other food products and utensils; Interact with guests in the serving, retail and dining areas; Follow proper guest service procedures whenever interacting with others by smiling, making eye contact and greeting guests. Requirements: Previous food service experience preferred; Strong work ethic; Ability to communicate with other team members and other departments with professionalism and respect.

<https://avi-foodsystems.jobs.net/jobs?keywords=food+service&location=44118>

RETAIL SALES ASSOCIATE – MIKE THE HATTER – CLEVELAND

Full-time. Part-time. Pay: \$11.00 - \$15.00 per hour. Position(s) would be part-time with possibility for full-time advancement for the right candidate. Mike the Hatter is a family-owned and operated, men's & women's fashion retail establishment in the city of Cleveland since 1937. After 40 years in downtown Cleveland, we moved to Broadview Heights in 2012 and now we're back downtown and looking to expand our current sales force! We are seeking candidates that are able to complement and create a store environment that is fun and exciting for our customers and other team members. Prior cash-handling, retail, phone/website sales & service and in-store customer service experience is a plus. Flexible schedules are a must and able to work weekends and early evenings. Knowledge of head-wear helpful, but not mandatory. Qualifications: Ability to work as a team player in a fast-paced environment, handling multiple priorities and quickly learning new procedures; Ability to work a flexible schedule, including morning, early-evening and some weekends; Fundamental computer skills; Packaging/Shipping experience is a plus for internet-based sales.



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https://www.salary.com/job/mike-the-hatter/retail-sales-associate/j202202011532555895824?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ASSISTANT CUSTODIAN – CLEVELAND METROPOLITAN SCHOOL DISTRICT

Full-time. Pay: \$ 19.28 per hour. Union: Local 860. Under the immediate supervision of custodian, performs miscellaneous unskilled and semi-skilled tasks in the care and operation of public schools; and performs related work as required. Responsibilities: Keeps building and grounds, including sidewalks, driveways and play areas neat and clean at all times; Monitors heating, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity; Operates boilers, pumps and related equipment under the supervision of the custodian; Shovels, plows and salts walks, driveways, parking areas and steps, when required. Qualifications: High School diploma or GED required; Valid High Pressure Boiler Operators License issued by the State of Ohio; Successful completion of Civil Service Examination.

https://clevelandmetroschools.wd1.myworkdayjobs.com/en-US/jobs/job/Administration-or-Assigned/Assistant-Custodian_R0014113

HOTEL ROOM INSPECTOR – GEIS HOSPITALITY GROUP – CLEVELAND

Full-time. Pay: \$16.00 to \$18.00 per hour. The Rooms Inspector is responsible for inspecting the cleanliness and physical condition of hotel guest rooms meeting rooms hallways and public areas. RESPONSIBILITIES: Prepare inspection report with the status of all guest rooms at the beginning of the shift. This includes all guest requests out of order rooms and show rooms for the day; Inspect all guest check-out rooms for cleanliness appropriate guest amenities and the correct working condition of all guest room equipment. QUALIFICATIONS: Typically requires a high school diploma and 1 to 2 years of related experience and/or training; or equivalent combination of experience and education; Housekeeping supervisory or related job experience is preferred.



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https://www.ziprecruiter.com/c/Geis-Hospitality-Group/Job/Hotel-Room-Inspector/-in-Cleveland,OH?jid=4e80e1b4a09dea7d&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HOTEL HOUSEKEEPER – IHG HOTELS & RESORTS – CLEVELAND

Full-time. Pay: \$14.00–\$18.00 per hour. We are hiring Hotel Housekeepers in Cleveland, who will keep our hotel looking its absolute best. Join our Ohio Housekeeping team and enjoy a great work-life balance, associate events with prizes and incentives. Duties: Perform a variety of general cleaning tasks including vacuuming, mopping, polishing, dusting, sanitize, changing bed linens and preparing guest rooms; In addition, cleaning at administrative areas; Cleans rooms when needed. Qualifications: High School diploma or equivalent; No experience required; Excellent customer service skills.

https://inn duty.com/jobs/hotel-housekeeper-jobs-in-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RETAIL ASSOCIATE – GOODWILL – MAYFIELD HEIGHTS

Full-time. Pay: From \$11.75 per hour. We are currently hiring retail associates for the Goodwill store located at 6605 Mayfield Rd Mayfield Heights, OH 44124. We are looking for team players that have great customer service skills who know how to treat others with respect and put people first - like we do! Background check required.

https://www.salary.com/job/goodwill-industries-of-greater-cleveland-east/retail-associate/j202206010028512488829?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OPEN POSITION – THE GOOD FEET STORE – WOODMERE & WESTLAKE

Retail Sales Associate

Full-time. Average pay: \$50,000-70,000 annually, based on an hourly rate plus commission and bonus. We are hiring Retail Sales Associates for our two new locations in Crocker Park (Westlake) and Eton (Woodmere). What you'll be doing: Our customers walk through the door looking for relief from foot, knee, hip, or back pain. That's where our arch supports come in! Our arch supports are designed to readjust, realign, and reposition the foot. Training will have you selling on your own in 3-4 weeks, with ongoing training over your first 90 days. Requirements: Sales driven mindset; Excellent verbal and written communication skills; Organized and efficient.

https://apply.workable.com/j/49379CE660/?utm_medium=social_share_link

DISHWASHER – BOB EVANS RESTAURANTS – INDEPENDENCE

Full-time. Pay: Up to \$18.00 per hour depending on restaurant concept experience. Responsibilities: Responsible for keeping the dish tank area maintained and seeing that cleaned dishes are available for service; Follows food safety guidelines for washing, drying, and storing dishware and utensils; Removes cardboard and grease, and maintains the cleanliness of the parking lot; Maintenance and cleanliness of property around the restaurant (i.e., foyer, front porch, sidewalk etc.). Knowledge: Strong knowledge of commonly used concepts, practices, and procedures in a restaurant; Relies on experience and good judgment to plan and accomplish goals; General knowledge of commercial dishwashing is preferred, but not required.

<https://www.ziprecruiter.com/c/Bob-Evans-Restaurants/Job/Dishwasher/-in-Independence,OH?jid=205621b96429a3a7&lvk=aJd9Rkd6rK4cSuHgQr0V3g.--MjdCsJDV3>



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CUSTOMER SERVICE ASSOCIATE – WALGREENS – GARFIELD HEIGHTS

Part-time. Temporary. Estimated pay: \$10.58 - \$14.72 per hour. The customer service associate engages customers and patients by greeting them and offering assistance with products and services; Resolves customer issues and answers questions to ensure a positive customer experience. Qualifications: Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico); Requires willingness to work flexible schedule, including evenings and weekend hours.

<https://jobs.walgreens.com/en/job/garfield-heights/customer-service-associate-temporary/1242/39639009056>

KITCHEN WORKER – SALVATION ARMY – HARBOR LIGHT – CLEVELAND

Full-time. Pay: \$16.00 per hour. Supports the kitchen by insuring proper and safe handling, holding, serving and storage of food. Maintains cleanliness of kitchen area. Qualifications: High School diploma or equivalent required; Entry level kitchen experience desired; At least 6 months experience with food volume production or culinary / hospitality training; Must be able to routinely lift and carry boxes weighing 50 pounds or more.

https://www.talent.com/view?id=eefcfc440a8b&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RETAIL SALES ASSOCIATE – K&G - CLEVELAND

Full-time. Work Location: 3393 Steelyard Drive Cleveland 44109-2383. If you love getting a great deal on fashion then the only thing better is working for K&G Fashion Superstore. Responsibilities: Handling and accurately following standard operating procedures for all customer purchases, returns, exchanges, store credits and discounted transactions along with properly securing cash and other negotiable documents; Incorporating suggestive selling techniques when assisting customers and responding to any customer inquiries and needs; Assisting with replenishing merchandise, store layout, recovery, general housekeeping. Qualifications: Good communication, customer service and organizational skills; Ability to



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move and handle merchandise weighing 0-50 pounds, climb ladders, walk, stand, kneel, and lift during the majority of work shift.

https://www.linkedin.com/jobs/view/retail-sales-associate-at-k-g-fashion-superstore-3309948246/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTODIAL WORKER – CATHOLIC CHARITIES – CLEVELAND

Part-time. Catholic Charities, Diocese of Cleveland is seeking a dedicated person to join our Fatima Family Center as a Custodial Worker. This is a part-time position that offers 20 hours per week and includes some benefits. Responsibilities: May maintain outside property, including: removing snow and ice; cutting edging and watering the lawn, trash removal; May perform minor building maintenance: painting, repair leaking faucets, light switch etc.; Clean the interior of the building, including: hallways, floors and restrooms. Sweep, vacuum, and mop hallways and offices.

https://www.salary.com/job/cat1012cacsc/custodial-worker-urgent-need-apply-today/j202210080725508422547?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONCIERGE – CLEVELAND MUSEUM OF NATURAL HISTORY

Full-time. Part-time. Pay: \$15 per hour. (2 positions; 1 FT and 1 PT). Work Schedule: 2-3x 8hr shifts for part time and 5x 8hr shifts for full time between 9 am and 5 pm per week. Saturdays and Sundays are mandatory, and occasional evenings for special events. Responsibilities: Provide exceptional guest service to CMNH guests; Effectively communicate with both guests and Museum colleagues Work closely with volunteers, docents, and fellow CMNH staff; Observe individuals entering and leaving the Museum garage and assist them. Qualifications: Candidates should possess a high school diploma. Extraordinarily strong people skills, high energy, and the ability to communicate enthusiastically are essential.



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https://www.ziprecruiter.com/c/Cleveland-Museum-of-Natural-HistoryCleveland-Museum-of-Natural-History/Job/Concierge/-in-Cleveland,OH?jid=270999bdda032d34&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

STORE ASSOCIATE – DSW – WARRENSVILLE HEIGHTS

Part-time. Store Associates provide friendly service to customers shopping in-store and those engaging through omni-channel services. Responsibilities: Customer Service - Greets every customer with a helpful and friendly approach, reading customer cues and matching their needs with your service level; Share the benefits of the DSW Loyalty program, answer questions regarding merchandise and complete the purchase through either in store sale or digital order. Requirements: No previous retail experience required; Some High School Education; Minimum of 1 year of retail experience as Cashier, Retail Floor Generalist, or Store Receiver is preferred.

<https://us.fashionjobs.com/job/Store-associate-part-time,3875972.html>

CLEANING ASSOCIATE – BLOCK BY BLOCK – CLEVELAND

Full-time. Pay: \$16.00 per hour. 8-hour shift. Monday to Friday. Weekend availability. Block by Block provides cleaning, safety, beautification, and hospitality services - in a nutshell, we provide services for anything your city needs to be a more desired destination. ESSENTIAL FUNCTIONS: Manual Litter Collection – circulate through assigned work zone with a rolling can containing supplies and tools to take care of the following tasks: Removing litter, fast food bags, cups, containers, cigarette butts and other debris on sidewalks, street gutter, and alleys; Trash removal and cleaning the sidewalks are mostly what Ambassadors do; Anything that keeps your district from looking clean and inviting has to go. REQUIREMENTS: Must have the physical capacity to walk or traverse continuously during an eight-hour shift, with normal breaks (two fifteen minutes, and one thirty-minute meal break). Must be able to work outdoors in all conditions with provided inclement weather gear.



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https://www.salary.com/job/block-by-block/cleaning-associate/202208180121133848850?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PART-TIME SALES ASSOCIATE – JOURNEYS – BEACHWOOD

Part-time. Journeys is a leader in the teen specialty retail scene, with more than 800 stores in all 50 states, Puerto Rico and Canada. Journeys is always looking for great people to join our team! Sales Associate - Job Description: Meet and exceed personal sales goal and standards of performance; Be aware of store sales goal; Provide a fun, full-service experience to all customers; Complete all point-of-sale functions as required. Requirements: Prior retail sales experience preferred; Ability to multi-task in a fast-paced environment; Excellent interpersonal and customer service skills; Must be at least 16 years of age. Age requirement for part time employment may vary based on state.

<https://www.linkedin.com/jobs/view/3288496283>

SPORTSBOOK CASHIER – JACK CASINO & JACK THISTLEDOWN RACINO

Full-time, Part-time. JACK Cleveland Casino and JACK ThistleDown Racino are now accepting Part-Time and Full-Time applications for Sportsbook Cashiers. The Sportsbook will be opening up at both JACK Cleveland Casino and JACK ThistleDown Racino in January 2023. The Sportsbook Cashier is responsible for supporting the retail sportsbook operation to consistently provide betJACK customers with an outstanding experience that exceeds expectations. Essential Functions: Ensure strict compliance of all OCCC regulations and federal IRS requirements; Write, verify and finalize payment on sports wagers; Maintain accurate cash bank; Answer questions relating to sports betting wagers and/or betJACK sportsbook app. Requirements: Must be 21 years of age; Previous cash handling experience required; Will be required to successfully complete a basic math skills assessment; Sportsbook/Casino experience preferred.

Interested candidates can apply at www.jackentertainment.com/careers, and select either JACK Cleveland Casino or JACK ThistleDown Racino to view the opportunity.



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HOUSEKEEPER – FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION (FDRC)

Part-time. The Housekeeping Staff position is responsible for daily cleaning of FRDC's office building. **RESPONSIBILITIES:** Maintains building through daily cleaning activities; Cleaning activities include daily cleaning of floors, bathrooms, common areas, restocking of bathroom supplies, cleaning multipurpose room table/chairs, empty trash; Responsible for cleaning one floor of a four (4)-story building; Identifies areas requiring repair and communicates building issues to Senior Maintenance Staff and/or Facilities Manager. **REQUIREMENTS:** Minimum of two to three years' experience in the area of housekeeping; Excellent communication and customer service skills required; Must have the ability to work with a diverse group of building tenants.

To apply, Email your resume to: gpowell@fairfaxdev.org or drop off your resume to: Ms. Gail Powell, Fairfax Renaissance Development Corporation, 8111 Quincy Avenue, Suite 100, Cleveland, OH 44104

OPEN INTERVIEWS – GIANT EAGLE – MULTIPLE POSITIONS

GIANT EAGLE STORE	OPEN INTERVIEWS/HIRING DAY	OPEN POSITIONS	KEYWORD SEARCH
Southland	Every Tuesday! 2:00 PM – 5:00 PM	Overnight maintenance; Deli Clerks; Overnight Stock Clerk; Prepared Foods Clerks	Middleburgh Apply at: https://bit.ly/3890G2L
Broadview Heights	Every Tuesday! 2:00 PM – 4:00 PM	Deli Clerks; Personal Shopper; Prepared Food	274491 Apply at:



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		Clerks; Starbucks Baristas; Cashiers; Produce Clerks	https://bit.ly/3v61XAI
Watertown	Every Tuesday! 2:00 PM – 5:00 PM	Cashiers; Deli Clerks; Bakery Clerks; Meat/Seafood Clerks; Prepared Food Clerks; Overnight Stock Clerks; Curbside Personal Shoppers	Watertown Apply at: https://bit.ly/3tZwuzH
Berea	Every Monday! 2:00 PM – 4:00 PM	Cashiers; Bakery Clerks; Prepared Foods Clerks; Grocery/Produce Clerks	Berea Apply at: https://bit.ly/3EC8S80
Day Drive	Every Friday! 1:00 PM – 4:00 PM	Bakery Clerks; Prepared Food Clerks	44129 Apply at: https://bit.ly/35URPB3

SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION

COUNSELOR – COMMUNITY ASSESSMENT AND TREATMENT – CLEVELAND

Full-time. Pay: \$38,000 to \$52,000 per year. Description: Provide clinical recovery services to individuals with substance abuse/mental health issues; Lead clients through the full cycle of treatment management; Provide treatment for adult males struggling with substance abuse disorders; Conduct individual assessments on new clients to create a personalized treatment plan.



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Requirements: Bachelor's degree in a human services or related discipline; Two or more years of professional experience in counseling or social work settings; LSW or LPC with Chemical Dependency focus; LCDC certification (or be registered with the Ohio Credentialing Board as a candidate for CDC certification).

https://www.ziprecruiter.com/ojob/VYdOhtYGVzvxI28JgoJMkQ.--MblHN8JGR?lvk=VYdOhtYGVzvxI28JgoJMkQ.--MblHN8JGR&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

MATH INSTRUCTOR – JOB CORPS – CLEVELAND

Full-time. Primary Position Objectives: Prescribes individual and/or group lessons designed to assist students in overcoming specific difficulties in mathematics and reading. Brief Description of Duties: Performs as an instructor in a regular classroom setting, presenting instruction in the area of Reading, Mathematics, Workplace Communications, Career Success Standards, Health Education, Driver's Education or HSD/HSE; Endeavors to promote a positive and desirable atmosphere within the classroom setting, ensuring maximum student motivation; Maintains a high degree of discipline within the classroom in order to ensure maximum learning; Establishes a high degree of student/instructor rapport. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; Proficiency with Microsoft Office applications including Word, Power Point, Outlook, and Excel; Computer Literacy with basic computer functions, email, internet, and basic programs such as Adobe Acrobat.

https://www.linkedin.com/jobs/view/math-instructor-at-job-corps-3439903338/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PEER RECOVERY SUPPORT SPECIALIST – PEOPLE PLACES AND DREAMS – CLEVELAND

Full-time. Pay: Employer est.: \$17.00 - \$19.00 per hour. We are seeking talented, highly motivated professional individuals to join our team of dynamic Peers Recovery Supporters.



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Duties: Assist clients with building social skills that will empower and enhance integration opportunities and teach self-advocacy skills that support success within the community; Provide education to clients on how to identify and work through negative self-talk and ways to overcome fears; Provide education to clients around wellness management and recovery skills; Educate clients around community and natural support, and how to utilize these in the recovery process. Qualifications: Minimum of a high school diploma, GED, or equivalent educational status mandatory. Higher education desired; Lived experience in the areas of mental health and substance use recovery; Valid State Driver's License and Proof of current car insurance; reliable transportation; Currently, active Peer Support Certification issued by OMHAS.

<https://www.glassdoor.com/job-listing/peer-recovery-support-specialist-people-places-and-dreams->

[JV_IC1145778_KO0,32_KE33,57.htm?jl=1008412389226&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.glassdoor.com/job-listing/peer-recovery-support-specialist-people-places-and-dreams-JV_IC1145778_KO0,32_KE33,57.htm?jl=1008412389226&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

OPEN POSITIONS – FRIENDLY INN – CLEVELAND

Wraparound Specialist - The Wraparound Specialist is a direct service provider who provides guidance, direct services and support to children and their families in a variety of settings.

Responsibilities: Along with the Facilitator and Parent Partner, takes part in the Engagement process and conducting the strengths-based discovery and assessment with the child and family; Participates in Child and Family Team meetings and takes part in the development, implementation, review and evaluation of the Child and Family Plan of Care; Forms relationships with the child and family and assists them in meeting their goals. Qualifications: Must have a BSW degree in Social Work/ B.A. degree in a related field. Master's Degree preferred; Licensed or licensed eligible preferred with at least 2 years of experience working with the target population; Previous experience providing Wraparound highly desirable; Must be able to work a flexible and varied schedule which may include evenings, and weekends, as necessary; Must possess a valid Ohio driver's license and be able to drive.

Community Health Worker – Part-time. Provide ongoing home visiting, assessment, education and support to at least 15 women at risk of a poor birth outcome. Responsibilities: Provide community-based outreach and participant recruitment to high-risk pregnant women in need of perinatal and infant health care and supportive services; Assist participants to develop individualized service plans; Carry out case management activities including: monthly home



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visitation, risk assessment, service referral and follow-up, resource distribution, timely documentation, and case file maintenance. Required qualifications: Associate Degree in Social Work or related field Knowledge of community health and social service resources; Two years' experience in outreach, case management or home health care; Ability to use a computerized data system; Valid driver's license, active full coverage insurance and dependable transportation.

<https://friendlyinn.org/employment-and-volunteer-opportunities/>

SOCIAL SERVICE AIDE/TRANSPORTATION - CUYAHOGA COUNTY DIVISION OF CHILDREN AND FAMILY SERVICES

Full-time. Part-time. Pay: \$17.50 an hour. Essential Job Functions: Transports clients to and from family visits scheduled in the community and /or at the Family Visit Centers, which may include monitoring; Able to lift children who are young and need assistance to be secured in a car seat; Prepares written reports documenting visits; accessing and entering notes in SACWIS, and attends staff meetings and in-service training as necessary. Requirements: High school diploma or equivalent; ability to read and write simple sentences; able to perform mathematical calculations. Ability to read and write in English; must have valid Ohio Driver's License.

https://www.indeed.com/viewjob?jk=1265df0b94c0f7cb&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COLLEGE ADMISSIONS (GUIDANCE) COUNSELOR – ST MARTIN DE PORRES HIGH SCHOOL – CLEVELAND

Full-time. Saint Martin de Porres High School is seeking a dynamic, energetic and self-driven College Admissions (Guidance) Counselor to be part of an innovative college-prep and career readiness high school experience. Responsibilities: This is a general representation of the key duties and responsibilities required of this position. Other duties may be assigned as needed. Co-facilitate weekly college readiness courses for Senior and Junior students Guide students through all aspects of the college, financial aid (including FAFSA) and scholarship application processes; Manage a College Counseling advisory load of approximately 40-50 seniors. Requirements: Master's degree in Higher Education, College Admission Counseling, or a related field required;



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Bachelor's degree and 3+ years of experience in higher education or college admission counseling will be considered in lieu of Master's degree requirement.

https://www.k12jobspot.com/Job/3176253?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LICENSED INDEPENDENT SOCIAL WORKER – GOTHAM ENTERPRISES LTD.

Part-time. Full-time. Pay: Earn up to \$65,000/year based on part time hours. Earn up to \$100,000 based on full time hours. We are hiring Licensed Independent Social workers for part-time telehealth roles with one of the largest online therapy platforms in the country. This fully remote opportunity allows you to work whenever and wherever you want. Your schedule is flexible to fit your desired caseload and your preferred client demographics. The typical client on the platform has low acuity, suffers from anxiety, depression, ADHD, OCD, relationship issues, weight disorders, or is in need of grief counseling. Qualifications: Master's degree or doctorate in social work, counseling, psychology, or related field; You must have a valid LPCC, LIMFT, LISW, Psychologist license without any disciplinary actions; Stable and reliable internet connection and PC/Mac/laptop (no tablets).

https://www.gothamenterprisesltd.com/job/licensed-independent-social-worker-lisw/all-specialties/12479884/licensed-independent-social-worker?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

TODDLER ASSISTANT TEACHER – CHILDREN FIRST OF CLEVELAND

Full-time. Pay: \$22,859 - \$31,179/year. Responsible for care and education of children 2 to 3 years old. Ensure the safety of the group and direct learning activities. Wages based on Career Pathways Level (CPL) on OCCRRRA. Background and health checks required. Must have a verifiable high school diploma. High school or equivalent (Required).



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https://www.gigzio.com/toddler-assistant-teacher-cleveland-ohio-3549630348893479493?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FAMILY SUPPORT SPECIALIST – PEP PHOENIX – CLEVELAND

Full-time. The Family Support Specialist/FSS is a mentor, educator, and advocate to parents. Responsibilities: Demonstrates gained knowledge from parenting a child who received intensive mental health services from PEP or other mental health provider(s); Possess skills to support and guide diverse groups of parents by understanding their individual strengths and needs; Responsible for assisting and empowering parents through skill building, modeling healthy coping strategies, assisting with accessing community resources, and serving as a liaison between Day Treatment Center (DTC) and families. Qualifications: Minimally High School Diploma; Ability to complete assigned tasks under stressful situations; Ability to work effectively with others.

https://www.schoolspring.com/job.cfm?jid=4020502&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CALL CENTER SPECIALIST – FRONTLINE – CLEVELAND

Full-time. Pay: \$18.00 per hour. Schedule: 10-hour shift. Working as part of the Mobile Crisis Team (MCT), the Call Center Specialist will be answering calls on the crisis hotline in a compassionate, non-judgmental and professional manner, assessing each caller's needs, providing emotional support and advocacy, providing linkage to crisis intervention services as needed, offering information and appropriate referrals to community services. Education, Training and/or Experience: Bachelor's degree in social work, psychology, sociology or related field and one-year applicable work or internship experience; CPR certification plus First Aid and non-violent crisis intervention training (within 60 days of hire).

https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=48260&clientkey=91C316D3961ED06AF29B6EC20A83B355&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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SCHOOL-BASED THERAPIST – BELLFAIRE JCB – CLEVELAND

Full-time. Pay: \$50,000 Yearly. Position Summary: We are looking for a full time Licensed School Based Clinician (LSW or LPC) to provide diagnostic assessments, treatment plans and reviews, individual and group counseling, family therapy, CPS, prevention, consultation, and discharge reports and plans. Qualifications: Minimum requirement of a Master's Degree in Social Work, or Clinical Counseling; Minimum valid Ohio LSW or LPC; Knowledge of mental health assessment, treatment planning, developmental psychopathology, systems and methods in family therapy, group therapy, child psychotherapy, DSM-V diagnoses, and behavioral therapy.

https://www.ziprecruiter.com/c/Bellefaire-JCB/Job/School-Based-Therapist/-in-Cleveland,OH?jid=14c1ae47d417e4e7&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

JOB PLACEMENT AND SUPPORT SPECIALIST – THE CENTERS – CLEVELAND

Full-time. The Individualize Placement and Support (IPS) Specialist carries out the services of the IPS Supported Employment program by assisting clients to obtain and maintain employment and/or academic standing that is consistent with their vocational, educational, and career advancement goals following the principles and procedures of IPS supported employment. Responsibilities: Assesses clients' vocational and/or academic skills and preferences on ongoing basis utilizing background information and employment and/or academic experiences; Provides follow-up contact with clients, as well as behavioral health staff and significant others, to ensure coordination of care. Qualifications: Associate's Degree in mental health, social services, or business from an accredited school; Knowledge of the worlds of work and academia; Valid Ohio driver's license with less than three points, and proof of insurance.

<https://us63.dayforcehcm.com/CandidatePortal/en-US/thecenters/Posting/View/4669>

CASE MANAGER – CARESTAR – CUYAHOGA COUNTY

Full-time. CareStar, Inc. is currently seeking a Community-Based Case Manager in the Clinical Department to assist and enable individuals/participants to remain in the least restrictive



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environment, while maintaining the greatest amount of independence and human dignity. Responsibilities: Approves funds for utilization of available services, while meeting all qualifications and standards as specified by the program; develops annual cost budgets; Remains current, through continuing education and utilizes knowledge base of Medicare, Medicaid, insurance and state administered waivers as well as the Americans with Disabilities Act. Qualifications: Active license as a Licensed Social Worker, Licensed Independent Social Worker or Registered Nurse; 12 months experience in home and community-based services within the past 5 years; Knowledge of Medicare, Medicaid, home health care and Ohio Home Care waiver programs desirable.

https://www.linkedin.com/jobs/view/case-manager-community-based-ohio-home-care-program-at-carestar-3390119519/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CRISIS NAVIGATION THERAPIST – OHIOGUIDESTONE – CLEVELAND

Full-time. Crisis Navigator Therapist will be doing important and meaningful work that will bridge the gaps in SUD, Mental health, and physical healthcare to improve and save lives. Responsibilities: Demonstrate the values and guiding principles of Our Promise each day, performing with the highest standards of excellence, integrity and ethics; Respond to emergency or crisis-related requests from individuals and/or agencies and provide appropriate care and services; Conduct comprehensive clinical screens, and assessments as part of the intake and diagnostic process, ongoing provision of services and/or crisis intervention. Qualifications: Bachelors; Degree in Social Work, Counseling, or another related Human Services field; Master's Degree preferred; Current licensure in the state of Ohio; 3+ year of experience in behavioral health care, working with individuals with mental illness and/or substance use disorders.

https://www.linkedin.com/jobs/view/crisis-navigation-therapist-at-ohioguidestone-3373032946/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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SYSTEMS ANALYST – CUYAHOGA COUNTY – CLEVELAND

Full-time. Salary: \$55,000 to \$72,000 Yearly. As a Systems Analyst you will have the opportunity to be a key member in the service delivery of IT applications across the enterprise; with a focus in the various divisions within its Public Safety sector. Essential Functions: Works with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot County's computer information system(s); performs preliminary investigations of systems problems; prepares estimates for repair of systems; consults with management on systems problems and provides recommendations. Basic Qualifications: Bachelor's degree in computer science or related field with three (3) years of computer information systems experience; or any equivalent combination of training and experience.

https://www.ziprecruiter.com/c/Cuyahoga-County/Job/Systems-Analyst/-in-Cleveland,OH?jid=ccd93aa0b6f39af4&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

INTERVENTIONIST – EUCLID CITY SCHOOLS

Full-time. Salary: \$44,367 - \$65,441 a year. Provide instructional services for students within the district. Duties: Implements Euclid City Schools Board of Education and administrative policies, rules, regulations, and directives; Ensure safety of students; Assess the students using district assessments; Prepare clear and timely lesson plans. Qualifications: Criteria as set by State Certification Authorities; HQT status required; Knowledge of academic area and teaching methodology; Basic knowledge of all other subject matter.

<https://www.indeed.com/jobs?q=INTERVENTIONIST+%E2%80%93+EUCLID+CITY+SCHOOLS&l=Cleveland%2C+OH&from=searchOnHP&vjk=6d5a7ab4b77a4927>

SOCIAL WORKER MOBILE CRISIS TEAM – FRONTLINE SERVICE – CLEVELAND

Full-time. Pay: \$50,000.00 per year. Scheduled hours are typically four 10-hour shifts that may include some evenings and weekends. As part of the Mobile Crisis Team (MCT), provides phone



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and community-based crisis response to adults presenting with urgent mental health needs. Services include: answering the crisis hotline; providing resource information and linkage to community providers; completing crisis assessments in community or hospital settings; and safety/disposition planning. Requirements: Must have an LSW, LPC, LISW, or LPCC with a minimum of one year professionally supervised work in the delivery of mental health, chemical dependency and/or social services to be considered; Must have a valid Ohio driver's license with good driving record and proof of insurance.

https://www.salary.com/job/frontline-service/social-worker-mobile-crisis-team/j202202030636069452917?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CASE MANAGER – CLEVELAND VETERANS PROGRAM – VOLUNTEERS OF AMERICA OF GREATER OHIO

Full-time. Volunteers of America Ohio & Indiana seeks energetic, self-motivated, dynamic professionals to join its expanding team. The Case Manager will be responsible for developing service plans designed to ensure stable, permanent housing and monitoring of our clients for up to six months. Requirements: Preferred applicants will have a Bachelor's degree in the area of human and/or social services or the behavioral sciences. Licensed Social Worker designation is highly preferred. Education and/or verifiable work experience with at-risk populations is required.

https://www.linkedin.com/jobs/view/case-manager-cleveland-veterans-program-at-volunteers-of-america-of-greater-ohio-3312819688/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HIGH SCHOOL GUIDANCE COUNSELOR – NORTHEAST OHIO COLLEGE PREPARATORY HIGH SCHOOL – CLEVELAND

Full-time. Northeast Ohio College Preparatory High School is seeking experienced and caring High School Guidance Counselor! Responsibilities: Deliver proactive guidance curriculum to



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individuals and groups; Respond to individual and group needs with responsive counseling and programming; Review transfer student transcripts and inform appropriate course placements; Maintain and review transcripts for active students and inform credit award procedures.

Qualifications: Valid Ohio Guidance Counselor license; Bachelor's degree plus one (1) year previous experience in counseling and/or advisement OR equivalent combination of education and experience; Experience with the ASCA model; Experience with K-12 online learning.

https://www.glassdoor.com/job-listing/high-school-guidance-counselor-northeast-ohio-college-preparatory-high-school-JV_IC1145778_KO0,30_KE31,77.htm?jl=1007992705916&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PLACEMENT SUPPORT SPECIALIST – THE CENTERS – CLEVELAND

Full-time. Pay: \$15 - \$21 an hour. Assesses clients' vocational and/or academic skills and preferences on an ongoing basis utilizing background information and employment and/or academic experiences. Essential Job Duties & Responsibilities: Initiate and engage behavioral health clients by establishing trusting, collaborative relationships directed toward the goal of competitive employment in community job settings; Assist clients in obtaining individualized information about how entitlements (e.g., SSI, Medicaid, etc.) will be affected by employment; Refers clients to benefits counseling, as needed. Helps clients report earnings, as needed. Job Qualifications: Associate's Degree in mental health, social services, or business from an accredited school; Knowledge of the worlds of work and academia; Valid Ohio driver's license with less than three points, and proof of insurance; Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

https://www.glassdoor.com/job-listing/job-placement-and-support-specialist-the-centers-for-families-and-children-JV_IC1145778_KO0,36_KE37,74.htm?jl=1008142473693&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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SUBSTANCE ABUSE COUNSELOR – BEIDT HEALTH – CLEVELAND

Full-time. Pay: \$19 - \$25 an hour. Local behavioral health agency seeking a full-time Clinical counselor to be responsible for assisting the Clinical Staff, and others in coordinating, planning, and delivery of services to all patients. Responsibilities: Ensures patient safety through maintaining confidentiality, verbal de-escalation techniques, and knowledge of policies and procedures regarding emergencies, performing security and safety checks and reports all patient issues to Clinical Director and Counselors; Participates with patients in their therapeutic activities and uses interventions from treatment and plan care of patients. Requirements: Education: Maintain or increase competencies and required training. Licensure/Certification: LCDC II & III, LICDC, LPC, LISW, LSW. Experience: Two (2) years of experience in the treatment of adults with addictive diseases or experience in inpatient treatment preferred; Requires basic computer skills; Requires a basic understanding of chemical dependency and 12-step philosophy.

https://beidthealth.applytojob.com/apply/Yy3gte9Ldr/Substance-Abuse-Counselor?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MANUFACTURING/TRADES/GENERAL LABOR

WELDER/FABRICATOR - LINCOLN ELECTRIC – CLEVELAND

Full-time. Pay: Estimated: \$39,000 - \$48,000 a year. Responsible for general sheet metal and structural fabrication. Primarily 1st shift schedule, could include 2nd, 3rd, split shifts, weekends, holidays, 12-hour shifts. REQUIREMENTS: High School education or equivalent; Must have a basic knowledge and experience in all types of welding processes including Stick, Mig, Tig, Innershield, Sub Arc, Oxy-acetylene, hard surfacing, Plasma, and Carbon Arc Gouging (Air Arc); Must have a basic knowledge and experience reading mechanical drawings; Must have a basic knowledge and experience in various fabrication techniques; Must have a basic knowledge and experience in proper welding procedures.

https://www.simplyhired.com/job/duel5WaRUCYUlcMOPG3UcBCf2O7OHEcgKy3n5jHWz-YhNN74lnoD4w?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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DRYWALL INSTALLER – ULG SKILLED TRADES – CLEVELAND

Full-time. Pay: \$20.75 - \$24.75 an hour. We are currently looking for experienced drywall finishers. Job Duties: Prior experience as a Drywall Finisher on commercial projects; Be able to prepare panels for painting by taping or finishing joints; Smooth out imperfections; Work with ceiling tile installers to build walls; Read blueprints and designs. Experience: drywall finishing: 3 years (Required).

https://www.indeed.com/viewjob?jk=c981e13e740421c2&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DIRECT HIRE MANUFACTURING – AEROTEK – CLEVELAND

Full-time. Pay: \$19.00 + per hour. \$1,500 sign on bonus. All shifts available. Description: Helping with the heating of furnaces; Loading steel parts onto conveyor belts; Cutting steel billings to length; Overhead crane operation.

https://www.nexxt.com/jobs/direct-hire-manufacturing-20-hr-cleveland-oh-2420434580-job.html?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic&aff=2ED44C72-8FD2-4B5D-BC54-2F623E88BE26&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONSTRUCTION FOREMAN – BUILT FOREVER CONSTRUCTION – CLEVELAND

Full-time. Pay: \$17.00 to \$27.00 per hour. Built Forever Construction is seeking individual with construction experience in the Cleveland, Akron, Canton, and surrounding areas. Pay will depend on experience. This is a 40 hours per week, Monday-Friday with overtime available on the weekends. Construction Foreman with experience in installing windows, doors, framing, drywall, painting, light electrical, plumbing, water proofing, and demo. Foreman should be able to lead a team of 3-4 workers in remodeling a home for resale. Requirements: Must have valid driver's license and working smart phone with data. Must have ability to travel to above listed areas (Akron, Canton, Cleveland).



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https://www.ziprecruiter.com/jobs/built-forever-construction-b7dcde69/construction-foreman-23-25-per-hour-334a2512?lvk=UrKTLUzmFDO-rk43gv-5ww.--MjcwPGfRc&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

GENERAL LABOR WORKERS – EAST-WESTERN, LLC. - EUCLID

Full-time. Pay: \$15-\$16/hr. East Logistics needs General labor/Warehouse Associates in our Euclid, OH Warehouse Facility! Primary Duties: May include sorting, repacking and labeling; Maintain an organized and clean work area; Maintain proper safety procedures and operations. Must be 18+ to apply!

https://www.indeed.com/viewjob?jk=69dcafa72e42a445&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HVAC ASSISTANT (FIREMAN ASSISTANT) - CMHA – CLEVELAND

Full-time. Pay: Employer est.: \$22.52 per hour. The HVAC Assistant (Fireman Assistant) repairs, maintains, monitors, and operates heat equipment including boilers, ventilation, air conditioning equipment and related equipment in sound working order. Qualifications: High School Diploma or equivalent required; One to two years post-secondary education on boiler operation and related technical matter is highly recommended; Must have basic electrical knowledge with one year of related experience working in boiler operation or HVAC systems environment; Possession of basic set of tools and toolbox needed to perform the functions of the position; Ability to communicate and interact well with CMHA residents, employees, and the general public; Possession of a valid Ohio Vehicle Operator's License and insurability under CMHA guidelines.

https://www.glassdoor.com/job-listing/hvac-assistant-fireman-assistant-22-52-hour-cuyahoga-metropolitan-housing-authority-JV_IC1145778_KO0,43_KE44,83.htm?jl=1008280109122&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MULTIPLE OPEN POSITIONS – REESE PHARMACEUTICAL – CLEVELAND

If you would like to work for a company that is trusted and respected to serve the entire USA, lives and breathes teamwork, and would like to see your hard work represented on the shelves of grocery stores and pharmacies across the country, then we would like you to apply to join our team. Operating since 1907, our fourth-generation family-owned company is always evolving and looking for new, talented, energetic individuals who are willing to roll up their sleeves and meet the challenges of our industry head-on. We are currently searching for our next:

<https://reese pharmaceutical.com/join-our-team/>

WAREHOUSE & FACTORY WORK – GREAT WORK EMPLOYMENT – EUCLID

Full-time. Pay: \$20.00 per hour. We're hiring on all shifts for various long-term warehouse and factory openings in Cleveland, Euclid, and the surrounding areas. We are seeking: Machine Operators, Warehouse Associates, Assemblers/Packers, Production Workers, Forklift Operators/Material Handlers. Reply with your updated resume or contact information and we will reach out right away to discuss the best long-term match for you.

https://www.greatwork.cc/euclidhotjob.html?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ELECTRICIAN – PRESRITE CORPORATION – CLEVELAND

Full-time. Estimated pay: \$42,526 to \$55,447 per year. Presrite Corporation is currently seeking qualified candidates to join our Production Team at our forging facilities! We have an immediate opening for a full-time Electrician at our forging production facility in Cleveland, Ohio.

Responsibilities: Maintain all facilities electrical equipment in proper working order; Troubleshoot machines for both AC/DC troubles; Run, install, rewire and repair any AC or DC control panel or circuitry in the facility. **QUALIFICATIONS:** Minimum of 2 years advanced electrical maintenance experience; Ability to utilize special testing and inspection equipment (oscilloscope, flukes, amp probes, etc.); Ability to read, understand, correct or modify electrical schematics and prints.



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https://www.salary.com/job/presrite-corporation/electrician/j202205250521446517637?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONSTRUCTION LABORER – LLK GREENHOUSE SOLUTIONS – CLEVELAND

Full-time. Estimated pay: \$33,000 - \$42,200 a year. This position will be responsible for, but not limited to: Clearing and preparing the construction site ensuring it is free from all debris and hazards to ensure safety at all times; Providing assistance to the site supervisors as needed.

QUALIFICATIONS: Ability to travel overnight and stays for an extended period of time; Ability to work extended hours outdoors in a variety of climates, exposure to wet and/or humid conditions, fumes or airborne particles; Seventeen years of age; 2 years' experience in construction related industry.

https://www.indeed.com/viewjob?jk=2fada24206db6353&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

GENERAL LABOR CONSTRUCTION – AREA TEMPS – CLEVELAND

Full-time. Pay: \$18 per hour. Thompson, OH company is looking to hire an experienced or entry-level full-time General Labor Worker/Construction Industry. We offer excellent benefits, including medical (\$400 deductible), dental vision, a 401(k) plan with up to a 4.5% match, paid holidays including some roving holidays, 100%-company-paid life insurance, 100% company-paid short- and long-term disability, significant employee discounts for all products we sell, weekly pay, and more!

https://www.postjobfree.com/job/pnxih9/general-labor-construction-cleveland-oh?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MANUFACTURING ASSISTANT – CLEVEMED - CLEVELAND

Part-time. Pay: From \$15.00 per hour. Immediate part time opening for a Manufacturing Assistant. The candidate's primary responsibility will be for the reliable assembly/kitting of medical device products and accessories. Position will provide opportunities to grow and contribute to other manufacturing areas as skillset will allow. Desired Skills: Electronic assembly/technical background; Computer literacy (Microsoft Office Suite). Desire to learn various custom software.

https://www.salary.com/job/clevemed/manufacturing-assistant/j202208210619007346151?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MAINTENANCE MECHANIC – PRESRITE – CLEVELAND

Full-time. The Maintenance Mechanic is responsible for troubleshooting, and repairing all mechanical, electrical, pneumatic, and hydraulic equipment in the plant without direct supervision. RESPONSIBILITIES: Responsible for troubleshooting mechanical/electrical problems and recommend solutions; Troubleshoot and repair all equipment in the plant; Disassemble and assemble equipment as needed; Follow proper procedures for lockout/tagout of any equipment to be worked on. QUALIFICATIONS: High school education or equivalent plus a minimum of 3 years progressive mechanical maintenance experience; Experience operating lift truck, overhead crane and hoists; Ability to lift 50 lbs. safely and correctly; Ability to use hand and power tools required for the job.

<https://recruiting.paylocity.com/recruiting/jobs/Details/1143982/Presrite-Corporation/Maintenance-Mechanic>

ENTRY LEVEL MANUFACTURING – HANLAN COMPOSITES – WILLOUGHBY

Full-time. Pay: Up to \$15.00 per hour. Schedule: 8-hour shift, Day shift, Monday to Friday. Learn how to produce fiberglass products by hand. You'll learn about raw materials, equipment and hand tools, sanding and finishing, and all phases of fiberglass production. Education: High



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school or equivalent (Preferred); Experience: Production & Assembly Occupations: 1 year (Preferred).

<https://www.salary.com/job/hanlon-composites/entry-level-manufacturing/j202204212019579636663?location=Willoughby,%20OH>

OPEN POSITIONS – CITY OF MAPLE HEIGHTS

Pay rates are commensurate with experience.

LABORER, full time – Service Department. Preferred experience and skills include: Operate dump trucks, snow plows, front-end loaders, chainsaws, jackhammers and related equipment; Cutting grass, filling chuck holes, loading and unloading asphalt, gravel, dirt, cold patch streets, carry or lift lumber and other related duties. Ability to understand and follow oral and written instructions, prepare reports, perform heavy manual work for extended periods under varying climatic conditions seasonally; Ability to lift and move objects weighing up to one hundred pounds. Valid CDL Class B driver's license required. Must be available for emergency (call in) work.

MECHANIC, full time – Service Department. Must have thorough knowledge of and familiarity with engine and chassis units, and general repair practices of the trade; good knowledge of diesel engines and air conditioning and electrical systems; ability to make repairs and adjustments to light and heavy equipment; ability to assess equipment through observation; mechanical aptitude; initiative and resourcefulness in handling repair problems; ability to learn; ability to work well with others and perform essential job functions. Some journeyman experience in repairing automotive equipment in a general garage or automotive service station and completion of a standard high school or trade school course; preferably supplemented by Automotive Service Excellence (ASE) certification and Emergency Vehicle Technician I (EVT) or any equivalent combination of experience and training including the required knowledge, skills and abilities. Valid CDL Class B driver's license required. Must be available for emergency (call in) work.

MECHANIC ASSISTANT, full time – Service Department. Duties include repairing and performing preventive maintenance for the City's automobiles, trucks, heavy equipment, fire



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equipment, and ambulances. Applicants should have experience in welding and fabrication; knowledge of gas & diesel engines. Must have valid CDL Class B driver's license and your own tools. Must be available for emergency (call in) work.

POLICE PATROL OFFICERS AND FIREFIGHTERS (Lateral Transfer), full time. The Maple Heights Police and Fire Department will be accepting applications for lateral transfers of Police Patrol Officers and Firefighters. Candidates for Lateral Transfer Selection as a Patrol Officer shall possess an OPOTA Certificate, have worked as a Patrol Officer within the past two (2) years, and have at least one (1) year full time experience or 2080 hours of part time work as a Patrol Officer. Candidates for Lateral Transfer Selection as Firefighter shall possess an active Paramedic License, an active Firefighter I and II Certification, have worked as a Firefighter within the past two (2) years, and have at least one (1) year full time experience or 2080 hours of part time work as a Firefighter. Police applications may be submitted at the Police Department, and Fire applications may be submitted to the Fire Department.

Information and applications are available at www.citymapleheights.com, and applications/resumes are accepted at City Hall 5353 Lee Road, Maple Heights, OH 44137, or e-mail to: HR@mapleheightsohio.com.

BASIC ASSEMBLY/PACKING - MIDWEST GLOBAL - WARRENSVILLE

Full-time. \$14 to \$15 Hourly. Midwest Global is a full-service warehousing, distribution, trans-loading, and packaging services provider based in Cleveland, Ohio. This Position is for entry level and packaging. We handle mostly automotive glass (windshields) and associated components. The entry position would include the following job duties: Handling and Packaging of automotive glass, mostly windshields; Perform a quality inspection on the glass and components; Perform and cleaning and polishing process on the glass; Apply components, such as rubber moldings or other components to the glass; Package the glass for shipment into steel or wooden crates. Several opportunities for advancement and higher pay, based on performance.

https://www.ziprecruiter.com/c/MIDWEST-GLOBAL/Job/Basic-Assembly-Packing/-in-Warrensville-Heights,OH?jid=9112fe2d5daad283&tsid=122003167&utm_campaign=id-5apxIc%2BCpiYf95w3FIZYCD%2FBin3J1a36&utm_source=channel-1



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PROCESS TECHNICIAN 1 – WATER TREATMENT (ENTRY LEVEL) - AFFINITY CONSULTANTS - CLEVELAND

Full-time. Averaging 40-50 hrs./week. Starting Wage - \$20.00 up to \$23 – bump to Process Technician II. We are looking for: Motivated individuals with little to no experience in industrial operations or water treatment technologies. We will train. We also provide health and safety training and forklift certification. This opportunity places individuals on a career path with marketable skills and experience in an industrial work environment. Essential Duties and Responsibilities: **Etch Line Management:** The etch line process involves tanks of acids, bases, and rinse waters for etching aluminum forged parts. Concentrations within the tanks are maintained within specified ranges. Employees must collect samples and perform basic analytical testing using onsite testing equipment to determine the percent acid/caustic at each of the etch lines for quality purposes. **Environmental Sampling and Technical Support:** Environmental sampling and technical support as required by client including, but not limited to, the collection of water (storm water, wastewater, process water, etc.) samples, completing labels, and sample documentation and reporting. Requirements: Graduated High School or equivalent; Valid Ohio Driver's License; Must be an American Citizen as that is a requirement from the company; Willing to do a background check and drug test; Willing to work with hazardous chemicals (we train); Experience working with metal wastewater would be great however not required.

To apply, contact with resume: Emily Gareis, emilyg@affinityconsultants.com

CONSTRUCTION SUPERVISOR – ARMCORP – CLEVELAND

Full-time. Pay: From \$50,000.00 per year. Armcorp Construction is seeking an experienced Construction Superintendent. The candidate will be responsible for the overall construction of the projects assigned. The successful candidate must possess the knowledge, experience, and confidence to engage and professionally interact with the design professionals and client representatives while successfully working with the project manager, subcontractors, suppliers, estimating teams, and other construction-related personnel in planning, coordinating, and safely executing the work in accordance with the contractual obligations, schedule, and budget. DUTIES AND RESPONSIBILITIES, including, but not limited to: Actively managing and



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completing projects; Monitoring job sites to ensure safety compliance and quality control measures are followed; Validating schedule progression; Coordinating on-site inspections; Self-performing work as required.

Interested candidates please send resume to Kirsten Schmitz at: kirsten@armcorpinc.com

MULTIPLE JOB OPENINGS – JR WHEEL – NORTON, OH

Full-time. We offer 3 shifts: 1st 7am – 3pm; 2nd 3pm – 11pm; 3rd 11pm – 7am. \$12.50 per hour 1st shift; \$13.50 per hour 2nd and 3rd shift. **We are second chance friendly.** We have numerous positions available... Machine operators, polish operators, Inspectors these are entry level positions and we offer all on the job training. We also have skilled positions available currently, including... Maintenance Mechanic, Building Maintenance, CMM Layout Tech. **We work with Minute Men Staffing and provide transportation to and from our facility to their offices:** 1829 East 55th Street, Cleveland, OH 44103, 4852 Northfield Rd, North Randall, OH 44128.

To apply, contact Briana Hogston at 330-825-1565 ext. 126

MULTIPLE OPENINGS - CLIFTON STEEL - MAPLE HEIGHTS

Position	Shift	Compensation
Bevel Machine Operator https://gethired.com/a/ec317573-a0e6-4d3d-a5a9-30691685b597		\$15.00/hour
	3pm-11pm	
Grinder https://easyapply.co/a/ca972806-ef1e-4101-	3pm-11pm	\$15.00/hour



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b92c-bbd79d372c74		
Burner https://easyapply.co/a/f6a9275c-67da-4d17-ae2f-70b08da77aba	3pm-11pm	\$16.50/hour
Stock Handler https://easyapply.co/a/69a6facc-2d57-4021-996d-b20d4479357c	7am -3pm & 3pm-11pm	\$15.00/hour
Plant Maintenance Technician (Non-Union role) https://gethired.com/a/7d4820d4-1e39-4c87-8ba1-130856d12a66	3pm-11pm	Negotiable
Engineering Technician/CAD Drafter (Non-Union role) https://gethired.com/a/3b3fe30b-2a1d-4bba-96f3-d10f3c75c13c	8am-5pm	Negotiable
Wheelabrator Operator https://gethired.com/a/f08b3067-0d70-45c8-bf97-921f52f31509	7am-3pm & 3pm-11pm	\$15.55/hour

TRANSPORTATION/WAREHOUSE/DISTRIBUTION

VAN DRIVER – CLEVELAND CLINIC

Full-time. As a Van Driver, you will be responsible for providing support services transportation for the Department of Nursing, Materials Management and Environmental Services.



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Responsibilities: Perform all driving duties related to transports in a safe and expedient manner, with passenger welfare being of prime concern; Assists patient's entry into and exiting from vehicle ensuring passenger safety; Secures patient's properly in van prior to departures utilizing the most appropriate and secured transport device. Qualifications: High School diploma or equivalent preferred; Must hold a valid Ohio Driver's License and maintain a good driving abstract with a maximum of 4 points on the driver's license; Must be CPR/first aide certified.

https://www.linkedin.com/jobs/view/van-driver-at-cleveland-clinic-3441814490/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SHIPPING & RECEIVING CLERK – HELIX LINEAR TECHNOLOGIES – BEACHWOOD

Full-time. Pay: \$21.00 to \$23.00 per hour. We are seeking a Shipping and Receiving Clerk to become an integral part of our team! You will help coordinate incoming and outgoing shipment activities. Responsibilities: Assemble, address, stamp, and ship merchandise or material; Unpack, verify, and record incoming merchandise or material; Arrange appropriate transportation of products; Assist customers with shipping inquiries. Qualifications: Previous experience in shipping, logistics, or other related fields; Ability to handle physical workload; Ability to multitask and prioritize.

<https://www.ziprecruiter.com/jobs/helix-linear-technologies-def0400c/shipping-and-receiving-clerk-db27e3d0?lvk=EZKB3Lla-HkudCtO8HL3IQ.--Mmoncn-YZ>

WAREHOUSE SUPERVISOR 1ST SHIFT – TRUE VALUE COMPANY – CLEVELAND

Full-time. Pay: \$51,610 to \$75,000 based on experience and qualifications. True Value Company has an immediate need for a Warehouse Supervisor in our Cleveland Distribution Center. Responsibilities: Directs and leads RDC associates while maintaining a safe work environment; Oversees and meets daily operations expectations assuring efficient product flow, daily performance of associates, quality, and continuous improvement; Performance management, coaching and creating a positive associate relations environment. Requirements: High School Diploma or equivalent work experience; 3-5 years of experience, preferably in Distribution,



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Supply Chain, Warehousing or similar industry; Bi-lingual (English/Spanish) preferred but not required.

https://www.themuse.com/jobs/truevaluecompany/warehouse-supervisor-1st-shift-e86b35?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE ASSOCIATE-THE FLATS - DOORDASH, INC. - CLEVELAND

Full-time. Part-time. Pay: \$14.00 per hour. DashMart is a store made possible by DoorDash. Customers order their convenience items in the DoorDash app, and our Warehouse Associates pick and pack those orders in a real, brick-and-mortar convenience store. Duties: Pick orders that come through the app, pack the order and hand off to our drivers; Stock receivables and manage inventory, including shelf life; Clean and organize the warehouse. Qualifications: You're self-motivated, positive, and a team player; You have a proven track record of success in a retail environment; You're able to be on your feet and handle warehouse duties including lifting up to 40 pounds (with or without accommodations); You have a high school diploma or GED equivalent.

https://boards.greenhouse.io/doordashhighvolume/jobs/4047094?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE ASSOCIATE – CAPSTONE LOGISTICS – CLEVELAND

Full-time. Pay: Potential to earn over \$800 paid weekly! Shift: 1st shift. 5:30am-Finish. Monday-Friday schedule. Join our growing team! We are looking for motivated individuals who want to further their career in warehousing with Capstone Logistics. Our Warehouse Associates load and unload both by hand and with equipment. Associates are paid by the truck. The harder you work, the more you earn! Requirements: High-energy individual with a strong work ethic, the work is fast paced and very physical; Lift and carry a minimum of up to 25-75lbs, materials handled vary; Prior warehouse and/or equipment experience is preferred but we are willing to train the right candidate; All candidates should be over the age of 18 and will have to undergo a pre-employment drug test and background check.



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https://www.capstone.jobs/en-US/job/warehouse-associate/J3W6GK65FGVQ7KFJXJJ?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COURIER DELIVERY DRIVER – CLEVELAND COURIERS

Contractor. Cleveland Couriers is always looking for diligent and hard-working drivers. If you enjoy a fast-paced work environment and delivering packages then Cleveland Couriers wants you.

https://www.clevelandcouriers.com/company/jobs?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SHIPPING WAREHOUSE ASSOCIATE – ESSENDANT – CLEVELAND

Full-time. Pay: \$18.00 per hour. Distribution Associate 2 - Shipping Department - 2:00pm-10:30pm. Responsibilities: Safely perform warehouse functions with the use of Stock Pickers, Reach Trucks, Counter Balance Forklifts and Electric Pallet Jacks; Functions may include, but are not limited to unloading, put-away, sorting, labeling, picking, packing, replenishing, auditing, shipping, making boxes, etc. Qualifications: Ability to leverage appropriate technology in an effective manner. i.e., pick-to-voice, computer, scanner, Associate Kiosks etc.; Ability to lift up to 80 lbs.; Must be able to tolerate an environment with exposure to heat, cold, noise, dust and work around moving equipment.

https://www.ziprecruiter.com/jobs/essendant-24a9ce7b/shipping-warehouse-associate-dcb8b603?contact_id=05aea923&lvk=bA5Ik3YJTsfKHb1xQtbdTA.--MilhYpfWc&tsid=111000153&expires=1671382509&utm_campaign=43024



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SHIPPING CLERK – QUALTECH TECHNOLOGIES – WILLOUGHBY

Full-time. Estimated pay: \$11.00 - \$13.00 per hour. Qualtech, Inc. is a growing electronics design and contract manufacture custom printed circuit boards and related electronic components. We are looking for a Shipping/Receiving clerk. Responsibilities: Prep and package finished good and sub-assemblies for stocking or shipping; Ship products primarily via UPS or FedEx systems; Prepare and schedule truck and local delivery service shipments. Requirements: High school diploma or equivalent; Strong written and communication skills; Basic computer navigation and utilization skills.

https://www.glassdoor.com/job-listing/shipping-clerk-qualtech-technologies-JV_IC1145827_KO0,14_KE15,36.htm?jl=1007705330340&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PRODUCTION ASSOCIATE – TARKETT – CHAGRIN FALLS

Full-time. Pay: \$18.76/hr. starting pay + overtime and double-time. \$2,000 Sign-On Bonus. Night Shift (6 pm - 6 am) 4 days on, 4 days off with ability to work overtime. Tarkett has a great opportunity for a Production Associate. Our Chagrin Falls plant manufactures vinyl wall base for our customers. Wall Base is that special area between the wall and the floor that brings the whole space together. Qualifications: High School diploma or GED preferred but not required; Ability to perform duties safely; Ability to learn new skills and repeat a process as instructed to produce quality products.

https://www.ziprecruiter.com/jobs/tarkett-45dcf5d0/production-associate-6d418425?lvk=KwBE3O2fZ_DCDyxmqSqT-g.--MibrrP6wk

WAREHOUSE TRUCK DRIVER – HEINEN'S – CLEVELAND

Full-time. The Warehouse Truck Driver is responsible for efficiently operating a tractor-trailer. This role is responsible for the safe handling, loading and unloading of perishable and non-perishable, food and related products. Responsibilities: Safely load and transport goods to stores, and between warehouses and vendors; Perform all tasks in a safe manner, consistent with



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Heinen's policies and state and federal laws; Demonstrate Heinen's Distribution Diamond Standards of Quality of Work, Productivity, Teamwork, Respect and Honesty. Requirements: Must be at least 21 years of age; Must possess a minimum of 2 years verifiable commercial driving experience; Must pass a pre-employment drug screen and background check; Must pass road test in a Class 8 tractor with a manual transmission.

https://www.ziprecruiter.com/c/Heinens/Job/Warehouse-Truck-Driver/-in-Cleveland,OH?jid=7573fa43c910b7fb&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DELIVERY DRIVERS – GIGSMART – CLEVELAND

Contractor: Depending on the shift, the pay rate ranges from \$15 to \$25 per hour. You can apply to work as many shifts as you want. GigSmart is immediately seeking reliable Delivery Drivers on behalf of its clients in the Cleveland, OH area. Duties: Be prompt with arrival to pick up items; Be prompt to deliver items to customers; Communicate delivery status between the company and customers. Qualifications: Can provide your own transportation; Organized; Strong customer service skills.

https://gigsmart.com/find-work/cleveland-oh/get-gigs-jobs-delivery-drivers/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COURIER DRIVER – RELAY EXPRESS – CLEVELAND

Full-time. Weekly Pay Settlements: \$750-\$1000 weekly, pending availability/mileage. Details: Monday-Friday 3 PM to 3 AM, available 3-4 days weekly. Medical specimen pickups in Cleveland with delivery to Newport, Kentucky. Requirements: Professional, uniformed appearance; Reliable, personal vehicle (car, SUV, minivan type); 21 years of age or older; Smart phone; Valid driver's license.

<https://www.salary.com/job/relay-express/courier-driver-with-car-suv->



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minivan/j202206280323193787092?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CAR COURIER DRIVER – LATE AFTERNOON – LEGEND DELIVERY SERVICE – CLEVELAND

Part-time. Pay: \$250.00 \$500.00 per week. Schedule: Evening shift. Legend Delivery is looking for self-motivated part time independent contract drivers for home pharmaceutical deliveries within Cuyahoga and surrounding counties. You must provide your OWN FUEL-EFFICIENT VEHICLE. Most routes start late afternoon (4pm) and deliver fifteen to twenty stops which on average take three to four hours.

https://jobsearcher.com/j/car-courier-driver-late-afternoon-at-legend-delivery-service-in-cleveland-oh-4149dZV?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SHIPPING CLERK – ELECTRONIC MERCHANT SYSTEMS – CLEVELAND

Full-time. Pay: From \$16 an hour. 8-hour shift. Overtime. Monday to Friday. Job duties: Package all equipment for shipment; Process all shipments in UPS World Ship and other companies as needed; Send emails about equipment orders and supply needs when running low; Communicate with all agents and inside sales reps as needed. Qualifications: Microsoft Word and Excel experience; Ability to lift 50 lbs or more; Strong written & verbal communication skills.

https://www.indeed.com/viewjob?jk=c8b5ac8529d8addb&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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WAREHOUSE ASSISTANT – ADVACARE SYSTEMS – CLEVELAND

Full-time. Pay: \$15 Hourly. AdvaCare Systems is a leading provider of Durable Medical Equipment to hospice organizations and skilled-nursing facilities throughout the Midwest. The Warehouse Assistant is responsible for the cleaning, maintenance, and testing of durable medical equipment. Job Duties: Cleaning and disinfecting of durable medical equipment; Restocking cleaned and disinfected equipment. Requirements: Preferred candidates will have up to one year experience working in a warehouse/stock room environment, as well as strong mechanical aptitude; All Candidates must pass a National Criminal Background Check.

https://www.ziprecruiter.com/c/AdvaCare-Systems/Job/Warehouse-Assistant/-in-Cleveland,OH?jid=9a60f01de5b20121&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE HANDLER – CAREERRY – CLEVELAND

Part-time. Salary: \$17 - \$22 / Hourly. Open Shifts: Flexible Schedules for Part timer in Cleveland. What to expect: Warehouse duties include loading, unloading, and sorting of packages of various sizes. Part time employees work one shift a day; Full time employees work two shifts; Shift lengths vary based on package volume generally part time employees work between 3 and 6 hours a day; Full time employees can expect to work between 6 and 10 hours for the Cleveland warehouse. Qualifications: High School diploma or equivalent; Previous warehouse experience is preferred but not required. Forklift certification preferred but not required.

https://careerry.com/usa/jobs/warehouse-package-handler-jobs-in-cleveland-ohio/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DELIVERY DRIVERS – LOGISTICAL RESOURCE GROUP – CLEVELAND

Part-time. Pay rates are 17.25/hr. for an Amazon driver, \$18/hr. for a FedEx personal vehicle driver, \$18.50/hr. for FedEx Ground Van driver. Logistical Resource Group - We employ



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delivery drivers for FedEx Ground and Amazon Routes. Our FedEx drivers work out of the Richfield and Twinsburg Terminals, our Amazon Drivers work out of the Brooklyn, OH terminal, we however operate under a different name for Amazon. For Amazon we are coastal logistics. Job duties include driving either a large van (both FedEx and Amazon) or a Personal Vehicle (FedEx), and making deliveries. Hours vary per position but everyone is hired part time. Requirements: You need to be 21 or older (this is because there are occasional alcohol deliveries), both companies require background checks, MVRs run for driving records, and a passed drug screen.

<https://logisticalrg.com/careers/>

LOGISTICS COORDINATOR – CURTIS-WRIGHT CORPORATION – MIDDLEBURGH HEIGHTS

Full-time. First shift. Location: Middleburg Heights, OH. The Logistics Coordinator will be responsible for handling incoming and outgoing shipments, along with coordinating all domestic and international shipping. Responsibilities: Works to help the flow of shipments both inbound and outbound in the manner that is most cost effective; Routes outbound delivered loads and inbound back-hauls. Utilizes logistics software; Manages load utilization. Coordinates common carrier activities; Maintains customer delivery time windows. Manages communications associated with logistics distribution of material. Maintains customer database network system. Requirements: High School Diploma or equivalent required; 1-3 years of logistics experience in a manufacturing environment; Must have experience with LTL and international shipments.

https://www.linkedin.com/jobs/view/logistics-coordinator-at-curtiss-wright-corporation-3111367753/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE WORKER – TOWNTASKS – CLEVELAND

Full-time. Pay: \$18 to \$22 / Hour. Urgently Needed! We are looking to hire individuals as a Warehouse Associate in Cleveland, who are eager to develop and apply their skills in ways that make a positive impact to communities. Responsibilities: Picking and Packing orders from



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Cleveland warehouse; Pick orders that come through the app, pack the order and hand off to our drivers; Inventory and Spoilage Management. Stock receivables and manage inventory, including shelf life; Warehouse Organization. Clean and organize the warehouse. Qualifications: You're self-motivated, positive, and a team player able to work in multiple shift; You're able to be on your feet and handle Cleveland warehouse duties including lifting up to 40 pounds (with or without accommodations); You have a high school diploma or GED equivalent.

https://towntasks.com/job/warehouse-associate-jobs-in-cleveland-ohio-44130/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PACKAGE DELIVERY DRIVER – BLACKLINE LOGISTICS – CLEVELAND

Full-time. Pay range: \$17.25-\$19.00/hr. Physical location: Amazon delivery center Blackline Logistics, 1 American RD, Cleveland OH. Brief description of duties: Package delivery drivers are required to drive a company owned cargo van and deliver packages to residences and a small number of businesses; Drivers are required to make approx. 130-150 stops daily (usually in very close proximity); Must be able to lift up to 50 pounds; Must be able to operate a smartphone without assistance. Required: pass background check, drug screening (no THC screening) and motor vehicle report must be in good standing; Can't have 4 points or more on license.

<https://www.indeed.com/m/viewjob?jk=57cec50dcffcf4d2>