



Community Resource & Employment Service

July 11, 2022

(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

HOTEL FRONT DESK AGENT – UPSHIFT – CLEVELAND

Full-time, Part-time. Upshift is looking for Guest Service Associate for flexible shifts. Pick when and where you want to work. Create your own schedule - work as much or as little as you want. For all experience levels! Easy to apply - no resumes, no interviews. As a guest service associate, you'll be playing an instrumental role in the hotel operations by providing front desk services to guests, processing guest payments and acting as an information source on various matters. Responsibilities might include: Monitor all check-in of guests and process all complaints and requests; Manage special requests, provide wake-up calls to all guests; Greet all customers on phone and transfer call to appropriate department; Perform housekeeping duties such as cleaning room suites.

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https://jobs.fox46.com/jobs/hotel-front-desk-agent-hiring-now-cleveland-ohio/643734776-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

STOCKING & UNLOADING – WALMART – CLEVELAND

Full & Part Time. Stocking, backroom, and receiving associates work to ensure customers can find all the items they have on their shopping list. Duties and Responsibilities: Unload trucks; Sort products in the backroom; Stock products on shelves; Ensure aisles are neat and area is clean; Engage vendors and drivers with a positive attitude.

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https://careers.walmart.com/us/jobs/052021192SU-stocking-unloading?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAITER/WAITRESS - RED ROBIN – FAIRVIEW PARK

Full-time. SERVER (Waiter/Waitress) You will be responsible for taking orders using handheld technology, serving food and drinks in a timely accurate manner, as well as delivering a fun and satisfying dining experience to Guests. This Front of House role, waits tables while providing guests with excellent customer service Our mission is clear: Make it fresh. Make it fun. Make it memorable. And above all, make 'em smile.

Published 7/11/22

<https://www.jobserve.com/us/en/JobLanding.aspx?r=1&jid=2FB2842DC67726565D&src=>

DRIVER-MOVER – BELLHOP – CLEVELAND

\$24 an hour. We're seeking Mover/Drivers to join the Bellhop team and help us deliver world-class moving experiences to our customers! Requirements: Be at least 21 years old; Be willing to drive a 26' box truck on a move; Own a smartphone with an active plan; Reliable transportation - moves can be 30 miles + away.

Published 7/4/22

https://www.getbellhops.com/movers-and-drivers/?utm_source=gmblisting&utm_medium=organic

RETAIL STORE ASSOCIATE – SHERWIN-WILLIAMS – ROCKY RIVER

Part-time. \$26k-29k yearly est. The individual selected for this role will be expected to work at Store #1010, located at: 20611 Center Ridge Rd, Rocky River, 44116. Responsibilities: Assist customers in person and over the phone by determining needs and presenting appropriate



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products and services; Ensuring that sales transactions are completed accurately, maintaining precise work order files and formulas, pulling appropriate products from the sales floor or warehouse, and tinting and mixing them to customer specifications; Stock shelves and set up displays, clean store equipment and load/unload delivery trucks; Assist in making deliveries if necessary. Requirements: 18 years of age or older; Legally authorized to work in country of employment without requiring sponsorship for employment visa status, now or in the future; Ability to distinguish the difference between colors, a skill used when color matching or tinting paint, with or without reasonable accommodation; Be able to operate a computer and communicate via the telephone, with or without reasonable accommodation.

Published 7/4/22

<https://www.zippia.com/sherwin-williams-careers-11523/jobs/?leftpanel=true&dIp=640fdd25b3e6009a80199be962540a8a2a031d7b>

BAGGAGE SERVICE OFFICE AIRPORT AGENT – ENVOY AIR INC. - CLEVELAND

Full-time. NEW PAY RATE - \$14.57/HR! NO EXPERIENCE REQUIRED AND HIRING IMMEDIATELY! Responsibilities: Assists passengers with claims for lost/damaged luggage; May provide announcements to passengers explaining baggage procedures and offering assistance to disabled passengers at the baggage claim area; Remove unclaimed bags from carousel. Requirements: Minimum age: 18; High school diploma, GED, or international equivalent; Possess a valid, unexpired and unsuspended state driver's license; some license restrictions may prohibit a candidate from being considered for this role; Ability to work rotating shifts including days, overnights, weekends, holidays, and rotating days off.

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<https://www.indeed.com/jobs?q=Immediate%20Hire&l=Cleveland%2C%20OH&start=10&redirected=1&vjk=3cd72215f961ca2d&advn=9104614018194215>



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PATIENT REGISTRATION – LEGACY STAFFING – CLEVELAND

Full-time, Part-time, Contract. \$18 - \$19 an hour. Legacy Staffing has partnered with #1 Healthcare System in Cleveland who is seeking immediate help in Patient Registration! Position Requirements: Interviews patients to gather demographic and financial data; establishes a patient record and medical record number if necessary; Obtains certification and referrals from insurance companies as required; accurately screens all applicable Medicare tests for complete orders and screening the diagnosis for medical necessity; Analyzes patient's financial responsibilities and attempts to collect at the time of service. Requirements: Current 1 step TB; COVID vaccine required at this time.

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Apply Directly w/ Resume, Call Kim @ Legacy Med Staff - 216-630-2800 or Apply IN Person Daily - Ask for Sandy. Legacy Staffing, 9511 Vista Way, Garfield Hts, OH 44125, 216-587-5510

WHEELCHAIR VAN DRIVER – PHYSICIANS AMBULANCE SERVICE, INC. - CLEVELAND

Full-time, part-time. \$12.25 - \$17.50 an hour. Provides transportation service for patients who require wheelchair assistant. Follows standardized protocols for patient loading and unloading. Educational/Minimal Requirements: High School Graduate; Training in CPR and First Aid (within 60 days of date of hire); Valid OH Driver's License and acceptable driving record history, as determined by our insurance carrier.

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<https://www.physiciansambulance.com/cleveland>

LABORERS – TWO MEN AND A TRUCK – BROOKPARK

Full-time. MOVERS EARN \$16 PER HOUR PLUS TIPS! Train to become a driver and earn \$18.00 + PER HOUR PLUS TIPS! TIPS earned daily! (Top performers average \$250 - \$500 per



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week!). Work five to six days per week (Off Sundays). REQUIREMENTS: Must be 18 years or older; Ability to lift heavy items (100 lbs. or more).

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https://careers.twomenandatruck.com/jobs/oh/brook-park/laborers?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CALL CENTER REPRESENTATIVE – DIAL AMERICA – MIDDLEBURGH HEIGHTS

Part-time, Full-Time Pay: After training, our top agents make an average of \$11-\$15 an hour. Specific duties for Call Center Representatives: Identifying and resolving customer issues using problem-solving skills. Upselling products and/or services to the customer. Continually maintaining a working knowledge of our clients' products, services and promotions. Putting the customer first and remaining polite and professional at all times. The attributes that make a great Call Center Agent include: Willingness to learn; Competitive spirit; Reliable Enjoy helping others; Able to communicate with all types of people.

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https://bizjobz.com/us/web/jobposting/3165717858?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FOOD/BEVERAGE SERVER – WINKING LIZARD – LAKEWOOD

Full-time, Part-time. Pay: \$300.00 – \$850.00 per week. Credit card tips will only be paid in paychecks starting June 20th. We are on weekly payroll. Join our Lizard family and then refer a friend to work in the back-of-the house (Cook, Dishwasher, Food Expeditor)! After six months, you'll each receive \$500.00 and after a year, you'll each receive \$500.00. To receive a bonus, you'll have to be employed with us! SUMMARY: Responsible for taking and serving food and beverage orders from guests efficiently in a friendly manner.

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https://www.liveopenings.com/food-and-beverage-server-job-id-40638?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE

VIRTUAL CALL CENTER REPRESENTATIVES – OASIS ENTERPRISES – RICHMOND HEIGHTS

Full-time, Part-time. Est. \$11.31 - \$18.59 per hour. As a Virtual Representative you will: Call Warm Leads given to you by the company; Give customers information about products and services; Ensure customer satisfaction and provide professional customer support; Update customer files with appropriate information and ensure information being placed in customer files follow regulatory, client specific, and corporate guidelines; Respond to customers on all inbound/outbound calls.

https://www.snagajob.com/jobs/747136834?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – SAFELITE – EUCLID

Full & Part-time. This is a remote position. Applicants must have personal computer and high speed internet (Download Speed = 25 Mbps or higher & Upload Speed = 10 Mbps or higher). Macs and Chromebooks are not compatible. This service role always puts the customer first -- delivering a critical first impression that sets the stage for an all-around extraordinary experience that customers will tell their friends about. **ESSENTIAL ACTIVITIES:** Uses professional communication etiquette and listening skills to answer a variety of inbound sales calls, effectively and compassionately guiding customers and scheduling appointments; Communicates appropriately in both a scripted and non-scripted environment, with the ability to have an



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impromptu and authentic conversation that builds rapport by focusing on each customer's specific needs; Provides solutions to resolve customer complaints and concerns over the course of the call (applying persuasion techniques to influence as appropriate) -- always presenting the most accurate product and service information. REQUIREMENTS: 16+ years of age; Upbeat personality that is driven for success; High School Diploma or equivalent (or actively enrolled); Knowledge of computer and telephone systems.

https://jobs.fox2now.com/jobs/customer-service-representative-euclid-ohio/643644088-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE ASSOCIATE – WALGREENS – CLEVELAND

Full-time. \$25K - \$34K (Glassdoor est.). The Customer Service Associate engages customers and patients by greeting them and offering assistance with products and services. Resolve customer issues and answer questions to ensure a positive customer experience. Responsibilities: Provides customers with courteous, friendly, fast, and efficient service; Recommends items for sale to customer and recommends trade-up and/or companion items; Registers customer purchases on assigned cash register, collects cash and distributes change as requested; processes voids, returns, rain checks, refunds, and exchanges as needed; Keeps counters and shelves clean and well merchandised, takes inventory, and maintains records; Checks in and prices merchandise as required or as directed by store manager or communicated by the shift leader. Requirements: Prefer six months of experience in a retail environment; Prefer to have prior work experience with Walgreens; Prefer to be fluent in reading, writing, and speaking English.

https://www.glassdoor.com/job-listing/customer-service-associate-walgreens-JV_IC1145778_KO0,26_KE27,36.htm?jl=1007918188344&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE DONOR TECHNICIAN – CSL PLASMA – NEWBURGH HEIGHTS

Full-time. The Donor Technician is responsible for preparing the donor, donor area and equipment for the pheresis process. Responsibilities: Prepares the autopheresis machine for the



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pheresis process; Monitors the donor and the pheresis process, responds to specific alarms or signals that may occur during the process; Disconnects the donor when the process is complete; Maintains alertness and awareness to any reaction donor may have during or after the pheresis process and notifies appropriate staff. Requirements: High school diploma or equivalent required; Experience: Minimum of three (3) months' work experience, preferably in medical or health provider environment or equivalent combination of education and experience; Must be able to perform basic math calculations.

https://www.adzuna.com/details/3222457883?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SPECIALIST – CARMAX, INC. - CLEVELAND

Full-time. 4900 Pointe Parkway, Warrensville Heights, Ohio, 44128. As a Customer Specialist, you will be empowered to provide an iconic experience for our Customers by acting as a guide and offering support during every step of their CarMax journey, reinforcing our simple and seamless process. Responsibilities: Provide exceptional customer service by guiding customers every step of the way, from sale or facilitating the appraisal to test drives and arranging financing applications; Conduct vehicle condition assessments by collecting, recording, and communicating information to Buyers that will be used to perform customer appraisals; Check in and receive vehicles that are shipped to CarMax; complete the daily scanning and reconciliation of vehicle inventory; Perform cosmetic inspections and ensure that all vehicles meet CarMax Quality Standards. Requirements: High School Diploma, or equivalent; Sales and customer service experience, in an area such as retail, preferred; Valid Driver's License; Basic skills with Microsoft Office Suite.

https://getwork.com/details/7c5e372f5233f7f317f5ad44ca29d6e4?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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RETAIL CUSTOMER SERVICE ASSOCIATE – FEDEX – CLEVELAND

Full-time. The Store Consultant consistently delivers a positive customer experience to all customers, utilizing consultative skills to anticipate customer needs, suggest alternatives and provide solutions. Responsibilities: Demonstrates consultative behaviors in a retail environment to understand each customer's individualized need; Provides customer expertise in printing, signs and graphics and shipping product lines and can recommend appropriate FedEx Office products and services; Provides an outstanding customer service experience by using consultative skills to anticipate customer needs, suggest alternatives, and find solutions to meet customer needs. Requirements: High school diploma or equivalent education; 6+ months of specialized experience; Excellent verbal and written communication skills.

<https://careers.fedex.com/office/jobs/RC529010?lang=en-US>

CALL CENTER AGENT – WINDOW NATION – CLEVELAND

Full-time. Window Nation is searching for an Outbound Call Center Agent to ensure the best quality experience for every customer that wants to begin their purchasing journey. Responsibilities: Place a high volume of outbound calls to follow up on sales leads; Transition canvassed customers from our Field Marketing Agents to your set lead; Exercise judgment and make timely decisions to promote smooth workflow; Schedule and manage appointments for the sales team. Requirements: High School Diploma, GED, or equivalent; 1-3 in a food service or customer service-oriented field; Proficiency in Microsoft Office.

https://www.salary.com/job/window-nation-llc/call-center-agent/7e6c4482-3645-4213-9014-0ee2682f1fe4?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FLIGHT ATTENDANT – AMERICAN AIRLINES – CLEVELAND

Full-time. American Airlines serves the travel needs of our customers, both domestically and abroad as we care for people on life's journey. We are looking for individuals who are reliable, resilient, customer focused, and professional. Job Requirements: High school graduate or GED



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required; The passport must not expire within the next 6 months. The ability to travel in and out of the United States (including Canada) and the ability to travel to all current and future international destinations served by Frontier Airlines are required. Passport Cards are NOT acceptable as they do not permit air travel to and from the United States. Your passport must be a passport booklet; MUST BE 20 years of age to begin the interview process; 1 to 2 years of customer service experience preferred.

https://thecareerposting.com/job/flight-attendant-job-in-cleveland-american-airlines-careers/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – GLASS DOCTOR – CLEVELAND

Full-time. This position is perfect for a self-motivated, energetic, and results-oriented person with a high level of work intensity and a bias for action. Responsibilities: Identify customer needs and schedule service in a professional and courteous manner; Complete work orders, update status, document customer communications in real-time; Connect with customers showing empathy and concern, handle service issues as they arise. Requirements: Prior experience in the auto and/or flat glass industry - or any trade-related business - is a plus but not required; Above-average keyboard skills and comfort with current technology, including Word and Excel; Excellent communication skills.

https://lensa.com/customer-service-representative-jobs/cleveland/jd/ab2497f5f65c13adfaea00eb70452ac8?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SWITCHBOARD OPERATOR - CONTACT CENTER – METROHEALTH SOUTH CAMPUS – CLEVELAND

Full-time. The Switchboard Operator receives and routes incoming/outgoing calls to the appropriate departments or clinics. Initiates all emergency codes and follows through until the appropriate team is activated, or the code is cancelled by the appropriate personnel. Responsibilities: Use proper greetings, and quickly identify the caller/patient's request. Follow



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proper steps to assist the caller/patient with the reason for the call, and resolve any issues that might emerge during the call. Place wake-up calls to Physicians and Residents. Requirements: HS Diploma or passage of a high school equivalency exam. 2 years of console and/or call center experience that includes handling large call volumes. Excellent written, verbal, and interpersonal communication skills.

https://www.salary.com/job/metrohealth-south-campus/switchboard-operator-contact-center-rotating-schedule/j202202092036281594431?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE ASSOCIATE – FORMAN MILLS – CLEVELAND

Full-time. The Customer Service Associate performs all register transactions, including Returns/Exchanges, Layaways, and Employee purchases accurately and efficiently in accordance with Forman Mills policies and procedures. Provides a Courteous, Fast and Friendly check-out to all customers entering and leaving Forman Mills. Ability to work varied hours/days, including 2-3 nights per week, weekends and holidays to meet the needs of the business. Ability to perform basic math functions in order to operate the register, make changes and conduct inventory.

https://www.snagajob.com/jobs/705774652?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CLIENT SERVICE SPECIALIST – SLICE LABS, INC. - CLEVELAND

Full-time. This is a remote position. This ROLE ensures quality service and support for agents, customers and policyholders, with a key focus on needs identification, technical instruction and problem solving. Responsibilities: Direct phone-based customer interaction and live chat to answer and resolve a wide variety of inquiries relating to both the products themselves as well as to Slice's cloud-based platform. Utilizing best-in-class communication techniques when responding to customers. Placing outgoing phone calls to complete follow-up on customer support requests as necessary. Requirements: A 2-year college degree or higher, or equivalent experience. 2 years of customer service experience, analyzing and solving customer problems.



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2 years of Property & Casualty insurance industry experience, with knowledge of commercial insurance is an asset but not a prerequisite.

https://www.salary.com/job/slice-labs-inc/client-service-specialist/j202204150545467230814?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE

OFFICE MANAGER – POSITIVE EDUCATION PROGRAM – CLEVELAND

Full-time. Job purpose: Function as school office manager. Duties and responsibilities: Align practice and work with the agency mission, vision, guiding principles, the trauma-informed Sanctuary Model®, the Neurosequential Model and the Re-ED philosophy; Acts as primary center receptionist, as determined by center programming; Assists in program administration, including but not limited to, fiscal matters; communication processes, data collection/entry of client information, equipment management and proficient use of secretarial skills; Back-up to lunch program administration in the absence of the clerical assistant; Ability to assist in maintenance of, including but not limited to, budget issues, purchase orders, petty cash disbursements, staff timesheets and excess cost/tuition billing, etc. Qualifications: Minimally High School Diploma; Successful secretarial experience; Word processing, Microsoft Excel, and Outlook skills (basic word processing, data entry, spreadsheets, etc.); Knowledge of office dynamics and administrative processes.

https://jooble.org/jdp/995755971508490375/Office-Manager-Cleveland%2C-OH?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OFFICE ASSISTANT – BREAKTHROUGH SCHOOLS – CLEVELAND

Full-time. \$15 per hour commensurate with experience. Breakthrough Public Schools is seeking a highly collaborative, detail-oriented Office Assistant to join the school Operations team. Essential Job Functions: Answer phones and respond to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues; Greet visitors (e.g., public, parents, students, substitutes, vendors, etc.) for the purpose of responding to their inquiries and/or directing them to appropriate personnel in accordance with policies regarding building security; Distribute mail, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties.; Record messages left on the nightly voicemail system and distribute accordingly. Requirements: High school diploma or equivalent required; 2 years of office experience required (school office experience preferred).

https://www.ziprecruiter.com/c/Breakthrough-Public-Schools/Job/Office-Assistant/-in-Cleveland,OH?jid=426722335d815cd2&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CLAIMS ADMINISTRATOR – NSM INSURANCE GROUP – CLEVELAND

Full-time. Remote position. \$20 per hour. Embrace Pet Insurance is seeking a Claims Administrator. A Claims Admin's main job is to gather documents and data for the claims team. They process incoming faxes and emails, set up claims, make calls to vet clinics for missing info and documents. The perfect candidate for this position; does not mind performing tons of similar tasks all day, can work these tasks at high speed, is happy in an office with dogs all over the place, can type at least 75-90 wpm, is very comfortable and wants to be part of a great company with great benefits.

https://www.ziprecruiter.com/c/NSM-Insurance-Group,-LLC/Job/Claims-Administrator/-in-Cleveland,OH?jid=0a16db7c29d35a9f&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ADMINISTRATIVE ASSISTANT – CLEVELAND STATE UNIVERSITY

Full-time. Estimated Salary: \$20 to \$28 per hour based on qualifications. Cleveland State University is Now Hiring an Administrative Assistant! Administrative Assistant Duties Include: Handling all forms of correspondence; Maintaining records; Performing Data Entry; Completing other clerical tasks as needed. Administrative Assistant applicants should have strong organizational, written, and verbal communication skills.

https://cleveland-oh.geebo.com/jobs-online/view/id/338071204-administrative-assistant-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE ASSISTANT – CONRAD’S TIRE - CLEVELAND

Full-time, Part-time. Western Management is looking for a part-time office assistant to join our team in the Westpark/Kamm's Corners area of Cleveland. This entry level, part-time opportunity averages 20-25 hours per week. Flexible weekday hours! Essential duties include, but are not limited to: matching invoices, filing and assisting our Accounts Payable staff. We are a drug-free environment, background check and good driving record required.

https://www.salary.com/job/conrad-s-tire-express-and-total-car-care/office-assistant-full-time-and-part-time/j202205231822458916801?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FILE/RECORDS CLERK – CLEVELAND CLINIC

Full-time. Estimated Salary: \$20 to \$28 per hour based on qualifications. Responsibilities: The File / Records Clerk will accurately and efficiently verify, maintain, and update all Records and perform other clerical tasks as needed. Qualifications: File / Records Clerk applicants should be highly organized and detail oriented.

https://cleveland-oh.geebo.com/jobs-online/view/id/338071203-file-records-clerk-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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SCHOOL SECRETARY – OHIO GUIDESTONE – CLEVELAND

Full-time. Stepstone Academy School is looking to hire a School Operations Assistant for the 2022-2023 school year! The School Operations Assistant is responsible for the day-to-day administration of a wide variety of activities in support of Stepstone Academy. Essential Functions: Provides clerical and administrative support, including by not limited to: answering incoming calls, greeting visitors, typing, copying and disseminating materials, responding to email inquiries, data entry, mail services, sorting, and file management; Assists with the enrollment, transfer, discharge, and readmission process for students and the preparation of related records and files as related to the Education Management Information System (EMIS). Qualifications: Minimum educational level is a High School Diploma or GED, Bachelor's Degree preferred; Experience with Education Management Information System (EMIS), Charter School Reporting and data entry experience a plus; Must have a valid Ohio Driver's License with a safe driving record and valid insurance.

https://www.linkedin.com/jobs/view/school-secretary-at-ohioguidestone-3100865124/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RECEPTIONIST/OFFICE ASSISTANT – NASA – CLEVELAND

Full-time. \$41,137.00 to \$53,474.00 / Per Year. Receptionist / Office Assistant Duties Include: Handling all forms of correspondence Maintaining records Performing Data Entry Completing other clerical tasks as needed. Receptionist / Office Assistant applicants should have strong organizational, written, and verbal communication skills.

https://cleveland-oh.geebo.com/jobs-online/view/id/338071184-receptionist-office-assistant-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OFFICE ADMINISTRATOR – BRANDSAFWAY – CLEVELAND

Part-time. We are looking for a part time Office Administrator for our Cleveland, OH location. Responsibilities: Answer all incoming phone calls and assist guests and visitors as they arrive. Prepare and deliver weekly reports. Complete departmental projects as assigned. Qualifications: Must be able to prioritize projects and work independently in a fast-paced environment. Must have advanced computer knowledge including Word and Excel programs. Associate degree or equivalent from two-year College or technical school or three to five years related experience and/or training; or equivalent combination of education and experience. Ability to communicate effectively in a multicultural, multinational environment.

https://tarta.ai/j/dgsinH8BUtwXGc8fie0--office-administrator-in-cleveland-oh-at-brandsafway?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE SERVICE COORDINATOR – MILLENIUMSOFT – CLEVELAND

Full-time. 12-month contract. Shift Timings: 8 AM - 4:30 PM. Level of Experience: Entry Level. This position will require someone willing to learn SAP operating systems. This position will work closely with other plant departments as well as product suppliers to develop production plans that meet our customers' requirements. Responsibilities: Enter purchase orders into the plant systems. Assist management and purchasing with product procurement. Arrange and schedule shipments to and from suppliers. Communicate customer requirements from plant production to product suppliers. Required Competencies: Education: High School Graduate or Equivalent. Skills: Office and PC Skills Required. Excellent Verbal and Written Communication Skills.

https://millenniumsoft.applicantstack.com/x/detail/a2pjxso6pmqi?pge=17&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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RECEPTIONIST/GENERAL OFFICE – OHIO BASEMENT SYSTEMS – TWINSBURGH

Full-time. Ohio Basement Systems is growing rapidly and seeks a friendly and welcoming Receptionist/office admin to join our team. Job duties include, but are not limited to: 1. Answering phones. 2. Organizing files. 3. Making copies. 4. Scanning folders in the database. Qualified candidates will possess the following: 1. H.S. diploma or equivalent. 2. Customer service experience. 3. Proficient with Microsoft Office Suite (Word, PowerPoint & Excel).

<https://www.jobonom.com/jobs/receptionistgeneral-office-225507?utm-campaign=google-jobs-apply&utm-source=google-jobs-apply&utm-medium=organic>

PART TIME MAIL PROCESSOR – AD-USA LABOR SERVICES – CLEVELAND

Part-time. Starting salary from \$19.47 to \$33.82/hour. The Postal Service is currently hiring and there are MANY different positions available. Responsibilities: Clerk - Clerks sell stamps, take incoming mail, sort and distribute the mail in addition to other clerical functions. This position also assists the public with general mailing needs, such as completing a change of address, mail holds, giving out post office box keys, etc.

https://cleveland-oh.geebo.com/jobs-online/view/id/859410516-part-time-mail-processor-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DATABASE ANALYST – TRIO EDUCATIONAL OPPORTUNITY CENTER AT CCC

Part-time flexible 20 hours a week. Assists with the management, interpretation, and presentation of departmental databases. **ESSENTIAL FUNCTIONS:** Develop and manage departmental databases. Collect and prepare statistical information and data for related projects and initiatives. Assist department Director in transitioning to new database. Assist in ensuring the accuracy and relevance of data as it relates to project and initiative directives. **EDUCATION AND EXPERIENCE/TRAINING:** Bachelor's degree. Significant related experience may substitute for education. Minimum of three years of demonstrated advanced Microsoft Access & Excel experience. Demonstrated experience with software programming, report generation, developing databases, and analysis.



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<https://tri-c.csod.com/ux/ats/careersite/10/home/requisition/3110?c=tri-c>

FINANCE

STAFF ACCOUNTANT – ISO TALENT – CLEVELAND

Full-time. \$50,000/yr. - \$60,000/yr. · Full-time · Mid-Senior level. Our client seeks a self-motivated Staff Accountant with great problem-solving skills to join their team. Responsibilities: Complete bookkeeping and accounting duties for internal and external clients; Position may work on client work; Organize and prepare work papers as supporting documentation to client deliverables; Process accounts payable and receivables; Prepare bank deposits and reconciliations. Qualifications: Bachelor's degree in Accounting, Finance or relevant field, or relevant experience in lieu of a degree; Two years of functional accounting experience; Proficient use of applicable technology.

https://www.linkedin.com/jobs/view/staff-accountant-at-isotalent-3154534447/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CITIZENS BANKER – CITIZENS BANK – CLEVELAND

Full-time. Starting Salary: \$20 / hour and up. What you'll do: Be the face of Citizens, presenting a professional, friendly and helpful appearance with every interaction; Work closely with new and existing customers to understand their financial needs and deepen relationships; Provide recommendations and assist customers with a wide array of financial solutions to satisfy their spending, saving, borrowing and investing needs; Help customers bank more efficiently using web, mobile and ATM banking. Qualifications: High School degree or GED required; 2 years of sales and customer service experience; Strong listening and customer service skills; Ability to effectively ask questions and identify needs to enhance the customer relationship.

https://www.monster.com/job-openings/citizens-banker-cleveland-oh--45917320-1865-4f2a-8480-88d611961130?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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HYBRID REMOTE FINANCIAL ANALYST – JOBOT – CLEVELAND

Full-time. Salary \$75,000 - \$90,000 per year. We are looking to bring on an experienced accounting professional to step into a high-profile role as our Senior Financial Analyst at our HQ in Cleveland, Ohio. The position will follow a hybrid remote schedule and allow for 2 work-from-home days per week! The ideal candidate will have most of the following: 5+ years of professional accounting experience; Extensive SAP experience; Strong FP&A skills; Strong grasp on US GAAP; Ability to draw strategic insights from financial data.

https://www.linkedin.com/jobs/view/hybrid-remote-financial-analyst-at-jobot-3145806685/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BRANCH BANKER – PNC FINANCIAL SERVICES GROUP – CLEVELAND

Full-time. As a Branch Banker in a Universal Branch, you will strengthen customer relationships with a defined sales process. Responsibilities: Acquires and deepens the branch customer base through a variety of proactive sales and service activities; Manages the customer experience by identifying opportunities to improve the customer's financial wellbeing.; Collaborates with ecosystem partners to grow customer's share of wallet.; Positions PNC solutions to drive new revenue and customer loyalty. Work Experience: Roles at this level typically do not require a university / college degree, high school diploma or GED, but do require related experience or product knowledge to accomplish primary duties. Typically requires 1+ years of related experience.

https://careers.pnc.com/global/en/job/R063076/Branch-Banker-Universal-Personal-Banker-MLO?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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INTERNAL AUDITOR – CLEVELAND CLINIC – INDEPENDENCE

Full-time. Plans, performs, and evaluates internal audits. Responsibilities: Assists with the development and implementation of audit plans to monitor and assess operations, policies and procedures of the organization's major functional areas; Evaluates and monitors third-party contracts for the purpose of determining compliance with organizational policies and procedures and government regulations; Analyzes all audit results to develop recommendations for resolving identified issues and to develop best practices. Requirements: Bachelor's of Science or BBA degree with specialization in Accounting, Business Administration or related field. Advanced degree preferred; Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is preferred; Must be able to work in a stressful environment; A minimum of two years of public accounting or internal audit experience is preferred.

https://www.glassdoor.com/job-listing/internal-auditor-cleveland-clinic-JV_IC1145790_KO0,16_KE17,33.htm?jl=1007810569045&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ASSISTANT BOOKKEEPER – PEASE CPAS – CLEVELAND

Full-time. Established in 1959, known as Northeast Ohio's Premier Landscape Development Corporation, we pride ourselves on providing award-winning landscapes for residential, commercial, and industrial properties throughout Northeast Ohio. We are looking for a detail-oriented self-starter that enjoys working in a fast-paced working environment monitoring the finances of our growing company. Responsibilities: Record financial transactions; Reconcile bank accounts; Manage bank feeds; Handle accounts receivable; Handle accounts payable. Requirements: Bachelor's degree in Accounting; Two years Bookkeeper Experience; Excellent written and verbal communication skills.

https://www.salary.com/job/pease-cpas/assistant-bookkeeper/j202202280918085636767?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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STUDENT FINANCIAL ASSISTANT ADVISOR – CCC – CLEVELAND

Full-time. Minimum salary \$52,678.00/annually. Monday-Friday 8:30-5pm. Some evenings and weekends required. The Student Financial Assistance Advisor ensures College goals are met by being the responsible partner for the overall management of financial aid services.

RESPONSIBILITIES: Determines the packaging of student financial aid awards in accordance with applicable regulations, statutes and policies; Monitors, interprets and implements federal regulations pertaining to student loan, grant, and scholarship eligibilities and formulates or recommends changes to college policies and procedures to comply with regulatory changes; Serves as an information resource to address any issues relating to compliance and financial aid.

QUALIFICATIONS: Bachelor's degree; Three (3) years of professional financial aid experience in a college financial aid office; Experience supporting student success in financial aid advising and financial planning.

<https://www.glassdoor.com/job-listing/student-financial-assistance-advisor-cuyahoga-community-college->

[JV_IC1145778_KO0,36_KE37,63.htm?jl=1007678491134&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.glassdoor.com/job-listing/student-financial-assistance-advisor-cuyahoga-community-college-)

TREASURY MANAGEMENT ADVISOR III – HUNTINGTON NATIONAL BANK – CLEVELAND

Full-time. The Treasury Management Advisor III acquires and develops new profitable and quality treasury management relationships. Responsibilities: Sales Prospecting Product pricing and structuring Customer proposals; Proactively builds internal relationships with regional partners and relationship managers to drive TM opportunities Cross sells other bank products, and stays current on competitor offerings to suggest product improvements; Proactive management of Banker relationship, including routine 1:1's, development and execution of relationship plans, pipeline reviews, pre-call plans, partner plans, and joint calling.

Qualifications: Seven or more years of experience in Management in Banking; Bachelor's Degree in Business or related field, or Treasury Management experience; Preferred Qualifications: Exceptional Verbal and Written Communication Skills Three or more years experience in selling or servicing Commercial, Business Banking or Treasury products.



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https://www.salary.com/job/the-huntington-national-bank/treasury-management-advisor-iii/j202206021127400260780?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FINANCIAL CLERK – KELLY SERVICES – WESTLAKE

Full-time. Pay Rate: \$17/hr. Hours: 8am-5pm or 9am-6pm. Kelly Services is hiring NOW for Financial Clerks in Westlake, OH. Job Title: Operations Associate II - Account Services and Transfers. The Operations Associate II for the Account Services and Transfers department processes new accounts, incoming and outgoing transfers and file maintenance requests accurately, efficiently and in accordance with documented processes and procedures.

Qualifications: High School Diploma or GED; Minimum 1 year of experience in the retirement and/or financial industries; Minimum 1 year of experience in a customer driven environment; Experience with IRS guidelines preferred; Basic level of proficiency in Microsoft Office.

https://www.adzuna.com/details/3154077357?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

INTERNAL AUDITOR – CLEVELAND METROPARKS

Full-time. \$21 to \$26 Hourly. The Internal Auditor performs challenging work examining transactions and observing operations to evaluate the effectiveness of internal controls and operational procedures. Essential Functions: Regular and predictable attendance is expected and required; All Cleveland Metroparks employees must be prepared to work flexible schedules, including evenings, weekends, and/or holidays as required; Obtains an understanding of the control environment and performs audits to review those controls' effectiveness, financial records, and operations; Assists in examining, analyzing, and testing the internal controls and policies and procedures for compliance with state laws and regulations. Requirements:

Bachelor's Degree from an accredited college or university in accounting, business administration, finance, or related field; Minimum of one year of experience in audit, or related experience preferred, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; Must possess and maintain a



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valid driver's license under the laws of the State of Ohio; Knowledge of general auditing standards and audit processes.

https://www.ziprecruiter.com/c/Cleveland-Metroparks/Job/Internal-Auditor/-in-Cleveland.OH?jid=7c0f15864eb86fc8&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BOOKKEEPER – CREATIVE CIRCLE – CLEVELAND

Full-time. \$36,000+ annually (starts at \$17.50 per hour). A higher pay level depends on experience. We are looking for a bookkeeper to join our team whether working in the office or working from home. Duties include, but are not limited to: Perform monthly accounting / bookkeeping functions for assigned clients utilizing QuickBooks Online; Prepare Sale and Use Tax Returns Prepare Form 1099s and Personal Property Tax Returns; Demonstrate excellent time management skills and use of current technology and tools to enhance the effectiveness and efficiency of service; Assist with other accounting projects as needed; Review incoming client information and assess for completeness. Qualifications: Have worked in a public accounting firm; Associates or Bachelor's degree in accounting preferred; Experience with QuickBooks Online required.

https://jobsearcher.com/j/bookkeeper-at-creative-circle-in-cleveland-oh-4oQEgb2?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ACCOUNTANT – CLEVELAND CLINIC – BROOKLYN

Full-time. \$20.00 – \$28.00 an hour. The Cleveland Clinic is looking for an analytical-thinking individual with working computer knowledge and an education in Accounting or Finance. Responsibilities: The Accountant will assist with planning and preparation of general accounting processes for Cleveland Clinic. This includes general ledger entries, monthly closing processes, and financial report analysis as requested.

https://cleveland-oh.geebo.com/jobs-online/view/id/345212946-accountant-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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APPRAISAL PROCESSOR – FAST APPRAISALS - CLEVELAND

Full-time. This position starts at \$11-\$16/hour depending on ability and eagerness to be involved. Fast-paced Real Estate Appraisal office in Cleveland Heights looking for full-time (30-40 hours week) individual to help process residential real estate appraisals and office support. Job Description & Requirements: Help process and write real estate appraisals and administer procedures to support appraisal processing team. Absolutely NO SALES required. Online research using proprietary appraisal software as well as county records and the MLS system is required. Compiling research in order to enter data into a report is also required. Must be proficient with computer and data entry. Basic understanding of real estate/appraising is helpful, but NOT required. We will train an inspired candidate.

https://tarta.ai/j/1HmCIYABCr2uuunQ84ly-appraisal-processor-in-cleveland-ohio-at-fast-appraisals?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BANK TELLER – KEYBANK – CLEVELAND

Full-time. \$20 - \$28 per hour. 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://cleveland-oh.geebo.com/jobs-online/view/id/338443250-bank-teller-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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HEALTH

REMOTE MEDICAL CODER – LASALLE NETWORK – CLEVELAND

Full-time. We are looking for Remote Medical Coders to support the nation's largest outsourced medical coding company! Remote Medical Coder Responsibilities: Responsible for the assignment of accurate and complete International Classification of Diseases (ICD) and ICD-10PCS Codes for Inpatient Procedures; Proficient code assignments on inpatient visits are the primary duties of this position; Conducts pre and post visit review and/or code complex inpatient accounts with priority based on Chronic Care Visit and other work lists/queues. Remote Medical Coder Requirements: Must have AHIMA certification - RHIT, RHIA or CCS; 2+ years of inpatient coding experience; Strong knowledge of ICD-10; Knowledge of Epic EMR system preferred.

https://jobs.fox2now.com/jobs/remote-medical-coder-cleveland-ohio/651392771-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT SERVICE SPECIALIST – SELECT MEDICAL CORP – CLEVELAND

Full-time. As a Patient Service Specialist, your performance is one of the keys to our ability to consistently provide a great place for patients to receive care and treatment, as well as a great place for employees to work. Responsibilities: Warmly greet every patient with eye contact, a smile, and a positive statement; Attentively register new and existing patients as they arrive, offering them information as necessary to ensure they know what to expect during their visit. Requirements: Adaptable and Flexible: willing to adapt or adjust to accommodate your colleagues and patients; Patient-centric mindset: the patient always comes first and you will make the first and last impression on them; Exceptional communication skills: communicate proactively and with empathy.

<https://www.learn4good.com/jobs/cleveland/ohio/healthcare/1335221780/e/>



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PATIENT NAVIGATOR – CLEVELAND CLINIC

Full-time. This position will be serving within the community at faith-based organizations. Due to the nature of the position, it will require flexibility and hours will vary based on organizational programs and needs. Responsibilities: Coordinates and educates patients within the community on disease prevention and screening; Identifies and addresses barriers to care, fear, trust, financial, insurance, transportation and psychosocial to ensure appropriate clinical care is coordinated and provided in a timely manner; Help patients navigate our complex health care systems; Coordinates appointments related to health screenings i.e., mammogram results, colonoscopy results and pathology reports. Requirements: High school diploma required; Minimum three years related experience in customer relations with diverse patient/culture populations, exhibiting problem solving skills; Excellent interpersonal skills with special emphasis on oral and written communication, process improvement, and problem resolution.

https://www.linkedin.com/jobs/view/patient-navigator-for-faith-based-organizations-in-the-community-at-cleveland-clinic-3142045957/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WELLNESS CONSULTANT – WEST PARK YMCA - CLEVELAND

Part-time. Available Hours: 10-15 hours. Wellness Consultants are responsible for assisting in membership growth and retention through leadership and continuous follow through with members. Responsibilities: Creates and maintains a member-focused atmosphere to build personal and meaningful relationships with YMCA members, participants, volunteers, guests and donors; Greets all members and guests in a professional and friendly manner, using their names whenever possible, and offering to assist them with workout needs within the Consultant's certified scope of practice; Intentionally introduces members to one another and encourages conversation to promote relationship building among members. QUALIFICATIONS: Education: High School Diploma or GED required. Associate degree preferred. Experience: Experience in sales and service preferred. Experience in health and wellness strongly preferred.



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https://www.salary.com/job/west-park-family-ymca/wellness-consultant/j202202232021317183271?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL ASSISTANT – OAK STREET HEALTH – CLEVELAND

Full-time; entry level. Medical Assistants will be expected to assist in assessing patients' health conditions, including performing routine diagnostic testing during appointments.

Responsibilities: Ensures efficient patient flow by rooming patients in a timely manner and assisting the provider with staying timely on their schedule; Delivers an exceptional patient experience, and helps patients prepare for their provider visit; Obtains vital signs, chief complaints and reviews medications; Delivers patient screenings per protocol; Orders supplies and stocks exam rooms; Conducts routine quality control checks, including infection control measures, equipment QAs, and checks for expired medication and supplies. Requirements: Registered or Certified Medical Assistants with: No Medical Assistant experience required; CPR Certification required; If < 1-year Medical Assistant experience, certification required prior to hire; Certification preferred for those with >1-year Medical Assistant experience.

https://www.linkedin.com/jobs/view/medical-assistant-at-oak-street-health-3125306955/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT CARE ASSIST – SOUTHWEST GENERAL HOSPITAL – MIDDLEBURG HTS.

Part-time. Southwest General seeks a caregiver that is responsible for providing or assisting with patients' care, transporting, maintaining a safe and clean environment, monitoring equipment function and responsible for documenting on appropriate forms. QUALIFICATIONS: Education: High school diploma or equivalent required; Required length and type of experience: Six (6) months previous experience in a healthcare setting preferred. STNA and basic Life Support Certificate preferred; Required licensure, certification or registry: Must maintain certification in CPR and be able to provide basic life support (may obtain within 90 days of hire).



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https://www.ziprecruiter.com/c/Southwest-General/Job/PATIENT-CARE-ASSIST-ACUTE-REHAB/-in-Cleveland,OH?jid=df7e86b2569f93e6&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PHARMACY TECHNICIAN – CVS HEALTH – CLEVELAND

Full-time. \$12 an hour. As a Pharmacy Technician in one of our retail stores, you'll use your knowledge and skills to help thousands of people in your community get the medications they need to live healthier lives. Responsibilities: As the first point of contact for our patients and their caregivers, you'll have the opportunity to shape their customer experience and make each interaction outstanding; Demonstrates compassion and care by proactively identifying and resolving potential problems; Communicates among a number of individuals, including patients, co-workers, insurance companies, and prescribers. Qualifications: Must be at least 16 years of age; Licensure requirements vary by state; Near vision; ability to see details at close range to perform activities such as: transcribing, viewing a computer terminal, reading, visual inspection involving small parts.

https://jobsearcher.com/j/pharmacy-technician-at-cvs-health-in-cleveland-oh-ePGWR20?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT SERVICE CENTER AGENT – NEIGHBORHOOD FAMILY PRACTICE – CLEVELAND

Full-time. The Patient Service Center Agent supports patients, providers, nurses and patient advocates with telephonic support. RESPONSIBILITIES: Manages high volume of inbound calls based on predetermined performance metrics with first call resolution; Responsible for accurate and timely scheduling of medical including nurse visits, behavioral health, midwifery and dental appointments; Completes mini registration including patient demographics and insurance information; Informs patients of all financial assistance and payment options available



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and refers patients to appropriate financial support staff. **QUALIFICATIONS:** High school diploma or GED; Computer proficiency: Application of EMR and related functional software. Excellent customer service skills including the ability to speak clearly and concisely with a pleasant telephone voice; Ability to read and understand oral and written instructions.

https://www.salary.com/job/neighborhood-family-practice/patient-service-center-agent/j202205250642037656788?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

NURSING HOME SCHEDULER – EUCLID BEACH NURSING AND REHABILITATION

Full-time. Gardens of Euclid Beach is now Euclid Beach Nursing and Rehabilitation, a 150-bed facility providing long-term care, skilled rehabilitation, intensive outpatient care, and memory care. We are currently seeking a full-time experienced Scheduler/Recruiter. The Scheduler/Recruiter will help with scheduling, orientation, and assisting the current HR director with various projects. The optimal candidate should have some experience as a scheduler specifically in the nursing home field. Must be a team player with good multi-tasking skills. Requirements: Must have at least two (2) years of experience in health care; Must have one year of scheduling experience; High School equivalent education, Bachelor's degree preferred.

https://www.salary.com/job/euclid-beach-nursing-and-rehabilitation/nursing-home-scheduler/j202205030129088105619?location=Cleveland,+OH&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HOUSE COORDINATOR RESIDENTIAL – SIGNATURE HEALTH – EUCLID

Full-time. The House Coordinator, Residential Services coordinates the daily operations of the residential treatment facility. You will coordinate the direct care support services provided to clients. Responsibilities: Oversee the execution of daily objectives and tasks of the residential treatment facility; Ensure that all materials and supplies needed for the facility are ordered and available; Assist in conducting residential orientation for all new residents, and new staff members conducting services in the residential treatment facility; Organize social/recreational activities for clients in residential care; Perform other job duties as required to include, but not be



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limited to, daily participation in mealtime and personal care programs, transporting/escorting individuals to pertinent appointments and activities. Requirements: High School Diploma or equivalent required; 2+ years of experience working in a food service, residential facility or health care setting required; Knowledge of safety and sanitary procedures required; Must have knowledge of meal preparation and menu planning and food services ordering

https://www.monster.com/job-openings/house-coordinator-residential-euclid-oh--0534838f-773b-4bcb-bf7b-b985f3bc2b5e?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL RECORD ADMINISTRATOR – US ARMY RECRUITING BATTALION

Full-time. \$26,000.00 to \$56,000.00 annually. ****THIS JOB REQUIRES ENLISTING/JOINING THE U.S. ARMY**** This is an entry-level position with no experience necessary. When you enlist into the Army as a Medical Records Administrator, you become a part of a team of Soldiers. Job Duties: Compile data and prepare required statistical reports; Initiate correspondence pertaining to medical records, medical board proceedings, line of duty investigations; and other records and reports pertaining to patient administration; Apply knowledge of medical terminology as it applies to anatomy and physiology. Maintain a medical record tracking system within the medical treatment facility; Attend Basic and Advanced Training (paid). Basic Qualifications: Age - 17 to 34 years old; Education - Current Senior in High School (HS), HS Diploma, GED, GED equivalent, or higher education level completed Citizenship - U.S. Citizen/Permanent Resident; Submit to background and medical screening Receive a passing score on the ASVAB.

https://www.snagajob.com/jobs/715448615?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL ASSISTANT – NORTHEAST OHIO NEIGHBORHOOD – CLEVELAND

Full-time. The Medical Assistant is responsible for assisting with all basic examinations of patients. Job duties: Arrange for any subsequent laboratory testing of the patient, order supplies for the treatment areas, and perform other duties as requested. Must demonstrate knowledge of



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the principles of growth and development over the lifespan (or receive cross-training) to provide age-specific care to all patient age groups, i.e. infant, child, adolescent, adult and geriatric patients. Education: High school diploma or GED. Completion of an accredited Medical Assistant Program.

https://www.salary.com/job/northeast-ohio-neighborhood/medical-assistant/j202204021724172085431?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PRACTICE SUPPORT SPECIALIST – METROHEALTH – CLEVELAND

Full-time. Shift: 8:30-5PM. The Practice Support Specialist enhances the operational flow of the assigned practice/medical service at the main campus satellites, and affiliated community partners. Performs a variety of duties to support the department and assigned faculty members. Requirements: High school graduate or passage of a high school equivalency exam. Minimum three years of relevant experience. Proficient PC skills with Word, Excel, Access, Adobe Acrobat, PowerPoint and the Internet. Excellent writing and interpersonal skills.

https://www.salary.com/job/metrohealth-medical-center/practice-support-specialist-medical-specialties-admin/j202203190521581770725?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

NEW AVENUES TO INDEPENDENCE – URGENTLY HIRING!!!! – CLEVELAND

Direct Support Professional (DSP) part-time and full-time hourly beginning at \$12.00 per hour. Hiring for all shifts. Spend your time with us enriching the lives of others and reap the immediate benefits of knowing you made a difference. Assist disabled individuals with daily living skills, personal care, cooking, and simply enjoying leisure activities. You will need to be at least 18 years old, have a HS Diploma or GED, and Driver's license (preferred).

Qualified Intellectual Disabilities Professional (QIDP) full-time salary starting at \$45,000. **JOB SUMMARY:** Develops and implements individualized service plans and programs which meet the needs of individuals with Developmental Disabilities and help them to live the fullest life possible. Serves as house manager and directs team of DSPs. Must be flexible in schedule to



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manage and be on call. **QUALIFICATIONS:** B.S./B.A. in Psychology, education, special education, or related field, required. Minimum 2 years working with Developmentally Disabled individuals. Excellent written and oral communication skills. Working knowledge of Medicaid/Licensure rules and regulations. Working knowledge of Word, Excel and other related computer programs.

Please upload resume to online application at: <https://jobs.jobvite.com/newavenuescareers>

MEDICAL RECORD ASSOCIATE – THRIVEWORKS – CLEVELAND

Full-time. \$18.50 per hour. Thriveworks is seeking a remote Medical Record Associate to join our growing team! **Job Description:** Must be familiar with regulations for Medical Records in an EHR system. Ensure that medical records are received and processed in a timely fashion. Handle and maintain patient medical records with confidentiality, accuracy and respect at all times. Develops and maintains a master patient index while monitoring cost and related records. Ensure that all medical information is filed correctly and up to date. **Required Education and Experience:** Associate degree in related field. 3 years' Experience in Medical Records, preferred in mental health or healthcare. A firm grasp of web-based billing software. Excellent verbal and written communication skills.

https://www.salary.com/job/thriveworks/medical-record-associate/j202202081432448546043?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

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



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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 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 assisting doctors and nurses in providing care to 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

GENERAL CLEANER – SCIOTO SERVICES – CLEVELAND

Full-time. \$15 Hourly. Scioto Services has immediate openings for cleaning fanatics! Join an essential company to service the buildings and facilities in your community. Job Duties:



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As you might expect, cleaning is at the heart of what your job will entail. For the most part, you'll be: Cleaning Restrooms; Taking out the trash; Sanitizing; Sweeping. Requirements: You must be 18 years old; For safety reasons, you must be able to speak English; Valid Driver's license, Car and Vehicle insurance required.

https://www.ziprecruiter.com/c/Scioto-Services/Job/General-Cleaner-%7C-Daytime/-in-Cleveland,OH?jid=026b27bb3774bc6f&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HOTEL CLUB LOUNGE ATTENDANT – AIMBRIDGE HOSPITALITY – CLEVELAND

Full-time. The Complimentary PM Attendant is responsible for providing the highest quality of service possible to guests in an efficient and courteous manner within the complimentary evening/dinner area of a hotel. **RESPONSIBILITIES:** Approach all encounters with guests and employees in an attentive friendly courteous and service oriented manner; Maintain regular attendance in compliance with Aimbridge Hospitality standards as required by scheduling which will vary according to the needs of the hotel; Maintain high standards of personal appearance and grooming which include wearing the proper uniform and name tag when working; Comply at all times with Aimbridge Hospitality standards and regulations to encourage safe and efficient hotel operations. **QUALIFICATIONS:** Ability to perform job function with attention to detail speed and accuracy; High School diploma or equivalent and/or experience in a hotel or a related field preferred; Must be willing and have the ability to work a varied schedule that may include evenings, nights, weekends and holidays; Must meet the legal age to serve alcoholic beverages and satisfactorily pass responsible serving course such as TIPs as required by property.

https://www.ziprecruiter.com/c/Aimbridge-Hospitality/Job/Hotel-Club-Lounge-Attendant-PM-shift/-in-Cleveland,OH?jid=ccf5871d87342233&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MULTIPLE POSITIONS – STANDS AT THE WESTSIDE MARKET

STANDS ARE CURRENTLY HIRING!

Sales Associate Christiano's, Stand # 48/50 440.444.5099	Sales Associate Reilly's Irish Bakery, Stand C-11 440.915.2854
Sales Associate The Nature Uncut Company Stands 35, 37, 40 636.980.6806	Cook, Dishwasher, Waitress, Assistant Manager West Side Market Cafe 216.579.6800
Sales Associate Mena Produce, Stands 43,45 440.381.6326	Sales Associate Full time, Part time Full time Sausage Maker, Inventory Stocking DW Whitaker Meats Stands E-8,9,10 F-8 216.241.5764
Bakery Clerk Full time, Part time, Seasonal Vera's Bakery, Stands F-10,11 440.429.6552	
Counter/Stock Worker Mediterranean Imports, Stand H-1 216.771.4479	

HOUSEKEEPER – DRURY HOTEL - CLEVELAND

Full-time, Part-time. Pay up to \$20/hr. Maintain a clean and happy environment for guests and teammates. Responsibilities: Perform various hotel housekeeping services to maintain clean guest rooms according to established standards; Visually inspect rooms to help identify



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maintenance items needed; Assist guests by providing linens, terry, amenities, or information as requested. Qualifications: Thorough knowledge of cleaning procedures and supplies; Ability to work independently (without direct supervision) and follow directions (verbal and written) Positive, can-do attitude.

https://www.nexxt.com/jobs/housekeeper-cleveland-oh-2223109544-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

RETAIL ASSOCIATE – MACY'S - UNIVERSITY SQUARE

Part-time. Immediate Openings – Start Right Away! As a Selling Colleague, you will be an integral part of bringing the magic of Macy's to life. Selling Colleagues provide outstanding customer service, meet hourly sales and Loyalty goals on a personal and departmental basis, and demonstrate superior product knowledge to customers. Responsibilities: Provide an exceptional customer experience by ensuring the customer is always the priority; Assist customers in all aspects of total store fulfillment and have the ability to satisfy the needs of our digital and physical customers by making appropriate partnerships when necessary; Determine customer needs based on personal features and other customer preference related factors; suggest additional merchandise to compliment customer selection. Qualifications: No Education or Experience Required; Strong interpersonal skills with proven ability to communicate and share information with diverse groups of customers and peers.

https://www.ziprecruiter.com/c/Macys/Job/Retail-Sales-Associate,-University-Square-Part-Time/-in-Cleveland,OH?jid=84af59a2507679bc&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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FRONT DESK AGENT – RESIDENCE INN – DOWNTOWN CLEVELAND

Full-time. Front Desk Agents are responsible for greeting and registering the guest, providing outstanding guest service during their stay and settling the guest's account upon completion of their stay. **RESPONSIBILITIES:** Approach all encounters with guests and associates in a friendly service-oriented manner; Maintain high standards of personal appearance and grooming which include wearing the proper uniform and name tag when working (per brand standards); Maintain regular attendance in compliance with Aimbridge Hospitality standards as required by scheduling which will vary according to the needs of the hotel. **QUALIFICATIONS:** High School diploma or equivalent required; College course work in related field helpful. Experience in a hotel or a related field preferred.

https://directlyapply.com/jobs/residence-inn-cleveland-downto/629feedcc246c2b9b81d5d3d?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FOOD PREP WORKER – ARAMARK - CLEVELAND ZOO

Full-time. The Food Prep Worker prepares, and portions food items and performs various duties in accordance with production requirements and Aramark sanitation standards. **Responsibilities:** Prepares all food items using prep lists and standard Aramark recipes; Follows proper food handling procedures; Maintains accurate rotation of food to assure top quality and freshness; Manages leftover foods correctly; cover, label, date, and accurately store according to Aramark standards; Maintains clean and orderly refrigerators and work areas. **Qualifications:** Minimum one-year prep work or food service-related work preferred; Knowledge of food prep, proper knife handling, temperature control, and sanitation is helpful; Must be able to read and write to facilitate communication with others; Mathematical ability required.

https://www.linkedin.com/jobs/view/food-prep-worker-cleveland-zoo-at-aramark-3073289382/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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STOCKER/BACKROOM ASSOCIATE – BIG LOTS – CLEVELAND

Full-time. Big Lots welcomes Stocker/Backroom Associate candidates to BIG opportunity and LOTS of potential. As a Stocker/Backroom Associate, you'll: Participate in the freight flow process including truck unloading, stocking, merchandise presentation and recovery; Participate in furniture department operations including carry-outs and display assembly.

https://us.trabajos.org/job-640-20220503-d902334eab039ca2dc62e06fdf651ede?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FOOD SERVICE ASSISTANT – THE CITY MISSION – CLEVELAND

Full-time. Serves residents and staff attractive and nutritious meals; teaches, trains and supervises residents assigned to the kitchen and strives to run a safe and effective operation in the kitchen. Essential Job Functions: Supports the core beliefs and vision of The City Mission. Responsible for daily cleaning and sanitizing work areas, equipment and utensils. Maintain cleanliness in the kitchen. Cooks and prepares foods according to recipes, directions and menus. Qualifications: Experience in food-related position or proven record in directing kitchen staff and multi-tasking. Team Player.

https://www.salary.com/job/the-city-mission/food-service-assistant/j202205041530312609509?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SALES ASSOCIATE – DOLLAR GENERAL – CLEVELAND

Full-time. The Sales Associate acts as a point of contact for our customers. The duties of the Sales Associate include assisting customers in locating and purchasing merchandise, operating the cash register, stocking merchandise, recovering merchandise, cleaning the store, and performing other duties as assigned by the Store Manager to maximize store profitability and customer satisfaction while protecting company assets. High school diploma or equivalent preferred.



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<https://retail-dollargeneral.icims.com/jobs/114685/sales-associate-in-cleveland%2C-oh-s14637/job>

DISHWASHER/UTILITY - AU BON PAIN – CLEVELAND

Full-time, Part-time. Est. \$9.30 - \$10.69 per hour. The Dishwasher/Utility position is responsible for maintaining a clean and sanitized kitchen by washing equipment and utensils.

Responsibilities: Maintain supply of sanitized kitchen items by collecting dirty items, such as, dishes, pots, pans, and utensils; washing items by hand; verifying cleanliness; returning items to inventory; Maintain safe and healthy back of the house environment by following procedures and standards and sanitation codes; Maintain a clean and organized station; including but not limited to sweeping, mopping, wiping counters, garbage, stocking and restocking product and wrapping and storing product properly. Requirements: Must be 18 years or older; Strong attention to detail and time management.

https://www.snagajob.com/jobs/681081588?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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WESTLAKE RECREATION DEPARTMENT IS NOW HIRING!

COME JOIN OUR TEAM!!!

www.cityofwestlake.org/jobs



Golf Course Maintenance - Part-time

Under the direction of the Golf Course Superintendent or his designee, the individual in this position works on the diverse range of activities involved in golf course maintenance and construction. Responsible for semi-skilled ground construction and maintenance work, and performs related tasks as required. **Starting Pay Range:** \$10.00 - \$11.00 per hour. **Qualifications:** Must be at least 16 years old.

Field Maintenance - Part-time

Works under the supervision of the Facilities and Grounds Manager. Under general supervision, will prepare and maintain athletic fields for league practices and games. Operate a variety of equipment to maintain athletic fields including but not limited to: infield groomer, tractors, dump trucks and paint sprayers. **Starting Pay Range:** \$10.00 - \$12.00 per hour.

Custodian - Part-time

Under the general direction of the Facility & Grounds Manager & Housekeeping Supervisor, the person in this position performs manual work in the custodial care and cleaning of building and premises. The job requires responsible use of proper cleaning methods and materials in performing these duties. **Starting Pay Range:** \$10.00 - \$12.50 per hour.

Front Desk Clerk - Part-time

LOCATION: RECREATION CENTER AND/OR WESTLAKE AQUATIC CENTER. Individuals in this position are responsible for relaying information to the public regarding programs offered by the Recreation Department. Duties include membership sales, daily visit pass sales and program registrations. Must be able to operate a computer with recreation software, assist patrons entering recreation facilities, and assist callers with information and questions. **Starting Pay Range:** PT2 \$10.00 per hour, PT1 AT REC ONLY \$12.00 - \$15.00 per hour.

Tot Room Attendant - Part-time

Under the direction of the Front Desk Manager, the tot room attendant duties include supervising activities with children 6 months to 9 years during parent's workout (1-2 hour maximum). Staff not responsible for feeding or diaper changing (parent is responsible if necessary and will be contacted). Requires high customer contact both in person and on the phone. **Typical Starting Pay:** \$10.00 per hour. **Qualifications:** Must be at least 16 years old. Current certifications in First Aid and Infant/child CPR and previous child care experience preferred.

Learn-to-Swim Instructor - Part-time

Under the general supervision of the Pool Supervisor, performs routine public contact and safety work in teaching swimming lessons. **Starting Pay Range:** \$12.00-\$12.50 per hour.

Lifeguard - Part-time

Under the direction of the Pool Supervisor, Assistant Aquatics Manager, and Aquatics Manager, the individual in this position is responsible for the health, safety and welfare of those using the recreation center swimming pools, Westlake Aquatic Center and Peterson Pool at Clague Park. A lifeguard's major responsibility is to observe swimmers and enforce regulations in the guarding of life and the prevention of accidents. **Starting Pay Range:** \$11.50 - \$12.50 per hour.



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Opening Lifeguard - Part-time

Job Description:

Under the direction of the Pool Supervisor, Assistant Aquatics Manager, and Aquatics Manager, the individual in this position is responsible for the health, safety and welfare of those using the recreation center swimming pool. A lifeguard's major responsibility is to observe swimmers and enforce regulations in the guarding of life and the prevention of accidents. **Starting Pay Range:** \$13.00 per hour.

Pool Supervisor - Part-time

Under the direction of the Aquatics Manager and Assistant Aquatics Manager, the individual in this position will assist with general supervision of lifeguards and general operation of the pool. In the absence of the Manager and Assistant Manager, the Pool Supervisor is in charge of the supervision of lifeguards who are on duty during their schedule. The candidate will also assist in guarding the pool and instructing swim lessons when necessary. This position requires high customer contact both in person and on the phone, in addition to evening and weekend hours. **Starting Pay Range:** \$13.00 per hour.

Slide Attendant - Part-time

Under the general supervision of the Pool Supervisor, the Slide Attendant is responsible for the health, safety and welfare of those using the Recreation Center swimming pools and Peterson Pool at Clague Park. The major responsibility is to make sure the pool patrons meet the height requirement for the water slide and that slide riders are following the slide rules and regulations. **Typical Starting Pay:** \$10.00 per hour.

MORE INFORMATION AND APPLICATION AVAILABLE AT:

www.cityofwestlake.org/Jobs

or [Download employment application form here.](#)

Full Job Description are available online. To be considered for employment, applicants should email, mail, or deliver a completed City of Westlake employment application to (*Resume/Cover Letter optional for part-time positions*):

Mail: City of Westlake (City Hall)
Human Resource Department
27700 Hilliard Boulevard
Westlake, OH 44145
humanresources@cityofwestlake.org

Or Westlake Recreation Center
28955 Hilliard Boulevard
Westlake, OH 44145
phorner@cityofwestlake.org





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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 Clerks; Starbucks Baristas; Cashiers; Produce Clerks	274491 Apply at: 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	44129 Apply at:



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		Clerks	https://bit.ly/35URPB3
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FOOD SERVICE WORKER – MORRISON COMMUNITY LIVING – CLEVELAND

Full-time. Pay: \$10.00 - \$13.00 per hour. Food Service Worker needed for Long Term Care Facility. Vaccination required.

https://www.glassdoor.com/job-listing/food-service-worker-morrison-living-JV_IC1145778_KO0,19_KE20,35.htm?jl=1007574399829&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CLEANER PART-TIME EVENINGS – CRYSTAL CLEAR BUILDING SERVICES – CLEVELAND

Part-time. Rate of Pay: \$13.00hr. M-F 6p-9:30p. A general cleaner is needed in the Ohio City area. Duties include but are not limited to high/low dusting, vacuuming, mopping, emptying trash, cleaning restrooms, lunch room and other duties as assigned. If you have a previous background in fast food or retail or environmental services you would be a perfect match for this job. Clean criminal background and reliable transportation. You must be 18 years of age minimum.

https://www.salary.com/job/crystal-clear-building-services/cleaner-part-time-evenings/j202204060330270903428?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MULTIPLE POSITIONS – RED ROBIN – NORTHEAST OHIO

JOB TITLE	LOCATION
Hosts/Hostesses	Independence; Fairview Park; North Olmstead
Line Cook/Cook	Independence; Fairview Park; North Olmstead
Server/Servers	Independence; Fairview Park; North Olmstead
Burger Maker	Independence; Fairview Park; North Olmstead
Waiter/ Waitress	Independence; Fairview Park
Bartender	Independence

<https://map.redrobin.jobs/>

MULTIPLE POSITIONS – BURLINGTON STORES – NORTHEAST OHIO

JOB TITLE	REFERENCE CODE
Store Associate – Shortage Control	2022-173441; 2022-173350; 2022-172978; 2022-173280; 2022-173363
Cashier Associate	2022-170912; 2022-170491; 2022-170836; 2022-170925; 2022-171024
Retail Sore Supervisor	2022-174117; 2022-173697; 2022-174041; 2022-174130; 2022-174228
Retail Sales Associate	2022-171753; 2022-172572; 2022-171332; 2022-171677; 2022-171766; 2022-171864
Retail Receiving Associate	2022-172168; 2022-172501; 2022-172584;



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2022-172681

Enter reference code number in “search” box to apply for position at specific store location.

<https://burlingtonstores.jobs/jobs/?r=25&q=2022-173350>

JOB OPENINGS – ARAMARK – CLEVELAND CLINIC

Whether you have a clear path in mind or just need a job, our stunning variety of workplaces and career areas provide unparalleled mobility and advancement opportunities. Aramark is a company where you can truly grow, in any direction you want. Jobs available include: Dieticians, Floor Technician, Patient Services Worker, Custodial Services Worker, General Utility Worker (Dishwasher), Cashier, Cook, Patient Transport Worker, Barista, Food Service Worker

Learn more about our work, hear from our people, and invite a friend to apply at

<https://careers.aramark.com>

MULTIPLE JOB OPENINGS - THE RED VELVET CAKE - BEACHWOOD

The Red Velvet Cake is a small business that has provided delicious cupcakes and cakes to Northeast Ohio since the late 1990s. We are seeking to employ a qualified candidate who enjoys serving customers. Dependable, ability to manage self and others, ability to balance funds, operate POS, chrome book, laptop, printer, and basic computer skills. Will receive on the job training. Must be available on weekends and holidays. Driver(s) must have a valid Ohio Driver’s License Driver(s) must carry valid auto insurance. Driver(s) must carry workers’ compensation. Driver(s) must have their own reliable and clean transportation. (Preferred late model SUV or Hatch back.) Salary range sales associate rates \$10.00 - \$12.00 manager rates \$12.00 - \$17.00 per hour driver rates are determined by runs per day (\$50 base rate per run) Preferred candidate: High School Diploma, college student, significant work experience, associates degree in business management, hospitality, or customer service.

TO APPLY 1. Go to www.theredvelvetcakeus.com 2. From the Services Page print out application 3. Email to thervcemploy@gmail.com 4. Drop off: The Red Velvet Cake –



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Beachwood Place Mall 26300 Cedar Rd., Beachwood, Ohio 44122, Monday through Saturday (3:00 PM – 5:00 PM).

SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION

K-12 INTERVENTION SPECIALIST – CONSTELLATION SCHOOLS

Full-time. Constellation Schools is offering a sign-on bonus up to \$5000 for qualifying applicants- apply now! The Intervention Specialist plans, organizes and implements an appropriate instructional program in keeping with the mission of Constellation Schools that guides and encourages students to develop and fulfil their academic potential. Qualifications: A four-year degree from an accredited college; K-12 Intervention Specialist certificate/license issued by the State of Ohio; Work diligently towards acquiring the necessary hours for license renewal; Experience with behavior issues required. Qualifying applicants must: Submit an application and all required materials between July 7 and July 31, 2022 to be considered.

https://www.k12jobspot.com/Job/2916731?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ENROLLMENT RECRUITMENT SPECIALIST – INTERGENERATIONAL SCHOOLS

Full-time, Hybrid position. Salary Range: \$45,000 to \$55,000. Intergenerational Schools is a network of three free public charter schools located in the Collinwood, Ohio City, and Shaker-Buckeye neighborhoods. This position is responsible for implementing the Intergenerational Schools Enrollment Plan. Responsibilities: Drives the Enrollment Recruitment process with the goal of each school being fully enrolled at all times; Works closely with Bloomwell Consulting and the Advancement Director to develop a marketing strategy and materials for re/enrollment; Develops and nurtures relationships throughout the schools' neighborhoods with community groups, youth serving organizations, and preschools; Develop and nurtures relationships with families interested in re/enrolling their child in one of the Intergenerational Schools. Qualifications: Demonstrated experience in networking to build and maintain strong



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relationships with community organizations; Demonstrated experience in involvement with grassroots community outreach efforts; Background in marketing and communications preferred.

https://www.linkedin.com/jobs/view/enrollment-specialist-at-intergenerational-schools-3077419735/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SCHOOL PSYCHOLOGIST – SOLIANT – CLEVELAND

Full-time. Soliant is currently looking for a School Psychologist to fill a position in the Cleveland, OH area! This position is needed for the 22/23 school year. About the Position: Full Time; Testing/Evaluations; Some counseling. Requirements: School Psychologist License/Certification; All necessary state clearances; Must be comfortable coming on-site.

https://www.ziprecruiter.com/c/Soliant/Job/School-Psychologist-needed-Cleveland,-OH/-in-Cleveland,OH?jid=284e65aa83d71b75&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SOFTWARE DEVELOPER – JACK ENTERTAINMENT LLC – CLEVELAND

Full-time. The Software Developer provides analysis, design, development, testing and implementation of line of business software applications and application integrations. Responsibilities: Ability to gather and document business requirements and provide analysis to determine the most effective solution to meet the core needs; Ability to work with existing vendor created and pre-existing custom developed applications to be able to evolve them to create new solutions; Designing, coding and debugging applications and interfaces in various software languages; Establish and maintain coding standards and develop best practices. Requirements: Bachelors Degree in Computer Science or other technical discipline or equivalent combination of education and experience; 1+ years of experience in a structured software development environment; Full lifecycle experience with software development projects; Experience in Web Application Development using Microsoft development technologies HTML5 and Flash experience a plus.



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https://employzone.com/job-view/us-oh-cleveland/software-developer/jackentertainment/10003716803?ez_source=alert&ez_campaign=daily-alert&ez_medium=azcs&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COMMUNITY ENGAGEMENT SPECIALIST – OHIOGUIDESTONE – CLEVELAND

Full-time. The Community Engagement Specialist is responsible for building strong community support and collaborative partnership to help students overcome barriers of completing the program and employment. Essential Functions: Case management- working with clients to remove barriers during programming; This position does NOT have productivity hours. Staff will document all barriers removed for the clients; Meets regularly with clients to maintain a consistent approach to supporting student during programming; Completes assessments to determine barriers and updates client's individual opportunity plan as needed. Qualifications: Must be at least 21 years of age and minimum educational level of a Bachelor's degree* in Social Work, Human Services, or a related field; Experience with low-income participants, and experience working with young adults; Must have a valid Ohio Driver's License with a safe driving record and valid insurance; Must have reliable transportation and the ability to transport clients.

https://www.salary.com/job/ohioguidestone/community-engagement-specialist/j202202250321548389340?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SENIOR MENTAL HEALTH COUNSELOR – METROHEALTH – ROCKY RIVER

Full-time. Location: Rocky River/Hybrid Remote. Shift: 8AM-5PM. \$2,000 sign on bonus. Summary: Provides mental health evaluations and treatments for patients in an assigned area, including the Emergency Department, inpatient medical units, child or adult outpatient clinics (including satellite offices), and Cuyahoga County Corrections (jail). Qualifications: Required: Master's degree in Social Work, Counseling, or other Behavioral Health-related field of study from an institution accredited by the Council on Social Work Education, or other similar



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accrediting body; Currently licensed by the State of Ohio as a Licensed Independent Social Worker (LISW) or Licensed Professional Clinical Counselor (LPCC).

https://www.adzuna.com/details/2581622744?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HEAD OF SCHOOL – CLEVELAND METROPOLITAN SCHOOL DISTRICT

Full-time. Location: Cleveland School of the Arts. The Head of School is both the administrative and instructional leader for the high school. Responsibilities: Hire, train and develop a high-quality faculty; Recruit/retain enthusiastic teachers with subject-area expertise and the ability to work with high school aged students; Support the ongoing development of teacher effectiveness that supports academic improvement, expects measurable results, and rewards achievement Deliver professional development to all staff; Oversee the school's programming and institute support to ensure both academic and artistic models are met with equal fidelity. Qualifications: The successful candidate will bring a demonstrated track record of results in a high school leadership role and experience working with similar student populations; Preference will be given to candidates who have experience with a model driven school, with strong academic achievement data; A commitment to the model of linking academic and experiential learning with strong mentoring programs in the fine and performing arts for student success is essential; Proven success in a leadership role at the high school level, preferably in an urban setting.

https://www.salary.com/job/cleveland-metropolitan-school-district/head-of-school/j202203291618205399758?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OPEN POSITIONS – JOURNEY CENTER FOR SAFETY AND HEALING – CLEVELAND

Director for Prevention and Trauma Services- Full Time. Salary range \$60,000-\$68,000. Work hours are Monday - Friday, 10am-6pm. Some non-traditional work hours and ability to tailor work hours to meet the needs of families. Journey Center is seeking a full time Director for Prevention and Trauma Services to provide clinical leadership for a team of treatment providers including social workers, counselors, case managers, and interns. Duties include but not limited



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to: · Coordinate Services with other agencies; Program planning and development; Oversee supervision and operations of Trauma Services Department that includes child and adult therapy and Prevention & Community Engagement; Responsible for maintaining and renewal of agency accreditation; including CARF and OMAS. Qualifications: Licensed Independent Social Worker (LISW) or Licensed Professional Clinical Counselor (LPCC) required, licensure with supervisory (“S”) status required; 3-5 years of direct service experience required; 3-5 years of administrative/supervisory experience required; Must have and maintain a valid Ohio driver’s license and appropriate insurance coverage. Must have appropriate driving record and personal vehicle.

Trauma Services Manager – Full-time. Salary range \$50,000-\$55,000. Work hours are Monday - Friday, 10am-6pm. Journey Center is seeking a full time Trauma Services Manager to provide clinical leadership for a team of treatment providers including social workers, counselors, case managers, and interns. Duties include but not limited to: Coordinate Services with other agencies; Program planning and development; Supervise therapists, student interns and volunteers; Provide mental health services including diagnostic assessments, individual behavioral health therapy, group behavioral health therapy, and telehealth therapy.

Qualifications: Licensed Social Worker (LSW) or Licensed Professional Counselor (LPC) required, Independent license preferred; 2+ years of direct service experience required; Minimum 1 year of administrative/supervisory experience required; Must have and maintain a valid Ohio driver’s license and appropriate insurance coverage. Must have appropriate driving record and personal vehicle.

Shelter Services Manager – Full-time. Starting salary \$50,000. Work hours are Monday – Friday, 1st and 2nd shift. Evening hours are required. Journey Center is seeking a full-time Shelter Manager for our confidential shelter. The Shelter Manager is responsible for overseeing all direct client services at Journey Center’s Emergency Shelter. Duties include but not limited to: Provide direct supervision and support to Shelter Coordinators and Advocates; Oversee delivery of services and programming; Ensure services are utilizing evidence-based modalities; Trauma Informed Care and The Housing First Model; Participate in shelter leadership team; Qualifications: Bachelor’s Degree in Social Work, Public Health, Psychology, or related field; Minimum 3 years’ experience working with victims of domestic violence and child abuse or equivalent combination of education and experience; Experience in a Residential Setting; Must have and maintain a valid Ohio driver’s license and appropriate insurance coverage; Must maintain appropriate driving record.

To apply visit Journey Center website www.journeyneo.org



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COMMUNITY RESOURCE NAVIGATION SPECIALIST – UNITED WAY – CLEVELAND

Full-time. Rate of pay starting at \$18.00/hour. Mon-Fri 12:00pm-8:00pm (Remote). The 2-1-1 Navigation Specialist is responsible for assisting the public, social service agencies, health providers and or other agencies in identifying resources within health and human services. Responsibilities: 2-1-1 Navigation Information and Referral; Responds to inquiries using established policy and procedures provides assistance and information for obtaining health and human services; Uses exceptional customer service techniques for handling multi-channel communication inquiries; phone calls, emails, text, chat) to collect information, assess needs, and provide information about resources available. Qualifications: Minimum High School diploma or equivalent; 1 years of project administration support or other relevant experience; Previous experience in Health and Human Services field preferred.

https://www.salary.com/job/united-way-of-greater-cleveland/community-resource-navigation-specialist-full-time/j202204180310147741603?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

IT HELP DESK – UNIVERSITY HOSPITAL – CLEVELAND

Full-time. Serves as front line contact point for Information Technologies (IT) customers as part of the 24/7/365 IT Service Desk. Provides support to end users on a variety of inquiries and incidents. Essential Duties: Answers service desk telephones and/or emails and responds to user inquiries; Creates, routes and maintains incident records (“tickets”) within a Call Management system; such as MySoft, ServiceNow or other service management tool; Assists the user in resolving incidents by providing guidance regarding software and hardware problems by following call scripts and utilizing Knowledge Base resources; Identifies, evaluates, and prioritizes user incidents and complaints to ensure that inquiries are successfully resolved; Works under minimal supervision to research, troubleshoot, and resolve trouble tickets within established Service Level Agreements. Education: High School Diploma or equivalent required. Associated Degree with an interest in Information Technology preferred.



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https://university-hospitals.talentify.io/job/help-desk-cleveland-ohio-university-hospitals-2200002v?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SCHOOL SOCIAL WORKER – BREAKTHROUGH PUBLIC SCHOOLS – CLEVELAND

Full-time. Compensation: \$52,000 - \$65,000-- Commensurate with years of experience. Breakthrough Public Schools is seeking to hire a dedicated and experienced School Social Worker for the 2022-2023 school year. Responsibilities: Participate in special education assessment meetings as well as Individual Educational Planning Meetings including a social or developmental history on a child with a disability and develop and support goals and intervention strategies to address the identified needs; Maintain an ongoing counseling schedule and caseload (group, individual, and/or family) focusing on identified socio-emotional growth goals, including anger management, conflict resolution, social interactions, and other areas of development; Work collaboratively with school-based leadership to identify the needs of students and staff in guiding the current SEL Programming and mental health needs. **SKILLS AND QUALIFICATIONS:** Strong understanding Trauma-Informed Practices, Culturally Responsive Teaching, and Restorative Practices; Organizational and analytical skills; Close attention to detail coupled with the ability to exercise good judgment; Exceptional oral and written communication skills, and interpersonal skills; Ability to work well independently as well as collaboratively.

https://www.ziprecruiter.com/c/Breakthrough-Public-Schools/Job/School-Social-Worker/-in-Cleveland,OH?jid=afb655614df63c09&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

IT APPLICATION LEAD SYSTMS ANALYST – CC ADMINISTRATIVE CAMPUS

Full-time. “Hybrid work in Ohio” – This position is a partial (up to 80%) remote work opportunity. You will join an exciting project team that will shape patient care in the telehealth arena at the Cleveland Clinic. Responsibilities: Leads IT projects, including planning, obtaining customer input and projecting resource requirements. Reviews system requirements with customers and translates requirements into specific functions or deliverables. Analyzes flow chart processes and recommends ways to reduce steps and increase efficiency through use of



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technology. Requirements: Bachelor's degree in Information Technology/Computer Science, Health Sciences, Healthcare Admin or related field. Offset: High School Diploma / GED or equivalent and 9 years of experience. Offset: Associates Degree and 7 years of experience. 6 years of system implementation experience, including directing, planning and scheduling a major information system project.

https://www.salary.com/job/cc-administrative-campus/it-application-lead-systems-analyst/j202203310918171240825?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DEVELOPMENTAL SPECIALIST – BOARD OF DEVELOPMENTAL DISABILITIES

Full-time. Salary range: \$47,048.00/Yr. - \$65,344.00/Yr. The Cuyahoga County Board of Developmental Disabilities is seeking two Floating Developmental Specialists (assignments detailed below), to coach, assess, promote, and encourage learning by enhancing routines in partnership with parents/families, and team members that invite play, movement and active exploration in natural environments; assess development in a natural environment. The nature of work of the Developmental Specialist will include, but is not limited to, the following: Perform developmental evaluations/assessments in the home or in a community setting of the family choice. Perform and document the routines-based interview (RBI) in collaboration with the family and/or Core Team members. Work collaboratively with transdisciplinary Core Team members, including parents, service coordinators and therapists in the development and implementation of the IFSP. Develop IFSP outcomes with family, within their everyday routines and activities identified as important by the parent/primary caregiver. Qualifications: Bachelor's degree in Early Childhood Education or Special Education or related field; Eligibility for State Department of DD Early Intervention Certification with certification occurring within state statute time lines AND in order to accept an Evaluator assignment, the candidate must already hold an additional license as outlined in the Ohio Early Intervention Rule under the definition of a Qualified Personnel.

http://www.jobsincleveland.com/job/detail/66377069/Developmental-Specialist?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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THERAPIST – ADULT SERVICES – OHIOGUIDESTONE – CLEVELAND

Part-time. The Community Counseling department is seeking a passionate and empathic therapist to provide Assertive Community Treatment (ACT) to adult clients with diverse mental health diagnoses. This role will start part time but has the ability to move to full time. Qualifications: Minimum educational level is a Bachelor's degree* in social work with an Ohio LSW. A Master's degree, clinical experience LPC, MFT, LISW or LPCC or IMFT is preferred. Must have a valid Ohio Driver's License and safe driving record. Licenses & Certifications: Required: MFT, LPC, LSW.

https://www.glassdoor.com/job-listing/therapist-act-program-ohioguidestone-JV_IC1145778_KO0,21_KE22,36.htm?jl=1007783693507&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

EARLY CHILDHOOD TEACHER ASSISTANT – CLEVELAND SIGHT CENTER

Part-time. We are looking for an energetic, enthusiastic Teacher Assistant in our preschool. This position is a part-time for summer and substitute for a year-round opportunity, working during the traditional school year and our summer programs at our beautiful facility in University Circle. RESPONSIBILITIES: Implement educational interventions designed by Special Ed / TVI Teachers to help students meet educational, academic, life skill, behavioral, physical, social and emotional goals. Assists students with basic dress and grooming self-care. Administers medications as trained, assigned, and directed. Education: High School Diploma or equivalent. Coursework in Early Childhood Education, Special Education, or Nursing preferred. Experience: One year of working with young children, preferably with special needs.

https://www.ziprecruiter.com/c/Cleveland-Sight-Center/Job/Early-Childhood-Teacher-Assistant/-in-Cleveland,OH?jid=4131cc401636718f&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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We are looking for dedicated men and women to join our team who are committed to excellence in health and human services and believe in our core values: Dignity of Person, Concern for the Poor, Justice, Hope, and Stewardship.



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Featured Positions

Clinical Supervisor



Catholic Charities, Migration and Refugee Services is seeking a motivated, mission-driven, and knowledgeable Clinical Supervisor to oversee the Ohio Center for Survivors of Torture program (OCST). OCST provides holistic, strengths-based, trauma-informed treatment for Survivors of Torture that focuses on medical, psychological, social, and legal needs.

Social Worker/Therapist, School-Based and Telehealth Services

Catholic Charities, is seeking a motivated, knowledgeable, and compassionate Social Worker/Therapist to join our team. The School-Based Family Services department provides assessment and counseling to children and their families to sustain youth in the school setting with therapeutic support or through telehealth options.



Residential Assistant



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Catholic Charities, Diocese of Cleveland is seeking a Residential Assistant (RA) at our Matt Talbot for Women site - a residential recovery center in Cleveland and Lakewood, Ohio. RA's work as part of a treatment team to facilitate daily living activities in support of clients' recovery journey. RA's work to ensure clients' safety and model and promote positive recovery behaviors.

Click on link to view current openings:

<https://recruiting.ultipro.com/CAT1012CACSC/JobBoard/41d1a852-e913-429a-93ff-1d024bc3206d/?q=&o=postedDateDesc>

OPEN POSITIONS – CLEVELAND CHRISTIAN HOME – CLEVELAND

Youth Residential Treatment Specialist

Full-time. 1st, 2nd, 3rd Shift. Pay: \$14.00 – \$15.00 per hour. Under general supervision, the Residential Treatment Specialist provides supervision and management of assigned children in the daily living routines that comprise the therapeutic milieu of the residential treatment program of Cleveland Christian Home. Responsibilities: Supervise clients in his or her charge assuring that a safe and therapeutic environment is maintained for all clients, 24 hours a day, 365 days a year (this includes weekends, holidays). Develop and consistently implement predictable routines for daily functioning, including wake-up, hygiene, meals, and bedtime. Plan and organize activities and educational groups for residents which promote change and growth in areas identified on their Individual Service Plans. Qualifications: High school diploma or GED required; additional education and/or training desirable. A minimum of one (1) year experience working with at-risk youth in a residential environment. Must have the ability to physically restrain clients of varying age/height/weight. Must have experience with moderately to severely emotionally disturbed children who have been unable to function effectively in a home setting.

RN/LPN

Full-time (40 hours a week); Part-time: Alternating weekends; Shift (12 hours shift) 8am to 8pm, holidays; PRN: On-Call as needed may include holidays. Under direction, the RN Supervisor provides medical and health services to children served at the Cleveland Christian Home and work supervision to the agency's nursing staff. **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:** · Recording medical history and symptoms. Conduct physical examinations. Administering medications and treatments. Monitoring patients' health. **MINIMUM QUALIFICATIONS:** 1. Education, Training, and/or Experience: A minimum of



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Associates Degree in Nursing; A minimum of three (3) years' experience in pediatric and/or public health nursing. 2. Licensure: A licensed RN/LPN. Must be fully vaccinated.

<https://cchome.org/careers/>

OPEN POSITIONS – ACHIEVEMENT CENTERS FOR CHILDREN – HIGHLAND HILLS, WESTLAKE

Achievement Centers for Children is a Cleveland, Ohio based non-profit organization that is nationally recognized for its excellence in helping children with disabilities and their families achieve and thrive.

Office Manager Westlake location

We are actively seeking a highly qualified, part-time (20-30 hrs/week) Office Manager to execute various ongoing administrative functions that result in an efficiently run office. Job Responsibilities include: Communication with NCTA Director, staff, clinical supervisor, district personnel as well as other departments that interface with supporting NCTA functions; Perform payroll, which includes processing therapist billing twice-monthly, and using payroll portal to enter data to generate reports; Process monthly invoicing, posting and processing payments, making journal entries and balancing monthly bank statements. Requirements and Qualifications: HS Diploma or GED with minimum of 3 years of experience in an office or administrative setting; 1 year of previous experience with billing and payroll processing (highly preferred); Outstanding organizational skills, including a strong attention to detail.

Administrator Coordinator – Therapy Department

Full-time. We are currently seeking an Administrative Coordinator to support the Therapy Services Department staff. Responsibilities: Performs administrative coordinator duties for the Therapy Services Department. Schedules client appointments. Facilitates completion of intake paperwork. Creates and maintains client files. Enters client data into client database and runs/sends out routine reports. Requirements and Qualifications: High School diploma or GED. Ability to work at both Highland Hills and Westlake locations. Must demonstrate and respect confidentiality regarding clients/families, staff and program operations. Ability to manage a multi-line phone system. 3-5 years of professional experience in Office Administration/Program Support.

Summer Maintenance Assistant Camp Cheerful, Strongsville



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The Details: Starting at \$12 an hour, may increase dependent on experience. Must be 18 years of age or older. Must have valid driver's license with less than 2 citations in the past 5 years.

Flexible start date within early May through August. Position is full time, first shift with some flexibility. If you have any questions about the position, please email Jessica Potts, Manager of Camp Program, at jessica.potts@achievementctrs.org.

Teaching Assistant-Autism Classroom Westlake location

We are currently seeking a Teaching Assistant to join our team. Bring your talents and enthusiasm to our innovative K-8 school for children diagnosed with Autism Spectrum Disorder. Responsibilities: Providing support to the teacher and other classroom team members.

Maintaining daily operation of the classroom program. Assisting students with instructional and non-instructional tasks as assigned by the teacher. Requirements and Qualifications: Associates degree in Education, Child Development, Psychology or other related field. Experience working with students with special needs in a classroom setting. Excellent organizational, interpersonal and communication skills. Ability to consistently respond to children in respectful and supportive ways. Training and experience of 1-2 years with students with Autism Spectrum Disorder preferred.

Early Childhood Clinician/Therapist Community based

The ideal candidate is an experienced Social Worker who has clinical, community-based experience working with young children and their families. Responsibilities: Provide home and community-based behavioral health services for infants and children up to age 6 and their families. Complete comprehensive behavioral assessments. Build partnerships with parents, young children and an interdisciplinary team to address relationship and behavioral challenges at early ages. Advocate with and on behalf of clients and their families. Requirements and Qualifications: Bachelor's degree in Social Work, LSW or LPC license and related clinical experience. Master's degree in Social Work and LISW or LPCC license preferred DC:0-5 training a plus, along with the ability to identify social-emotional and developmental challenges within infants and toddlers. Knowledge of early childhood development and family dynamics.

Additional positions (regular and seasonal) are listed on our website where people can go to apply at www.achievementcenters.org



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OLIVET HOUSING & COMMUNITY DEVELOPMENT – IMMEDIATE OPENINGS

The OHCDC has internal employment opportunities! We have an immediate need for an outreach coordinator and an employment specialist. These are part-time positions that we need to fill NOW!

The **Outreach Coordinator** is responsible for establishing and maintaining relationships with a variety of organizations including city representatives, community-based organizations, and the public to recruit potential student and applicant sin the various training programs sponsored in the Access Center. Responsibilities: Helping to create and maintain a calendar of all outreach activities, recruitment strategies, and community marketing, including community events, workshops, appearances, and other communication opportunities. Supporting new and old relationships with collaborative partners by working alongside staff to identify potential partner agencies, advocate for community resources, and provide follow up to initial collaborative meetings. Requirements: High school diploma, bachelor's degree in communications, public service, or similar area a plus, preferred experience of 3-5 years within non-profit fundraising or outreach activities, friendly, enthusiastic, and positive attitude, strong knowledge of social media and the community and other basic marketing platforms.

The **Employment Specialist** will be responsible for assisting the organization's staff with matching job program applicants to a specific job skills training or employment opportunity that best suits their education, skills, and interests. Responsibilities: Matching program participants and graduates of job skills training to available job openings and opportunities. Assisting with monitoring job retention rate for all partnering agencies and employers. Working with employers to understand their organizational needs and job requirements. Working with candidates to assess and analyze their skill set to determine skills training and professional development needs. Requirements: High School Diploma or GED equivalent. Strong written and verbal communication skills. Very strong organizational skills. Effective resume, skills, and education assessment skills.

For more information call us at 216-862-7350 or email info@olivetcdc.org.



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REHABILITATION SPECIALIST II – VOCATIONAL GUIDANCE SERVICES – CLEVELAND

Part-time. We are currently seeking to hire a Rehabilitation Specialist II to assist individuals referred from CCBDD and Medicaid funding sources to meet their vocational goals. Hours are during the day primarily between 8am - 2pm with opportunities also available between 12:30pm - 8:00pm. Employer sites are located throughout Cuyahoga County including E. 55th St., Warrensville Heights, Brooklyn, Solon, etc. These options are based on current needs and the interest of the candidate. The Rehabilitation Specialist II will be responsible for performing the following duties: Provide services to adults in vocational programming to aid them in working towards competitive employment while putting an emphasis on staying focused and on task, improving efficiency and quality, attendance and dressing appropriately for the workplace. Assist individuals in engaging in programming designed to increase daily living skills and personal and social adjustment. Shape personal and social behaviors of individuals through coaching, modeling, and demonstration. Maintain a caseload of up to 5-12 individuals including case notes, ISP revision dates, documentation, recommendations for transition to next opportunities, etc. and keep supervision up to date regarding individual progress. Maintain a positive work atmosphere by behaving and communicating in a professional manner that gets along with customers, vendors, individuals, co-workers, and supervisors. Qualifications: GED or high school diploma is required. At least 6 months of experience of working with people with disabilities preferred. Experience with Microsoft Word and Outlook preferred. Strong communication skills, both verbal and written, are required.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=26933&clientkey=778043B1CE4AA507708892A597F9A39D>

OPEN POSITIONS – JOB CORPS CENTER – CLEVELAND

Disability Coordinator (DC)- The DC will work with IEP students and document their accommodations accordingly, may have students scheduled to give direct assistance with other coursework. The DC will work with instructors on appropriate strategies to meet the accommodations of students that may be assigned to their classes.

Blended Learning Coordinator- (BLC) The BLC will work with our instructors to improve the delivery of web-based teaching and the setup of our Google classrooms. The BLC will also teach



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basic IT skills to new students, help them trouble shoot technology issues regarding their Chromebooks and logging into Google classes.

Recreation Specialist – The Recreation Specialist assists with work involved in planning, organizing, and carrying out the department’s total recreational services. Administers a well-rounded program of diversified activities in the assigned recreation component.

Evening Weekend Studies EWS/Rec Specialist - Ensures that Leisure Learning Activities result in improved academic outcomes, increased retention, and improved staff/student relations that occur in the evenings and weekends.

Record Clerk - Provides clerical support to Student Records Department. Duties: Reviews all incoming information for student records to ensure accuracy and completeness of each form. Prepares arrival pay sheets for students. Reviews student folders to ensure they contain necessary paperwork. Helps update student profiles (ETA 640).

CNC- Commercial Numerical Control Instructor - Teaches students to operate, set up, and edit numerical control (CNC) machines and machining centers through conventional lectures, demonstrations, and hands-on projects.

Residential Counselor (6 Positions Open) - Responsible for a professional level of student support and performance duties necessary for an orderly operation of the dormitory program. Responsible for the supervision of students to ensure a safe and secure environment. Coordinates weekly group activities as assigned for the purpose of fostering student social development.

EWS- Evening Weekend Studies - Responsible for developing, conducting, and supervising the evening/weekend students’ program, and overseeing the leisure time employment program. Plan, organize, and implement a structured Evening/Weekends. Studies Administers a well-rounded program of enrichment activities to meet evening/weekend studies requirements.

Recreation Specialist (2 Positions open) - Responsible for developing, conducting, and supervising/chaperoning a wide variety of leisure-time activities for all students. Assists with work involved in planning, organizing, and carrying out department’s total recreational services.

Social Development Secretary - Provides clerical support and related assigned duties to the Social Development Department. Writes, edits and finalizes documentation to include reports, tables, charts, and graphs. Correct sentence structure, grammar, spelling and punctuation as required. Drafts forms, composes form letters, and compiles factual reports that require judgment and originality.

Security Guard Full-time and Part-time (2 full-time positions available) - Performs security checks in all areas. Ensures Center property is secure by checking all buildings and securing any unlocked or unsecured areas. Checks in visitors and students upon entry and exiting the center.



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Assist in maintaining student and staff safety during the training day and evenings by being visible and mobile on foot or bike.

Driver Full-time - Transports student for medical, recreational, and other reasons within Center guidelines. Maintains the cleanliness of the GSA vehicles and reports mechanical conditions.

Secretary - Provides clerical support and related assigned duties to Career Services Department. Which includes: Takes complex materials from rough draft to final form, subject to final review of content. Use a computer and other office equipment to set up tables, charts and graphs.

Correct sentence structure, grammar, spelling and punctuation as required. Drafts forms, composes form letters, and compiles factual reports which require judgment and originality. Experience: One-year related experience or training. Education: High School Diploma or GED.

CPP Instructor - Facilitates individual and/or group lessons designed to assist students in preparation for success throughout the entire CDSS period. Provides facilitated instruction to students in varied classes and activities, development of skills for long-term employability. Experience: Minimum of one to two years related experience in education. One year in sales, marketing, or counseling related services, above average public speaking skills and experience in same. Education: Bachelor's degree in education or related field from a four-year college or university and/or equivalent combination of education and experience.

Accounting Clerk - Performs administrative and clerical functions in support of the department supervisor. Performs accurate processing and payment of approved invoices within the terms of the purchase order. Processes check and petty cash requests timely and accurately. Maintains AP files with all required back-up documentation. Tracks expenses of blanket order transaction through SBT/spreadsheet to ensure spending levels are not exceeded. Prepares accrued AP report for month end closing.

Outreach and Admissions Counselor (4 Positions open) - Responsible for meeting Center and contract arrival goals through community outreach and involvement to attract eligible applicants that can benefit from participation in the Job Corps Program. Additionally, supports student retention throughout program enrollment. Duties include: Becoming familiar with the PRH or Policies and Requirements Handbook. Weekly Call Campaigns. Conducting student interviews. Education: 2-year Degree. Bachelor's Degree preferred.

The Wellness Dept. needs:

LPN- Licensed Practical Nurse (1)

RN- Registered Nurse (1)

Interested candidates please call Wally Espada directly at 216-541-2526



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Cleveland Job Corps Center

13421 Coit Rd, Cleveland, Ohio

(216) 541-2500

<https://cleveland.jobcorps.gov>

Funded by the U.S. Department of Labor – Operated by Serrato Corporation

Career Opportunities

<p>Academic Instructor: Requirements: Minimum of one to two years related experience in education. Bachelor’s degree in education from a four-year college or university and/or equivalent combination of education and experience. Certified to teach in state in which center is located. Valid State’s Driver’s License. Responsibilities: Prescribes individual and/or group lessons designed to assist students in overcoming specific difficulties in mathematics and reading. Provides instruction to students enrolled in Reading, Mathematics, Workplace Communications, Career Success Standards (CSS), Health Education, Driver’s Education or HSD/HSE. Conducts and manages academic classes.</p>	<p>Academic Department</p>
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<p>Accounting Clerk: Requirements: Minimum of one to two years accounting/finance or related experience. High school diploma or equivalent. Valid State Driver’s License. Responsibilities: Performs clerical duties in support of the finance department and in compliance with government regulations and corporate policies and procedures.</p>	<p>Finance Department</p>
<p>Admissions Counselor: Requirements: Bachelor’s Degree in human services, psychology, education, social science, business, communications, or closely related field; or Associate’s degree and two years related experience required. Responsibilities: Responsible for providing community outreach to local partners, businesses, and other agencies, as well as providing assistance for potential enrollees in compliance with government and management</p>	<p>Outreach and Admissions</p>
<p>Cook: Responsibilities: Prepares meals in accordance with established menu plans, ensuring that adequate amounts are available for the number being served and that safety and sanitation regulations are met. Accurately records food usage, maintains equipment, assists in inventory of supplies, and monitors Leisure Time and Work Based Learning Students. Requirements: High School Diploma or GED, one year of experience in high volume or institutional cooking and the ability to follow written and oral instructions and perform basic math.</p>	<p>Food Service</p>
<p>Custodian: Requirements: High School Diploma or equivalent required. Three to six months of related experience preferred. Valid State Driver’s License. Responsibilities: Performs general maintenance, housekeeping, and landscaping duties on Center building, grounds, and surrounding areas using environmentally friendly cleaning products while maintaining a healthier place for students and staff</p>	<p>Maintenance Department</p>
<p>Driver: Requirements: High School Diploma or equivalent required. Minimum of one-year of driving multiple passengers experience. Valid State Driver’s License. Responsibilities: Transports students to various cities by bus for recreational and educational purposes, transports students/staff to various medical Centers, transports students for other various reasons.</p>	<p>Safety/Security/Transportation</p>
<p>Maintenance Worker: Requirements: High School Diploma or equivalent required. Minimum of one to two years’ experience in building maintenance. Valid State Driver’s License. Responsibilities: Monitor, supervise and instruct student facility maintenance staff, while performing</p>	<p>Facilities Department</p>



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<p>all required job duties to ensure our facility is well maintained.</p>	
<p>MIS Coordinator/ IT: Requirements: Bachelor’s Degree preferred or related network certification. Directly related technical experience in systems analysis may be considered in lieu of formal education requirements. Responsibilities: Monitor data communications to ensure that network is available to all system users and resolves communication problems. Analyze and support computer operations by providing first line support services for operational problems.</p>	<p>Administration Department</p>
<p>Student Records Clerk: Requirements: High School Diploma or equivalent. Associate’s degree preferred. Minimum of six months experience in administrative support, data entry, records management, or related experience. Responsibilities: Provide support for the student records function to ensure that students receive the support services and benefits necessary for successful participation in the Job Corps program while ensuring the maintenance of a uniform systems to account for and document the participation and achievement of program participants.</p>	<p>Records Department</p>
<p>Registered Nurse: Engage in providing health services for all students and follows departmental programs and standards that meet all DOL, PRH, Center and Serrato Corporation requirements. Assist the Wellness Department the delivery of health services, support, and education that will enhance student employability and help students maintain a healthy lifestyle. Responsibilities: Assist in ensuring the quality health services are delivered in a professional, caring, and cost-effective manner. Assist the Wellness Department with focusing on wellness and disease prevention. Assist with ensuring students with disabilities receive planned accommodations. Deliver quality health services in a professional, caring, and cost-effective manner.</p> <p>Requirements: Must obtain a valid Certified Nursing License</p>	<p>Wellness Department</p>
<p>Recreation Specialist: Requirements: Associates Degree, or one year of related experience working with youth. Valid Commercial Driver’s License Class B CDL with passenger endorsements. Responsible for developing, conducting, and supervising/chaperoning a wide variety of leisure-time activities for all students</p>	<p>Social Development</p>



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<p>Residential Counselor:</p> <p>Responsible for working with Residential Living team to provide students on respective dormitory with a safe, clean and structured living environment that fosters student retention, satisfaction, achievement and success. Responsibilities: Oversee respective dorm area and uses proper judgment and discretion to resolve student and staff issues and concerns. Provides individualized case management to maintain student enrollment and success in the program. Works in partnership with Residential Living, Recreation and Safety and Security staff to effectively supervise and manage the student population. Ensures strict confidentiality of sensitive information and integrity of student data.</p>	<p>Social Development</p>
<p>Secretary/Residential: Requirements: One-year secretarial or related experience. High school diploma or equivalent. Associates Degree preferred. Valid State Driver’s License. Responsibilities: Provides clerical support and related assigned duties to the Social Development Department</p>	<p>Social Department</p>
<p>Security Officer: Requirements: High School Diploma or equivalent required. Associates Degree preferred. Two years security, law enforcement, military, or related experience. Safety related training preferred. At least one year in a residential living setting and background in youth programs preferred. Valid State Driver’s License. Responsibilities: Responsible for planning, developing, implementing, overseeing, and integrating safety and security programs for the Center. Must be available to work any shift and day of the week due to a 24/7 operation</p>	<p>Security Department</p>
<p>Substance Abuse Counselor/Part-time: Requirements: Bachelor’s Degree in related field and/or equivalent combination of education and experience. Minimum of one-year experience in drug/alcohol counseling or related field required. Experience with working with youth preferred. Active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in the state where the center is located. Valid State Driver’s License. Responsibilities: Develops and implements Trainee Employee Assistance Program, which includes assessment, intervention, counseling, relapse prevention and education. Educates and counsels on safe and healthy lifestyles</p>	<p>Wellness Department</p>



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<p>VPN – Practical Nurse: Requirements: High School Diploma or equivalent (GED) and diploma from an accredited Practical Nursing Program One year of related experience and/or training is necessary. Current LPN license from the State, current BLS/CPR certification. Valid State Driver’s License Responsibilities: Assists the Health and Wellness Manager in planning, implementing, and evaluating an efficient wellness program consistent with the students’ needs and Job Corps goals and objectives. Provide nursing services.</p>	<p>Wellness</p>
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Apply today! All interested applicants must apply online at www.serratocorp.com and select “Careers”. Cleveland Job Corps Center is an equal employment opportunity and affirmative action employer which prohibits employment discrimination based on race, color, religion, sex or national origin. Serrato is an Equal Opportunity Employer, Vets and Disability Employer.

MULTICULTURAL INFORMATION SPECIALIST – OCECD – NORTHEAST OHIO

Full-time. Salary is commensurate with experience The Ohio Coalition for the Education of Children with Disabilities (OCECD) is seeking a Bilingual (Spanish/English) Multicultural Information/Trainer Specialist to join our team. Responsibilities:

- 1.) Parent/ Assistance/Training for Spanish Speaking Families:** Assists parents by phone and/or in person to understand special education rules. Assists parents by providing information/resources (emailing/ mailing). Assists parents with contacting school personnel to assist in child receiving appropriate services. Assists parents by referrals and locating services to support their children’s education. Assists parents by attending in person, virtual, or conference calls parent meetings, IEP meetings, evaluation review (ETR) meetings, administrative reviews, resolution sessions, mediations, and other meetings, as necessary to provide information/support to families for the educational advancement of their children with disabilities, or at risk.
- 2.) Workshops/Presentations:** Conducts workshops for parents (individual or groups) and professional groups on IEP’s, Rights, Section 504, ETR, IEP Clinics, and all other OCECD topics, when requested.
- 3.) OCECD Representative:** Research/Outreach the assigned Ohio Region organizations and agencies to build a collaborative relationship to support the mission of the Coalition. High school diploma required.

Interested applicants should send a cover letter, their resume, and any copy of transcripts (unofficial) to the Executive Director, Dr. Lisa Hickman at lisah@ocecd.org.



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LIAISON SOCIAL WORKER – HOSPICE OF THE WESTERN RESERVE – CLEVELAND

Full-time. \$38,000 - \$74,000. Responsibilities: Assist in hospital openings, as necessary and provide support to patients and families during the remainder of hospital stay. Complete a psychosocial assessment when needed by the team. Oversee and follow patients/families opened and remaining in the hospital until time of discharge. Coordinate plan of care with the liaison team nurse. Participate in the discharge planning process and coordinate care with hospital staff. Assist patients/families in planning for safe and appropriate discharge. Qualifications: Masters prepared social worker. Experience in counseling or related work with individual families or groups. Knowledge of community resources. Must have and maintain a valid driver's license, good driving record and auto accident insurance at a level acceptable to HWR and/or HWR's insurer.

https://www.glassdoor.com/job-listing/liaison-social-worker-hospice-hospice-of-the-western-reserve-JV_IC1145778_KO0,29_KE30,60.htm?jl=1007594095778&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ENTRY-LEVEL HELPDESK ASSOCIATE – OHIO PROFESSIONAL GROUP – CLEVELAND

Full-time. Our client, a well-known company located in Cleveland, is now hiring Computer Support Assistants! The Computer Support Assistants are an important part of the Help Desk team, which is the primary hub of technical assistance and support related to computer systems, hardware, and software. As a Computer Support Assistant, you will be responsible for supporting the Help Desk Support Specialists. Duties include answering users' questions, training users on basic system and computer functions, addressing system and user issues, and resolving issues in a timely and professional manner. Educational Requirements: High school diploma or its equivalent. No experience necessary.

https://ohioprofessionalgroup.com/careers/computer-technician-apprentice-cleveland?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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PEER RECOVERY SUPPORTER – PEOPLE PLACES AND DREAMS - CLEVELAND

Full-time, Part-time \$18.00 per hour. People Places and Dreams, a holistic agency with peer empowerment, mental health, and substance abuse focus. We are seeking talented, highly motivated professional individuals to join our team of dynamic Peers Recovery Supporters. We are looking for Peer Recover Supporters who understand and respect the importance of self-directed paths to recovery, recognize the transformative power of hope and encouragement through sharing lived experiences, and most importantly, is able to model and advocate health and wellness through implementation of the eight dimensions of wellness and supporting clients on their journey to recovery. Duties: Support individuals with substance use and or mental health diagnosis on their road to recovery. Collaborate and contribute to treatment team meetings and plans. Utilize electronic documentation system and software to record contacts with clients; Ability to meet documentation deadlines; 48 hours turnaround time. 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. Pass a background check (BCI) Ability to use the internet and basic computer (Windows and Microsoft Office Suite)

To apply please send your resume to: jobs@peopleplacesanddreams.com

SENIOR OUTREACH COORDINATOR-NEON HEALTH SERVICES

Under the supervision of the Director of Social Services & Special Programs, the Seniors Outreach Coordinator will develop and implement initiatives and programs geared towards the senior population. The Seniors Outreach Coordinator will work to develop strategic partnerships within the community to strengthen referral relationships. The Coordinator will focus on providing seniors with advocacy, support, education, and resources within the community and NEON Health Centers. The Coordinator will identify, train, supervise, and oversee volunteers who provide customer service support to NEON staff. The Coordinator's overall efforts will connect new users to NEON with an emphasis on residents without a medical home, the uninsured, and the underinsured.

<https://www.neonhealth.org/employment-opportunities>



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JOIN AMERICORPS AND MAKE A DIFFERENCE

NEO Skill Corps is currently recruiting for full and part-time Member Service positions. We NEED individuals who are service oriented and ready to rise to the challenge of addressing the financial literacy, workforce development and adult literacy crisis in Northeast Ohio. Duties include: assess client's financial knowledge, instruct financial literacy curriculum, coach clients on limited financial matters, arrange guest speakers from financial industry and local businesses. A minimum two-year college from accredited college, Bachelor's Degree preferred proficient with Microsoft Office software, especially Word, Excel and PowerPoint

Interested applicants should submit their resume to Sandra Buckner, Program Manager at sbuckner@universitysettlement.net

MANUFACTURING/TRADES/GENERAL LABOR

BUSINESS SERVICE II MECHANIC – EAST CLEVELAND SCHOOL DISTRICT

Full-time. General Description / Specific Performance Indicators: 1. Responsible for the district-wide maintenance in technical or trades field. a. Maintain a safe working environment and observes good housekeeping in the assigned warehouse space. b. Develop and prepare an ongoing program for improving, maintaining, repairing and updating equipment. c. Recommend to the Facility and Operations Manager the needs in the area of supplies, materials, equipment, and repairs. Requirements: 1. Minimum of five (5) years of experience in automotive or heavy-duty mechanics, which may include fleet experience. 2. High school diploma or equivalent. 3. Valid State of Ohio License with CDL Endorsement and Restrictions S: School Bus 4. Physically able to perform tasks required for the job function (i.e., lifting heavy objects, doing repairs, etc.)

<https://www.ziprecruiter.com/c/East-Cleveland-City-Schools/Job/Business-Service-II-Mechanic/-in->



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[Cleveland,OH?jid=de5bfe7c1bcb1202&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.stepforwardtoday.org/jobs/cleveland-oh?jid=de5bfe7c1bcb1202&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

MARINE WELDER – TRADESMEN INTERNATIONAL – CLEVELAND

Full-time. This is a first shift opportunity and the pay rate is up to \$20/hour based on experience. Tradesmen International is immediately hiring experienced Marine Structural Welders for projects located in the Cleveland, OH area. Job Scope: New Construction Shipyard Work; Build New Tug Boats. Requirements: Pass Flux Core .052 3G & 4G Weld Test; Must Pass Drug Screen.

https://jobs.fox5sandiego.com/jobs/marine-welder-cleveland-ohio/651759130-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LABORER/FACTORY WORKER – AREATEMPS – CLEVELAND

Full-time. Cement/Masonry/Production Line Worker – 20 needed. A manufacturing and supply company is seeking individuals who will be working the cement production line outdoors, setting-up forms that are 300 feet long. There are openings Monday through Friday from 6 a.m. to 5:30 p.m.; however, you must be flexible on start times and end times, as you could work up to 12 hours a day. Job Duties: Set-up forms, pour, and finish concrete for curing overnight; Once concrete is cured, you will strip the forms from the concrete, utilizing various tools and equipment; Once this process is complete, you will start all over again; Stripping the cured concrete is done early in the morning; late morning or afternoon is when you set-up and pour the next form so it can set for the night. Qualifications: Must be mechanically inclined; Must be able to use a hammer and scrapper; Must be able to push, pull, and constantly clean-up to alleviate safety hazards; Must be safety conscious.

https://www.salary.com/job/areatemps-com/laborer-factory-worker/j202206031823378802863?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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GENERAL LABOR – NESCO RESOURCE – CLEVELAND

Full-time. Starting pay: \$13/hr. Hours 6am-2:30pm or 2:30pm-11pm M-F. Position Would Regard: Prepping returnable cardboard boxes for overseas; Oriented correctly per the work instructions; Label boxes accordingly with placards. Requirements: Self-sufficient with minimal supervision; Basic numerical skills; Quality Assurance position, background with inspection of automotive parts is a big plus.

https://www.linkedin.com/jobs/view/general-labor-two-shifts-available-at-nesco-resource-3147465750/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ASSEMBLY LINE WORKER – VOLT WORKFORCE SOLUTIONS – CLEVELAND

Full-time. Estimated Salary: \$20 to \$28 per hour based on qualifications. The Assembly Line Worker will be responsible for the following: Picking and packaging products off of the assembly line; Counting and packing products into appropriate boxes; Shrink wrapping products.

https://cleveland-oh.geebo.com/jobs-online/view/id/341035936-assembly-line-worker-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONSTRUCTION LABORER – ALLTRADES HOME REMODELING – CLEVELAND

Full-time, Part-time. Pay: \$10.00 - \$35.00 per hour. The hours range from 8am-7pm. AllTrades Home Remodeling is in need of laborers to assist in the remodeling and fixing of houses and units. Duties include; Cleaning up job sites, assisting carpenters and painters, handling materials (loading and unloading), using power tools, following instructions from supervisor, and setting up job sites. Driver's License (Preferred). Work Location: Multiple Locations.

https://www.salary.com/job/alltrades-home-remodeling/construction-laborer/j202206150226122072475?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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AUTOMOTIVE TECHNICIAN – MR. TIRE – LAKEWOOD

Full-time. Pay depends on experience could start at \$15/hour or \$20/hour with much experience. The technician is responsible for the efficient, diagnosis, repair and maintenance of Guest's vehicles. The Automotive Technician position is a great way to start your career at Monro. Responsibilities: Perform brakes, suspension, tire installation, scheduled maintenance, and all manner of automotive repairs and maintenance, that you are qualified to perform; Secure our guests approval to perform the work as a result of the diagnosis; and always maintain a clean, neat work area. Qualifications: High school or GED equivalent; 2+ years of automotive technician experience; Valid Driver License; Own a basic set of automotive tools or participate in tool purchase program.

<https://www.smartrecruiters.com/MonroInc/743999828181244>

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 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



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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

GENERAL LABOR/STEEL INDUSTRY – AREA TEMPS – CLEVELAND

Full-time. \$14.00 per hour. 5 needed immediately! A large steel company is seeking individuals, who has experience in the Steel Industry, to load and unload, lift up to 50 pounds, sort products, and perform other duties as needed. Work hours are Monday through Friday from 6:30 a.m. to 2:30 p.m.; however, occasional Saturday hours may be needed. Qualified candidates must have prior experience within the Steel Industry, must have the ability to perform physical labor and lift up to 50 pounds, and must be safety-conscious. Only candidates that can pass a background check and drug screen will be considered. Any candidate that has blueprint reading experience is preferred. This company offers advancement within the company.

For an immediate interview, please call 440-788-4151 or submit your resume to mayfield@areatemps.com.

OPEN POSITIONS – LIGHT MANUFACTURING – CLEVELAND

Full-time. Pay up to \$23 depending on experience and position. There is a \$1.50 shift differential for 2nd shift. We are currently looking for experienced Machine Operators to join our team who can excel in our fast-paced, high performing team-oriented environment. This is an opportunity to join an innovative, rapidly growing company within the flexible packaging industry.



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POSITIONS AVAILABLE: Digital Press Operator, Pouch Assistant, Pouch Machine Operator, Quality Control Coordinator, Lamination Operator, Slitting Operator. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Ensure personal compliance with all company Quality System, Operational, and Human Resource policies, procedures, and practices, including Safety and completes required documentation accurately and timely; Maintains communication within production team members ensuring smooth shift transitions, etc.; Identifies and ensures that proper materials are used for production. EXPERIENCE AND EDUCATION: Experience working in a manufacturing environment is preferred; High School Diploma or equivalent; Must be flexible in work schedule; Willing to work overtime, based on business need.

https://lensa.com/light-manufacturing--machine-operators-jobs/cleveland/jd/fa954615acf9ad5b2ca63738c933c6bd?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

AUTOMOTIVE DETAILER/CAR WASHER – ENTERPRISE – CLEVELAND

Full-time, Part-time. \$15-\$18.50 / hour. Enterprise Holdings is seeking responsible, dedicated people to join our team as Automotive Detailers. We are hiring now for immediate openings. Responsibilities include: Clean and sanitize vehicle interior per Complete Clean Pledge standards; Vacuum and prepare vehicle interior per Complete Clean Pledge standards; Wash, clean and dry the vehicle's exterior - this might include cars of different sizes, as well as vans and trucks; Check fuel level and warning lights; inspect windshield for damage; factory reset/restore vehicle setting to clear prior customer data; check for customer items and place anything of value in Lost & Found; verify that registration is present, current and matches the license plate. Qualifications: Must be at least 18 years old; Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years; No drug or alcohol related conviction on driving record in the past 5 years.

https://www.snagajob.com/jobs/741527042?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ELECTRICIAN – FORD MOTOR COMPANY – CLEVELAND ENGINE PLANT

Full-time. The pay rate for this position is \$35.855 per hour. Qualifications: Candidates must have completed a bona fide apprenticeship, or have 8 years of previous experience, or have a combination of previous work experience and training equivalent to a bona fide apprenticeship program. Willingness and ability to work on an assigned schedule, change shifts periodically, work more than 8 hours per day and/or work overtime, while maintaining good attendance. Proficiency in reading hardware and ladder logic prints, troubleshooting electrical and robotic systems and equipment (e.g. Fanuc, ABB, Kawasaki) + Familiar with servos and drives, variable frequency drives and CNCs.

https://www.jobonom.com/jobs/skilled-trade---electrician---cleveland-engine-plant-64133?utm_campaign=google-jobs-apply&utm_source=google-jobs-apply&utm_medium=organic

GENERAL LABOR – PLASMAN – CLEVELAND

Full-time. Plasman, Cleveland Manufacturing - 3000 West 121st Street, Cleveland, Ohio 44111 is immediately seeking a new member to join our team as general labor. Responsibilities: Performing job duties in compliance with the detailed instructions as outlined in the job specific Advanced Product Quality Plan Manual (APQP) books line side, display boards and work instructions. Ensuring all work stations are clean and organized at all times (loading, unloading, sanding, buffing, labeling, etc.). Must be able to adapt to multiple shift rotations within the established team; must be committed to the team for its entire duration. Work in compliance with Quality and Business Operating Systems and all relevant health and safety and environmental legislation and guidelines. Requirements: Completion of Grade 12 or equivalent. Have the ability to communicate effectively both written and verbal. Have the ability to be trained for the above-mentioned responsibilities and authorities.

https://www.ziprecruiter.com/c/Plasman/Job/General-Labor/-in-Cleveland,OH?jid=379cf0b38028519f&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CONSTRUCTION WORKERS NEEDED



<https://app.blurecruit.us/dashboard>



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INDUSTRIAL PAINTERS – RAK INDUSTRIES – CLEVELAND

Full-time. Immediate need! Compensation is commensurate with your experience. RAK Industrial Services is known to offer extremely competitive salaries and bonuses. RAK Industrial Services is a third generation, family-owned business and a full-service industrial maintenance company specializing in industry leading carbon fiber repairs and industrial infrastructure support. Your day may include: Sand blasting anything from steel girders to industry tanks, working within an enclosed or tight environment applying chemicals to seal an industrial leak, utilizing state of the art techniques within the following industries: Steel, Power Generation, Water Treatment, Chemical Process in addition to many others. Qualifications: Experience in industrial equipment painting and process piping. Experience with blasting and all types of blasting media; sand, black beauty, glass bead, etc. Ability to gauge millage application and document with the use of a millage tester.

To Apply: Submit your resume to Joe Cianciolo at Joe@RAKCorp.com in Microsoft Word format. All resumes received are held in confidence. This is an immediate need, and all qualified candidates will be responded to promptly. Questions can also be directed to Joe@RAKCorp.com

WAREHOUSE ORDER SELECTOR – PIERRE'S ICE CREAM – CLEVELAND

Full-time. Pierre's Ice Cream Company has immediate openings for experienced order selectors to work in the freezer warehouse on second shift. Candidates must have the ability to efficiently and accurately pull product to fulfill customer orders using Voxware voice pick software; operate an electric pallet jack; and move and lift up to 50 pounds repetitively. Qualifications: High school diploma or GED required. Good math aptitude. Basic computer skills. Ability to withstand cold temperatures (-20 degrees F).

<https://pierres.com/contact/careers/>

PRODUCTION TEAM MEMBER – CHARTER MANUFACTURING – CLEVELAND

Full-time. This exciting opportunity offers starting pay of \$22.75 per hour on night shift. With the opportunity to earn \$25.00+ per hour within 3 years of employment and over \$28.50+ per



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hour within 5 years of employment. Overtime opportunities are available. PRODUCTION TEAM MEMBER POSITIONS AVAILABLE: Billet Conditioner (Melt Shop), Finishing Operator (Rolling Mill), Furnace Helper (Melt Shop). MINIMUM QUALIFICATIONS: NEW - High School Diploma or GED equivalent NO longer required to start with us. We will pay for you to get your GED through an accredited program!

https://www.monster.com/job-openings/production-team-member-cleveland-oh--49a22bf2-e48a-4d08-8944-499842052048?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LANDSCAPER - 4 SEASONS LAWNCARE - BEREA

The Landscaper Team member is responsible for assisting 4 Season's Lawncare in providing excellent customer service to our clients and working unified under the supervision of the Team Leader. Will exhibit pride and quality workmanship. Job Duties and Responsibilities include: mowing, edging, weed whacking & blowing of clippings, weeding and mulching landscape beds, trimming small trees, hedges, and shrubs, removing unwanted, dead, or damaged trees, planting shrubs, flowers, and trees, operating all mower types and two-cycle equipment including stick edgers, hedge trimmers, and various other maintenance equipment, utilize instructions and guidance from Operations Director and office to ensure that all jobs are being completed to the expectations of the clients' Requirements: Must have a valid driver's license and current auto insurance coverage If no driver license a State ID is required.

To Apply: Call 440-488-1209 to schedule an appointment to fill out the application and have your same-day interview. Our shop is located at 720 W. Bagley Rd., Berea, Oh 44017. You can also contact us through our Facebook page 4 Seasons Lawncare.



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PACKAGING ENGINEER – LINCOLN ELECTRIC – CLEVELAND

Full-time. This position is responsible for supporting and driving packaging development in the Consumable Division. Duties and Responsibilities: Champions packaging innovation – actively identifies and develops concepts to show new packaging formats, materials, and technologies. Identifies and implements changes to packaging designs to optimize quality performance and cost. - Works closely with packaging suppliers, challenging them for creative, cost-effective alternatives as well as secondary trouble shooting and technical expertise & assistance for logistics teams. - Establishes supplier quality standards and support supplier audits. Basic Requirements: BS Degree in Packaging Engineering or equivalent discipline. - Minimum nine years industry experience. - Strong understanding of ISTA/ANSI/ISO test methods and their effects on packaging design is preferred. Understanding of manufacturing processes of various industries including corrugate, injection molding, films, etc.

https://jobs.lincolnelectric.com/job/Cleveland-Packaging-Engineer-OH-44117/673131401/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MULTIPLE POSITIONS (TEMPORARY TO PERMANENT) - LIBERTY LABOR

Warehouse Associate. \$16 - \$18 per hour based on experience. Forklift experience required. Employer located in Solon.

Coater Operator. \$18 - \$ 25 per hour based on experience. Employer located in Bedford.

Finishing Operator. \$18 - \$25 per hour based on experience. Employer located in Bedford.

CNC Programmer. \$25 - \$30 per hour based on experience. Employer located in Valley View.

Quality Control Manager. \$50,000 - \$55,000 per year. Employer located in Walton Hills.

Please send resume to: ddupree@libertylabor.net



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MULTIPLE OPENINGS - CLIFTON STEEL - MAPLE HEIGHTS

Position	Shift	Compensation
CNC Lathe Operator https://easyapply.co/a/366ee88b-7ffb-42e5-8290-9cc36b044981	3pm-11pm	\$19.90/hour
Grinder https://easyapply.co/a/ca972806-ef1e-4101-b92c-bbd79d372c74	7am-3pm	\$15.00/hour
Burner https://easyapply.co/a/f6a9275c-67da-4d17-ae2f-70b08da77aba	7am-3pm & 3pm-11pm	\$16.50/hour
Stock Handler https://easyapply.co/a/69a6facc-2d57-4021-996d-b20d4479357c	7am-3pm & 3pm-11pm	\$15.00/hour
Press Brake Operator https://easyapply.co/a/6ed6b157-82cb-4e62-ad4a-58fa94e0ced5	7am-3pm	\$16.30/hour
Welder https://easyapply.co/a/8de0fee7-78b0-4834-ac54-a94a4d88d278	7am-3pm	\$16.69/hour
Quality Assurance Technician (Non-Union Role) https://easyapply.co/a/31f260fd-b799-4801-bc1c-b75b2b6a952e	8am-5pm	\$15.00-\$19.23/hour
Inside Sales Representative (Non-Union Role) https://easyapply.co/a/27f0564b-f844-443b-	8am-5pm	Negotiable



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a524-84b0bb7430a5		
Engineering Technician/CAD Drafter https://easyapply.co/a/7a983934-fb02-4315-9041-628a18e9bc02	8am-5pm	Negotiable

SEAMSTRESS & CUTTERS - CLEVELAND CUT & SEW MANUFACTURING COMPANY - CLEVELAND

We are looking for part-time professional seamstress & Cutters. Must have knowledge of sewing machine. Pattern making. Cutting skills. People person. Part time position 4-5 hours.

More information please call Diane Linston 216-410-8555

HIRING MULTIPLE POSITIONS - SWAGELOK - SOLON

Swagelok interview day! We're a leading manufacturer of tube fittings and valves. Because we're growing so fast, we have immediate needs. Assemblers, operators, technicians, warehousing associates, and welders all contribute to delivering high-quality, reliable products to customers around the world. \$1,000 sign-on bonus for experienced machinists. No experience necessary for assemblers.

<https://jobs.swagelok.com/go/View-All-Job-Listings/4532900/>



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TRANSPORTATION/WAREHOUSE/DISTRIBUTION

1ST SHIFT WAREHOUSE STOCKER – ALDI – CLEVELAND

Full-time. Starting Wage: \$19.50 per hour. Average Hours: 30-35 hours per week. Weekend Premium: Weekend premium pay of the hourly rate plus \$1.00 will be paid for hours worked on Sunday. Duties and Responsibilities: Selects and receives incoming stock efficiently to effectively fulfill orders received from stores; Relocates merchandise throughout the warehouse according to product handling guidelines; Sorts and organizes merchandise strategically in preparation for shipment and unloads incoming shipment from trucks/ back-hauls; Performs general cleaning duties to achieve warehouse appearance standards and safety requirements; Participates in-taking warehouse inventory counts according to guidelines. Education and Experience: High School Diploma or equivalent preferred.

https://jobs.wavy.com/jobs/1st-shift-warehouse-stocker-cleveland-ohio/653739171-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PURCHASING, SUPPLY, AND LOGISTICS – US NAVY – CLEVELAND

Full-time. The service members of the Purchasing, Supply & Logistics community make sure America's Navy has what it needs, when it needs it. In this role, you will perform executive-level duties in inventory control, financial management, physical distribution systems, petroleum management, personnel transportation, and other related areas. You might: Analyze the demand for supplies and forecast future needs; Manage the inspection, shipping, handling, and packaging of supplies and equipment; Direct personnel who receive inventory and issue supplies and equipment; Evaluate bids and proposals submitted by potential suppliers. Qualifications: This Officer position requires at least a four-year degree; Degrees in business, science, technology, engineering and mathematics are preferred but not required; A graduate degree is preferred but not required; Officer positions in the Supply Corps are available to college graduates, and Logistics Specialist (LS) positions are available to those without a degree.

https://jobs.wavy.com/jobs/purchasing-supply-and-logistics-cleveland-ohio/651202611-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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DISTRIBUTION/LOGISTICS TOW MOTOR OPERATOR – LINCOLN ELECTRIC – EUCLID

Full-time. Responsible for duties specific to Material handling and distribution of material.

Responsibilities: Maintains stock of material in a safe, orderly, and accessible manner; Utilizes handheld RF Scan guns or Computer to perform required transactions in SAP; Follows proper stock replenishment methods; Maintains proper stock rotation and housekeeping requirements.

REQUIREMENTS: High School Diploma or equivalent preferred, but previous background in material handling or equivalent experience is acceptable; Excellent safety and attendance record; Ability to work and communicate well with others; A service-minded approach; Ability to utilize computer related SAP systems and Outlook if required.

https://www.adzuna.com/details/3255143839?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SUPERMARKET RECEIVER – DAVE’S MARKETS – CLEVELAND

Part-time. This opening is for the Harvard & Lee Plaza location of Dave's Markets, located at 16820 Harvard Avenue, Cleveland 44128. Shifts usually start at 6am. Work on Monday, Tuesday, Thursday, Friday, and Saturday. SUMMARY; Responsible for facilitating, recording and verifying deliveries and returns of products to the store. Responsibilities: Receive, check and verify all merchandise delivered to the store; Accurately account for and verify all invoices to include: items received are of good quality, quantity, item description, size, price and pack are correct; Follow strict adherence to all Dave's Receiving policies and procedures; Properly communicate scanned vendor information into corporate for easy payment of invoices (including exceptions). Requirements: High School Diploma (or GED/ High school equivalence Certificate) or equivalent experience required; 1-year minimum work experience required; Work experience in a grocery or retail environment preferred; Ability to successfully navigate and operate a computer.

https://www.indeed.com/jobs?q=High%20Hot&l=Cleveland%2C%20OH&from=mobRdr&utm_source=%2Fm%2F&utm_medium=redir&utm_campaign=dt&vjk=5d562b7538947ae1&advn=2630589881063444



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TRANSPORTATION DRIVER – METROHEALTH SYSTEM – CLEVELAND

Full-time. Entry level. Transports patients to and from The MetroHealth System's facilities, and for making outside pickup and deliveries to/from the system facilities. Responsibilities: Makes outside deliveries from various MetroHealth System facilities and other designated sites by: Making deliveries to clinics, including all MetroHealth System facilities and other designated sites as assigned; Picking up mail at local post office(s) and distributing all returning items to appropriate areas; Performs a variety of duties related to transporting patients to and from the MetroHealth System facilities by: Driving the passenger van, including transporting patients. Requirements: High School Diploma or passage of a high school equivalency exam; 2 years of professional driving experience, which is defined as driving for a company as an occupation; Must have a current and valid Ohio Driver's License.

https://www.linkedin.com/jobs/view/transportation-driver-transportation-services-80-hrs-days-at-the-metrohealth-system-cleveland-oh-3072911924/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL COURIER DRIVER – ASSOCIATED COURIERS – CLEVELAND

Full-time. Associated Couriers is offering a \$500 Hiring Incentive after 45 days! Associated Couriers is looking for a dependable and professional Medical Courier Driver to deliver radiopharmaceuticals and medical supplies to hospitals/health systems within Cleveland, OH, and surrounding areas. Routes are available Monday - Saturday with pickups between 3am to 12pm. Please be advised that majority of our clients REQUIRE you are fully vaccinated against COVID-19. This may affect route assignments.

Requirements/Qualifications: Valid and current driver's license. Drivers must be able to consistently lift 100lbs. Interest in contracting work at least 5 days per week Some weekend availability; 1099 Independent Contractor delivery experience preferred but not required.



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https://www.salary.com/job/associated-couriers-llc/medical-courier-driver/j202205230024531024762?location=Cleveland,+OH&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE WORKERS – TOWNTASKS – CLEVELAND

Full-time. Salary: \$20.00 - \$22.00 / Hourly. 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 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.

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

PRODUCTION/PACKAGING SUPERVISOR – ORLANDO BAKING CO. - CLEVELAND

Full-time. \$65,000 per year. Hands on supervision of the packaging and / or production activities including the operation of standard or specialized designed equipment to package bread and rolls products. This is a first line packaging supervisory position and generally supervises a crew of 15 to 20 workers on a shift. Responsibilities include training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Qualifications: High school diploma or GED required; College degree preferred; Minimum 2 years related work experience; Basic computer skills and working knowledge of MS Office Suite – Excel, Word, Outlook; Basic math skills; Ability to carry out instructions furnished in written, oral, or diagram form.

https://www.indeed.com/jobs?q=High%20Hot&l=Cleveland,%20OH&from=mobRdr&utm_source=%2Fm%2F&utm_medium=redir&utm_campaign=dt&vjk=93cd439fa65c75ca&advn=1684460376329821



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TRANSPORTATION DRIVER – METROHEALTH – CLEVELAND

Full-time. Transports patients to and from The MetroHealth System’s facilities, and for making outside pickup and deliveries to/from the system facilities. Upholds the mission, vision, values, and customer service standards of The MetroHealth System. Qualifications: High School Diploma or passage of a high school equivalency exam; 2 years of professional driving experience, which is defined as driving for a company as an occupation; Must have a current and valid Ohio Driver's License.

https://www.glassdoor.com/job-listing/transportation-driver-logistics-day-metrohealth-system-JV_IC1145778_KO0,35_KE36,54.htm?jl=1007370046759&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BUS OPERATOR – GCRTA – CLEVELAND

The Greater Cleveland Regional Transit Authority (GCRTA) is currently seeking candidates for Part-Time and Full-Time Bus Operators. Training Wage: \$16.00. Wage Rate after training: \$18.00+ hourly, plus wage rate increases up to \$30.00+ after five years of full-time equivalent services. DUTIES: Functions as a Customer Service Ambassador for RTA by providing safe, efficient, and quality transportation service to customers. Transports customers by operating any type of revenue vehicle during regularly scheduled routes and special service routes while observing route time schedules, safety rules and regulations, and State and municipal traffic laws. Provides exceptional customer service by responding to customer inquiries and assisting customers with various routing information. MINIMUM REQUIREMENTS: Applicants must have a high school diploma or G.E.D. equivalent. Applicants must be at least 19 years of age, have a minimum of three (3) years driving experience and at least two (2) years of customer service experience.

https://www.glassdoor.com/job-listing/bus-operator-greater-cleveland-regional-transit-authority-JV_IC1145778_KO0,12_KE13,57.htm?jl=1007336103851&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ASSEMBLY LINE WORKER – VOLT WORKFORCE SOLUTIONS – CLEVELAND

Full-time. \$20.00 –\$28.00 an hour. Responsibilities: The Assembly Line Worker will be responsible for the following: Picking and packaging product off of the assembly line. Counting and packing products in to appropriate boxes. Shrink wrapping products.

https://cleveland-oh.geebo.com/jobs-online/view/id/341035936-assembly-line-worker-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DELIVERY DRIVER – CLEVELAND CLINIC – CLEVELAND

Full-time. \$20.00 - \$28.00 per hour. Essential responsibilities of the Delivery Driver include: Performing scheduled deliveries and pickups. Maintaining company delivery vehicles. Documenting all items that are picked up and delivered.

https://cleveland-oh.geebo.com/jobs-online/view/id/346277455-delivery-driver-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE AND IN-STORE SHOPPERS – AMAZON – CLEVELAND

Full and Part-time positions available. Compensation: \$15 to \$20 Hourly. Amazon has Immediate openings available now. Amazon is hiring for the following types of roles in your area: Delivery Stations – Amazon’s delivery stations are the final stop before an order head out for delivery to the customer’s door. In this active job you sort packages into delivery routes. DELIVERY STATIONS (Heavy Bulky) – This is the final stop for larger items, like large screen TVs, furniture, and refrigerators, before they head out for delivery to the customers’ doors. PRIME NOW WAREHOUSES – Prime Now is Amazon’s super-fast (2 hours or less) delivery service. AMAZON FRESH WAREHOUSES (2 Hour or Less Delivery) - Amazon Fresh is our grocery delivery service. Become a part of Amazon’s super-fast (2 hours or less) delivery service. We offer fresh, frozen, and packaged groceries, so you’ll work in varying climates from room temperature to freezer environments. PRIME PANTRY WAREHOUSES - Prime Pantry brings items like cereal, snacks, baby products, and household supplies right to customers’ doors.



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REQUIREMENTS: High school, GED, or equivalent diploma. Candidates must be 18 years or older. Must be able to read and speak English for safety purposes.

https://www.careerseekeronline.com/jobs/55170428-amazon-warehouse-and-in-store-shoppers-at-amazon?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE TEAM MEMBER - AMAZON - SOLON

New hires who show proof of their Covid-19 vaccination earn a \$100 bonus their first day. Hourly pay rate: Up to \$17.50. In this active job you sort packages into delivery routes. To ensure we meet customer-promised delivery times, shift times will vary. Must be able to understand and adhere to all safety requirements. High school, GED, or equivalent diploma.

https://amazon.force.com/BBJobDetails?reqid=a0R4U00000GJJFBUA5&setlang=en_US&cmpid=POAPCH1996H1&ccuid=32953139451&ccid=1621856827728fcwvli31f

WAREHOUSE SELECTOR – HEINEN'S – CLEVELAND

Full-time. We are looking for a Grocery Warehouse Selector. The shift for this position is 4:00am-12:00pm. Responsibilities: Accurately select product by matching slot numbers and product descriptions using a voice-activated warehouse management system. Reading and identifying merchandise and stock location tickets. Ability to work within various warehouse environments of fluctuating temperatures which could include dry, cooler, and freezer areas. Meet and maintain established productivity standards. Operate an electric pallet jack or forklift to transport product. Qualifications: High school diploma or equivalent preferred. Able to meet or exceed minimum efficiency levels established through production standard. Must be production driven with the ability to work at a constant pace, in a fast-paced environment. Lift and carry cases of up to 50 pounds from pick slots.

https://lensa.com/warehouse-selector-grocery-jobs/cleveland/jd/f43ae2ce58ccb8be237fc799bc3b08f2?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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DISTRIBUTION CENTER WAREHOUSE ASSOCIATE – WORK4 WAREHOUSE – CLEVELAND

Full-time. \$2,427–\$3,813 a month. The Warehouse Technician position is responsible for accurately receiving shipments, picking orders, shipping orders and other related products to our customers, and other duties as assigned. Basic Qualifications: Must be able to read, write, comprehend and communicate in English. Must have the legal right to work in the country of employment without needing sponsorship now or in the future for employment work visa status. Must have access to reliable transportation.

https://jobs.work4.io/job-offer/distribution-center-warehouse-associate-162196792?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

TRANSPORTATION SECURITY OFFICER (TSO) - TRANSPORTATION SECURITY ADMINISTRATION (TSA) - CLEVELAND

Full-time. \$35,893.00 to \$51,275.00 per year. Transportation Security Officers are responsible for providing security and protection of travelers across all transportation sectors in a courteous and professional manner. Their duties may also extend to securing high-profile events, important figures and/or anything that includes or impacts our transportation systems. 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. Subject to post-employment random drug and/or alcohol testing. Must be registered for Selective Service (males born after 12/31/59). Must be available to work various shifts and overtime, as needed. Mandatory travel for training and occasional travel may be required.

https://jobs.tsa.gov/job/detail/611624700?utm_campaign=tso