



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://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

#### 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.

Published 6/6/22

<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.

Published 6/6/22



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://www.snagajob.com/jobs/681081588?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.snagajob.com/jobs/681081588?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### OPEN POSITIONS – JACK ENTERTAINMENT

#### Jack Casino

**Environmental Services Attendant:** Full Time – Pay: \$13.50 with a \$600.00 Hiring Incentive. Looking to fill evening and overnight shifts. The EVS Attendant is responsible for assisting in providing a superior gaming experience, unattainable by our competitor, where guests can indulge themselves without apology, to provide a clean, safe gaming environment for our external and internal customers in accordance with company standards.

**Kitchen Cleaner:** Part Time/Full Time – Pay: \$13.50 with a \$600.00 Hiring Incentive. Looking to fill evening and overnight shifts. The Steward is responsible for providing superior gaming experience by loading and unloading dishwashers, cleaning the kitchen and food preparation areas, and following health and safety regulations.

**Culinary Cooks:** Full Time – Pay: \$15.50 with a \$2,000.00 Hiring Incentive. Looking to fill evening and overnight shifts. We have two food venues located in the JACK Cleveland Casino, our Seven Chef's Buffet and our Food Court. The Cooks are responsible for cook assigned dishes, preparing guest food orders, and assisting with food preparation when needed. This includes completion of assigned dishes in a quick, timely, and accurate manner. **HS**

**Diploma/GED required.**

Published 5/30/22

<https://recruiting.ultipro.com/GRE1028GTC/JobBoard/0cd3dfa3-f51e-49fc-a786-ad89fc7c8ed1/?q=&o=postedDateDesc&f4=S3jC0mUBM1qzpeIyU7R6sQ>

#### Jack Thistledown Racino

**Environmental Services Attendant:** Full Time – Pay: \$13.50 with a \$600.00 Hiring Incentive. Looking to fill evening and overnight shifts. The EVS Attendant is responsible for assisting in providing a superior gaming experience, unattainable by our competitor, where guests can



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

indulge themselves without apology, to provide a clean, safe gaming environment for our external and internal customers in accordance with company standards.

**Dishwasher:** Full Time – Pay: \$13.50 with a \$1,000.00 Hiring Incentive. Looking to fill evening and overnight shifts. The Steward is responsible for providing superior gaming experience by loading and unloading dishwashers, cleaning the kitchen and food preparation areas, and following health and safety regulations.

Published 5/30/22

<https://recruiting.ultipro.com/GRE1028GTC/JobBoard/0cd3dfa3-f51e-49fc-a786-ad89fc7c8ed1/?q=&o=postedDateDesc&f4=upjCmWIpFVi3uLjgJL6m2Q>

## WAREHOUSE ASSOCIATE – GIANT EAGLE – CLEVELAND

Full-time. \$16.50 per hour. Warehouse Selectors are responsible for the safe, accurate and efficient selection of damage-free products. You will help fill our stores' orders, meet delivery schedules, and promote customer satisfaction. Responsibilities: Must have the ability to count; Accurately select product by matching slot numbers and product descriptions using a voice-activated warehouse management system; Lift and carry cases of up to 100 lbs. from pick slots and place them onto pallets; cases must be lifted from floor level, shoulder level and overhead; Meet and maintain established productivity standards; Construct sturdy, balanced pallet loads from various sizes and weights of cases for damage-free shipping. Requirements: Experience Required: 0 to 6 months; Experience Desired: Electric pallet jack experience a plus; Education Required: No High School diploma required; Lifting Requirement: Up to 100 pounds; Age Requirement: At least 18 years of age.

Published 5/30/22

[https://www.myvalleyjobstoday.com/jobs/warehouse-associate-cleveland-ohio/580342640-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.myvalleyjobstoday.com/jobs/warehouse-associate-cleveland-ohio/580342640-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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.

Published 5/23/22

[https://www.snagajob.com/jobs/741527042?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.snagajob.com/jobs/741527042?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### DISHWASHER – WINKING LIZARD – CLEVELAND

Full-time, Part-time. Starting at \$12.00 hourly. Location: 1301 E 9th St. Cleveland, OH 44114. Primary Responsibilities: Responsible for operating the dish machine, maintaining the dish area, and putting all supplies in their designated areas. Assists in maintaining the dining room area by bussing and setting tables, emptying trash cans, and returning dishes, glasses, and silverware to the dish area.

Published 5/23/22

[https://www.snagajob.com/jobs/657722081?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.snagajob.com/jobs/657722081?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### TARGET JOBS: URGENTLY HIRING! CLEVELAND HEIGHTS, E. CLEVELAND, BEACHWOOD

Full-time and Part-time positions available. \$17 - \$57 per hour. Remote options available. No prior experience needed.

Published 5/23/22

[https://us.jobrapido.com/jobpreview/2530369015?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://us.jobrapido.com/jobpreview/2530369015?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER WORK REMOTELY – CLEVELAND SIGHT CENTER

Full-time. \$10.50–\$13.50 an hour. Cleveland Sight Center’s Customer Service Representatives assist callers on-behalf of some of Ohio’s most well-known government agencies.

Responsibilities: Provide excellent customer service to customers and partners. Handle calls and/or e-mails. Work as a team member and collaborate with government agency staff and partners. Assist department in meeting customer service goals and service level agreements.

Education: Minimum Highschool Diploma or GED, Bachelor Degree preferred. Experience: Two years of customer service experience preferred. Proficiency in basic computer skills.

Published 5/16/22

[https://www.ziprecruiter.com/c/Cleveland-Sight-Center/Job/Customer-Service-Representative,-Call-Center-Work-Remotely/-in-Cleveland,OH?jid=9725cd342d25b913&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Cleveland-Sight-Center/Job/Customer-Service-Representative,-Call-Center-Work-Remotely/-in-Cleveland,OH?jid=9725cd342d25b913&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### CANDY PACKER – GREAT WORK EMPLOYMENT SERVICES - CLEVELAND

Full-time. Pay: \$12.00 - \$16.00 per hour. Great Work Employment is hiring for multiple Food Manufacturing facilities on the West Side of Cleveland. Our process is EASY and we are hiring on the SPOT!! We are hiring entry level and skilled associates. Hiring: Mixers, Food/Candy



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

Packers, Production Associates, Material Handlers and MUCH MORE! Experience: Warehouse Pickers & Packers: 1 year (Preferred).

**Published 5/16/22**

[https://www.salary.com/job/great-work-employment-services/candy-packer/c88d162b-68bd-431f-a83f-3fd2822fc924?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/great-work-employment-services/candy-packer/c88d162b-68bd-431f-a83f-3fd2822fc924?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.

**Published 5/16/22**

[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](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)

**CASHIER – CHICK-FIL-A – CLEVELAND HOPKINS INTERNATIONAL AIRPORT**

Part-time. \$15.00 HOUR STARTING/FULL BENEFITS. Full-time positions are available. A CFA cashier at Cleveland Hopkins Airport (located inside the airport) is responsible for processing cash, debit, credit and check transactions using a cash register or other point-of-sale system in a retail environment. Their duties include balancing the cash register, making change, recording purchases, processing returns and ringing items up for sale.

**Published 5/16/22**

[https://www.snagajob.com/jobs/663836612?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.snagajob.com/jobs/663836612?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

**CUSTOMER SERVICE**

**PART-TIME CALL CENTER REPRESENTATIVE – ARCO COMFORT AIR – CLEVELAND**

Part-time. Hours: Monday through Friday 2:00 PM to 6:00 PM and Saturday or Sunday from 10:00 AM to 2:00 PM. We are a team of home service experts who go the extra mile to ensure peak performance for your home's plumbing, heating and air conditioning and electrical systems. You will promote customer satisfaction by converting incoming customer calls into booked service appointments. Qualifications: Complete computer skills with the ability to type 50 words per minute or more with very little error, if any at all; A minimum of a two-year college degree or equivalent training in the field; Must have a valid driver's license.

[https://jobsearcher.com/j/parttime-call-center-representative-at-arco-comfort-air-in-cleveland-oh-aPQp4Ro?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobsearcher.com/j/parttime-call-center-representative-at-arco-comfort-air-in-cleveland-oh-aPQp4Ro?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

**CUSTOMER SERVICE REPRESENTATIVE – YOUNG AMERICA INSURANCE - CLEVELAND**

Full-time. \$1,000.00 Sign on Bonus (certain conditions apply). Customer Service Representative is responsible -for selling new auto insurance policies, renewing policies, servicing existing policies, and marketing for possible new business. Responsibilities: In office/phone sales, no experience is necessary we will train you; Paid training for your State Insurance license; Provide professional, courteous service to internal and external customers; Accept payments and process transactions. Requirements: Computer literate desired, from basic to intermediate skills; Must pass state licensing requirement; High school diploma and or equivalent; Reliable transportation; Over the age of 18+.

[https://www.adzuna.com/details/3191555104?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.adzuna.com/details/3191555104?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### CALL CENTER REPRESENTATIVE – MINUTE MEN STAFFING – CLEVELAND

Full-time. We offer competitive base pay, performance incentives, and commissions for a typical first year compensation of \$40,000-\$50,000. We're hiring Sales Call Center Representatives for our corporate call center in Cleveland. Sales Call Center Representatives will focus on B2B staffing sales, recruiting calls, and new market prospecting. Previous business-to-business customer service, account management, collections, or telemarketing sales experience is required. Applicants must be comfortable on the phone, possess good work ethic, and be looking for a long-term career.

[https://directlyapply.com/jobs/minute-men-staffing-services/627c2af129d474b6baa842e3?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://directlyapply.com/jobs/minute-men-staffing-services/627c2af129d474b6baa842e3?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](https://lensa.com/customer-service-representative-jobs/cleveland/jd/ab2497f5f65c13adfaea00eb70452ac8?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### CUSTOMER SERVICE/SUPPORT SPECIALIST – ELECTRIC MERCHANT SYSTEMS – CLEVELAND

Full-time. Required Duties and Responsibilities: Respond to incoming phone calls, emails and chat from EMS merchants; Provide your customer with an exceptional experience and drive client satisfaction; Use compassion in helping upset customers and helping them through the issues they are experiencing while maintaining composure in stressful situations. Qualifications: Passion for high levels of Customer Service; Desire to be a punctual team player; Attention to Detail; Basic aptitude for troubleshooting hardware, software and communication issues.

[https://us.trabajo.org/job-1373-20220519-d640e207e81b83f4bd9230b63a6115b5?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://us.trabajo.org/job-1373-20220519-d640e207e81b83f4bd9230b63a6115b5?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 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](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)



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### **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](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. 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](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)

### **CALL CENTER REPRESENTATIVE – PLANNED PARENTHOOD – CLEVELAND**

Full-time. \$20 - \$28 per hour. Planned Parenthood is currently seeking Call Center Representatives! Responsibilities: Call Center Representatives answer phones, schedule and



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

confirm appointments, and provide engaging customer service. Call Center Representative candidates must have good people and phone skills.

[https://cleveland-oh.geebo.com/jobs-online/view/id/341036585-call-center-representative-/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://cleveland-oh.geebo.com/jobs-online/view/id/341036585-call-center-representative-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **REMOTE CUSTOMER SERVICE REPRESENTATIVE – HARTE HANKS**

Full-time. We offer competitive pay of \$13/hr. with opportunities for advancement. These positions are 100% remote but it is a call center so you will be required to be online during your scheduled shift. Candidates are required to use their personal Windows 10 systems and must have a webcam and wired USB headset. Primary Duties: Acquire customer and issue-related information and input information into call-tracking database. After identifying issue(s), go through all appropriate troubleshooting steps to resolve issue. Work as a consultative partner to your customer, building rapport and providing direction. Required Experience and Skills: Familiar with everyday computer tasks, internet navigation and basic research. Fundamental writing skills including basic spelling and grammar usage. Basic knowledge of computer hardware and software.

[https://www.linkedin.com/jobs/view/remote-customer-service-representative-at-harte-hanks-3007065640/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/remote-customer-service-representative-at-harte-hanks-3007065640/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CUSTOMER SERVICE REPRESENTATIVE – FAMILY DOLLAR – CLEVELAND**

Full-time. As a Family Dollar Customer Service Representative, you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise. Responsibilities: Provides customer engagement in a positive and approachable manner. Assists in maintaining a clean, well-stocked store for customers during their shopping experience. Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

floor. Independently stocks shelves and recovers merchandise in the store. Prefer completion of high school or equivalent.

[https://diversity.usnlx.com/cleveland-oh/customer-service-representative/92B90E2CFBC24E699AB954F0224E8320/job/?vs=28&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://diversity.usnlx.com/cleveland-oh/customer-service-representative/92B90E2CFBC24E699AB954F0224E8320/job/?vs=28&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

**CUSTOMER SERVICE – LEOMHANN ENTERPRISES INC. - CLEVELAND**

Full-time. Leomhann Enterprises is looking for a candidate to join our innovative team and help us take the company to the next level. This is an entry-level position training into leadership.

Responsibilities: Answer customers' questions, Product knowledge, Coordinate charity events.

Qualifications: High school diploma or equivalent. 1-2 customer service or related field.

Communication skills. Organization skills. You must be legally authorized to work in the United States. Additional Information: Coordinate charity events. Travel. One on one coaching and training from office executives. Competitive pay and bonuses.

[https://jobs.smartrecruiters.com/LeomhannEnterprisesInc1/743999794788611-full-time-customer-service?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.smartrecruiters.com/LeomhannEnterprisesInc1/743999794788611-full-time-customer-service?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### INTAKE SPECIALIST HEAP UTILITIES – FAIRFAX RENAISSANCE DEVELOPMENT CORP. - CLEVELAND

Full-time. The Intake Specialist HEAP Utilities is primarily responsible for processing utilities assistance applications (HEAP, PIPP, LIWAP, PRC, and Fuel Fund) thru an electronic database. Intake Specialists also investigate utility bills, account status, work and income history, citizenship, and, in some cases, seek additional resources. The Intake Specialist will be required to process people via an electronic statewide computer application and must ensure that applications are complete and all required documents are provided to ensure payment of financial assistance in a timely manner. **DUTIES & RESPONSIBILITIES:** Conduct utility assistance intake for clients which entails; determining eligibility for multiple utility programs; following program guidelines; collecting and entering data, computing financial budgets; and verifying eligibility documentation(s). Resolve customer concerns regarding the HEAP process. Prepare and accurately maintain program files and all correspondence, summaries, and reports. **Skills/Qualifications:** Minimum 2 years of face-to-face customer service experience Excellent communication skills and the ability to work in a fast-paced hectic environment. Outstanding customer service skills required include telephone skills, public speaking skills and the ability to work with disgruntled customers

Send resumes to: [GPowell@fairfaxdev.org](mailto:GPowell@fairfaxdev.org)

### REMOTE CUSTOMER SERVICE REPRESENTATIVE -- KEPRO

At Kepro, you can do meaningful work that makes a real difference for the lives of individuals across the country. We are an organization that cares deeply about our employees and we provide the training and support to do the best work of your career. **What you'll do:** Responsible for typing/merging, proofing for clarity, printing, and mailing correspondence; Communicate verbally and in writing with external customers to furnish and request review information; Foster effective working relationships between Kepro's internal and external customers; Assist with and participate in Review Team in identifying areas for potential improvement, as noted on case reviews and process; Answers the Beneficiary Helpline through the utilization of the hunt group and available light functions; Determines how to best assist caller either by a service offered by Kepro or by referring them to an external agency and properly enter referral into CMS system. **Qualifications:** High school diploma or equivalent; Post high school business courses helpful;



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

Medical terminology desired. Experience: Two to three years clerical experience including word processing, various filing systems, and telephone customer service responsibilities. Prior work in a healthcare setting or medical terminology recommended. Previous data entry or other clerical experience is a plus.

<https://apply.workable.com/kepro/j/9C110528C1/>

### OFFICE

#### MAILROOM CLERK – ECLARO – CLEVELAND

Full-time. Eclaro is looking for a Mailroom Clerk for our client in Cleveland, OH. Eclaro's client is one of the largest mutual life insurance companies and provides long-term care insurance, mutual funds and retirement-plan services across the US. Responsibilities: Distribution and collection of incoming mail; Determining, affixing, and recording postage on registered mail and packages.

[https://www.ziprecruiter.com/c/Eclaro/Job/Mailroom-Clerk/-in-Cleveland,OH?jid=43b70eaf5a667efd&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Eclaro/Job/Mailroom-Clerk/-in-Cleveland,OH?jid=43b70eaf5a667efd&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

# County Jobs Application Day

GET PERSONAL ASSISTANCE APPLYING TO COUNTY JOBS!

**JUNE 8<sup>TH</sup>** 2022 | **10:00am - 1:00pm**

**AT: FRIENDLY INN 2386 Unwin Rd. Cleveland, OH 44104**

**Come Apply to the many open positions with Cuyahoga County!**

- Account Clerk
- Emergency Call Taker
- Admin. Assistant
- Support Officer
- Secretary
- And Many More!

Councilman Starr Represents Ward 5

**Ohio**  
**MEANS**  
**Jobs.**

Cleveland-Cuyahoga County

A proud partner of the American Job Center network



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### **RECEPTIONIST/ADMINISTRATIVE ASSISTANT – CLEVELAND PROFESSIONAL FIRM**

Full-time. \$20 to \$28 per hour based on qualifications. Downtown Cleveland, Ohio, professional firm seeks cheery person for receptionist duties, word processing, document processing and filing. Good computer skills needed.

[https://cleveland-oh.geebo.com/jobs-online/view/id/1143606284-receptionist-administrative-assistant-/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://cleveland-oh.geebo.com/jobs-online/view/id/1143606284-receptionist-administrative-assistant-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **DEPARTMENT ASSISTANT 2 – CASE WESTERN RESERVE UNIVERSITY**

Full-time. Working under general direction, Department Assistant 2 will provide administrative support to the National Initiative on Mixed-Income Communities (NIMC) Center Director, the Department Administrator and the NIMC team and partners. **ESSENTIAL FUNCTIONS:** Manage the Center Director's schedule and calendar, support team scheduling and calendaring of staff and project meetings. Manage and protect confidential information (30%); Carry out administrative support tasks as assigned by center director, assistant director, or center administrator; Collect and organize information for grant applications, support the hiring process, collect, manage and maintain administrative information for center operations, and compile information for projects (20%). **QUALIFICATIONS:** Experience: 3 to 5 years of related experience required; Education/Licensing: High school education required.

[https://www.salary.com/job/case-western-reserve-university/department-assistant-2/j202205070224006337258?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/case-western-reserve-university/department-assistant-2/j202205070224006337258?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **BACK-OFFICE ASSISTANCE – DIAMONDS DIRECT – CLEVELAND**

Full-time. At Diamonds Direct, we are looking for a RHINO that will fit in to our work environment seamlessly. Responsibilities: Shipping and receiving inventory; Overseeing inventory control at a store level; Special orders; Vendor relationship management; Assisting store team with merchandise questions and customer orders. Requirements; Previous customer



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

service and/or vendor management experience; Experience in a luxury retail jewelry environment preferred; Good communication skills; Proficient computer skills.

[https://www.careerbuilder.com/job/J3S7WZ648BZCRW5TQJM?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.careerbuilder.com/job/J3S7WZ648BZCRW5TQJM?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **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](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.



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://millenniumsoft.applicantstack.com/x/detail/a2pjxso6pmqi?pge=17&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://millenniumsoft.applicantstack.com/x/detail/a2pjxso6pmqi?pge=17&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

**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](https://www.jobonom.com/jobs/receptionistgeneral-office-225507?utm_campaign=google-jobs-apply&utm-source=google-jobs-apply&utm-medium=organic)

**OFFICE COORDINATOR – NFP – CLEVELAND**

Full-time. This is a hybrid position with in-office flexibility 2-3 days a week. We're NFP, a five-time Best Places to Work award winner in Business Insurance for 2017-2021 and we're looking for an Office Coordinator to join our team who'll be responsible for primarily administrative support to the operations of the Independence Office, including both the Accounting Department, and Analytics Department. Essential Duties and Responsibilities: Point of contact to all team members for all administrative requests. Assist with accounting needs; accounts payable, gathering supporting documentation, management of accounting email box, and working with various vendors. Education and/or Experience: 2 years' experience in a supportive role. Proficiency with Microsoft Suite.

[https://careers.nfp.com/job/15576392/office-coordinator-cleveland-oh/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://careers.nfp.com/job/15576392/office-coordinator-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### **ENTRY MEDICAL CLAIMS ASSISTANT – ENTRY LEVEL HEALTHCARE JOBS – CLEVELAND**

Full-time. If you are looking for a medical office position in Cleveland, our client, a well-known healthcare company located in Cleveland, is now hiring Medical Billing Specialists! As a Medical Billing Specialist, you will be responsible for creating medical billing reports, directly contacting patients to discuss payment and develop payment plans, entering patient data into administrative systems, and recording information about outstanding claims. Responsibilities: Enter patient data into administrative systems. Translate healthcare services rendered into requests for payment from insurance companies using appropriate medical billing codes. Create medical billing reports to obtain payment from clients and/or insurance companies. Submit billing data to the appropriate insurance providers. Desired Skills: High school diploma required. Self-directed and able to work independently.

[https://entrylevelhealthcare.com/careers/entry-medical-claims-assistantcleveland/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://entrylevelhealthcare.com/careers/entry-medical-claims-assistantcleveland/?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](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)

### **ENTRY-LEVEL OFFICE SPECIALIST – ENTRY LEVEL BUSINESS JOBS – CLEVELAND**

Full-time. Our client, a major healthcare company with offices in Cleveland, is now hiring Business Admin Assistants! If you are interested in a business career with room for



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

advancement, a position as a Business Admin Assistant could be right for you. Responsibilities: Provide direct support to the Business Administrator. Manage day-to-day operations of the office. Manage client files. Maintain new business and pending reports. Educational Desired Skills: Written and oral communication skills. Problem-solving and conflict-resolution skills. Keyboarding skills. Working knowledge of Microsoft Office programs. Requirements: High school diploma or its equivalent.

[https://entrylevelbusiness.com/careers/business-office-admin-cleveland/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://entrylevelbusiness.com/careers/business-office-admin-cleveland/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### VIRTUAL RECEPTIONIST – SMITH.AI - CLEVELAND

Part-time to Full-time. \$11.00 - \$15.00 per hour. What you will do...Work 100% remote, working in the convenience of your home. Answering calls for a variety of different businesses and professionals. Taking messages, screening new clients, booking appointments, collecting payments, and transferring calls. Understanding the caller's needs and providing business information. You should apply if you...Have strong typing and multitasking skills. Have access to high-speed internet. Have the ability to work flexible hours in a quiet setting remotely.

<https://smithai.applytojob.com/apply/185650087f5c074b7f06024c020278054a53071e212c6021497e11392050231f397c30/Virtual-Receptionist?sid=r92WMI5zN73t03I6ykXWneUtqKXmhhvXzNd&source=INDE>

### OFFICE CLERK – THE METROHEALTH SYSTEM – CLEVELAND

Full-time. Office Clerk Needed in Cleveland, OH! This Office Clerk position will be Responsible For: overseeing and verifying correspondence, maintaining records, performing Data Entry, and completing other clerical tasks as needed. Applicants should have strong typing and organization skills.

[https://cleveland-oh.geebo.com/jobs-online/view/id/338443290-office-clerk-/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://cleveland-oh.geebo.com/jobs-online/view/id/338443290-office-clerk-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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.

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

<b>FINANCE</b>
----------------

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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### PAYROLL/HR MANAGER – NICK MAYER AUTO GROUP – CLEVELAND

Full-time. Nick Mayer Auto Group is looking to add a Payroll Manager/HR Manager, with automotive dealership experience, to the Nick Mayer Team! Responsibilities: Overall administration of the payroll process for multiple stores, approximately 200 employees; Setting up new employees in payroll system; Managing workflow and processing all payroll transactions meticulously and with confidentiality; Processing all 401k and pensions for all enrollees. Qualifications: Previous automotive dealership experience preferred; The successful candidate must have a minimum of 2 years of experience in Payroll processing and filing of required payroll reports/forms as necessary; Experience with Paycor/Paychex payroll is preferred but not required; Experience with union is a plus; Detail oriented with ability to meet deadlines accurately and in a timely manner.

[https://www.salary.com/job/nick-mayer-auto-group/payroll-hr-manager/j202205250738409167156?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_obs\\_apply&utm\\_medium=organic](https://www.salary.com/job/nick-mayer-auto-group/payroll-hr-manager/j202205250738409167156?utm_campaign=google_jobs_apply&utm_source=google_jobs_obs_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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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](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)

### PROJECT ACCOUNTANT – CREATIVE FINANCIAL STAFFING – STRONGSVILLE

Full-time. \$10 - \$100 per hour. Our client is a leading, international architecture and design firm and they have partnered with CFS to identify a positive & self-motivated Project Accountant to join their team! Responsibilities: Process monthly client invoicing for assigned projects; Create, update, verify, and understand project budgets; Communicate with Project Management regarding project costs, project status and project performance/profitability; Educate Project Management on financial aspects of project accountability; Prepare and submit MBE reporting and other project-specific reporting requirements. Qualifications: 5+ years' experience; Contracting software experience a must! Bonus points for having experience with Deltek Vision for VantagePoint! Positive attitude with great interpersonal skills!

[https://www.monster.com/job-openings/project-accountant-strongsville-oh--199cf9a3-12f9-4ff9-9710-9bc5c19c3be8?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.monster.com/job-openings/project-accountant-strongsville-oh--199cf9a3-12f9-4ff9-9710-9bc5c19c3be8?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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

firm; Associates or Bachelors degree in accounting preferred; Experience with QuickBooks Online required.

[https://jobsearcher.com/j/bookkeeper-at-creative-circle-in-cleveland-oh-4oQEg2?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobsearcher.com/j/bookkeeper-at-creative-circle-in-cleveland-oh-4oQEg2?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. 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](https://cleveland-oh.geebo.com/jobs-online/view/id/345212946-accountant-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### 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](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)



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### **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](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)

### **ACCOUNT REPRESENTATIVE – MARINER FINANCE – NORTHFIELD, OH**

Full-time: We are a group of industry experts with the experience and drive to turn any financial need into a reality. Our mission is to satisfy the financial needs of our consumers through respectful, compassionate and efficient service. Responsibilities: Establish and develop relationships with customers throughout their lifecycle. Achieve goals collaboratively, both consistently and efficiently. Maintain customer accounts and collections through face to face or phone communication. Conduct loan interviews; Negotiate extensions and modifications of loans, arrange payment schedules, and assess customer financial needs. Requirements: One (1) year of experience working in an office environment required. High school diploma or equivalent required. Reliable transportation required. Obtaining applicable insurance license is required.

[https://us.joblocator.io/view/99943.html?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://us.joblocator.io/view/99943.html?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **EXPERIENCED TAX ASSOCIATE – BDO – CLEVELAND**

Full-time. A Core Tax Services Experienced Associate is responsible for utilizing his or her educational background as well as communication and organizational skills by assisting with the preparation of tax returns and research. In this role, the Core Tax Services Experienced Associate will be charged with utilizing basic research skills and working with tax software applications to complete simple tax returns for review. Education: Bachelor's degree in Accounting, Finance,



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

Economics or Statistics required OR Bachelor's degree in other focus area and CPA certification required. Masters in Accountancy or Taxation preferred.

[http://www.jobscleveland.com/job/detail/60698866/Experienced-Associate-Tax?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](http://www.jobscleveland.com/job/detail/60698866/Experienced-Associate-Tax?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### FINANCIAL OPERATIONS ANALYST (ENTRY LEVEL) - ANTHEM – SEVEN HILLS

Full-time. We are looking for leaders at all levels of the organization who are passionate about making an impact on our members and the communities we serve. Primary duties may include, but are not limited to: Produce and distribute client invoices. Ensure data accuracy. Receive and respond to client inquiries. Work with various internal divisions. Monitor and maintain aging within acceptable threshold. Manage delinquency issues by engaging appropriate internal and external contacts. Requirements: Intermediate level knowledge of Microsoft Excel required or, any combination of education and experience, which would provide an equivalent background Preferred Skills, Capabilities, and Experiences: BA/BS in accounting or finance. Prior experience in finance/health insurance field.

[https://lensa.com/financial-operations-analyst-entry-level-jobs/seven-hills/jd/50ec14b305231c4386a076e9fafa0f00?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://lensa.com/financial-operations-analyst-entry-level-jobs/seven-hills/jd/50ec14b305231c4386a076e9fafa0f00?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### FINANCIAL ANALYST – CLEVELAND METROPOLITAN SCHOOL DISTRICT

Full-time. Compensation: \$ \$49,980. - \$ 69,972. The Financial Analyst will perform financial management and reporting functions to support the district's utilization, management, analysis, and reporting of financial resources, with a concentrated focus on grants. **ESSENTIAL DUTIES & RESPONSIBILITIES:** Perform financial management tasks, including but not limited to data analysis, compiling reports, entering accounting journals, making budget amendments, etc. Support Grants Management Office staff and others with managing financial resources with a special focus on federal, state, and local grants. Create and monitor Board of Education Resolutions necessary for grant acceptance, appropriations adjustments, and other Finance Department needs. Complete grant applications, input budget details, and compile reports due to



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

District grantors ranging from federal, state and local agencies to non-profit foundations and private donors. QUALIFICATIONS: Bachelor's degree, preferred Accounting, Finance, Economics, Public Administration degree. At least three (3) years of experience in a financial management-related role. Professional experience in the fields of public entity finance and/or grants beneficial.

[https://tarta.ai/j/0O2k534BKrWuRFkYKcE\\_-financial-analyst-in-cleveland-oh-at-cleveland-metropolitan-school-district?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://tarta.ai/j/0O2k534BKrWuRFkYKcE_-financial-analyst-in-cleveland-oh-at-cleveland-metropolitan-school-district?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### HEALTH

#### 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](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)



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### **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 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](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)

### **CAREGIVER – COMFORT KEEPERS – CLEVELAND**

Immediate Work Available! – Flexible Full Time/Part Time Positions Available! Comfort Keepers is seeking reliable, honest, and caring individuals that have a passion for helping seniors. Caregiver Job Description: Comfort Keepers Caregivers provide companion and personal care to our clients' non-medical needs in accordance with an established plan of care; Some of these duties include skin care, ambulation, bathing, dressing, nail care, oral care, exercise, feeding, toileting, positioning, and transfers. Requirements: The applicant must have one of the following certifications: STNA – State Tested Nurse Aide, HHA – Home Health Aide, CNA – Certified Nurse Assistant, DSP – Direct Service Provider (worked under nurse supervision for 1 year), Medical Assistant, Experience Private Caregiver. Must be 18 years of age, Valid driver's license and reliable transportation; Ability to pass a state background check. Federal background check required if you have not lived in the State of Ohio for the last 5 years.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://www.salary.com/job/comfort-keepers/caregiver/j202205140225017523728?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/comfort-keepers/caregiver/j202205140225017523728?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](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 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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[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](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](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 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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://www.salary.com/job/northeast-ohio-neighborhood/medical-assistant/j202204021724172085431?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/northeast-ohio-neighborhood/medical-assistant/j202204021724172085431?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### REGISTERED DIETICIAN – PROMEDICA AT METROHEALTH – CLEVELAND

Full-time. The Registered Dietitian coordinates nutritional care of patients by completing nutritional assessments, developing and implementing care plans and documenting dietary information about patients. Provides guidance and collaborates with the Food Service Director in the provision of food and nutrition services. Position Requirements: At least two years experience in long-term care preferred. Nutritional Care Responsibilities Uses HCR ManorCare forms and guidelines for nutritional care of patients in the Dietary Procedures Manual and relevant clinical practice guides. Ensures physician's orders are followed making recommendations for changes as needed. Completes nutritional assessments, MDSs, CAAs and care plans using PCC the electronic health record system.

[https://www.glassdoor.com/job-listing/registered-dietitian-promedica-senior-care-JV\\_IC1145778\\_KO0,20\\_KE21,42.htm?jl=1007837189240&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.glassdoor.com/job-listing/registered-dietitian-promedica-senior-care-JV_IC1145778_KO0,20_KE21,42.htm?jl=1007837189240&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### HOME HEALTH AIDE – BRIGHTSTAR CARE – CLEVELAND WEST

Full-time. We are looking for Experienced and Mature home health aides to provide personal care services to our in-home clients. Responsibilities: Provide assistance with daily tasks as directed in the client's personalized plan of care, including but not limited to: feeding, meal preparation, linen changes, light housekeeping, providing transportation to doctor appointments, outdoor activities, and shopping. Provide companionship, personal and hygiene care as directed in the client's personalized plan of care, including but not limited to: bathing, grooming, oral care, dressing, undressing, toileting activities and assisting with measurements, if necessary. Requirements: High school diploma or GED. Successful completion of a nursing assistant program. A current, valid state certification and in good standing. Minimum one (1) year of documented home care assistance and/or direct care experience at an assisted living or skilled nursing facility, etc., is preferred.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://www.ziprecruiter.com/c/BrightStar-Care-Cleveland-West/Job/Home-Health-Aide-HHA/-in-Cleveland,OH?jid=0a00e4ee79e802e1&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/BrightStar-Care-Cleveland-West/Job/Home-Health-Aide-HHA/-in-Cleveland,OH?jid=0a00e4ee79e802e1&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### CLINICAL DIETICIAN SPECIALIST TRANSPLANT – UNIVERSITY HOSPITAL

Part-time (20 hrs./wk.). This position is Part Time 20 hours a week, Day shift, Monday through Friday. This position possesses advanced skills to provide Medical Nutrition Therapy (MNT) and apply the nutrition care process to patient care. Demonstrates advanced skills to evaluate and recommend nutrition needs based on the specific combined objective/subjective information required for a complex clinical nutrition assessment. Requires a high level of analytical ability to incorporate into practicing advanced clinical and theoretical concepts. Qualifications: RD – Dietitian – Registered Bachelor degree w/ specialty cert (nutrition support, diabetes, oncology, renal, sports nutrition, pediatrics or geriatric) or Master's degree. Registered with the Commission on Dietetic. Registration at date of hire. Licensed to practice in the State of Ohio at date of hire. Must remain in good standing with both accrediting boards.

[https://careers.uhhospitals.org/job/14024065/clinical-dietitian-specialist-transplant-20-hrs-week-cleveland-oh/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic#toggle-id-2](https://careers.uhhospitals.org/job/14024065/clinical-dietitian-specialist-transplant-20-hrs-week-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic#toggle-id-2)

### HIM CODER III – MEDICAL RECORDS – REMOTE – CLEVELAND CLINIC

Full-time. Schedule: 8:00am-2:00pm. The HIM Coder participates daily in coding and abstracting activities. Responsibilities: Identifies, reviews, interprets, codes and abstracts clinical information from the medical record for the purpose of reimbursement, research and compliance with federal regulations and other agencies using established coding principles and protocols. Identifies and codes Inpatient records for the purpose of reimbursement, research, and compliance with federal regulations according to diagnosis and procedure using ICD-9-CM and CPT-4 coding systems. Serves as back up coder for outpatient surgery, observations and diagnostics, as necessary. Education: Graduation from accredited Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) program or Certified



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

Coding Specialist (CCS) certified or two years of college education in science related field including anatomy/physiology, basic disease process, medical terminology.

[https://www.ziprecruiter.com/c/Cleveland-clinic/Job/HIM-Coder-III-Medical-Records-Remote/-in-United,PA?jid=17a6e22d53c3c444&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Cleveland-clinic/Job/HIM-Coder-III-Medical-Records-Remote/-in-United,PA?jid=17a6e22d53c3c444&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](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 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



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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>

### **URGENTLY HIRING CAREGIVERS – COMFORT EASE HOME CARE – EUCLID**

Full-time, Part-time. From \$12.50 per hour. We are **HIRING IMMEDIATELY!** We offer **FLEXIBLE SHIFTS** Part-time and Full-Time with great benefits! We are looking for professional Caregivers, Patient Care Aides (PCA's) and Direct Support Professionals (DSP's) who are compassionate, trustworthy, dependable, and passionate about caregiving. Job Duties: Assistance with daily personal care and hygiene. Do the necessary housekeeping to maintain a clean environment. Support clients with transfers/ambulation/mobility. Transport clients to errands and appointments. Job Requirements: Valid Driver's License & Auto Insurance. Must have reliable transportation. Must have a High School Diploma/GED or High School/College Transcripts. Must be able to pass a Background Check.

<https://comforteasehomecare.com/employment/>

### **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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://www.salary.com/job/thriveworks/medical-record-associate/j202202081432448546043?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/thriveworks/medical-record-associate/j202202081432448546043?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### HEALTH INFORMATION TECHNICIAN – INGENESIS – LAKEWOOD

Full-time. InGenesis is currently seeking a Health Information Technician to work with our client located in Cleveland, OH. In this role, you will compile health information for patients located at our client's correctional facility. InGenesis is the largest minority/women owned healthcare staffing firm in North America. Job Duties: Type health information forms. Compile and type statistical reports. File report into health information records. Record information in logs. Perform other duties as assigned. Minimum Qualifications: 3 courses or 9 months experience in records management. 1 course or 3 months experience in medical terminology.

[https://jobsearcher.com/j/health-information-technician-at-ingenesi-in-lakewood-oh-RGaDI42?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobsearcher.com/j/health-information-technician-at-ingenesi-in-lakewood-oh-RGaDI42?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### WELLNESS COORDINATOR – STORYPOINT – CLEVELAND

Full-time. The Wellness Coordinator is responsible for directing and managing all Wellness (Nursing) employees providing clinical resident care services, by delivering a 1440 experience, optimizing performance, and leading employee connections within our community. Responsibilities: Manages all Wellness Staff (three shifts) to provide compassionate and competent care for residents. Provides operational support to the Wellness Director, Assistant Wellness Director, Nurse Supervisor and Wellness Department. Develops and maintains positive relationships with residents and their families and provides assistance when needed. Assists the Wellness Directors with various team duties that may include interviewing, onboarding, performance feedback, coaching and development. Assists in maintaining and updating all required employee records, both written and electronic. Required Experience: Prior experience providing administrative and managerial support to a large staff required. STNA, CNA, or Medical Assistant preferred. Assisted Living or Memory Care experience is a plus.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://jobsearcher.com/j/storypoint-wellness-coordinator-at-storypoint-in-cleveland-oh-j8MGg62?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobsearcher.com/j/storypoint-wellness-coordinator-at-storypoint-in-cleveland-oh-j8MGg62?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

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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

Full-time \$16 - \$19 per hour. We are seeking a Medical Assistant (MA) to assist 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](mailto:patientcentered@pccstaffing.com)

### MEDICAL SCRIBE-MULTIPLE POSITIONS-FULL AND PART TIME-SCRIBE AMERICA

Joining Scribe America's team as a Scribe will be one of the most impactful and rewarding experiences of your life. A Scribe is on the “front-line” of healthcare, serving as an integral member of the care team and acting as a physician’s personal efficiency partner. While a Scribe does not perform clinical work (e.g., does not touch patients, does not practice medicine), s/he is completely immersed in the healthcare ecosystem by standing elbow-to-elbow with a physician or nurses for 8+ hours each day.

<https://www.scribeameric.com/career-opportunities/#/jobs>

### MULTIPLE POSITIONS - NEON - CLEVELAND

COMMUNITY HEALTH WORKER (MOMS AND BABIES FIRST PROGRAM): Responsible for providing ongoing outreach services to at least 24-33 African American high risk pregnant women in the specified geographic locations. High School Diploma or GED is required. Bachelor's degree in Social Work or related field is preferred. 1-2 years of outreach, case management, or home health care experience. Dependable transportation is required. Proficient in the use of Microsoft Office applications, and Outlook.

APPOINTMENT SPECIALIST: Responsible for day-to-day scheduling of all appointments, confirmation, cancellation, general registration, welcomes all new HMO patients, makes same day appointments, and sends reminder letters or faxes to patients when needed. High School graduate or equivalent.



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

**OFFICE MANAGER:** The Office Manager provides administrative support to the health center. High School Graduate or equivalent; 2 years of patient registration or related experience. Demonstrated knowledge and understanding of insurance plans/benefits and the verification processes. Working knowledge of HIPAA guidelines and medical terminology.

**COVID-19 DOOR SCREENERS:** Under the general supervision of the Director of Nursing Affairs or Assistant Directors, the COVID-19 Door Screener will greet staff, patients, and visitors, having them complete the Screening Questionnaire and Restricted Access forms. High school diploma or GED. Strong verbal and written communication skills.

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

---

### **FOOD/HOSPITALITY/RETAIL/CLEANING**

#### **SALES ASSOCIATE – BATH & BODY WORKS – MIDDLEBURGH HEIGHTS**

Part-time. Southland Shopping Center. As an associate, you will: Consistently execute our selling model in a fun, team environment; Meet sales goals and expectations during your scheduled shifts; Build a highly satisfied and loyal customer base through engagement, uncovering needs, making product recommendations, sales conversion and capturing customer phone numbers/email addresses; Support product replenishment activities that keep the store full and abundant.

[https://jobs.fox2now.com/jobs/sales-associate-southland-shopping-center-cleveland-ohio/603220195-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.fox2now.com/jobs/sales-associate-southland-shopping-center-cleveland-ohio/603220195-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

#### **FOOD SERVICE AIDE – REGENCY HOSPITAL WEST – MIDDLEBURGH HEIGHTS**

Full-time. \$500 Sign on bonus. At Select Specialty/Regency Hospitals, a division of Select Medical, we care for chronically and critically ill or post-ICU patients who require extended hospital care. Responsibilities: You will deliver superior quality in all that you do and you will treat others as they wish to be treated. You will perform a variety of patient food services, dining room services and dish room services. You will be an integral part of the food preparations, serving of the prepared food to patients, families, staff and visitors and assisting in clean up.



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

Qualifications: High school diploma or equivalent preferred. Previous healthcare food service experience preferred.

[https://jobs.fox2now.com/jobs/food-service-aide-500-sign-on-bonus-cleveland-ohio/599996068-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.fox2now.com/jobs/food-service-aide-500-sign-on-bonus-cleveland-ohio/599996068-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **OVERNIGHT CLEANER – HILTON HOTELS – CLEVELAND**

Full-time. \$100 Sign-On Bonus. As a Cleaner at Hilton Hotels, you'll: Clean and maintain all public areas of the hotel and respond to guest requests; Clean designated areas including restrooms, public areas, hallways, stairwells, elevators, offices and banquet/meeting/conference rooms; Greet guests in a friendly manner; Perform deep cleaning tasks and special projects...Hiring Immediately!

[https://us.jobrapido.com/jobpreview/2534599642?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://us.jobrapido.com/jobpreview/2534599642?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **SENIOR MANAGER, SUITE HOSPITALITY DEVELOPMENT – CLEVELAND CAVALIERS**

Part-time. Under the guidance of the Vice President of Premium Development, the Senior Manager of Suites and Premium Development is responsible for the overall service and retention efforts of suites at Rocket Mortgage FieldHouse. Responsibilities: Develop and execute the service and retention strategy of suites at Rocket Mortgage FieldHouse. This includes a deep knowledge of all details pertaining to the building's suites; Customize clients' overall experience as a suite member by providing ideas on benefits, gifting and events; Manage suite accounts and act as a consultant to these stakeholders, as well as a select few accounts in other premium areas; This includes maintaining strong relationships with key c-level decision makers, as well as suite administrators; Implement communication strategies to all suite holders at Rocket Mortgage FieldHouse. Requirements: Must be knowledgeable of Microsoft Office, have excellent communication skills, capability to learn Sales Force, ticketing systems and SeatGeek; Being a self-starter, having the ability to work independently, and a passion for the sports industry is a must.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://www.linkedin.com/jobs/view/senior-manager-suite-hospitality-development-at-cleveland-cavaliers-3075817268/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/senior-manager-suite-hospitality-development-at-cleveland-cavaliers-3075817268/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### FOOD RUNNER – HOUSE OF CREOLE – CLEVELAND

Full-time, Part-time. Pay: \$12.00 - \$15.00 per hour. Chef Jeffeary Miskiri is Founder & Owner of a unique collective of Black, family and woman-owned products and restaurants. The Miskiri Hospitality group is looking for team members that will deliver plus one service to our guests! Responsibilities: Reports to work, is in the correct uniform and on the station as indicated on the weekly work schedule. Practices positive personal hygiene and cleanliness habits during all work shifts. Sets up the front line with the equipment, plate ware and small wares needed to effectively serve all food products. Items include, but are not limited to; serving spoons, forks, goose necks, under liners for vegetables, folded napkins for handling hot plates and Keeps station restocked throughout the shift. Clean large and small trays and tray stands to be ready for service. Requirements: Has extensive knowledge of wine and spirits. Excellent Guest service skills and a strong work ethic. Well-organized with ability to take and place food and beverage orders accurately.

[https://www.salary.com/job/house-of-creole/food-runner/j202204271733071696594?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/house-of-creole/food-runner/j202204271733071696594?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### 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.



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://us.trabajo.org/job-640-20220503-d902334eab039ca2dc62e06fdf651ede?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://us.trabajo.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](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)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

### WESTLAKE RECREATION DEPARTMENT IS NOW HIRING!

**COME JOIN OUR TEAM!!!**

[www.cityofwestlake.org/jobs](http://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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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](http://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](mailto:humanresources@cityofwestlake.org)

**Or** Westlake Recreation Center  
28955 Hilliard Boulevard  
Westlake, OH 44145  
[phorner@cityofwestlake.org](mailto:phorner@cityofwestlake.org)





**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

**ROOM ATTENDANT – HILTON HOTEL – CLEVELAND**

Full-time. \$150 Sign-on bonus! First shift. As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Responsibilities: Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming. Change and replenish bed linens, towels and guest amenities, as needed. Perform deep cleaning tasks, as needed.

[https://jobs.hilton.com/latam/fr/job/HOT08CIQ/Room-Attendant-1st-Shift-150-Sign-On-Bonus?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.hilton.com/latam/fr/job/HOT08CIQ/Room-Attendant-1st-Shift-150-Sign-On-Bonus?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

**OPEN INTERVIEWS – GIANT EAGLE – MULTIPLE POSITIONS**

<b>GIANT EAGLE STORE</b>	<b>OPEN INTERVIEWS/HIRING DAY</b>	<b>OPEN POSITIONS</b>	<b>KEYWORD SEARCH</b>
Southland	Every Tuesday! 2:00 PM – 5:00 PM	Overnight maintenance; Deli Clerks; Overnight Stock Clerk; Prepared Foods Clerks	Middleburgh Apply at: <a href="https://bit.ly/3890G2L">https://bit.ly/3890G2L</a>
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: <a href="https://bit.ly/3v61XAI">https://bit.ly/3v61XAI</a>
Watertown	Every Tuesday! 2:00 PM – 5:00 PM	Cashiers; Deli Clerks; Bakery	Watertown Apply at:



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

		Clerks; Meat/Seafood Clerks; Prepared Food Clerks; Overnight Stock Clerks; Curbside Personal Shoppers	<a href="https://bit.ly/3tZwuzH">https://bit.ly/3tZwuzH</a>
Berea	Every Monday! 2:00 PM – 4:00 PM	Cashiers; Bakery Clerks; Prepared Foods Clerks; Grocery/Produce Clerks	Berea Apply at: <a href="https://bit.ly/3EC8S80">https://bit.ly/3EC8S80</a>
Day Drive	Every Friday! 1:00 PM – 4:00 PM	Bakery Clerks; Prepared Food Clerks	44129 Apply at: <a href="https://bit.ly/35URPB3">https://bit.ly/35URPB3</a>

**PRODUCE TEAM MEMBER – GIANT EAGLE – MAYFIELD HEIGHTS**

Full-time. As a Team Member, you will be part of a dynamic team that emphasizes building relationships with our customers by focusing on understanding and exceeding their needs. Responsibilities: Provide exemplary customer service by ensuring products are replenished on the shelves and helping customers locate product. Replace misplaced items to proper location. Participate in on-going product and customer service training programs. Assist in maintaining back-room efficiency by unloading deliveries. Rotate and check code dates on products to ensure customers' safety. Experience Required: 0 to 6 months. Education Desired: No High School diploma required. Lifting Requirement: Up to 50 pounds.

<https://jobs.gianteagle.com/us/en/job/279351/Produce-Team-Member>



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### CONCIERGE – VILLAGE GREEN – CLEVELAND

Part-time. 10730 Euclid Ave, Cleveland, OH 44106. Village Green is searching for enthusiastic individuals to join our customer service team and be the first point of contact at our award-winning apartment communities. **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:** Greet residents and guests in a courteous and friendly manner as they enter the building. Become familiar and provide recommendations to residents on community attractions and local amenities when requested. Provides brochures, floor plans and other collateral to clients.

Completes guest cards, provides mini tours, and acts on leasing behalf during off hours.

**REQUIREMENTS:** Ability to apply good common sense when assisting residents and their guests. Must have the availability to work a flexible schedule any day of the week

Ability to resolve minor problems while maintaining a friendly and professional manner.

[https://jobs.smartrecruiters.com/VillageGreen1/743999818777488-concierge?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.smartrecruiters.com/VillageGreen1/743999818777488-concierge?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### EVENT CASHIER – LAZ PARKING – CLEVELAND

Full-time. Pay rate: \$11/hr. Schedule: Event based, Flexible. The Cashier is the front-line personnel responsible for greeting, engaging and interacting with all customers entering and exiting the facility. The position requires cash handling, making correct change, monitoring transactions, etc. for traffic entering/exiting the facility. Part-time, full-time, weekends and overnight shifts are available. Requirements: Must have reliable transportation. Education: High school diploma or GED required. Experience: 2+ years in a customer service role. Experience handling cash, conducting monetary transactions.

[https://www.startwire.com/jobs/cleveland-oh/event-cashier-3817020080/amp?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.startwire.com/jobs/cleveland-oh/event-cashier-3817020080/amp?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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](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: \$13.00/hr. 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](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)

### RETAIL STAFF (STORE 7621) - GAMESTOP – BEDFORD, OH

Part-time. Your application will be considered for all positions within this store.

**Assistant Store Manager** – will support the Store Manager in all facets of store operations including ensuring that the store staff provides friendly, open and enthusiastic customer service, in person and on the phone. **Senior Game Advisor (Shift Leader)** - will assist the store management team in supervising all store activities as well as providing friendly, open and enthusiastic service to customers, in person and on the phone, including answering questions and assisting with product selection, purchase, or return. **Game Advisor (Sales Associate)** – provide



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

outstanding customer service experience using elements of GameStop's buy, sell, trade, and reservation business model, The Circle of Life. Working under direct supervision, this position ensures customers are greeted on the sales floor, informed of trade, reservation, and loyalty program benefits, and thanked. Requirements: High School diploma or GED required; some college preferred. Must be at least 18 years old.

[https://www.careerbuilder.com/job/J3R4XM6524F4VGB13M7?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.careerbuilder.com/job/J3R4XM6524F4VGB13M7?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### FOOD SERVICE – COSTCO WHOLESALE – CLEVELAND

Full-time and Part-time shifts available. Costco is hiring Food Service Assistants to fill a variety of Part-Time and Full-Time shifts. Responsibilities include preparing, packaging, and labeling meals, entrees, salads, party trays, rotisserie chicken, ribs, sushi, and sliced meats and cheeses; Assembling take-and bake pizzas; Stocking, rotating, and cleaning area ensuring product freshness.

[https://jobsearcher.com/j/food-service-at-costco-wholesale-in-cleveland-oh-aG60q3x?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobsearcher.com/j/food-service-at-costco-wholesale-in-cleveland-oh-aG60q3x?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### JANITOR – GAT AIRLINE SUPPORT – CLEVELAND

Full-time. Position is located in the Cleveland Hopkins Airport's Sky Café. This position encompasses the cleaning, dusting, and polishing of equipment, floors, restrooms, furniture, fixtures, mirrors, and windows. RESPONSIBILITIES: Janitors must report to work on a regular and timely basis. Must be able to clean building floors by sweeping, mopping, scrubbing, and/or vacuuming. Responsible for gathering trash and emptying cans; servicing, cleaning, and supplying restrooms. Clean windows, glass partitions, and mirrors using soapy water or other cleaners, sponges, and squeegees. Requirements: Ability to navigate electronic devices (computers, fax machines, printers, timeclock, etc.). Must have a High School diploma, GED.



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

Must be at least 18 years of age. Able to proficiently speak, read, and write in English. Basic computer literacy.

[https://www.ziprecruiter.com/c/GAT-Airline-Support/Job/Janitor/-in-Cleveland,OH?jid=7226402f2845f243&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/GAT-Airline-Support/Job/Janitor/-in-Cleveland,OH?jid=7226402f2845f243&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **KEY SUPERVISOR – BOB EVANS RESTAURANTS LLC – CLEVELAND**

Full-time. The S. Euclid, Mayfield Hts., Middleburgh Hts., and Cleveland restaurants are seeking a key supervisor who works with employees, peers and management staff during opening and closing shifts to continually improve, communicate, and execute shift objectives.

Accountabilities: 1. Provides daily working supervision of associates during opening & closing shifts to ensure company standards are maintained and continually improved. 2. Modeling professional behavior while creating a warm, fun, friendly, and hospitable atmosphere that encourages people to deliver their B.E.S.T. 3. Opens and closes the restaurant in accordance with Bob Evans' policies and procedures. Education/Experience: High School diploma or equivalent preferred. Prior leadership experience preferred. 1-2 years of prior experience in a family, fast-food, or casual dining restaurant is preferred.

<https://careers.bobevans.com/?city=Cleveland&keywordsFilter=Key%20Supervisor&state=Ohio>

### **CUSTODIAN, MAINTENANCE WORKER – JOB CORPS CENTER – CLEVELAND**

3 Custodian's and 1 Maintenance Worker.

The Custodian will be responsible for cleaning 5 buildings and restrooms, along with assisting with the upkeep of the grounds.

The Maintenance Worker will be responsible for general maintenance of the Center and the upkeep of the grounds along with assisting when needed with the cleaning of the buildings.

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



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

**ASSISTANT FOOD SERVICE WORKER – VOLUNTEERS OF AMERICA – CLEVELAND**

Part-time. The Assistant Food Service Worker will assist with the overall responsibility of preparing and serving meals to our veteran residents. The incumbent will be responsible for maintaining the cleanliness and safety of the kitchen and cafeteria. Preferred applicants will hold a High School diploma or equivalent, with at least two years of food service experience. Ability to prepare and serve portion-controlled, nutritious meals and maintain cleanliness and inventory is essential. Supervisory experience is preferred. Veterans are encouraged to apply.

[https://voahin.jobs.net/jobs/j3n1jc625ktdbpy8xqs?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://voahin.jobs.net/jobs/j3n1jc625ktdbpy8xqs?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

**MULTIPLE POSITIONS – RED ROBIN – NORTHEAST OHIO**

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

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



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

**FOOD SERVICE ASSOCIATE – HEINEN'S – UNIVERSITY HEIGHTS**

Full-time. Heinen’s in University Heights is hiring a Food Service Associate. Responsibilities: Prioritize daily work based on varying business needs. Prepare a variety of foods, such as sandwiches, wraps, trays, according to customers' orders following approved procedures. Wash, peel, and cut various foods, such as fruits, vegetables and meats, to prepare for cooking or serving. Monitor and maintain all food handling and temperature standards.

Qualifications: Possess excellent written and verbal communication skills. Comply with all company policies and standards. Possess a sense of urgency and the ability to work independently to achieve daily tasks.

[https://www.salary.com/job/heinen-s-heinens-grocery-store/food-service-associate/j202201020130128948124?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/heinen-s-heinens-grocery-store/food-service-associate/j202201020130128948124?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

**MULTIPLE POSITIONS – BURLINGTON STORES – NORTHEAST OHIO**

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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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](http://www.theredvelvetcakeus.com) 2. From the Services Page print out application 3. Email to [thervcemploy@gmail.com](mailto:thervcemploy@gmail.com) 4. Drop off: The Red Velvet Cake – Beachwood Place Mall 26300 Cedar Rd., Beachwood, Ohio 44122, Monday through Saturday (3:00 PM – 5:00 PM).



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION

#### FAMILY SUPPORT SPECIALIST – SAY YES CLEVELAND

Full-time. Pay: \$65,000.00 - \$69,000.00 per year. The Say Yes Cleveland Family Support Specialist serves as a resource in the CMSD school system and partner charter schools to identify, engage, and assist at-risk students. Responsibilities: Develops trusting relationships within CMSD schools/site and community. Works with many CMSD students who are linked with the Cuyahoga County Division of Children and Family Services (DCFS) identified as at-risk and in need of services; Coordinates and collaborates with the family and professionals to develop, oversee, and document service plans, progress indicators, and outcomes; Conducts home and family visits with some non-traditional hours required; Refers families for school-based and community services to meet individualized needs.; Coordinates and arranges for child and family services to increase knowledge and access, including food pantries, shelters, and agencies that help with other basic needs such as clothing and housing. Qualifications: A Master's degree in social work or counseling and 5 years field experience is preferred. Candidates with a Bachelor's degree in social work or counseling will be considered based on experience, licensure, and advanced training.

[https://www.salary.com/job/say-yes-cleveland/family-support-specialist/j202205250748061169204?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/say-yes-cleveland/family-support-specialist/j202205250748061169204?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

#### 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



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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](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)

### **DIRECTOR, YOUTH AND FAMILY PROGRAMS – YMCA – WARRENSVILLE HEIGHTS**

Full-time. Estimated: \$30,000 - \$41,000 a year. The Director of Youth and Family programs is responsible for leading and supervising the youth, family, teens and sport departments of assigned areas. ESSENTIAL FUNCTIONS: Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information; Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. QUALIFICATIONS: Bachelor's degree preferred; In lieu of Bachelor's degree: Associate's degree in related field and 2-3 years of related work experience OR High school diploma, GED, or equivalent certificate of competency and 4-6 years of related work experience.

[https://www.simplyhired.com/search?q=nonprofit&l=cleveland%2C+oh&pn=3&job=w-IHcMOFySe5BZv8PwgcE-vxJY3ioju0GdSIo\\_py6uD1JTvnK4zBg](https://www.simplyhired.com/search?q=nonprofit&l=cleveland%2C+oh&pn=3&job=w-IHcMOFySe5BZv8PwgcE-vxJY3ioju0GdSIo_py6uD1JTvnK4zBg)

### **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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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.

[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](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](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)

### CASE MANAGER – SSVF – FRONTLINE – CLEVELAND

Full-time. This is a non-exempt, union position with a minimum-starting wage of \$15.00 per hour. Schedule: Monday through Friday, 8:00 – 4:30pm. The Supportive Services for Veteran



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

Families (SSVF) Shallow Subsidy intervention is designed to provide ongoing housing stabilization assistance and services to Veterans. **ESSENTIAL JOB FUNCTIONS:** Works with SSVF Supervisors and SSVF Case Managers to identify candidates for the Shallow Subsidy intervention; Prevents interruption of services by applying a warm-handoff, progressive engagement approach; Collaborates with Veteran participants and their SSVF Case Managers to support the transition of realistic, achievable goals into the Shallow Subsidy housing plan; Qualified candidates must possess a Bachelor's degree in social, behavioral or human services or be a veteran with related experience. Valid driver's license with less than six points, proof of insurance along with operational vehicle, required.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=46154&clientkey=91C316D3961ED06AF29B6EC20A83B355>

## IT APPLICATION LEAD SYSTEMS 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 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](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)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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.jobscleveland.com/job/detail/66377069/Developmental-Specialist?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](http://www.jobscleveland.com/job/detail/66377069/Developmental-Specialist?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### 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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[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](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](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)





**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

## 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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

**MINIMUM QUALIFICATIONS:** 1. Education, Training, and/or Experience: A minimum of 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/>

### GRANT WRITER – CHN HOUSING PARTNERS – CLEVELAND

Full-time. The pay range we're offering is \$47,000 - \$52,000 annually. CHN is a highly seasoned, nonprofit affordable housing developer and housing service provider that works with its partners to solve major housing challenges for low-income people and under-served communities. We're looking for an experienced Grant Writer with exemplary research and written communication skills to write grant proposals and funder profiles and to identify new funders. If contacted for an interview, a writing submission will be required. Required Education: Bachelor's degree in English, communications, journalism, or related field. Experience: Two – five years of experience in grant proposal writing and /or other professional writing experience. Experience/familiarity with databases.

[https://www.salary.com/job/chn-housing-partners/grant-writer/j202201070833449914294?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/chn-housing-partners/grant-writer/j202201070833449914294?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### TECH NAVIGATOR – TOWARDS EMPLOYMENT (AMERICORPS) - CLEVELAND

\$20,000 stipend + \$6,345 “scholarship” award to use towards student loan debt. Towards Employment and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Tech Navigator. We are recruiting a full-time AmeriCorps member to be a part of our team for 10 months. The Tech Navigator will support incoming and potential Career Readiness Training (CRT) participants, helping them to gain digital skills and complete pre-career readiness training program assignments that require digital literacy. Key responsibilities include: Provide assistance and support to First Step program participants as it relates to preparedness for Career Readiness Training workshop. Assist participants in one on one and/or small group setting to complete customized tasks noted on the pre-career readiness checklist. Work with First Step Manager and training team on plan for participants who have not met all



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

requirements of the pre-career readiness checklist. **PROGRAM ELIGIBILITY**

**REQUIREMENTS:** To be eligible to participate as a LISC AmeriCorps member the candidate: (1) must not have previously resigned from a LISC AmeriCorps position; (2) be able to earn at least 74% of the education award for this position; and (3) if having previously served, been exited with satisfactory service from a prior term. The candidate will also need to meet all AmeriCorps eligibility requirements including but not limited to: Be at least 17 years of age (there is no upper age limit). Possess unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by AmeriCorps during the pre-enrollment period. Meet the National Service Criminal History Check Requirement noted below.

Candidates should send a resume via email to William Basel at [wbasel@towardsemployment.org](mailto:wbasel@towardsemployment.org). The subject line should read Tech Navigator position.

### 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**



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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**

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](mailto: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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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](http://www.achievementcenters.org)

### INTAKE SPECIALIST HEAP UTILITIES - FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION – CLEVELAND

#### **Intake Specialist HEAP Utilities**

Full-time. The Intake Specialist HEAP Utilities is primarily responsible for processing utilities assistance applications (HEAP, PIPP, LIWAP, PRC, and Fuel Fund) thru an electronic database.

**DUTIES & RESPONSIBILITIES:** Conduct utility assistance intake for clients which entails; determining eligibility for multiple utility programs; following program guidelines; collecting and entering data, computing financial budgets; and verifying eligibility documentation(s).

Resolve customer concerns regarding the HEAP process. Prepare and accurately maintain program files and all correspondence, summaries, and reports. Attend required agency meetings/functions and trainings. **Skills/Qualifications:** Minimum 2 years of face-to-face customer service experience. Excellent communication skills and the ability to work in a fast-paced hectic environment. Outstanding customer service skills required including telephone skills, public speaking skills and the ability to work with disgruntled customers. Associate's Degree preferred.

Send resumes to: [TPowell@fairfaxdev.org](mailto:TPowell@fairfaxdev.org) or Mail to Tamela Powell at: Fairfax Renaissance Development Corporation 8111 Quincy Avenue, Suite 100, Cleveland, Ohio 44104

### VOLUNTEER & OUTREACH COORDINATOR – PROVIDENCE HOUSE – CLEVELAND

Full-time. Salary range is \$35,000 - \$45,000 commensurate with experience. The Volunteer & Outreach Coordinator is primarily responsible for the development, coordination, and implementation of Providence House volunteerism and community engagement activities.

**Responsibilities:** Serve as the initial point of contact for all individuals interested in volunteer opportunities. Responsible for managing a high number of telephone and email inquiries and



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

ensuring each prospective volunteer is provided with the requested information. Build relationships and facilitate partnerships with community-based organizations. Attend meeting events for those organizations (i.e., block clubs, table fairs, general community events). Qualifications: GED required. Must be able to travel throughout the Greater Cleveland community for meetings and events as assigned. Must be at least 21 years of age.

[https://www.salary.com/job/providence-house/volunteer-outreach-coordinator/j202203090428122018179?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/providence-house/volunteer-outreach-coordinator/j202203090428122018179?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

## SCHOOL SOCIAL WORKER – OMBUDSMAN EDUCATIONAL SERVICES – EUCLID

Full-time. Ombudsman, a growing, dynamic organization with a social mission to offer hope, is seeking an individual to join our family. The Social Worker is primarily responsible for helping students to succeed academically, socially, and emotionally, through individual and group counseling and by collaborating with educators, parents, and other professionals to create a safe, healthy, and supportive learning environment that strengthens connections between home and school. Responsibilities: Provides individual and group counseling sessions to address interpersonal or family issues that interfere with school performance, including crisis intervention consultation and/or family therapy as needed. Maintains all required paperwork including but not limited to communication logs and meticulous notes regarding all services provided to students. Conducts interviews with students, family members, and school personnel to gather information required to assess student social, emotional and behavioral adjustment to school and the community. Determines appropriate individual and group topics based on above interview.

[https://tarta.ai/j/\\_zc3bX8BUtwXGc8f-08H-school-social-worker-in-euclid-ohio-at-ombudsman-educational-services?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://tarta.ai/j/_zc3bX8BUtwXGc8f-08H-school-social-worker-in-euclid-ohio-at-ombudsman-educational-services?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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 in 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](mailto:info@olivetcdc.org).



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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>

### COMMUNITY HEALTH WORKER – THE CENTERS – CLEVELAND

Full-time. The Community Health Worker participates in the clinical team by providing care and care coordination to individuals with mental health needs. Uses care coordination skills with individuals, their families, and both internal and external providers to ensure seamless care. Essential Job Duties & Responsibilities: Create connections between vulnerable populations in our health care system with community resources and referrals. Provide assessment of needs and screenings to all new referrals. Engage clients in the development of a plan (pathways plan) to address needs identified in the assessment or by the clients report of needs. Provide education to



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

clients to help them better understand their health and on subjects that can have a positive effect on their health. Job Qualifications: Certifications as a Community Health Worker by the Ohio State Board of Nursing or a BSW with LSW licensure. Working knowledge of EPIC and/or electronic health record software systems.

[https://us61e2.dayforcehcm.com/CandidatePortal/en-US/thecenters/Posting/View/3355?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://us61e2.dayforcehcm.com/CandidatePortal/en-US/thecenters/Posting/View/3355?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### 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 also 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 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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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. 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.



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

**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



**Cleveland Job Corps Center**

13421 Coit Rd, Cleveland, Ohio

(216) 541-2500



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

<https://cleaveland.jobcorps.gov>

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

**Career Opportunities**

<p><b>Academic Instructor: Requirements:</b> 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. <b>Responsibilities:</b> 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>
<p><b>Accounting Clerk: Requirements:</b> Minimum of one to two years accounting/finance or related experience. High school diploma or equivalent. Valid State Driver’s License. <b>Responsibilities:</b> 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><b>Admissions Counselor: Requirements:</b> 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. <b>Responsibilities:</b> 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><b>Cook: Responsibilities:</b> 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. <b>Requirements:</b> 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>



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

<p><b>Custodian: Requirements:</b> High School Diploma or equivalent required. Three to six months of related experience preferred. Valid State Driver’s License. <b>Responsibilities:</b> 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><b>Driver: Requirements:</b> High School Diploma or equivalent required. Minimum of one-year of driving multiple passengers experience. Valid State Driver’s License. <b>Responsibilities:</b> 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><b>Maintenance Worker: Requirements:</b> High School Diploma or equivalent required. Minimum of one to two years’ experience in building maintenance. Valid State Driver’s License. <b>Responsibilities:</b> Monitor, supervise and instruct student facility maintenance staff, while performing all required job duties to ensure our facility is well maintained.</p>	<p>Facilities Department</p>
<p><b>MIS Coordinator/ IT: Requirements:</b> Bachelor’s Degree preferred or related network certification. Directly related technical experience in systems analysis may be considered in lieu of formal education requirements. <b>Responsibilities:</b> 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><b>Student Records Clerk: Requirements:</b> High School Diploma or equivalent. Associate’s degree preferred. Minimum of six months experience in administrative support, data entry, records management, or related experience. <b>Responsibilities:</b> 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><b>Registered Nurse:</b> 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</p>	<p>Wellness Department</p>



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

<p>lifestyle. <b>Responsibilities:</b> 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><b>Recreation Specialist: Requirements:</b> Associates Degree, or one year of related experience working with youth. Valid Commercial Driver’s License Class B CDL with passenger endorsements. <b>Responsible</b> for developing, conducting, and supervising/chaperoning a wide variety of leisure-time activities for all students</p>	Social Development
<p><b>Residential Counselor:</b></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. <b>Responsibilities:</b> 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>	Social Development
<p><b>Secretary/Residential: Requirements:</b> One-year secretarial or related experience. High school diploma or equivalent. Associates Degree preferred. Valid State Driver’s License. <b>Responsibilities:</b> Provides clerical support and related assigned duties to the Social Development Department</p>	Social Department
<p><b>Security Officer: Requirements:</b> 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. <b>Responsibilities:</b> 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>	Security Department



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

<p><b>Substance Abuse Counselor/Part-time: Requirements:</b> 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</p> <p>requirements to practice in the state where the center is located. Valid State Driver’s License. <b>Responsibilities:</b> 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>	Wellness Department
<p><b>VPN – Practical Nurse: Requirements:</b> 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 <b>Responsibilities:</b> 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>	Wellness

***Apply today! All interested applicants must apply online at [www.serratocorp.com](http://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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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](mailto:lisah@ocecd.org).

### 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](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,



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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

### 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](mailto:jobs@peopleplacesanddreams.com)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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>

### COORDINATOR SEARS THINK(BOX) - CASE SCHOOL OF ENGINEERING – CLEVELAND

Working under general direction, the Sears think[box] Coordinator is responsible for developing and managing all aspects of both internal and external programs, along with related events. The Coordinator will work with a high degree of independence under the direction of the Director of Prototyping, Art, & Community Engagement and Sears think[box] senior staff to manage and execute meaningful, high-quality programs and events. Program Management: Prepare, manage, and report all aspects of the project life cycle for programs. Manage all aspects of programming including corporate innovation programs, academic programs, summer camps, and other programs as determined. Event Management: Support Sears think[box] teams hosting events. Responsible for assisting with program flow, catering, setup/load-out, accommodations, transportation/parking, volunteers/staffing, communications, A/V needs, and logistics. SUPERVISORY RESPONSIBILITY No direct supervision of staff employees. Supervises student technicians. QUALIFICATIONS Experience: 3 to 5 years of related experience. Education: High school education required. Bachelor's degree preferred.

Interested persons please send cover letter and resume to Ainsley Buckner: [axb934@case.edu](mailto:axb934@case.edu)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### RECRUITER/HIRING SPECIALIST AND MULTIPLE POSITIONS-PENSKE-BEACHWOOD, OHIO-FULL TIME

Actively source and manage candidate leads via inbound and outbound calls, e-mail, social media, resume and other internet databases, and associate referrals. After qualifying candidates, you will present them the total value proposition and benefits of working with Penske, and discuss the details of available technician career opportunities. You will accurately capture and manage driver information in our lead capture system, Salesforce.com. For candidate leads that may not currently meet our requirements or have interest in current openings, you will use our systems and processes to keep them engaged for the future.

<https://penske.jobs/>

### 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](mailto:sbuckner@universitysettlement.net)

---

### MANUFACTURING/TRADES/GENERAL LABOR

#### 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 1<sup>st</sup> shift; \$13.50 per hour 2<sup>nd</sup> and 3<sup>rd</sup> shift. **We are second chance friendly.** We have numerous positions available... Machine operators, polish operators, Inspectors these are entry level



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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

### PRODUCTION PACKER – PACE MANUFACTURING – CLEVELAND

Full-time. Pay: \$16.00 per hour. 8-hour shift. Monday to Friday. Shifts: 2nd: 3pm – 11pm, 3rd: 11pm – 7am. We are hiring Production Packers for our client on the East side of Cleveland - 2 locations! Coit Road and St. Clair, which are conveniently located on the bus line! Description: Production Packers will be packing various different size bags of chemical products, anywhere from 3 pounds to 50 pounds. Once the product is packaged you will place it on a pallet. Machine Operators will be running the production machines. This is a fast-paced work environment. Requirements: Must be able to lift 50lbs. Prior manufacturing experience preferred

[https://www.salary.com/job/pace-manufacturing/production-packer-3186/j202205231749229346111?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/pace-manufacturing/production-packer-3186/j202205231749229346111?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### CONSTRUCTION LABOR – AREA TEMPS – CLEVELAND

Full-time. \$18.00 per hour. Work hours are Monday through Friday, from 7 a.m. to 3 p.m. or 8 a.m. to 4 p.m. A construction company is seeking individuals to assist the construction workers by getting materials and tools, sweeping the saw dust, and performing other duties.

[https://www.talent.com/view?id=16fb0feda50c&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.talent.com/view?id=16fb0feda50c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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](mailto: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.

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



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

**PRODUCTION LABORER – RUST OLEUM CORP. - CLEVELAND**

Full-time. Main Duties & Responsibilities: Perform all duties in accordance with safety rules and regulations, including maintaining a clean and safe work environment; Ensures that product quality is met or exceeded; Responsible for the efficient manufacturing and continuous improvement of all products and processes; Interpret process instructions to ensure quality and/or regulatory compliance; Perform batch assembly - loading chemicals manually or by use of material handling equipment where equipped. Education and/or Experience: Forklift Certified or ability to obtain; Must be able to lift up to 65 lbs and 50 lbs repetitively.

[https://www.adzuna.com/details/3116536302?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.adzuna.com/details/3116536302?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

**NEED METAL BUILDERS/IRONWORKERS - ULG STAFFING – BERE A**

Full-time. JOB DETAILS: PAY: \$27/hour \$75/day. STARTS: Monday, 5/9/22  
HOURS: 52 hours/week (working 4 x 9-hour days 2 x 8-hour days). DURATION: 10 weeks.  
JOB DUTIES & REQUIREMENTS: Connecting / erecting steel columns beams on a new construction project. No welding needed; ALL bolt-up; MUST have 2 years of experience working on travel jobs in industrial settings; MUST be COMFORTABLE WORKING FROM HEIGHTS.

[https://www.salary.com/job/ulg-staffing/need-metal-builders-ironworkers/j202205041533211966310?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/ulg-staffing/need-metal-builders-ironworkers/j202205041533211966310?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

**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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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](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)



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

**CONSTRUCTION WORKERS NEEDED**



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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### AUTO GLASS TECHNICIAN – SAFELITE – CLEVELAND

Full-time. The Repair Specialist, which we hire year-round and seasonally, performs vehicle glass repairs whenever a glass replacement is not required. Our paid, formal training program teaches everything needed to complete these specialized repairs, regardless of any prior mechanical experience. What You'll Do: Learn to repair vehicle glass (in the classroom and hands on) with a focus on the Safelite Way of Fitting under the guidance of experienced technicians and Safelite leaders. Repair chips, cracks and other auto glass related issues on customer vehicles. Manage work orders, customer documentation and customer communication through the Safelite handheld Mobile. Requirements: High School Diploma/GED/Equivalent required. Valid state-issued driver's license required.

[https://www.salary.com/job/safelite/windshield-repair-technician-entry-level-paid-training-provided/j202204070223514251454?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/safelite/windshield-repair-technician-entry-level-paid-training-provided/j202204070223514251454?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### 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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

To Apply: Submit your resume to Joe Cianciolo at [Joe@RAKCorp.com](mailto: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](mailto: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/>

### PLUMBER – AMERICAN RESIDENTIAL SERVICES – CLEVELAND

Full-time. IMMEDIATE HIRING! GROW WITH THE PROS AND MASTER YOUR CAREER. Only the best of the best work for the largest and fastest-growing leader in residential & commercial services: ARS/Rescue Rooter. Plumbing Service Technician ARS/Rescue Rooter of Cleveland Residential and Commercial Company is provided vehicle, gas card, cell phone, and company uniforms. Responsibilities: As an ARS Plumbing Service Technician, you will apply your technical skills and knowledge in the assembly, installation, maintenance, remodeling, repair, and servicing of plumbing and drainage systems. Requirements: Must have experience in residential service repair. High school diploma or GED equivalent. Must have a valid driver's license with a safe driving record. Must undergo a criminal background check with MVR and drug screening.

[https://jobsearcher.com/j/plumber-at-american-residential-services-in-cleveland-oh-2bXGEbE?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobsearcher.com/j/plumber-at-american-residential-services-in-cleveland-oh-2bXGEbE?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### 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 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](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.



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

**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](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](mailto:ddupree@libertylabor.net)



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

**MULTIPLE OPENINGS - CLIFTON STEEL - MAPLE HEIGHTS**

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



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

<a href="#">a524-84b0bb7430a5</a>		
<b>IT Manager (Non-Union Role)</b> <a href="https://easyapply.co/a/fc53148b-0569-480d-aff8-d4ef6110cdc1">https://easyapply.co/a/fc53148b-0569-480d-aff8-d4ef6110cdc1</a>	8am-5pm	Negotiable
<b>Production Supervisor (2<sup>nd</sup> Shift)</b> <a href="https://easyapply.co/a/7b1056da-246b-45ab-af5f-718577eff63c">https://easyapply.co/a/7b1056da-246b-45ab-af5f-718577eff63c</a>	3pm-11pm	Negotiable

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

We are looking for part-time professional seamstress & Cutters. Must have knowledgeable 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/>



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

**TRANSPORTATION/WAREHOUSE/DISTRIBUTION**

**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](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)

**LOGISTICS COORDINATOR – ACS SOLUTIONS - CLEVELAND**

Duration: 12+ Months Possible Temp to hire. Pay Rate: \$18/hr. Monday-Friday: 8:00am-4:30pm. We are looking for a Logistics Coordinator in Cleveland, OH. This is an immediate need. Responsibilities: Release orders; Print out labels to give to dock operators; Provides administrative support in a variety of functions to an executive, team, department or another group in an organization; Collects, reviews and analyzes complex and/or confidential information and creates reports, charts, budgets, and other presentation materials. Qualifications: Relevant experience needed; Has intermediate word processing, spreadsheet, database, graphics software, and analytical skills; Typically requires a high school diploma or its equivalent.

[https://jobs.fox2now.com/jobs/logistics-coordinator-cleveland-ohio/604312250-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.fox2now.com/jobs/logistics-coordinator-cleveland-ohio/604312250-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



## **Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

### **WAREHOUSE WORKER – LOWE'S – CLEVELAND**

Part-time. As a Warehouse Part-Time Days associate, instore, you'll play a key part in connecting customers with the essential items they need to explore and embrace what's possible for their home. As a Warehouse Part-Time Days associate, instore, you will also: Unload, organize, and stock Lowe's merchandise for customers. Help keep the retail store running smoothly, receiving and logging Lowe's products for inventory. We are immediately hiring Warehouse Part-Time Days associates, instore, and bilingual applicants are encouraged to apply.

[https://www.nexxt.com/jobs/warehouse-part-time-days-cleveland-oh-2181065573-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](https://www.nexxt.com/jobs/warehouse-part-time-days-cleveland-oh-2181065573-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)

### **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](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)

### **GENERAL WAREHOUSE PERSON – WALGREENS – CLEVELAND**

Part-time. Walgreens is currently seeking PT & FT General Warehouse Persons candidates. Responsibilities: Assist with receiving, scanning, picking, packing, auditing and shipping merchandise to customers; Track all inbound and outbound items through radio frequency (RF) scanning to ensure accountability in inventory; Verify reentry into the inventory management system.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

<https://www.learn4good.com/jobs/cleveland/ohio/warehouse/1190850759/e/>

### 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](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)

### NEW DRIVERS: EXCEPTIONAL OPPORTUNITY TO LEARN AND EARN – TMC TRANSPORTATION – CLEVELAND

Full-time. Earn up to \$88,000 in your first year. Drivers are home on weekends, sometimes more depending on where they live. Equipment and Driver Support: TMC boasts some of the best-looking equipment on the road; Drive the latest model black and chrome Peterbilt trucks with your name on the door; Interiors are designed to provide superior driver comfort. NO FLATBED EXPERIENCE? No Problem! We do not require any previous flatbed experience. We offer a paid, top-notch flatbed training program.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://www.jobsintrucks.com/cgi-local/driversearch.cgi?action=ViewJobDetails&JobIndNum=21184385&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.jobsintrucks.com/cgi-local/driversearch.cgi?action=ViewJobDetails&JobIndNum=21184385&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### 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](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)

### DISTRIBUTION/LOGISTICS TOW-MOTOR OPERATOR – LINCOLN ELECTRIC

Full-time. JOB DESCRIPTION (DUTIES AND 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. Ensures accurate and clear identification of parts. BASIC 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.

[https://www.talent.com/view?id=a365cddc6033&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.talent.com/view?id=a365cddc6033&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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[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](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)

### PRODUCTION ASSOCIATE II – CINTAS – STRONGSVILLE

Full-time. \$15.00/Hour. Shift: 1st Shift. Cintas is seeking a Production Associate II. Responsibilities include performing numerous positions in the production plant area and general duties throughout the facility as needed, including for break, vacation and absence coverage. The operator will also assist with production duties based on work volume. In order to be considered for this position, a person must be able to competently perform at least three production position functions, which are all physical and may require standing for an entire shift, as well as repeated bending, lifting, twisting and stretching. Required: Ability to stand for 7 hours of an 8 hour shift.

[https://careers.cintas.com/job/Strongsville-Production-Associate-II-%2415\\_00Hour-OH-44136/872911300/?feedId=32500&utm\\_campaign=Cintas\\_PaidMedia](https://careers.cintas.com/job/Strongsville-Production-Associate-II-%2415_00Hour-OH-44136/872911300/?feedId=32500&utm_campaign=Cintas_PaidMedia)

### 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. 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.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

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

### WAREHOUSE ASSOCIATE – MULTICRAFT, INC. - CLEVELAND

Full-time. Pay: From \$16.00 per hour. Immediate opening for a full-time experienced warehouse associate. Responsibilities include pulling, packing and shipping orders with accuracy, receiving shipments, stocking shelves and preparing freight shipments. Computer skills and knowledge of UPS and FedEx software and QuickBooks is helpful. Must be able to lift 80 lbs., stand on feet all day, lift, bend, stretch and climb a ladder and perform general physical warehouse duties. Near east side location with private parking. M-F, 8:30am to 5pm.

[https://www.salary.com/job/multicraft-inc/warehouse-associate/j202203240425426399123?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/multicraft-inc/warehouse-associate/j202203240425426399123?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### DRIVER – SENIOR TRANSPORTATION CONNECTION – CLEVELAND

Part-time. Job Description Summary: Responsible for driving senior citizen passengers. Escorts clients door-to-door to ensure safety and a helping hand. Drivers deliver a personal touch to all riders, and are a reassurance to those needing help. Responsibilities: Operates passenger vehicles to drive assigned transportation routes throughout the county, assisting client passengers as appropriate in a courteous and professional manner. Often loads and off-loads walking aids, e.g.,



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

canes, walkers, etc. and packages. Ensures routes are consistently completed safely and on time. Remains in constant communication with Dispatch Office. Qualifications: High school diploma or equivalent highly desirable. Must be able to communicate effectively in written and oral form. Must possess work history with track record of successful customer service. Minimum three (3) years driving experience required.

[https://jobsearcher.com/j/driver-at-senior-transportation-connection-in-cleveland-oh-V8nPVVm?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobsearcher.com/j/driver-at-senior-transportation-connection-in-cleveland-oh-V8nPVVm?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### FORKLIFT OPERATOR/MATERIAL HANDLER – SHAVER WOOD PRODUCTS, INC. - CLEVELAND

Full-time. Pay: \$12.00 - \$20.00 per hour. Responsibilities: Using Forklift to sort through lumber, unload trucks, pull orders for Customers. Warehouse experience: 1 year (Preferred). Work Location: One location.

[https://jobsearcher.com/j/forklift-operator-material-handler-at-shaver-wood-products-inc-in-cleveland-oh-vEK1M0I?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobsearcher.com/j/forklift-operator-material-handler-at-shaver-wood-products-inc-in-cleveland-oh-vEK1M0I?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### WAREHOUSE WORKER – APEXX - CLEVELAND

Full-time. \$16 to \$25 Hourly. Hiring Warehouse positions immediately. We are looking for individuals who thrive in a fast-moving environment for several warehouse positions ranging from Entry Level to Senior Level positions. Responsibilities: Effectively and efficiently package required orders. Operating machinery to move large quantities of merchandise. Building and stretch wrapping pallets. Placing merchandise on conveyors. Follow health and safety regulations. Qualifications: Entry level – No previous warehouse experience required. Must be able to lift up to 60lbs. Must be able to communicate effectively. Detail oriented, able to multi-task, and keep work area safe & clean.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

[https://www.careerseekeronline.com/jobs/35662614-warehouse-worker-up-to-20-p-hr-at-apexx?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.careerseekeronline.com/jobs/35662614-warehouse-worker-up-to-20-p-hr-at-apexx?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](https://jobs.tsa.gov/job/detail/611624700?utm_campaign=tso)

### DELIVERY ASSOCIATE – LANCE GLOBAL LOGISTICS – BEDFORD HEIGHTS

\$16.50 - \$18.00 Lance Global Logistics is a package delivery company operating from Bedford Heights, Ohio. We provide last mile delivery of Amazon packages to homes and business within northeast Ohio. The "last mile" of delivery is the final step of the on-line shopping experience - when the package arrives at the buyer's door. We seek high quality, motivated people to join our team of Delivery Associates (Van Drivers). If you are physically-fit, detailed-oriented and customer-focused with a "can-do" attitude and the skills to safely drive a delivery van, we want to meet you. Full-time and Part-time schedules available. It is a very physical role - no heavy lifting - it's just physically draining staying on pace to deliver about 25 packages an hour and getting in and out of the van nearly 400 times per day - much tougher than it sounds. Candidates



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

must pass Amazon's 7-year criminal background check and 3-year motor vehicle records check (less than 2 points). Must possess a valid driver's license - though preferred, no CDL is required.

<http://www.lancegloballogistics.com/>

---

### COMMUNITY RESOURCES

#### TABLE GAMES DEALER ACADEMY – JACK CASINO

Part-time. Put on your game face! JACK Cleveland Casino is excited to announce that we are getting ready to kick off our JACK Table Games Dealer Academy with FREE table games dealer training! All Classes are held in the Table Games Training Center, located inside JACK Cleveland Casino. The class will run from 10:00AM - 3:00PM Tuesday thru Saturday. Class Will Be Held Tuesday July 5th thru Saturday August 13th. Classes will offer training in Black Jack and 5 Carnival Games. Enrollees who successfully complete the course will be provided the opportunity to audition for positions at JACK Cleveland Casino.

Role Responsibilities of the Table Games Dealer Academy:

- Participants must be 21 years of age.
- Interviews and basic math tests will be administered prior to dealer school registration.
- Participants will not be paid to attend these classes. Participation is voluntary.

Education & Experience Requirements:

- High school diploma or equivalent is required.
- Excellent customer service skills are essential
- Must be able to perform basic math quickly
- Must be able to get along with co-workers and work as a team

#### EL BARRIO WORKFORCE DEVELOPMENT - VIRTUAL TRAININGS - CLEVELAND

FREE programs that are open to anyone 18+ (no high school diploma required and felony friendly) that provides preparation services to help individuals looking for employment to find a meaningful career. Our training tracks offer the opportunity to earn third-party industry



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

certifications, connections with more than 100 corporate partners who teach, provide career assistance, and offer many opportunities to meet with hiring managers at job fairs and hiring events right in our virtual classrooms.

Specialized trainings tracks include:

- Pharmacy Technician (16 weeks)
- Child Development Associate (12 weeks)
- Customer Service – Banking, Call Center and Retail (4 weeks)
- Hotel and Guest Services (4 weeks)
- General Job Readiness both in English and Spanish (2 weeks)

Connect with us through our website <https://thecentersohio.org/services/training-and-job-search/> or CALL us (216) 325WORK

---

## YOUTH OPPORTUNITIES UNLIMITED (Y.O.U.) YOUNG ADULT OPPORTUNITIES PROGRAM - TRAINING - CLEVELAND

These free programs are open to young adults 18-24 years old, not currently in high school or college, and residents of Cuyahoga County. All receive direct supportive services for up to one year after completion of program, incentives for completion, and job coaching and retention services. Programs include: Virtual 3-week Job Readiness Training - 4-week Work Experience. Credential Training: Customer Care, IT, State-tested Nurse Aid (STNA), and Construction

For more information or to enroll, call 216-973-0037 or visit our website at <https://www.youthopportunities.org/young-adult-opportunities-program>.

## EDUCATIONAL ASSISTANCE PROGRAM INFORMATION

The Cuyahoga County Educational Assistance Program (CCEAP) provides financial assistance for Cuyahoga County residents seeking a post-secondary degree and/or program certification that will lead to gainful employment or career advancement. Scholarships up to \$5,000.00 may be granted to qualified Cuyahoga County residents to complete training.

Recipient must be a resident of Cuyahoga County at least eighteen (18) years of age

Training must be in occupations identified as 'growth' or demand



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

Must be within 12 credit hours of completion of your certificate or degree  
Satisfaction of a certificate or degree is required upon completion  
Must complete training within 18 months including summer sessions  
Funds to be applied at the beginning of the qualifying term  
Must be enrolled or plan to enroll in one of the participating training program providers

Click the link for more information: <https://www.cuyahogacounty.us/educational-assistance-program-information>

**US ARMY SOLDIER - LAKEWOOD RECRUITING OFFICE, CALL 216-215-2060**

Seeking motivated people ages 17 to 34 who are interested in serving their country in the Regular Army or Army Reserves. High School Junior (Army Reserves Only) or High School Senior on track to graduate, High School Diploma, or GED required. US Citizen or Green Card Holder. The Regular Army is a full time position where after completion of Initial Military Training, you would be eligible for world-wide assignment. Initial Military Training averages 20 weeks. Army Reserves is part time opportunity and after completion of Initial Military Training you would be assigned to an Army Reserve Unit in Twinsburg, OH or North Canton, OH and work 2 days a month.



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



we are

# Hiring

**Do you have a passion for serving Children & Families?  
We are looking for YOU!**

**join our  
team**

Part Time positions (up to 25 hours weekly)  
Full Time positions

- ▶ Qualified Teachers
- ▶ Social Workers
- ▶ Case Managers
- ▶ Customer Service Representatives
- ▶ Various Supportive Positions

Competitive Salary • Major Medical Insurance  
Dental and Vision Insurance • Educational Assistance for qualified careers  
403B Plan (Organization contributes 7% of salary toward plan)  
Life Insurance (Organization contribution of 2x annual salary)

For complete job descriptions and a list of available jobs

**please visit**

[stepforwardtoday.org](http://stepforwardtoday.org) @fb@stepfwrtdtoday





**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---



**Cenveo®**

**COME JOIN OUR TEAM!**

**JOB FAIR: June 7<sup>th</sup> 8:30 a.m. – 3:00 p.m.**  
**4500 Tiedeman Road, Cleveland, Ohio 44144**

Our Cleveland plant is currently hiring for the following opportunities with benefits:  
Hourly rates are based on skills and experience.

**Shift Differentials:**

2<sup>nd</sup> shift: \$.75/hr.

3<sup>rd</sup> shift: \$1.00/hr.

**Shifts:**

- 12 hour shift 6:00 p.m. - 6:10 a.m. 3 days one week/4 days the next week
- 12 hour shift 6:00 a.m. – 6:10 p.m. – Machine Operators Only
- 8 hour shift 2<sup>nd</sup> 3:25 p.m.-11:25 p.m. – Monday - Friday
- 8 hour shift 3<sup>rd</sup> 11:20 p.m.- 7:20 a.m. – Sunday – Thursday

- **Experienced Machine Adjusters/Technicians**

- \$23.00/hr. Experienced
  - plus shift differential

- **Machine Adjuster Trainees**

- \$20.00/hr. Entry Level
  - plus shift differential

- **Machine Packers**

- \$16.00/hr.
  - plus shift differential

- Ability to pass the drug screen and background check
- Authorization to work in the United States

To apply, please email your resume to [laurie.yant@cenveo.com](mailto:laurie.yant@cenveo.com) or contact (216) 430-3973 to leave a message. Please include your name, contact number and email address.



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

# Free Legal Clinic

*Join the Ohio Justice Bus for brief advice clinics*



The **Ohio Justice Bus** is a mobile legal aid office and technology hotspot that allows legal aid and pro bono attorneys to travel to and provide legal services to Ohioans at no cost to clients.

The **Ohio Justice Bus** is partnering with **OhioKAN** to offer free legal advice to Cuyahoga County residents. You will have the opportunity to talk privately to an attorney about family law issues related to adoption and kinship care.

## Join us:

Friday June 10, 2022

10 a.m. - 2 p.m.

Fairhill Partners

12200 Fairhill Rd  
Cleveland, OH 44120

Services are provided on a first-come first-serve basis. Please bring any relevant documents.

## Hosted By:



### POWERED BY



[help@ohiojusticebus.org](mailto:help@ohiojusticebus.org)

[www.ohiojusticebus.org](http://www.ohiojusticebus.org)

[@OhioJusticeBus](https://twitter.com/OhioJusticeBus) [f](https://www.facebook.com/OhioJusticeBus) [in](https://www.linkedin.com/company/ohiojusticebus)



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

**amazon**

**AMAZON**

**HIRING EVENT**

JUNE 13, 2022 | 10:00AM-12:00PM  
177 MAIN ST., PAINESVILLE, OH 44077

Hiring Warehouse Associates Full-time, part-time and



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

# JOB FAIR

## JOB FAIR LOCATION

Fairfax Resource and Recreation Center  
2335 East 82nd Street  
Cleveland, OH 44104

## DATE // TIME

June 15, 2022  
10:00 AM - 1:00 PM

*Refreshments will be available*

## General Labor Opportunities for INNOVATION SQUARE

Project will be located at  
2260 East 105th Street  
Cleveland, OH 44106

### OPEN POSITIONS INCLUDE:

- General Labor
- Construction Trades
- Electrical Labor
- Floor Installer Apprentice

### REQUIREMENTS

- Driver's license / reliable transportation
- Proper safety attire, including work boots
- 40 hours/week

Please register with Fairfax Renaissance Development Corporation's Workforce Development Program by emailing [workforce@fairfaxdev.org](mailto:workforce@fairfaxdev.org)

Questions? Call FRDC at 216-361-8400



Community Resource & Employment Service

June 6, 2022  
(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



**HCSC**  
HARVARD COMMUNITY SERVICES CENTER  
PRESENTS  
THE 6TH ANNUAL  
**JAZZ For HARVARD**  
*Healing Arts*

**JUNE 16**  
3PM - 9PM

ENTERTAINMENT BY:  
DJAPO CULTURAL ARTS INSTITUTE | OLD SKOOL PLAYERS BAND  
HORNS & THINGS | THE WILLIAMS PROJECT & DJ ELLERY

MS. GERRI MCCULLY, MBA  
ALL THE HOOPLA!

OLD SKOOL PLAYERS BAND

HORNS AND THINGS

TVP

LIVE MUSIC | FREE ART CLASSES | HULA HOOPING FUN  
VENDORS/FOOD TRUCKS & MORE!

**FREE EVENT. OPEN TO THE PUBLIC. RAIN OR SHINE. BRING YOUR LAWN CHAIR**

**HARVARD COMMUNITY SERVICES CENTER**  
18240 HARVARD AVE. CLEVELAND, OHIO 44128-1743

CONTACT PERSONS:  
Mrs. Elaine Gohlstin  
President/CEO, Harvard Community Services Center,  
Email: [gohlsty715@aol.com](mailto:gohlsty715@aol.com) (216) 991-8585

FOR VENDOR OPPORTUNITIES CONTACT  
[abstractpmb7@gmail.com](mailto:abstractpmb7@gmail.com)

Mrs. Elaine Gohlstin, President/CEO  
Harvard Community Services Center





Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



*Looking for something new or closer to home?*

# **Job Fair**

**Friday, June 17, 2022**

**1:00 pm - 3:00 pm**

**at Moore Counseling and Mediation Services**

**22639 Euclid Avenue, Euclid, OH**

**Call Dana at 216-731-9322**

**for more information**

**Participating businesses include:**

**Amazon**

**Chesterfield Steel**

**Cleveland Clinic**

**Dave's Supermarket**

**Dollar Bank**

**Fifth Third Bank**

**H.C. Starck Solutions**

**HELP Foundation**

**HGR Industrial Surplus**

**Hose Master**

**LaRoux Creole Kitchen**

**Lincoln Electric**

**Moore Counseling**

**Synergy Services**

**University Hospital**

**Vector Technical**


**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

BioBank Technician



**JOIN OUR TEAM TO:**

- Register, Label, Retrieve, and Discard Irreplaceable Biological And Product Materials
- Adhere to Standard Operating Procedures (SOPs)
- Have fun while making a difference!

**Experience Needed:**

- Associate's degree in a Life Science (biology, chemistry)
- Strong Microsoft Excel, accurate data entry skills
- Detail-oriented, able to learn quickly
- Can follow procedures to meet tight deadlines

**INTERESTED IN APPLYING?**

Contact Fairfax Renaissance Development Corporation (FRDC) at  
Email: [jmason@fairfaxdev.org](mailto:jmason@fairfaxdev.org) or [workforce@fairfaxdev.org](mailto:workforce@fairfaxdev.org)  
Fairfax Renaissance Development Corporation's Workforce Development Program is assisting with hiring for these positions.

**Monday – Friday**  
40 Hours/week

**Day Shift**  
7:30 a.m. –  
4:00 p.m.

**Hourly Rate:**  
\$19.00

**Opportunities for  
growth and  
advancement**

## Azenta Life Sciences

**Why Azenta?**

- Competitive Salary
- Benefits Start Day One of Employment
  - Paid Time Off
  - Tuition Assistance
  - Student Loan Paydown



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---



Good Afternoon Ward 6 Residents. Thank you for supporting CIRI for another year!

I wanted to update the residents that Architectural Fiberglass in Ward 6 is hiring. They recently purchased their biggest competitor and are now consolidating operations here. They anticipate hiring at least 10 people in their shop.

I have referred the company to workforce partners in the area, but I know folks often call the council office for job prospects. So I am passing on the good news and this link to the company's contact page (<https://www.fiberglass-afi.com/contact.htm> )

All the best  
Molly

**Molly Leitch Leitner**  
Manager, Industrial Development & CIRI Program  
[molly@mfgworksle.org](mailto:molly@mfgworksle.org)  
4855 West 130<sup>th</sup> Street  
Cleveland, Ohio 44135  
direct: 216.920.1961

[www.mfgworksle.org](http://www.mfgworksle.org)



CLEVELAND INDUSTRIAL RETENTION INITIATIVE  
A Program of the City of Cleveland



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

**JOIN OUR TEAM!**  
**We're Hiring New Police Officers!**  
**APPLY TODAY!**

**f 216-623-5233** **🐦**  
[governmentjobs.com/careers/cleveland](http://governmentjobs.com/careers/cleveland)  
[cpdrecruitment@city.cleveland.oh.us](mailto:cpdrecruitment@city.cleveland.oh.us)



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



We Are

**HIRING**

**EMS Dispatchers**

Apply today at:  
[Clevelandohio.gov/jobs](http://Clevelandohio.gov/jobs)

Questions? Contact the Public Safety  
Recruitment team at 216-623-5233.





## Community Resource & Employment Service

June 6, 2022  
(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



### HOW TO APPLY

### JOIN OUR TEAM!

**Do you love a challenging career? A competitive salary and excellent benefits? Look no further!!!**

**Selection Process for Police and Fire:**

Applicants must qualify in a series of competitive examinations before they are eligible for appointment. The process includes:

- An exam designed to measure reading, math skills, recall factual materials and make judgments based on reasoning skills
- A physical agility test
- A background check
- A medical examination
- Written psychological examinations and evaluations
- All cadets are paid \$15 an hour during the Academy training
- All cadets will receive full health insurance coverage on the first day of their Academy training
- NOTE: Additional points may be earned for Cleveland residency (10) and Military service (5) with an honorable discharge

**Qualifications for an Emergency Medical Technician (EMT):**

- At least 18 years of age
- High School Diploma or (GED)
- Must be a U.S citizen
- Valid Ohio Driver's License (less than 6 points)
- Ability to lift and carry 100 pounds
- EMT Basics are required to successfully complete the EMT Paramedic Training Course within two (2) years of employment

**Qualifications for a Paramedic:**

- At least 18 years of age
- High School Diploma or (GED)
- Must be a U.S citizen
- Valid Ohio Driver's License (less than 6 points)
- Ability to lift and carry 100 pounds
- State of Ohio Paramedic Certification

**Qualifications for a Firefighter:**

- Must be 18 years of age and under the age of 40 at the time of appointment to the Academy
- High School Diploma or GED
- Must be a U.S. citizen
- Valid Ohio Driver's License (less than 6 points)

**Qualifications for a Police Officer:**

- Must be 21 years of age and under the age of 40 at the time of appointment to the Academy
- High School Diploma or GED
- Must be a U.S. citizen
- Valid Ohio Driver's License (less than 6 points)

There are public safety recruiters available to answer questions. Please call or email.

**Janet Nevels, Recruitment Manager**  
Department of Public Safety  
Division of Safety Administration  
Cell: 216/857-7020 • [JNevels@clevelandohio.gov](mailto:JNevels@clevelandohio.gov)

**Detective Felton Collier, Recruiter**  
Department of Public Safety  
Division of Police  
Cell: 216/857-7049 • [FCollier1@clevelandohio.gov](mailto:FCollier1@clevelandohio.gov)

**Sergeant Desmond Anderson, Recruiter**  
Department of Public Safety  
Division of EMS  
Cell: 216/857-6888 • [DAnderson@clevelandohio.gov](mailto:DAnderson@clevelandohio.gov)

**Firefighter Tyrelle Kiongozi, Recruiter**  
Department of Public Safety  
Division of Fire  
Office: 216/664-6388 • [TKiongozi@clevelandohio.gov](mailto:TKiongozi@clevelandohio.gov)

**Lt. Sean L. Hodges, Recruiter**  
Department of Public Safety  
Division of Fire  
Office: 216/664-6388  
[SHodges@clevelandohio.gov](mailto:SHodges@clevelandohio.gov)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



Cleveland Clinic

Phlebotomy Technician

**Phlebotomy Technicians** are integral part of the medical laboratory team. Their primary function is to collect blood from patients and prepare the sample for testing. Most work in hospitals and clinics, but some collect blood for donation purposes. Phlebotomy technicians are important members of the health care team and also the lab team. They must create an atmosphere of trust and confidence with patients while drawing blood specimens in a skillful, safe, and reliable manner. Successful phlebotomy technicians must like challenge and responsibility. They must be accurate, work well under pressure, and communicate effectively. According to the Bureau of Labor Statistics, employment for phlebotomy technicians is expected to grow about 17% over the next 10 years.

### Responsibilities

- Performs blood collection procedures, specimen processing and send out tasks including accessioning, centrifugation, and packaging for transport
- Verifies order requests and identifying information prior to drawing blood or collecting the specimen
- Provides excellent patient service
- Participates in team discussions, provides problem solving ideas and contributes to quality improvement goals
- Communicates essential information to appropriate personnel

### Qualifications

- High School Diploma/GED
- Formal training in a phlebotomy program with certificate of completion and certification
- Trouble shooting and problem solving skills in a team environment
- Must be able to excel in a high-volume, fast-paced work environment

Phlebotomy Program Information:  
216-442-2920 or [CCSP@ccf.org](mailto:CCSP@ccf.org)



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---



### Top Jobs

The United States Postal Service is actively recruiting for many positions that may be perfect for you. Whether you are looking for full-time, part-time or seasonal positions, we have options available. Contact information is provided as part of each job posting.

<https://about.usps.com/careers/welcome.htm>

**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

## Make a Difference While Finding Meaning & Purpose



**If you have a caring heart and a desire to help others,  
start your career at Kemper House today!**

### Who We Are

Kemper House is a family owned and operated, long-term, assisted living community. We have a one-of-a-kind approach to Alzheimer's and Dementia Care, making it a great place to live and work. We don't just say it, we live it!

### What We Offer

- Competitive wages!
- Weekly paychecks!
- Work as much or as little as needed!
- Incredible resume builder
- Looks great on college applications
- No experience needed! We will train.

### Available Positions

- **Resident Care Assistants** - Aiding residents with their daily routines, including personal hygiene, meals, and engagement in activities.
- **Life Enrichment** - Engaging residents with activities such as games, reading, drawing, movies, etc.
- **Kitchen and Dining Assistants** - Help in food preparation, serve and clean up meals, and assist residents as needed.

Highland Heights  
407 Golf View Lane  
440-461-0600



**KemperHouse**  
ALZHEIMER'S & DEMENTIA CARE  
*Until there's a cure, there's Kemper House*

Strongsville  
10890 Prospect Road  
440-846-1100

Call or apply online at [www.KemperHouse.com](http://www.KemperHouse.com)



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



**Ohio**  
**MEANS**  
**Jobs.**

Cleveland-  
Cuyahoga County  
A proud partner of the  
American Job Center network

## JUNE 2022 VIRTUAL CAREER FAIR

OhioMeansJobs|Cleveland-Cuyahoga County invites you to attend our Virtual Career Fair on **Thursday June 23, 2022!** If you are looking for a job, or seeking a new career path, come chat with local employers from a variety of industries including Healthcare, Manufacturing, Information Technology, and more!

**EMPLOYERS** will be available to **LIVE CHAT** between **10 am-2 pm.**

**APPLY TO OPEN POSITIONS** from **9 am- Midnight.**

### REGISTER HERE:

<https://omjcc.easyvirtualfair.com>

- Need help creating a resume? Want to practice interviewing skills? Our staff is here to help you prepare. Reach out to us at 216-777-8200 for assistance!
- Visit [www.omjcc.us](http://www.omjcc.us) for more career opportunities and job search resources.
- If you are an employer interested in participating in this event please contact Ann Kilroy for details on how to register at [Ann.Kilroy@jfs.ohio.gov](mailto:Ann.Kilroy@jfs.ohio.gov)

# VIRTUAL CAREER FAIR

June 23, 2022

**REGISTER BY  
VISITING:**

[www.omjcc.easyvirtualfair.com](http://www.omjcc.easyvirtualfair.com)

**ONLINE CHAT WITH EMPLOYERS  
10 am – 2 pm**

OhioMeansJobs | Cleveland/Cuyahoga • 1910 Carnegie Ave. Cleveland,  
Ohio 44115 • 216.777.8200 • [WWW.OMJCC.US](http://WWW.OMJCC.US)



## Community Resource & Employment Service

June 6, 2022  
(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



Find out if you're eligible for  
**FREE, unlimited  
AT&T Internet**  
with the  
Affordable Connectivity Program\*

\*) Access from AT&T. 12M-100M plans only.

\*Terms, conditions & restrictions apply.



Speeds up to  
**100Mbps†**

**No Annual Contract, No Deposit,  
No installation fees, No equipment fees**

**Over 99% proven reliability**  
Based on network availability.

**Includes—in-home Wi-Fi access**

**Power multiple devices at once—  
everyone can enjoy their own screen**  
Number of devices depends on screen size/resolution.

### How to enroll:

**Step 1**  
Determine eligibility with the federal government's National Verifier at [acpbenefit.org](http://acpbenefit.org) or call the National Verifier at **877.384.2575**. AT&T does not determine ACP eligibility.

**Step 2**  
Once approved, call **855.220.5211** to sign up for service with your National Verifier application ID.

Visit [att.com/access](http://att.com/access) to learn more



Access from AT&T is available only in the AT&T 21-state wireline footprint. Geographic service restriction and terms apply. Not all speeds available in all areas. Internet speed claims represent maximum network service capabilities and based on wired connection to gateway. Actual customer speeds may vary based on number of factors and are not guaranteed. For more info, go to [www.att.com/att21](http://www.att.com/att21).  
\*Access from AT&T is a low cost program for home internet service to eligible limited income households who participate in the Affordable Connectivity Program, Supplemental Nutrition Assistance Program (SNAP), and Supplemental Security Income (SSI) for California residents. Eligible households who qualify and enroll in the Affordable Connectivity Program and Access from AT&T can receive internet at no charge with AT&T Internet Plans (Fiber 100M) and AT&T Fiber (100M core). A Wi-Fi gateway/router and installation also included at no charge. AT&T reserves the right to remove the monthly discount at any time. If your monthly service charge is \$0 after the discount, you must use your service every 30 days, or the discount will be removed. Internet Data Allowance: Unlimited internet data allowance is included with internet plans (10M and higher). Internet plans (10M-100M) will include 10GB or 1TB of data allowance per month depending on type & speed of service. You will be charged \$10 for each additional 50GB of data usage if you exceed your monthly data allowance, even if less than 50 gigabytes is used. For more information, go to [att.com/internetusage](http://att.com/internetusage). AT&T Internet: Subject to Internet Terms of Service at [att.com/internet/terms](http://att.com/internet/terms). The Affordable Connectivity Program is a federal government benefit program operated by the Federal Communications Commission that lowers the price of eligible service up to \$10/mo, or up to \$15/mo on Tribal Lands. The benefit is not transferable to other consumers. Only eligible consumers may enroll in the program. Only one benefit is allowed per household and the benefit may only be applied to one service, regardless of service provider. If the program ends, you transfer your benefit to another service provider or you are no longer eligible for the program, regular plan rates will apply. AT&T reserves the right to remove the monthly discount at any time. If your monthly service charge is \$0 after the discount, you must use your service every 30 days, or the discount will be removed. Eligibility: To establish eligibility, you must enter your eligibility information into the National Verifier at [www.ACPBenefit.org](http://www.ACPBenefit.org), then Call 1-855-220-5211 with your application ID and enroll in the ACP with AT&T for your eligible internet service to complete your enrollment. You must show with documentation as requested that your household income is at or below 200% of Federal Poverty Guidelines for a household of that size or that at least one member of the household participates in a qualifying federal assistance program (Medicaid, Supplemental Nutrition Assistance Program, Supplemental Security Income, Federal Public Housing Assistance, The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), or Veterans and Survivors Pension Benefit) or receives benefits under a certain Federal free and reduced price lunch program or school breakfast program, or is enrolled in a school or school district that participates in the Community Eligibility Provision (CEP), or received a Federal Pell Grant in the current award year; or if on Tribal Lands, participates in certain Tribal-specific federal assistance programs. For more details, visit [www.att.com/access](http://www.att.com/access). ©2022 AT&T Intellectual Property. All Rights Reserved. AT&T, Globe logo and all other marks contained herein are trademarks of AT&T Intellectual Property and/or AT&T affiliated companies. All other marks are the property of their respective owners.



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



## GET YOUR CAREER MOVING!

**American Seaway Foods, Giant Eagle's  
warehouse facility in Bedford Hts., OH is  
hiring Full-Time Warehouse Selectors!**

- Competitive Pay + Overtime
- Full Benefits
- 401K
- Weekly Pay
- Pension
- Performance and Attendance Incentives
- Yearly Pay Increases
- Shoe Allowance

### Weekly Open Interviews:

Wednesday's 9am-11am  
5300 Richmond Road  
Bedford Heights, OH 44146



Apply Today: [jobs.gianteagle.com](http://jobs.gianteagle.com)

Search Keyword: 279939



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



## PRE-APPRENTICESHIP CERTIFICATE TRAINING (PACT)

Looking to begin a career in  
CONSTRUCTION or the BUILDING TRADES?

### BASIC CORE FUNDAMENTALS OFFERED:

- Introduction to Construction Employment
- Building Trades Safety and First Aide
- Construction Math
- Tools and Construction Materials
- OSHA 10 Certification



Upon satisfactory completion of requirements, you'll receive a  
NATIONALLY RECOGNIZED CERTIFICATION

Connect to EMPLOYERS looking for skilled laborers!

**CLASSES ARE FREE!!!!**

**JUNE 14, 2022 - AUGUST 4, 2022**

**UNIVERSITY SETTLEMENT - 4800 BROADWAY AVENUE**

**1:00PM - 4:00PM**

TO REGISTER, CONTACT:

Sandra Buckner, Workforce Development Manager

[sbuckner@universitysettlement.net](mailto:sbuckner@universitysettlement.net)

**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



## WSSC CULINARY ACADEMY

WSSC Culinary Academy is an entry level training program. No previous food service experience is necessary.

**ABOUT THIS PROGRAM:**

- Eight week course focusing on practical kitchen skills and culinary knowledge.
- Upon successfully completing The ServSafe Course students will receive the ServSafe Certificate.
- Engaging learning opportunities with in-depth classroom studies and hands on development of basic kitchen skills.
- Interaction and practical experiences with multiple food service operations within the West Side Catholic Center including Ohio City Pizzeria, WSSC Resource Center and Moriah House.
- Students receive a paid stipend during Culinary Academy eight week program.
- Restaurant internship opportunities provided.

**For questions or to register for this program please contact:**

**Ellen Saracina - Job Coach**  
 esaracina@wsccenter.org  
 (216) 631-4741 ext 143



**WEST SIDE  
CATHOLIC  
CENTER**

3135 Lorain Avenue  
 Cleveland, Ohio 44113  
 P 216.631.4741  
 www.wsccenter.org

*Grounded in faith, hope, love and respect for those we serve, we assist all who come in need of food, clothing, shelter, advocacy and a path to self-sufficiency.*



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



### WORKFORCE DEVELOPMENT PROGRAM

Do you know someone needing support finding meaningful employment?

Consider making a referral to the West Side Catholic Center's Workforce Development Program:

- Eight week program (if needed) 9:00 am-12:00 pm
  - Breakfast and lunch are available (optional)
  - Assistance in securing childcare & transportation
- Explore three pre-career pathways of food service and manufacturing
  - Re-entry jobseekers welcome
  - Guaranteed employment options
  - Individualized/personalized support
- State of the art, automated interview/feedback program
- Recognized by the City of Cleveland, "Community Excellence" Recognition
- Accepted by Cuyahoga County as a certified employment provider for SNAP requirements

Please call to reserve a spot. The class size is truly limited to keep social distancing possible.

**If you have any questions or would like to register, please contact Frank Johaneck at 216-631-4741 ext. 167 or [fjohaneck@wscenter.org](mailto:fjohaneck@wscenter.org).**



**WEST SIDE  
CATHOLIC  
CENTER**

3135 Lorain Avenue  
Cleveland, Ohio 44113  
P 216.631.4741  
[www.wscenter.org](http://www.wscenter.org)

*Grounded in faith, hope, love and respect for those we serve, we assist all who come in need of food, clothing, shelter, advocacy and a path to self-sufficiency.*



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

# WORKFORCE DEVELOPMENT PROGRAM

## TOPICS COVERED

APPLICATION ASSISTANCE  
 COMMUNICATION STYLES  
 CONFLICT RESOLUTION  
 CREDIT UNIONS  
 CUSTOMER SERVICE TRAINING (CVS)  
 DECISION MAKING  
 EMPLOYMENT RIGHTS  
 FINANCIAL EMPOWERMENT

- "HOW TO BE A MILLIONAIRE"

INTERVIEW TRAINING & PRACTICE

- "TALK HIRING" AUTOMATED INTERVIEW FEEDBACK PROGRAM

LEGAL ASSISTANCE  
 LIFE MANAGEMENT  
 OHIO MEANS JOBS  
 RESUMES/COVER LETTERS  
 SAFETY IN THE WORKPLACE  
 SELF CARE  
 STRESS  
 TEAM BUILDING  
 TRAUMA  
 WORK ETIQUETTE & CULTURE



WEST SIDE  
CATHOLIC  
CENTER

3135 Lorain Avenue  
 Cleveland, Ohio 44113  
 P 216.631.4741  
[www.wscenter.org](http://www.wscenter.org)

*Grounded in faith, hope, love and respect for those we serve, we assist all who come in need of food, clothing, shelter, advocacy and a path to self-sufficiency.*

Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

**Event Services Opportunity**



Be part of the action! Landmark Event Staffing is hiring hard-working, reliable people to assist guests and provide event security for major sporting & entertainment events, including staff for the **2022 Browns games at FirstEnergy Stadium!** Interested people should fill out an application and interview for these positions **NOW!** Bring your friends & family and become part of a winning team!



To access QR code, simply use the camera on your mobile device to hover over the image to the left. Click the link that appears at the top of your screen. Once on the Landmark website, be sure to click on the Ohio branch when applying!

- Who:** Landmark Event Staffing Services
- When:** **NOW!** We are hiring for the upcoming Cleveland Browns season!
- What:** Apply and Interview, be sure to bring two forms of ID and dress professionally.
- Qualifications:** At least 18 years old, reliable, good communication skills, able to pass a criminal background check, a hard worker and a cheerful attitude.

**CONTACT US AT (216) 928-7291 with any questions!**

**APPLY AT OUR WEBSITE: [LANDMARKEVENTSTAFF.COM](http://LANDMARKEVENTSTAFF.COM)**



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

## Step Forward Introduces New Water Assistance Program

The **Low Income Household Water Assistance Program (LIHWAP)** assists eligible residents with water and wastewater bills.

### Eligible residents must be

- At or below 175% of the federal poverty guidelines.
- Have a disconnection notice or have been disconnected.
- In the process of establishing a new service.
- Paying to transfer service.



**Note:** Residents with a current medical certificate on file with their utility are ineligible to receive LIHWAP assistance until the medical certificate protection expires.

To apply for the program, clients are required to schedule an appointment. For appointment scheduling call, **(216) 350-8008** or visit **[stepforward.itfrontdesk](http://stepforward.itfrontdesk)**. Due to technical difficulties with online scheduling, applicants should temporarily select "*Winter Crisis*" within the appointment scheduling system. Appointments are available Monday through Friday from 8:00 a.m. until 4:00 p.m. Walk-ins will not be accepted.



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

**COVID-19 Vaccination Clinics near Old Brooklyn**

Call Hope (OBCDC) at 216-250-2035 if you need scheduling assistance.

**Standing Clinics:**

- Neighborhood Family Practice, is offering walk-in or scheduled vaccine appointments at all seven community health center locations. . [Register online](#) or call 216-281-0872 for assistance.
- MetroHealth Old Brooklyn Pharmacy, **4229 Pearl Rd. Cleveland, OH 44109**. Monday-Friday from 9am-3pm

Name	Address	Phone	Website
Discount Drug Mart	4170 Fulton Road, Cleveland, OH 44144	844-625-0843	<a href="https://clinic.discount-drugmart.com/covid/">https://clinic.discount-drugmart.com/covid/</a>
Giant Eagle Pharmacy	6300 Biddulph Road, Brooklyn OH 44144	216-739-4125	<a href="https://www.gianteagle.com/covidvaccine">https://www.gianteagle.com/covidvaccine</a>
Marc's Pharmacy Brooklyn	7359 Northcliff Avenue, Brooklyn OH 44144	216-398-1464	<a href="https://www.marcs.com/">https://www.marcs.com/</a>
MetroHealth Medical Center	2500 Metrohealth Drive, Cleveland OH 44109 (Department of Pharmacy)	216-778-7800	<a href="https://www.metrohealth.org/get-vaccinated/covid-vaccine">https://www.metrohealth.org/get-vaccinated/covid-vaccine</a>
Rite Aid	2323 Broadview Road, Cleveland OH 44109	216-661-5077	<a href="https://www.riteaid.com/pharmacy/scheduler">https://www.riteaid.com/pharmacy/scheduler</a>
Rite Aid	3402 Clark Avenue, Cleveland OH 44109	216-961-9414	<a href="https://www.riteaid.com/pharmacy/scheduler">https://www.riteaid.com/pharmacy/scheduler</a>
Walmart Pharmacy	3400 Steelyard Drive, Cleveland, OH 44109	216-661-5561	<a href="https://www.walmart.com/cp/flu-shots-immunizations/1228302">https://www.walmart.com/cp/flu-shots-immunizations/1228302</a>



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

# WE ARE HIRING!

General Worker Employment Opportunity for Cleveland Residents

## Job Requirements

- Ability to stand, walk, squat, climb, bend, twist, lift, push and pull.
- Ability to read, write and interpret information.

## How to Apply

Please visit [marousbrothers.applicantpro.com/jobs/field](http://marousbrothers.applicantpro.com/jobs/field).

## Potential Apprenticeships:

- Carpenters
- Drywall Finishers
- Laborers
- Operators
- Floor Layers

## Eligibility:

- You must be at least 18 years of age.
- You must be able to pass a drug test.
- You must have a means for direct deposit.

**COME JOIN OUR TEAM!**

**Questions, please contact Diana Correa  
440.391.5427**



**Marous Brothers**  
CONSTRUCTION



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---



## News from the Ohio Turnpike

682 Prospect St.

Berea, OH 44017

[www.ohioturnpike.org](http://www.ohioturnpike.org)

---

### FOR IMMEDIATE RELEASE

## Ohio Turnpike Commission's New Training Program Seeks Diverse Candidates for Maintenance Roadway Positions

***The new program provides Commercial Driver's License (CDL) education and training at no cost to the trainee.***

BEREA, Ohio (March 16, 2022) – The Ohio Turnpike and Infrastructure Commission has launched a new two-year apprentice program designed to increase diversity and inclusion among the ranks of its maintenance roadway workforce.

Eight apprenticeships (one per maintenance building) are available through the turnpike commission's first-ever [Maintenance Worker Class II Roadway Trainee](#) development program, which requires the trainees to sign a two-year agreement.

The entry-level program pays nearly \$23 per hour and provides Commercial Driver's License (CDL) education and training at no cost to the trainee. Other benefits include healthcare, pension, life insurance, paid leave and holidays, work boot stipend, and the potential for a full-time career with growth and advancement as a turnpike commission employee.

"The new diversity and inclusion program provides us with an opportunity to recruit talent from underrepresented groups, especially individuals from disadvantaged backgrounds," said Ferzan Ahmed, executive director of the turnpike commission. "The program will provide trainees with valuable skills and work experience in the highway maintenance field required to pursue a full-time career at the Ohio Turnpike or with another employer."

The trainee selection process will be based on the applicant's background, competency, demonstrated ability to learn the required skills, and aptitude to obtain a CDL within two years from their date of hire.

Trainees who are retained and complete the required duties may graduate from the program after completing the first year and would be eligible for permanent full-time Maintenance Worker Class II positions.

Applicants can select a preferred workplace location from the turnpike commission's eight maintenance buildings located in the Ohio cities of (west to east): Pioneer, Swanton, Elmore, Castalia, Amherst, Richfield, Windham and Canfield.

[Click here](#) for a complete listing of career opportunities.

### For more information, contact:

Charles Cyrill

Public Information Officer

Ohio Turnpike and Infrastructure Commission

m: 440.821.3399

[charles.cyrill@ohioturnpike.org](mailto:charles.cyrill@ohioturnpike.org)

---



## Community Resource & Employment Service

June 6, 2022  
(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



Towards Employment

Are you worried  
that your criminal  
justice involvement  
will keep you from  
getting hired?



## About Towards Employment

Connecting people to careers.

Towards Employment (TE) is a Cleveland-based nonprofit organization whose mission is to empower individuals to achieve and maintain self-sufficiency through employment.

TE helps individuals who are, or have been involved in the criminal justice system, prepare for jobs, get jobs, keep jobs, and advance into a career.

## You Will Gain:

- Personal career map with advancement goals
- Interviewing skills
- Computer and tech skills
- Ability to discuss your record with employers
- Connection to employers who will hire those with records
- Renewed confidence, coaching and a supportive TE network working to help you succeed
- Opportunity to build skills and income with work experience and technical training

## How it works:

### 1. Attend orientation

- Learn what to expect
- Fill out the necessary paperwork

### 2. Meet with a case manager

- Discuss and develop a plan of action for your career path

### 3. Attend career readiness training

- Create a Personal Career Map
- Obtain National Career Readiness Certification (NCRC)
- Coordinate career planning with training and employer partners
- Learn how to keep your job and advance in your career

### 4. Connect to a job and career

- Learn on the job with paid work experiences and/or apprenticeships
- Obtain industry recognized credentials
- Get job placement assistance
- Receive ongoing support from a career coach to help you retain employment and advance in your career



prepare  
for a job



get  
a job



keep  
a job



advance  
in a career



## Community Resource & Employment Service

June 6, 2022  
(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



## What is PACE?

### Promoting Access to Credentials and Employment

PACE is a **free** program offered by Towards Employment for people with criminal justice involvement. It is meant to prepare and connect people for in-demand jobs by providing opportunities for living wage employment, credential training, and other educational opportunities.

PACE is focused on job industries with growing demand for skilled workers, especially in **manufacturing, construction, information technology (IT), and culinary/hospitality.**



prepare for a job



get a job



keep a job



advance in a career

## Who is eligible?

You are eligible if you are...

### An Adult (25+)

- Previously incarcerated
- Released within 2 years of enrollment or currently under supervision
- Come from Cleveland or Cleveland suburb

### A Young Person (18-24)

- Involved in juvenile or adult justice system or do not have high school diploma or GED
- Come from Cleveland or Cleveland suburb

...AND have interest in starting a **career** in manufacturing, construction, and culinary, or hospitality!



## Towards Employment

[www.towardsemployment.org](http://www.towardsemployment.org) | 216.696.5750  
1255 Euclid Ave., Suite 300 Cleveland, OH 44115





## Community Resource & Employment Service

June 6, 2022  
(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



Virtual accommodations available\*

### 1. Attend orientation\*

- Learn what to expect
- Fill out the necessary paperwork

### 2. Meet with a case manager\*

- Discuss and develop a plan of action for your career path

### 3. Attend career readiness training\*

- Create a Personal Career Map
- Obtain National Career Readiness Certification (NCRC)
- Coordinate career planning with training and employer partners
- Learn how to keep your job and advance in your career

### 4. Connect to a job and career

- Learn on the job with paid work experiences and/or apprenticeships
- Obtain industry recognized credentials
- Get job placement assistance
- Receive ongoing support from a career coach to help you retain employment and advance in your career

## Learn more about Towards Employment Connecting people to careers.

Towards Employment (TE) is a Cleveland-based nonprofit organization whose mission is to empower individuals to achieve and maintain self-sufficiency through employment.

TE helps individuals prepare for jobs, get jobs, keep jobs, and advance into a career.

Promoting Access to Credentials and Employment (PACE), operated by Towards Employment, is fully funded through a grant from the US Department of Labor Employment and Training Administration in the amount of \$3,000,000 over 39 months. Towards Employment is an equal opportunity employer and by law auxiliary aids and services are available upon request to individuals with disabilities.



## Towards Employment

[www.towardsemployment.org](http://www.towardsemployment.org) | 216.696.5750  
1255 Euclid Ave., Suite 300 Cleveland, OH 44115





**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



# Computer Learning Lab at the Buckeye Community Resource Center

Located 2816 E 116th street Cleveland, OH 44120

Every 2<sup>nd</sup> & 4<sup>th</sup> Thursday of the month – 9am-11am & 2pm-4pm

Learn Skills to Different Online Tools

- Basic Computer Skills
- Virtual Care Visit-MyChart & Telehealth
- Art and Entertainment Tools
- Digital Resume
- Job Application Assistance
- Online Benefits Assistance

- \* Bring your device to make it easier for you (lap top, smartphone, tablet)
- \* Need internet and a device? We can connect you!
- \* Walk-ins welcomed, maximum capacity 8 per time block, call ahead to save a spot.

**Questions about Computer Learning Lab Services? Call 216-957-4337**





Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



## TRADITIONAL PANTRY

Every third Monday of the month, 10am to noon (all year)

## FRUIT AND VEGGIE PANTRY

Every third Monday of the month, noon to 3pm, Mar. - Oct.



Greater Cleveland  
Food Bank



COUNCIL MEMBER  
**Anthony T. Hairston**  
WARD 10

### NO RESIDENCY OR INCOME REQUIREMENTS

Emergency Pantry open Monday - Friday from 10am to 3pm.

Contact: Cathy Davis at [cdavis@norainc.org](mailto:cdavis@norainc.org) or call 216-391-6672 (NORA)

NORTHERN OHIO RECOVERY ASSOCIATION - 1400 E 55TH ST 44103

Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

CLEVELAND ALPHAS  
COMMUNITY  
**FOOD PANTRY**



**FREE**

**FROZEN MEATS  
POULTRY  
BOXED GOODS**

**CANNED GOODS  
HAND WIPES  
MASKS**

EVERY FIRST WEDNESDAY OF THE MONTH

**10AM-1PM**

2820 E. 116TH STREET



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

## NEED TO UPGRADE YOUR SKILLS?

Are you 55+ and a resident of Cuyahoga County?

You may qualify for

- Paid training
- Part-time work
- Job search club
- Resume preparation
- Help with job placement
- Pay while job searching

Find out more!

Call today!

216-881-1155



### AARP Senior Community Service Employment Program



<p><b>AARP</b> Help Getting a Job? 216-881-1155</p>	<p><b>AARP</b> Help Getting a Job? 216-881-1155</p>	<p><b>AARP</b> Help Getting a Job? 216-881-1155</p>	<p><b>AARP</b> Help Getting a Job? 216-881-1155</p>	<p><b>AARP</b> Help Getting a Job? 216-881-1155</p>	<p><b>AARP</b> Help Getting a Job? 216-881-1155</p>	<p><b>AARP</b> Help Getting a Job? 216-881-1155</p>
---	---	---	---	---	---	---



**Community Resource & Employment Service**

**June 6, 2022  
(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



**Greater Cleveland  
Food Bank**

**Please note:**

- 1- Some pantries are only able to serve clients that live in their zip code and or neighborhood/community.
- 2- If possible, please make sure to bring a few bags.
- 3- Please make sure to call ahead and verify the pantry is open and to verify what paperwork or ID they require.

**Pantries**

Name	Times	Location	Zip Code	Phone Number
<b>Greater Cleveland Food Bank Euclid Neighborhood Pantry</b>	<b>Special hours only 1/20 Thursday 1:00PM-7:00PM (4:00-7:00 other weeks)</b>	<b>25897 Euclid Ave(directly next to Simon's Supermarket)</b>	<b>44132</b>	<b>Contact our Help Center 216-738-2067</b>
Ann George Food Pantry	Every Thursday 5:00 PM - 7:00 PM	6369 Pearl Road, Rear	44130	440-334-4464
Audrey's Outreach	Every Thursday 4:00 PM - 7:00 PM (Restricted Service Area- Please Call Ahead)	16845 Holland Rd.	44142	216-433-1515
Bountiful Basement	Every Thursday 9:30 AM - 12:00 PM (Restricted Service Area- Please Call Ahead)	4370 W. 140th St.	44135	216-671-3870
Community Corner Hunger Center	Every Thursday 10:00 AM - 2:00 PM (Restricted Service Area- Please Call Ahead)	8302 Detroit Avenue	44102	216-631-6508
Famicos Foundation	Every Thursday 9:00 AM - 4:00 PM	8555 Hough Avenue	44106	216-791-6887
Food Force of Painesville	Every Thursday 9:00 AM - 1:00 PM	One Victoria Place, Suite 266	44077	440-357-5644
Heights Emergency Food Center	Every Thursday 9:00 AM - 2:30 PM (Also serves the last 2 Thursdays from 5:30 - 7:30 pm)	3663 Mayfield Road	44121	216-381-0707
Lakewood Community Services Center	Every Thursday 10:00 AM - 2:00 PM (Also distributes Every	14230 Madison Avenue	44107	216-226-6466

**For other food resources in your community, contact our Help Center  
Mondays-Fridays 7AM-6PM 216-738-2067**



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

	Wednesday from 5:30 - 7:30 pm.)			
McKinley Food Pantry	Every Thursday 12:00 PM - 1:30 PM	1200 Lost Nation Road	44094	440-269-8008
Middleburg Hts. Food Pantry	Every Thursday 5:00 PM - 7:00 PM	7000 Paula Dr	44130	216-362-0044
Salvation Army - East Cleveland Corps	Every Thursday 9:00 AM - 11:30 AM	1507 Doan Ave	44112	216-249-4334
Salvation Army - Ohio City	Every Thursday 9:00 AM - 11:30 AM	4400 Clark Avenue	44109	216-631-1515
Salvation Army - Temple Corps	Every Thursday 9:00 AM - 1:00 PM	17625 Grovewood Avenue	44119	216-692-1388
Salvation Army - West Park	Every Thursday 9:00 AM - 11:30 AM	12645 Lorain Avenue	44111	216-252-3593
St. Catherine Church	Every Thursday 9:30 AM - 11:00 AM	8700 Brecksville Rd	44141	440-526-1686 (St. Basil)
St. Mary's Painesville Food Pantry	Every Thursday 10:00 AM - 12:00 PM (By appointment. (pre-made bags))	242 North State Street	44077	440-354-6200
St. Noel	Every Thursday 9:30 AM - 11:00 AM (By appointment.)	35200 Chardon Rd.	44094	440-946-0887
St. Paul AME Church	Third Thursday 5:00 PM - 7:00 PM (Restricted Service Area- Please Call Ahead)	4118 Brookside Blvd.	44135	216-941-6767
St. Paul's Community Outreach	Every Thursday 9:00 AM - 11:30 AM	4427 Franklin Blvd.	44113	216-651-6250
St. Vincent de Paul Pantry	Every Thursday 10:00 AM - 1:00 PM	2145 Broadview Road	44109	216-351-0144
University Settlement	Every Thursday 11:30 AM - 2:00 PM (Restricted Service Area- Please Call Ahead)	4800 Broadway Avenue	44127	216-641-8948x136



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



## **OHCDC/OIBC**

# **PRODUCE TO PEOPLE IS BACK FOR 2022!!!**

### **WHEN:**

**Saturday, May 21, 2022  
10:00am – 12:00pm  
(And Every 3rd Saturday of each  
month thru November 2022)**

### **WHERE:**

**Olivet Institutional Baptist Church  
8712 Quincy Avenue  
Cleveland, OH 44106  
216-862-7350**



**Do you need food at this time? We can help!**

**In partnership with the Greater Cleveland Foodbank, we will be providing fresh fruits, vegetables, breads, and pre-packaged non-perishable items free of charge to residents of Fairfax and the surrounding communities.**

**[OLIVETCDC.ORG](http://OLIVETCDC.ORG)**

**FREE AND  
OPEN TO THE  
PUBLIC!**

**A PHOTO I.D.  
IS NEEDED**

**NO PRE-  
REGISTRATION  
REQUIRED**

### **2022 Dates of Distributions:**

May 21, 2022

June 18, 2022

July 16, 2022

August 20, 2022

September 17, 2022

October 15, 2022

November 19, 2022

### **SPONSORS**



**CREATING | BUILDING  
TRANSFORMING**  
OLIVET HOUSING & COMMUNITY  
DEVELOPMENT CORP.



**Greater Cleveland  
Food Bank**



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

JOIN US JUNE 12, 2022 AT 2:30PM VIA ZOOM FOR...

# Memory Sunday

A PROGRAM OF THE BALM IN GILEAD

HOSTED BY: THE CLEVELAND ALZHEIMER'S DISEASE RESEARCH CENTER (CADRC)

IN COLLABORATION WITH: OLIVET INSTITUTIONAL BAPTIST CHURCH



This program aims to:

## HELP RAISE AWARENESS

The African-American community is largely affected by memory impairments and dementias, however, this community is often left out of the conversation.

## EDUCATE

We will educate on the different types of memory impairments as well as how to reduce the risk of developing dementias.

## SUPPORT

We will offer resources to support those affected by memory impairments as well as their loved ones and caregivers.



With Featured Speaker Dr. Dylan Wint, Director of the Cleveland Clinic Las Vegas Lou Ruvo Center for Brain Health



Scan this code with your smartphone, or visit this website to register:  
[bit.ly/Memory-Sunday](https://bit.ly/Memory-Sunday)



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

ALPHA OMEGA FOUNDATION, INC.

and

OLIVET HOUSING & COMMUNITY  
DEVELOPMENT CORPORATION

present



IN THE CITY

STARTING AND  
SUSTAINING  
YOUR OWN BUSINESS

June 22, 2022  
6:00 - 8:00 PM



Food \* Door Prizes \* Giveaways

**PURPOSE:**

*To provide key  
information and  
resources to women  
and girls interested in  
starting and growing  
their own businesses*

Event will be hybrid

In Person

UH Otis Moss Jr. Health Center  
8819 Quincy Avenue,  
Cleveland  
(Max 20 in-person attendees\*)

and

Virtual (Zoom link provided)

**\*Register at:**

**[https://forms.gle/etKk3g  
GNYeaVAZPcA](https://forms.gle/etKk3gGNYeaVAZPcA)**

*\*Masks and vaccinations required*

Please contact Adrienne McDaniel for more information:

[amcdaniel@olivetcdc.org](mailto:amcdaniel@olivetcdc.org) / 216-862-7350



**Sankofa in the City**

*is a workshop series  
collaboration between the  
Alpha Omega Foundation, Inc.  
and the  
Olivet Housing & Community  
Development Corporation*



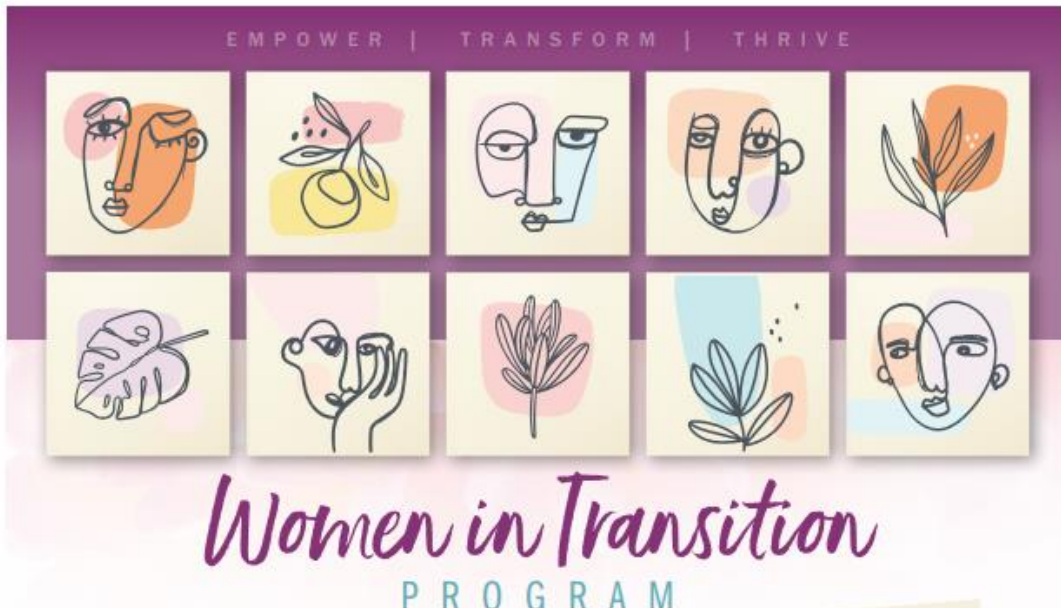


Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



In partnership with the Tri-C® Olivet Access Center

Do you want to:

- Bridge the gap between where you are and where you want to be?
- Re-imagine your interests?
- Motivate yourself after the impact of COVID-19?
- Address educational gaps?
- Strategize to minimize challenges?

Empowering women since 1978, the Women in Transition program is a **free noncredit course** offered through Cuyahoga Community College (Tri-C®). The five-week online curriculum helps women move their lives forward as they develop personalized plans focused on academic and professional development.

For more information, visit [tri-c.edu/WIT](http://tri-c.edu/WIT).

WIT Office | 216-987-5764  
Olivet | 216-862-7350



22069



**Community Resource & Employment Service**

**June 6, 2022  
(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)





**Workforce 360°**

Are you 18-24 years old? Do you want paid training?

**Choose from one of our programs:**



**Job Readiness**

**Credentials in:**  
Customer Service  
ServSafe Food Manager  
Hospitality



**Construction**

**Credentials in:**  
NCCER Core  
OSHA 10  
Customer Service



**Healthcare**

**Credentials in:**  
Patient Care Assistant (PCA)  
State Tested Nursing Assistant (STNA)  
Phlebotomy  
CPR



**Manufacturing**

**Guaranteed Interviews For:**  
Assembler  
Shop Assistant  
Materials Handler  
Maintenance Worker  
Quality Inspector

Wages start at \$12-15 an hour and include benefits.

**All Programs Include:**

- ✔ GED/high school diploma assistance
- ✔ Paid training
- ✔ Resume/interview preparation
- ✔ Financial literacy training
- ✔ Transportation assistance
- ✔ Help finding a job
- ✔ Support for one year following program completion
- ✔ Help with healthcare, childcare, housing, food assistance and legal needs



This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The project was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

**For more information, contact:**  
CuyahogaWorkforce@OhioGuidestone.org or 440.260.6813

3235 Prospect Avenue East  
Cleveland, OH 44115



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

## PATIENT-CENTERED CARE STAFFING AGENCY

### Sealing the Gaps in Care



1

We're a company that values your time and commitment!

2

We offer excellent compensation! RN \$35-45  
LPN \$30-40, STNA \$19-26,  
Medical Assistants \$20-23  
& RA/RTS \$18-22,

3

We provide attendance, quarterly, and annual bonuses.

4

We meet our employees at their level of expertise and provide assistance to advance their skill sets and knowledge base.

5

We help you lighten the load by providing paid licensure and recertification fees!



**FOR EMPLOYMENT INQUIRIES, PLEASE APPLY VIA THE WEBSITE AT [PATIENTCENTEREDCARESTAFFING.COM](http://PATIENTCENTEREDCARESTAFFING.COM) OR EMAIL US AT [PATIENTCENTERED@PCCSTAFFING.COM](mailto:PATIENTCENTERED@PCCSTAFFING.COM). CALL 216-937-5211 FOR QUESTIONS OR INQUIRIES**



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

# COMPUTER LAB

OPEN  
•  
TO ALL



## Open Computer Lab

Do you need to finish the book you've been writing? Or complete your business plan? Maybe you need to search for a job or check the status of an online application. We can help!

We offer:

- Access to internet connected computers
- Free wi-fi
- Free basic computer skills training
- On-site staff will be available to assist you

**\*Due to current COVID guidelines, you must be 18 years or older to enter the building.**

### Hours:

Monday - Friday  
10 am - 4pm

Masks are required to be worn at all times

**\*\*\*\*\*BY APPOINTMENT\*\*\*\*\***

### Olivet Housing & Community Development Corporation

8819 Quincy Avenue  
Cleveland, OH 44106  
Inside the UH-Otis Moss Jr.  
Community & Health Center  
Lower Level

To schedule an appointment call:  
**216-862-7350**





## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



### TO APPLY YOU MUST:

- Be 18+ years old
- Have a GED or High School Diploma
- Have access to transportation

*Participant can be recently graduated or changing careers*

**APPLY NOW** by visiting ▼

[OswaldCompanies.com/careers](http://OswaldCompanies.com/careers)

or

[olivetcdc.org/program-application](http://olivetcdc.org/program-application)

# THE WORKFORCE COOPERATIVE

Olivet Housing and Community Development Corporation (OHCDC) and Oswald Companies came together to create **The Workforce Cooperative**, a 6-month career development program introducing the basics of the insurance industry and Oswald Companies' customer service business model. While in the program, you will receive a weekly wage. At the end of the program, you'll receive an insurance certificate and there will be an opportunity to interview for Client Service Administrator positions at Oswald Companies Cleveland Headquarters!

### MISSION

This program will provide a group of professionals with personal skills, professional development and technical training that leads to learning about insurance brokerage and the "Oswald Way". Completing the Workforce Cooperative allows graduates employment opportunities within the organization, accountability and support in representing Oswald's core values.

### PROGRAM SPECIFICS

In-person classroom training

OHCDC/TRI-C Access Center  
8819 Quincy Ave., Cleveland, OH 44106

3-hour classes

Mondays, Wednesdays & Fridays

Self-paced online courses  
with open computer lab support

### TIMELINE

#### March 2022 *Program begins!*

You'll receive OHCDC's wrap around support and personal development tools to set you up to succeed. The menu of NeCESS courses offered through OHCDC are built-in and prepare you for a corporate work experience, including Microsoft Office basic computer skills (with certification) and professional skills training.

#### May 2022 *Technical Insurance Training begins.*

Students will learn about insurance basics, how to service clients with excellence, experience corporate shadowing and mentorship at Oswald Companies Cleveland office, and more!

#### August 2022 *Program Wrap-Up and Graduation.*

All graduates will receive an insurance certificate and will be offered post-program support as you prepare to interview for a position at Oswald, including interview and resume writing workshops.

#### September 2022 *Interviews.*

We will hold panel interviews for all graduates to apply for Client Service Administrator positions throughout Oswald Companies, including partner company Taylor Oswald!





## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



### HEALTH CARE CAREER ON-RAMP

*Your Road to Success Begins With a New Career in Health Care*

#### INTRODUCING HEALTH CARE CAREER ON-RAMP WORKFORCE TRAINING

Competitive pay, training, tuition reimbursement and promotion potential make health care a great new career. The Workforce Connect Healthcare Sector Partnership, Towards Employment, the Cleveland Clinic, University Hospitals and The MetroHealth System, are partnering to now offer a **free** eight-day Health Care Career On-Ramp training program.

#### PROGRAM FEATURES



- 100 jobs available starting at \$15/hour with benefits
- Complete training in just eight days
- Guaranteed interview upon successful completion
- Taught by our partners at Towards Employment
- Prepare for entry-level positions in these areas:
  - Environmental services
  - Nutrition services
  - Patient transport
  - Nursing support
  - Central sterile processing
- Earn up to \$200 upon successful completion



Towards Employment

#### WHO IS ON-RAMP FOR?

On-Ramp is for Cuyahoga County residents age 18 and over who want to start a career in health care. Visit [tri-c.edu/onramp](http://tri-c.edu/onramp) for a full list of program requirements.



#### WHERE THE JOBS ARE

-  University Hospitals
-  Cleveland Clinic
-  MetroHealth

#### JOIN AN INFORMATION SESSION TODAY!!

All sessions will take place via Zoom

Contact: Nettie King  
to register  
216-219-1155

[nking@towardsemployment.org](mailto:nking@towardsemployment.org)

[tri-c.edu/onramp](http://tri-c.edu/onramp)



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



**THE CARING**  
"How to feed a hungry soul is your first and greatest act of love."

Scan the QR code to stay connected!

**HERE TO LEND A HAND IN YOUR TIME OF NEED BECAUSE WE CARE**

**Call us at 216-414-1326**

**ABOUT US**  
The Caring is a nonprofit 509(a)(2) tax exempt organization that aims to serve as a resource for the homeless and at-risk adults and their children.

**WHAT WE PROVIDE**

- ✓ snack bags, socks, blankets and hygiene to homeless
- ✓ pampers, wipes, pack n plays, Resources
- ✓ hygiene, face mask and cleaning supplies
- ✓ collaborate in community events to help those in need

**ARE YOU IN NEED?**

Made with PosterMyMail.com

@mrs\_ladyb00



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)



# FOOD DISTRIBUTION

Cuyahoga County Public Library is collaborating with the Greater Cleveland Food Bank to distribute free food to those in need on select dates – rain or shine – on a first-come, first-served basis while supplies last.

*See reverse for dates and locations.*



Greater Cleveland  
Food Bank



Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

Mt. Pleasant MyCom Region  
**Resource Closet**



**Open Tuesdays & Thursdays**  
**3:30 - 5:00 PM**

Items available for youth to provide for their families!

Personal Care



Laundry Supplies



Household Cleaning Items



Hats, Gloves, Socks



One child (ages 6-18) per family, please

Bags will be supplied for transport



Located at

East 131st Street Branch – Cleveland Public Library  
 3830 East 131st Street, Cleveland, OH 44120

All donations welcome! Check out our Amazon Wish List at  
<https://www.amazon.com/hz/wishlist/ls/3MRQCY80ZSX8A?>

Thanks to our donors:



Call 216-491-0699 for more information



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---



**TRANSPORTATION  
INNOVATION CENTER**

## Supply Chain, Logistics Technology and Warehouse Certification Program

The Tri-C Transportation Innovation Center and Bridgeport Group, LLC partnership was created to help bridge the supply chain skills gap to compete globally. In order to win, you need the right people, with the right skills, in the right jobs. **This course is designed to help you win in the 21<sup>st</sup> Century workforce!**

The class begins at 10am and ends at 1pm Monday through Thursday.

An overview of the competency-based learning and interactive training program is listed below:

- Learn the basics of supply chain and the technology needed to manage logistics
- Understand warehouse management systems for receiving, stocking, and distribution
- Learn the process for managing hazardous materials and safety planning
- Learn the basics of artificial intelligence, RFID, OCR bar code scanning, and EPC technology
- Gain an understanding of various types of forklifts and warehouse equipment in a lab environment
- Develop teamwork, collaboration, and customer service skills

Students can expect the opportunity to earn the following certifications and assistance:

- Tuition Assistance
- Manufacturing Skill Standards (MSSC) Certified Logistics Associate (CLA)
- Manufacturing Skill Standards (MSSC) Certified Logistics Technology (CLT)
- Forklift Operator
- OSHA – 10
- Red Cross First Aid/CPR/AED
- Tri-C Certificate of Completion
- Career Coaching
- Job Placement Assistance

**TO INQUIRE MORE:**

Contact Alex Harper: 216-268-9329 or [aharper@bridgeportgroup.solutions](mailto:aharper@bridgeportgroup.solutions)

Contact Nanette Shirdon: 765-210-7123 or [nshirdon@bridgeportgroup.solutions](mailto:nshirdon@bridgeportgroup.solutions)





## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

### Interested in a Second Chance? Enroll at EDWINS for FREE Culinary and Hospitality Training Today!



Ready to start on your career path when you return home? EDWINS Leadership & Restaurant Institute offers a FREE comprehensive, six-month culinary and hospitality skills training program for men and women. Located on Shaker Square in Cleveland, Ohio, we are a culinary school and fine dining restaurant, all in one. We also provide the support network necessary for your long-term success.

As part of the program, our full-time students learn essential and foundational skills in a classroom by day and obtain experience within a fine-dining setting at our nationally acclaimed French restaurant by night. We also have our own butcher shop, bakery and EDWINS Second Chance Life Skills Center, a 28,000-square-foot campus. If you are serious about working hard; we are serious about helping you achieve your goals! EDWINS has a 95% employment rate and a less than 1% recidivism rate. We have graduated over 500 people to date. Our graduates enter the work force earning a living wage, averaging around \$37k-\$40k to start and closer to \$50k if they go through our one-year management training program.

#### Our campus includes:

- Free Housing
- Library
- Fitness Center
- Test Kitchen
- Community Garden
- Bee Apiaries
- Basketball Court
- Clothes/Items
- Other Great Amenities



#### Case Management for:

- Mental Health
- Medical
- Addiction
- Family
- Legal Assistance
- Job Coaching
- Literacy
- Other Necessary Support

#### Incentives:

- Receive training and work experience in the dining industry; earn culinary certification in 6 months
- Free housing as a student and reduced-rent housing as a graduate on our campus
- Bi-weekly student stipend to help with everyday expenses during your training
- Full-time student status with ability to keep all government assistance during your training
- Individual assessments, financial literacy training, job application assistance and more support services
- Opportunity to be placed to work at any number of restaurant or hospitality businesses after graduation

If you have any questions, you may contact us at [outreach@edwinsrestaurant.org](mailto:outreach@edwinsrestaurant.org). Or you can call 216-921-3333 and ask for Heather, the Dean of Students.



## Community Resource & Employment Service

June 6, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

---

## Trends in the Local Job Market

### Employment Services Mission Statement

The mission of Step Forward's Employment Services team is to provide an employment and training service delivery system that is responsive to the needs of employers and job seekers by establishing high quality programs and services that addresses the needs of job seekers and demands of the local labor market. The Employment Services Team would like to build a strong system that will support its customers and will lead to good, living wage jobs for all providing a springboard for opportunities for lifelong learning and for the purpose of lifelong success. **Our goal is to prepare a workforce that meets the changing needs of employers and helps businesses remain competitive.** It is our mission to build a cohesive, flexible, and responsive system which strives for continuous improvement while promoting future independence and individual accountability from our customers. We continue to integrate partner organizations into the delivery system to provide full employment and on-going support for job seekers and employers.

### Purpose and Background

The purpose of the Employment Services Labor Market study was to gather current, comprehensive workforce data and to provide universal access to the results via the Ohio Labor Market Information web application focused entirely on the state of Ohio. In today's rapidly changing global and local markets, it is imperative we collect and use the most current and in-depth data about the Greater Cleveland region. This data will help the Professional Development department make informed decisions that ensure that employers, jobseekers and other stakeholders get the best possible return on investment. The Professional Development team has been a leader in job-driven training. **The goal of**



Community Resource & Employment Service

June 6, 2022  
(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

the Employment Services team is to increase large scale employer engagement and place individuals in living wage jobs.



STATE OF OHIO  
**2022 MINIMUM WAGE**  
[www.com.ohio.gov](http://www.com.ohio.gov)

Mike DeWine  
Governor

Jon Husted  
Lt. Governor

Sheryl Maxfield  
Director

***NON-TIPPED EMPLOYEES***

**A Minimum Wage of  
\$9.30 per hour**

“Non-Tipped Employees” includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips.

“Employers” who gross less than \$342,000 shall pay their employees no less than the current federal minimum wage rate.

“Employees” under the age of 16 shall be paid no less than the current federal minimum wage rate.

“Current Federal Minimum Wage” is \$7.25 per hour.

***TIPPED EMPLOYEES***

**A Minimum Wage of  
\$4.65 per hour PLUS TIPS**

“Tipped Employees” includes any employee who engages in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips. Employers electing to use the tip credit provision must be able to show that tipped employees receive at least the minimum wage when direct or cash wages and the tip credit amount are combined.



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

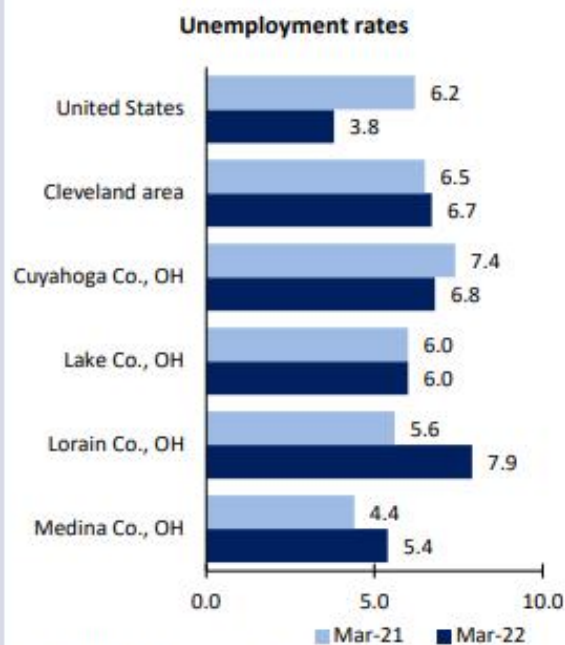
[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

# Cleveland Area Economic Summary

**Updated May 02, 2022**

This summary presents a sampling of economic information for the area; supplemental data are provided for regions and the nation. Subjects include **unemployment, employment, wages, prices, spending, and benefits**. All data are not seasonally adjusted and some may be subject to revision. Area definitions may differ by subject. For more area summaries and geographic definitions, see [www.bls.gov/regions/economic-summaries.htm](http://www.bls.gov/regions/economic-summaries.htm).

Unemployment rates for the nation and selected areas

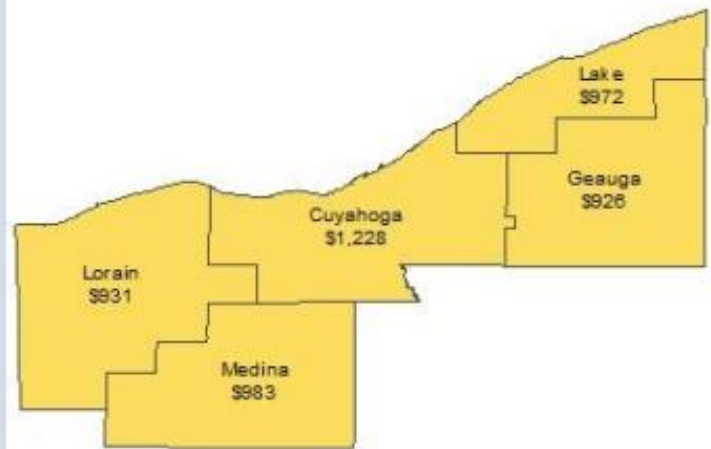


Source: U.S. BLS, Local Area Unemployment Statistics.

Average weekly wages for all industries by county

Cleveland area, third quarter 2021

(U.S. = \$1,251; Area = \$1,149)



Source: U.S. BLS, Quarterly Census of Employment and Wages.



**Community Resource & Employment Service**

**June 6, 2022**

**(216) 651-5188**

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

Over-the-year changes in employment on nonfarm payrolls and employment by major industry sector

