



Community Resource & Employment Service

May 2, 2022

(216) 651-5188

www.stepforwardtoday.org

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

HOT JOBS

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.

Published 5/2/22

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



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CONSTRUCTION WORKERS NEEDED

HIRING
CONSTRUCTION WORKERS

BR
BLUE
RECRUIT

SIGN UP

A photograph of a construction worker in a grey t-shirt, dark cap, and safety glasses, using a trowel to apply plaster to a wall. The worker is positioned on the left side of the frame, looking towards the right. The background shows a white wall and a window with a wooden frame. The text "HIRING CONSTRUCTION WORKERS" is overlaid in large, bold, blue letters. In the bottom left corner is the "BR BLUE RECRUIT" logo, and in the bottom right corner is an orange button with the text "SIGN UP" in white.

Published 4/25/22



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

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.

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

Published 4/25/22

CLEANER – ABM INDUSTRIES – CLEVELAND

Full-time. \$12.80 / hr. ABM, a leading provider of integrated facility solutions, is looking for a Cleaner. Responsibilities: Clean the assigned area which could be an aircraft, building, hospital, warehouse, schools, universities, and other facilities. Duties may include cleaning and maintaining carpets and hard surface floors by vacuuming, sweeping, and mopping floors.

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https://www.talent.com/view?id=4d4230ab5c22&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.

Published 4/18/22

https://www.startwire.com/jobs/cleveland-oh/event-cashier-3817020080/amp?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

GENERAL LABOR FELONY FRIENDLY – CHAMPION PERSONNEL – WICKLIFFE

Full-time. \$15 per hour. 1st Shift- Flexible - Can Start Either at 4am or 6am or 8am. 6am - 2:30pm. 8am to 4:30pm. Weekly Pay. General Labor. Use a hand grinder on large bar stock. Will Train. Dress for the weather. Call Tammy directly at 440-785-4164 or Office Number: 216-823-5900 ask for Tammy. Look forward to hearing from you.

Published 4/18/22

[https://www.ziprecruiter.com/c/Champion-Personnel/Job/Felony-Friendly-Wickliffe-Co,-General-Labor-\\$15-*1st-Shift-Weekly-Pay/-in-Wickliffe,OH?jid=31e12121c91901f0&lvk=B76qS1wXVrTmNGWfG0YjoA.--MRJF2MSIR](https://www.ziprecruiter.com/c/Champion-Personnel/Job/Felony-Friendly-Wickliffe-Co,-General-Labor-$15-*1st-Shift-Weekly-Pay/-in-Wickliffe,OH?jid=31e12121c91901f0&lvk=B76qS1wXVrTmNGWfG0YjoA.--MRJF2MSIR)



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SALES FLOOR ASSOCIATE – DOLLAR TREE – FAIRVIEW PARK

Full-time. Dollar Tree is seeking motivated individuals to support our Stores as we provide essential products at great values to the communities we serve. Responsibilities: Handle all sales transactions while operating assigned cash register. Maintains security of all cash. Protects all company assets. Maintains a high level of good customer service. Minimum Requirements/Qualifications: General math skills to allow for cash accounting. Strong verbal communication skills to allow for proper interaction with customers.

Published 4/11/22

https://www.snagajob.com/jobs/579367972?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DEPARTMENT DISPATCHER – CLEVELAND CLINIC – MAIN CAMPUS

Full-time. Cleveland Clinic main campus is looking for a Department Dispatcher. Responsibilities: Conducts friendly, courteous, compassionate and helpful communications with customers. Dispatches requests in a timely manner and communicate status updates/delays to customers. Receives and logs requests through applicable software/tracking. Work Experience: Must have 1 year of customer service experience in a role that requires exemplary interpersonal skills and ability to interact with customers over the phone for the majority of the day. Previous experience in a high-volume call center or dispatch facility preferred. Education: High School Diploma or GED required.

Published 4/11/22

https://us.trabajo.org/job-1373-20220403-a6ab7dd65d695c947589f17904aea8ea?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CUSTOMER SERVICE

CUSTOMER SERVICE REPRESENTATIVE – STATE FARM – CLEVELAND

Full-time. \$12 to \$15 Hourly. State Farm Insurance Agent located in Cleveland, OH is seeking an outgoing, career-oriented professional to join their team. Responsibilities: Use a customer-focused, needs-based review process to educate customers about insurance options. Work with the agent to establish and meet marketing goals. Develop leads, schedule appointments, identify customer needs, and market appropriate products and services. Requirements: Sales experience (outside sales or inside sales representative, retail sales associate, or telemarketing) preferred. Successful track record of meeting sales goals/quotas preferred. Enthusiastic about the role insurance and financial products play in helping people manage the risks of everyday life, recover from the unexpected, and realize their dreams.

https://us.trabajo.org/job-1631-20220426-66ba44e065dc8c360ed1874eec25e5df?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – SHIELD HEALTHCARE – CLEVELAND

Full-time. \$17-19/hour. Shield HealthCare is looking for a Customer Service Representative to assist our customers with their telephone orders. The position has a set schedule, Monday through Friday, no nights or weekends. RESPONSIBILITIES: Answer incoming telephone calls/faxes and take orders from physicians, referral sources, and customers. Enter orders into computer system in timely manner. Attend to walk in customers. Process authorizations and support documentation. QUALIFICATIONS: 2+ years customer service experience. Ability to multi-task. Demonstrated problem solving ability. Bilingual English/Spanish preferred.

<https://www.linkedin.com/jobs/view/3049698433/>



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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 change and conduct inventory.

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

CLIENT SERVICE SPECIALIST – SLICE LABS, INC. - CLEVELAND

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

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



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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

CUSTOMER SERVICE REPRESENTATIVE – FIVES – CLEVELAND

Full-time. Fives, an industrial engineering group, designs and supplies machines, process equipment and production lines for the world's largest industrial players. The CSR works alongside other agents to answer general inbound calls. They place outbound calls in a call center with the goal of increasing business, customer satisfaction, and customer retention.

Responsibilities: Responds to customer questions, explains available services, corrects errors, provides information on pricing, takes orders, develops leads, and/or sells products and services. Performs Restricted Party Screening for all inquiries and orders. Passes more complex customer inquiries to higher level Call Center Representatives/Technical Support. Process domestic and export quotes. Process domestic and export orders into Oracle-based computer system.

Requirements: High School Diploma or GED. Minimum of 2 years of experience in a customer service-related position. Proficient in Microsoft Office applications (Outlook, Word, and Excel).

https://www.linkedin.com/jobs/view/customer-service-representative-at-fives-3016559009/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SECURITY OFFICER – SECURITAS USA – CLEVELAND

Full and Part-time. Wage: \$11.00 - \$15.00/hour. Weekend availability required. No experience necessary! If you have retail, food service or hospitality industry background you are a great fit for this role; if not, we will provide you with the training and everything you need for a great introduction to a career in the security industry. Responsibilities: Security Officers/Security Guards observes and reports activities and incidents at an assigned client site, providing for the security and safety of client property and personnel. Frequent sitting, standing, and walking, which may be required for long periods of time, and may involve climbing stairs and walking up



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inclines and on uneven terrain. Must have excellent Customer Service skills. Security positions require you pass our drug screen and background check. Must be able to meet and continue to meet any applicable state, county, and municipal licensing requirements for Security Officers/Guard.

https://www.careerbuilder.com/job/J3R0PR79N85LPLCVZLG?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

REMOTE CALL CENTER CSR – BLUE RIDGE DESIGNS, LLC – CLEVELAND

Full-time. \$26 - \$27 per hour. Our Service Representatives are responsible for customer support in our high-paced call centers. Responsibilities: Consult with customers to recommend a variety of Blue Ridge Designs, LLC products and services to meet our customers' needs. Provide Blue Ridge Designs, LLC customers with a positive service experience. Interact with multiple online systems while speaking with customers. Meet service objectives in a fast-paced call center environment. Our Service Representatives must be able to: Complete on-the-job and/or



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classroom training as required to remain on the job. Work day, evening, night, weekend and/or split shifts if required. Requirements: Many candidates have at least a high school diploma or its equivalent, though other candidates may have an in-progress or completed associate or bachelor's degree.

https://cleveland-oh.geebo.com/jobs-online/view/id/1121073449-remote-call-center-customer-/?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 positive and approachable manner. Assists in maintaining a clean, well-stocked store for customers during their shopping experience. Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor. 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

PATIENT ACCESS REPRESENTATIVE ER DEPARTMENT – CLEVELAND CLINIC

Part-time. Open shifts- 500am-130pm, 800am-430pm, 600am-230pm. Our PATIENT Access Representatives, are the first point of contact for our patients. In this job, you will ensure the patients visit is an outstanding experience. Responsibilities: Performs registrations by completing an accurate face to face interview to obtain demographic, insurance, medical and financial information. Cross-trained to staff all areas of Patient Access at any facility, including but not limited to, Front Desk, Admitting Office, ED and Cashier. Maintains productivity and quality



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standards. Education: High school diploma or equivalent. Work Experience: Minimum of 2 years of experience in a customer facing role with in person or phone contact. An Associates degree may substitute for up to one year of the stated experience. A Bachelors degree may substitute for up to two years of the stated experience.

https://jobs.clevelandclinic.org/job/cleveland/patient-access-representative-emergency-department/27575/23323465520?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ENTRY LEVEL CUSTOMER SERVICE – DYNAMIC BUSINESS SOLUTIONS – CLEVELAND

Full-time. **HIRING ASAP!** Dynamic Business Solutions is a privately owned firm that specializes in Customer Service. We are looking to hire an Entry Level CSR to promote up into the management role within 6-12 months. Here at Dynamic Business Solutions we value our people as our top priority. We feel that if you keep everyone within the office happy, the office runs smooth and everyone is able to reach their goals and the business will thrive. Which is why we believe in only promoting from within and have a no seniority policy.

https://www.ziprecruiter.com/c/Dynamic-Business-Solutions/Job/Entry-Level-Customer-Service-Hiring-ASAP!/in-Cleveland,OH?jid=790a1f0d9524116b&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.



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https://jobs.smartrecruiters.com/LeomhannEnterprisesInc1/743999794788611-full-time-customer-service?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER REPRESENTATIVE SERVICE – GLASS DOCTOR – CLEVELAND

Full-time. \$40,000 - \$50,000 per year based on experience. As an Inside Sales and Customer Service Representative for Glass Doctor, you will be handling a variety of tasks, including sales and support calls. Job Duties: 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.

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



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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 persons via an electronic state wide 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 including telephone skills, public speaking skills and the ability to work with disgruntled customers

Send resumes to: 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;



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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

MAIL ROOM CLERK – THE JACOBSON GROUP – CLEVELAND

Temporary position, anticipated to end in August. Pay is \$17 an hour. Responsibilities: Research work items for missing information and route items to be processed. Processes requests from Contact Center employees and types needed item using PC or typewriter. Receives incoming mail, sorts, batches and routes as needed for processing. Checks for policy/claim numbers to prepare documents for scanning if needed using mainframe. Scans work items to prepare items to be indexed. Requirements: High School diploma or GED equivalent. PC skills including windows-based environment.

https://www.ziprecruiter.com/c/The-Jacobson-Group/Job/Mail-Room-Clerk/-in-Cleveland,OH?jid=c1c2413612b0e2cd&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

NURSING HOME SCHEDULER – EUCLID BEACH NURSING AND REHABILITATION – CLEVELAND

Full-time. 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



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of scheduling experience. High School equivalent education, Bachelor's degree preferred. Knowledge of corporate business management.

https://www.glassdoor.com/job-listing/nursing-home-scheduler-gardens-of-euclid-beach-JV_IC1145778_KO0,22_KE23,46.htm?jl=1007798098641&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 system. 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 shipment to and from suppliers. Communicate customer requirements from plant production to product suppliers. Required Competencies: Education: High School Graduate or Equivalent. Skills: Office and PC Skills Required. Excellent Verbal and Written Communication Skills.

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

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).



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<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

HR- EXECUTIVE ASSISTANT – NEORS – CLEVELAND

Full-time. Salary: \$51,813 per year. Coordinates administrative resources across the team to provide analytical and administrative support to the Human Resources (HR) department. Duties include the following: coordinates HR activities and provides scheduling support across the department; responds to public records requests; creates, reviews and summarizes reports and documents; prepares letters/communications; researches and analyzes routine to complex administrative projects; receives and distributes incoming mail, reviews and evaluates mail to identify those items requiring priority attention; makes travel arrangements; manages all office supplies. Requirements: Candidate must possess an associate degree, preferably in Secretarial Science, Administrative Assistant or a closely related field or the candidate must have completed sufficient coursework toward a bachelor's degree, from a 4-year degree program, in a declared major within a related field. Candidate must possess five (5) years of executive and/or



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administrative assistant experience reporting to a senior level manager and/or department director.

https://www.adzuna.com/details/3041592050?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RECEPTIONIST (BILINGUAL) – STARTING POINT – CLEVELAND

Full-time. \$35,000 - \$39,000 per year. Under the supervision of the Human Resources Manager, the incumbent will have the primary responsibility of managing the front desk – incoming telephone calls to the agency and greeting visitors and guests – and performing administrative duties related to the operations of the Human Resources department. Duties: Answer incoming calls; route calls to correct personnel; retrieve and refer general delivery mailbox messages. Greet visitors entering the office and direct visitors to proper personnel or meeting. Maintain schedule of meeting notices, workshops and/or trainings conducted at the main office or held offsite. Education and Experience: High school diploma and minimum of two years of experience required; Associate's degree preferred.

https://www.salary.com/job/starting-point-child-care-resource-and-referral/receptionist-bilingual/j202204021724285523180?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BOOKKEEPER/OFFICE ASSISTANT – PROPARK MOBILITY – CLEVELAND

Full-time. \$15.00 - \$17.00 Per Hour; Commensurate with Experience. Propark Mobility is currently seeking a qualified Bookkeeper. Responsibilities: Maintain PARIS and Geneva program. Create ticket audits. Perform general entry bookkeeping. Create invoices. Manage cash receipts. Create Aging Reports. Complete required month-end reports. Qualifications: Minimum 2 years of accounting or bookkeeping experience - including experience managing A/R, A/P, and performing audit functions. Knowledge of basic bookkeeping or accounting principles. Excellent organizational, time management, and problem-solving abilities. Excellent interpersonal skills,



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professional appearance and demeanor. Strong knowledge of Microsoft Office Suite including Outlook, Word, and Excel.

https://www.salary.com/job/propark-mobility/bookkeeper-office-assistant/j202202220126491353986?utm_campaign=google_jobs_apply&utm_source=google_jobs_obs_apply&utm_medium=organic

OFFICE ASSISTANT – OFFICE OF WARD 1 COUNCIL MEMBER JOE JONES

Part-time. Pay: \$15.00 per hour. Monday to Friday. Office assistants handle organizational and clerical support tasks. This may include making & accepting phone calls, composing & sending memos, email and letters on behalf of the Councilman in addition to receiving visitors. Lastly office assistants will need to have skills to conduct research and prepare reports. Responsibilities: Must be professional and have excellent verbal and written communication skills; Excellent grammar and spelling skills required. Must be diligent and conscientious; self-starter who can work with minimal supervision. Must have excellent time management and organizational skills (multi-taking, prioritization, deadline orientation). Must have excellent typing skills (speed and accuracy); Preferably at least 40 WPM or better. Proficiency using Microsoft Office Suite (Word, Excel, PowerPoint). Requirements: High school diploma. Experience as an office assistant or in a related field. Have a valid driver's license.

https://www.salary.com/job/office-of-ward-1-council-member-joe-jones/office-assistant/j202203240425448116728?utm_campaign=google_jobs_apply&utm_source=google_jobs_obs_apply&utm_medium=organic

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



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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

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

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 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.



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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=r92WMI5zN73t03I6ykXWneUtgKXmhhvXzNd&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

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.



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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>

RECEPTIONIST/OFFICE ASSISTANT – NASA – CLEVELAND

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

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

FINANCE

CORPORATE FINANCE/ACCOUNTING TRAINEE – LINCOLN ELECTRIC – CLEVELAND

Full-time. This is an entry level accounting position to expose a Trainee to various processes within the Corporate Accounting / Finance function. Responsibilities: Prepare daily, weekly and monthly management reports and presentations; Prepare journal entries and account reconciliations; Prepare and analyze the cost of producing the organization's products and services, as well as capital budget requests; Assist with physical inventories for division and subsidiaries. Requirements: Bachelor's degree in accounting required; Master's degree and / or CPA designation preferred (or in process); Previous Accounting or Finance work or intern experience a plus; Must be highly motivated and possess excellent analytical and communication skills with an interest in a manufacturing environment.



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https://jobs.lincolnelectric.com/job/Cleveland-Corporate-Accounting-Trainee-OH-44117/722049501/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONTROLLER/FINANCE - PROFESSIONAL PLACEMENT SERVICES – CLEVELAND

Full-time. A family-owned manufacturing company in Cleveland, OH is seeking to hire a Controller to join our team. **RESPONSIBILITIES:** The Controller will be responsible for organizations' financial planning, setting financial goals, and strategizing through inventory cost-reduction programs to improve overall organization performance. Will provide business insight and recommendations, ensuring proper internal controls and procedures are established and followed. Ideal candidates will have a positive attitude, innovative mindset, attention to detail, and strong interpersonal skills. Responsibility for day-to-day accounting operations to ensure the accuracy, completeness, and timeliness of books and records, maintenance of internal controls, and compliance with regulations. Developing and documenting key accounting policies and ensuring compliance with the key controls over financial reporting and working capital management. **REQUIREMENTS:** Post-secondary education or equivalent experience. Ability to work collaboratively in a team setting. Strong interpersonal skills. Ability to work in a fast-paced, quality-focused environment.

https://www.myvalleyjobstoday.com/jobs/controller-finance-cleveland-ohio/559091234-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BANK TELLER – KEYBANK – CLEVELAND

Full-time. \$20 - \$28 per hour. KeyBank, a national bank based in Downtown Cleveland, is looking to hire Bank Tellers! Job Description: Assist clients with bank transactions. Uncover client financial needs. Cross-sell appropriate banking products. Deliver excellent customer service. Balance the cash drawer.

https://cleveland-oh.geebo.com/jobs-online/view/id/338443250-bank-teller-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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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

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, 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



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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

MEDICARE COMPLIANCE AUDITOR I – MEDICAL MUTUAL – CLEVELAND

Full-time. Develops current knowledge of regulatory issues and how they affect the Company. Plans and performs audits including data extraction and data analysis; documents findings and recommendations to determine whether controls are effective, efficient, and economical as well as in compliance with regulatory guidelines at the state and federal level. Reviews and monitors vendor contracts and first tier/downstream and related entity (FDR) oversight. Assists with compliance activities, including OIG/GSA monitoring and compliance certifications, as required. Qualifications: BS in Business Administration, Healthcare Administration or related field. 0-1 years of relevant work experience required. Ability to learn Statutory and Federal Regulations that affect our various company products, specifically Medicare Advantage or Ohio Medicaid program regulations, and Statutory Requirements.

https://www.glassdoor.com/job-listing/medicare-compliance-auditor-hybrid-medical-mutual-JV_IC1145778_KO0,34_KE35,49.htm?jl=1007726129528&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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PAYROLL SUPERVISOR – RINGSIDE TALENT – CLEVELAND

Full-time. We are looking for a Payroll Supervisor to work for our client. The ideal candidate will align with the responsibilities and qualifications outlined below. Responsibilities: Oversee preparation and processing of all payroll processes to ensure accuracy and timeliness. Verify the accuracy of multiple weekly, biweekly, semi-monthly, and monthly US & International payrolls. Provide direct reports with coaching and development opportunities, and address performance issues as appropriate. Oversee Payroll, HRIS, and third-party payroll providers to ensure accurate documentation of system functions and their capabilities. Qualifications: Bachelor's in Accounting, Finance, or related field. 5+ years related experience. Strong knowledge of federal and state wage and hour laws, as well as payroll and government reporting procedures, including knowledge of garnishment, levy, and child support processing.

https://www.startwire.com/jobs/cleveland-oh/payroll-supervisor-3795125206?source=seo&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 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.



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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

FINANCE ASSISTANT – THE CENTERS – CLEVELAND

Full-time. Support and assist the entire finance team as needed – including Payroll, Accounts Payable. Independently performs a variety of clerical tasks, prepares spreadsheet schedules, generates computer reports, sorts files, and assists with filing. Special projects may be assigned on an as needed basis. **JOB SKILLS:** Must be proficient in Excel, data entry and able to utilize computer software. Must be able to work with minimal supervision in an organized, time-efficient manner to meet scheduled deadlines. Must be able to interact professionally with office staff and other department staff or supervisors. **JOB QUALIFICATIONS:** Associate Degree in Business, Accounting, or related field experience preferred. Prior experience in Payroll processing and Accounts payable duties is required. Must have three to five years' experience in office practices, data processing or related fields. Working knowledge of Payroll software (ADP, Ceridian, etc) strongly preferred.

https://us61.dayforcehcm.com/CandidatePortal/en-US/thecenters/Posting/View/2793?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HEALTH

HOME HEALTH AIDE - ALPHA

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 –



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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

MEDICAL ASSISTANT – NO EXPERIENCE NECESSARY – CLEVELAND CLINIC

Full-time. Utilizes medical and administrative skills to provide support to patients and health care staff under the supervision of a physician or nurse. Responsibilities: Assists with performing screening and treatments by gathering information related to health maintenance, collecting specimens, performing tests, and documenting patient care. Updates health maintenance at patient visit, accurately identifies medication changes and updates allergy information at each visit. Monitors and communicates changes in patient condition. Administers specific medications under direction of provider. Maintains equipment and medical supplies, including reordering, stocking, cleaning and troubleshooting. Education: Must be a graduate from an approved Medical Assisting Program. (As designated by the Enterprise MA Steering Committee). Military training as a Hospital Corpsman (HM), Combat Medic (68W) or Medical Service Technician (4N0X1) will be considered.

https://www.linkedin.com/jobs/view/medical-assistant-no-experience-necessary-no-nights-or-weekends-at-cleveland-clinic-3038397415/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

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



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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 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

HOSPITAL LIAISON – O'NEILL HEALTHCARE – CLEVELAND

Full-time. O'Neill Healthcare is now hiring a full-time Hospital Liaison to facilitate the admission process for patients entering any of our 6 campuses located on Cleveland's west side. **JOB RESPONSIBILITIES:** Regularly visit hospitals to establish and maintain relationships. Assess hospital patient's appropriateness for SNF/AL placement. Assist the hospital's Discharge Planners in completing the paperwork necessary for admission to the nursing facility such as PAS ID form, updated medication sheets, Insurance Pre-Certification forms, SNF/AL admission paperwork, etc.

https://www.linkedin.com/jobs/view/hospital-liaison-at-o-neill-healthcare-3026387733/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ACTIVITY ASSISTANT – PROMEDICA HEALTH SYSTEM – CLEVELAND

Full-time. Hours vary. The Activity Assistant supports the efforts of the Activity Director in the assessing, selecting, organizing, and implementing of recreational services to address the individualized needs and interests of the overall resident/patient population within the center.



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Previous experience in leading recreational activities, arts/crafts, intellectual/educational activities, community outings, etc., desired.

<https://www.learn4good.com/jobs/cleveland/ohio/healthcare/1111491106/e/>

FITNESS SPECIALIST – SOUTHWEST GENERAL – CLEVELAND

Full-time. 72 hours BIWEEKLY. Mostly evening shifts such as 1:00PM-9:15PM and/or 11:00AM-7:00PM, with Saturday shifts being 10:30AM-5:15PM. Flexibility is preferred. Fitness Specialists provide professional customer service to members by conducting screenings, fitness assessments, exercise prescriptions and more while proactively circulating the fitness floor.

MINIMUM QUALIFICATIONS: Education: Bachelor's degree program for exercise physiology or related field required. Required length of experience: Minimum of one (1) year of experience at a fitness facility required. CPR certification required. Personal training certification with one of the following agencies is required and may be obtained within 6 months of hire: ACE, NSCA, NATA, NASM, AFAA, ISSA, IFPA, NCSF, NFPT, ACSM.

https://www.ziprecruiter.com/c/Southwest-General/Job/FITNESS-SPECIALIST/-in-Cleveland.OH?jid=51e6b7734fff3142&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



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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 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/>



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MEDICAL RECORD ASSOCIATE – THRIVEWORKS – CLEVELAND

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

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



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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.

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

HOME HEALTH AIDE – THERAPEUTIC RELATIONS HEALTHCARE SERVICES – PARMA

Full-time. \$14.75 - \$15.25/hour. Therapeutic Relations Healthcare Services is located in the city of Parma, OH. We are looking for Direct Care Aides to join our strong team of professionals. Join our rewarding team for: Providing Assistance to clients in day-to-day activities - Ensuring clients receive their proper medication and dosage - Going out into the community, shopping trips, dining out and may include transporting to doctor appointments - Providing personal care. Qualifications: High School Diploma/GED - Valid Driver's License - Auto Insurance and reliable transportation - Electronic Comprehension (Desktop or Tablet) - Experience working as a direct care aide or similar field.



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https://app.joinhomebase.com/loc/therapeutic-relations-healthcare-services/job/home-health-aide?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DIRECTOR 1 HEALTHCARE TECHNOLOGY MANAGEMENT – SODEXO – CLEVELAND

Full-time. Sodexo is seeking a Director 1 to manage high level Clinical Technology Management in Cleveland, OH. They will manage several types of medical equipment. This individual should be a high-level leader that can manage teams of approximately supervisors and technical professionals. This is a fantastic opportunity for an accomplished HTM leader! Our HTM professionals should have: Experience managing biomedical/ imaging services in a large healthcare system. Candidate must be knowledgeable about regulatory compliance (CIHQ, DNV, JACHO). - Solution oriented approach, critical thinking skills and the ability to navigate and successfully resolve conflict. - Ability to provide world class service and develop unbreakable partnerships with our customers, staff, and vendors. **Qualifications & Requirements:** Basic Education Requirement - Bachelor's Degree or equivalent experience Basic Management Experience - 5 years Basic Functional Experience - 5 years in maintenance and repair of clinical devices

https://external-careers-sodexo.icims.com/jobs/754296/director-1%2c-healthcare-technology-management/login?utm_source=google_jobs_apply&utm_medium=organic&utm_campaign=google_jobs_apply

OPEN POSITIONS – PATIENT-CENTERED CARE STAFFING AGENCY – CLEVELAND

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



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

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

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

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

Send your resumes to patientcentered@pccstaffing.com

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.



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<https://www.scribeamerica.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.

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>



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FOOD/HOSPITALITY/RETAIL/CLEANING

JANITORIAL CLEANER – A QUALITY FACILITY SERVICES – CLEVELAND

Part-time. Pay: Bi-weekly \$ 12.00/hr. Hours: 5pm to 9 pm M-F. NO experience required; we provide paid training. If you are someone looking to grow, career advancement opportunities are available. No ceiling to one’s growth potential as the company continues to grow. This can be a part-time or full-time position as well as a career. Duties Include: Clean and polish (fixtures, surfaces, and trim). Maintain cleanliness of all areas. Sweeping, mopping, and vacuuming floors Buff floors in some facilities as needed. Clean rugs and mats.

https://www.glassdoor.com/job-listing/part-time-janitorial-cleaner-a-quality-facility-services-JV_IC1145778_KO0,28_KE29,56.htm?jl=1007827323977&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OPEN INTERVIEWS – GIANT EAGLE – MULTIPLE POSITIONS

GIANT EAGLE STORE	OPEN INTERVIEWS/HIRING DAY	OPEN POSITIONS	KEYWORD SEARCH
Southland	Every Tuesday! 2:00 PM – 5:00 PM	Overnight maintenance; Deli Clerks; Overnight Stock Clerk; Prepared Foods Clerks	Middleburgh Apply at: https://bit.ly/3890G2L
Broadview Heights	Every Tuesday! 2:00 PM – 4:00 PM	Deli Clerks; Personal Shopper; Prepared Food Clerks; Starbucks Baristas; Cashiers; Produce Clerks	274491 Apply at: https://bit.ly/3v61XAI
Watertown	Every Tuesday! 2:00 PM – 5:00 PM	Cashiers; Deli Clerks; Bakery	Watertown Apply at:



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

PRODUCE TEAM MEMBER – GIANT EAGLE – MAYFIELD HEIGHTS

Full-time. As a Team Member, you will be part of a dynamic team that 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>



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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

HOUSE CLEANING – SUMMIT MAIDS – CLEVELAND

Full-time. Starting pay \$20-\$24/hr. PLUS gratuity and bonuses. \$2/hr. auto-raise after three months. No waiting around wondering if you're going to get a raise. Summit Maids is looking for a few good residential cleaners! We're a local company that believes in taking care of our team and our community. We exclusively focus on residential cleaning. That means you'll be working on homes and apartments, doing things like mopping, dusting, tidying, cleaning surfaces, etc. We're here to try and help our clients live a better life, knowing that their home is being taken care of. Must have: A friendly attitude. A valid driver's license. Access to a reliable vehicle. 1 year of related experience. A clear background check.

https://www.salary.com/job/summit-maids/20-hr-house-cleaning/j202203101522329115236?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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FOOD SERVICE WORKER – MORRISON COMMUNITY LIVING – CLEVELAND

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

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

SALES FLOOR ASSOCIATE – DOLLAR TREE – CLEVELAND

Full-time. 3379 Steelyard Dr. As a Sales Floor Associate at Dollar Tree, you'll: Handle all sales transactions while operating assigned cash register; Maintain security of all cash; Maintain a high level of good customer service; Protect all company assets. Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors; Fully cross-train to assist with unloading truck; receiving and stocking.

<https://www.learn4good.com/jobs/cleveland/ohio/retail/1120564269/e/>

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

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



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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

SPA CONCIERGE – WOODHOUSE DAY SPA – ORANGE

Full and part-time. \$15.00 - \$16.00 per hour. The Woodhouse Day Spas in Orange Village is currently hiring Spa Concierges for both full-time and part-time positions! Responsibilities: Provides personal attention from the time the guest walks through the door. Educates the guest on the Woodhouse experience including a warm welcome, introduction to our locker room and amenities, and helping them to have a seamless experience. Answer the phone with a smile each and every time. Is the brand ambassador, making sure the guest enters a clean, safe place with just the right lighting, music and scent to ensure that memorable experience.

https://www.adzuna.com/details/3028506035?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 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.



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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

CLEANER – ABM INDUSTRIES – CLEVELAND

Full-time: The Cleaner position provides the cleaning and upkeep of an assigned area. Essential Functions Cleans and maintains buildings/facilities. Performs heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing ...Cleaner, Equipment, Hotel, Property Management, Furniture.

https://www.adzuna.com/details/2997028318?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



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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. 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

COOK NO EXPERIENCE NEEDED – RAISING CANE’S - CLEVELAND

Full-time. \$15 per hour. **HIRING COOKS FOR OUR NEW MAYFIELD LOCATION OPENING SOON.** We are looking to immediately hire talented Restaurant Crewmembers who can thrive in an upbeat and fast-paced food service environment. We are hiring immediately for Restaurant Crew to work all shifts: opening shifts, closing shifts and everything in between. Whether you have experience as a customer service associate, retail team member, cashier, restaurant server, kitchen lead, cook, prep cook, drive-thru cashier or any other restaurant or service-oriented role - we have a position for you. **REQUIREMENTS:** Must be 16 years of age or older. Provide all Customers with quick and friendly service. Work together as a team, assisting other Crewmembers in completion of tasks and assignments to ensure continuity of service. Work under pressure and at a fast pace.

https://jobs.raisingcanes.com/jobs/49888/job?iis=recruitics&iisn=reach_sponsored&mode=job&rx_c=nro&rx_campaign=reach34&rx_group=132831&rx_job=49888rxv_120_8&rx_medium=cpc&rx_r=cpa&rx_source=reach-cmpjobs&rx_ts=20220309T083331Z&ccuid=37428024746&rx_p=755e8936566e398bc45666885207bd&rx_viewer=6506bc7e7d3d11ecb62d4dabd10ea320b6edd7eda4a44acc901219e4f3a724bd



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GREETER – FAMILY DOLLAR - CLEVELAND

Full-time. (10820 Lorain Ave.) As a Family Dollar Greeter, you will be responsible for providing exceptional customer service by greeting customers, assisting with shopping needs and protecting store assets through observation of customers and Store Associates under the Store Manager's direction. Responsibilities: Greets and assists customers in a positive, approachable manner and maintains a positive Company image to community. Assists Store Manager in asset protection duties by being aware of customers while they are in the store and providing excellent customer service; addresses all EAS alarms by following Company procedures. At the direction of the Store Manager, observes transactions at the register and activity throughout the store to ensure protection of store assets. Reports on any suspicious activity to Store Manager. Education: Prefer completion of high school or equivalent. Ability to read and interpret policy, procedural, and training manuals and other operational directives and communications. Requirements: Ability to travel locally as needed and scheduled. Valid Driver's License is required.

https://family-dollar-1.talentify.io/job/greeter-cleveland-ohio-family-dollar-384799br2022022?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>



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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

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

MULTIPLE POSITIONS – RED ROBIN – NORTHEAST OHIO

JOB TITLE	LOCATION
Hosts/Hostesses	Independence; Fairview Park; North Olmstead
Line Cook/Cook	Independence; Fairview Park; North Olmstead
Server/Servers	Independence; Fairview Park; North



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	Olmstead
Burger Maker	Independence; Fairview Park; North Olmstead
Waiter/ Waitress	Independence; Fairview Park
Bartender	Independence

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

FOOD SERVICE WORKER – CLEVELAND MEDICAL CENTER – UNIVERSITY HOSPITAL CAREERS – CLEVELAND

Full-time and Part-time shifts. Responsibilities: Performs daily food service-related duties necessary to meet customer and patient feeding deadlines. Maintains a neat, clean and sanitary work area appropriate for food and service ware handling. Uses department equipment in a safe, efficient and confident manner. Follows departmental policies related to patient safety. Stays current with training requirements and safety in-services. Serves internal and external customer needs promptly, accurately and politely utilizing department and University Hospitals service standards.

https://careers.uhhospitals.org/job/14828234/food-service-worker-cleveland-medical-center-part-time-full-time-shifts-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ENVIRONMENTAL SERVICES AREA CLEANER – CLEVELAND CLINIC – EUCLID

Full-time. 7:00 AM – 3:30 PM. Our Environmental Services Department is consistently among the highest performing Environmental Services teams in healthcare, and we're looking to add an



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Environmental Services Area Cleaner to our team to create a comfortable and safe environment our patients have come to expect. Responsibilities: Cleans patient rooms, ancillary areas, exam rooms, offices, waiting areas, public restrooms, discharge rooms and other assigned areas. Stocks paper items and other supplies in patient rooms, exam rooms and restroom as necessary. Follows scripting, policies and procedures on patient isolation and all Environmental Services technical and procedural standard operating procedures. Follows and adheres to all hospital wide and departmental safety requirements. Education: High School Diploma/General Educational Development (GED) preferred.

https://jobs.clevelandclinic.org/job/euclid/environmental-services-area-cleaner/27575/21743379136?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

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



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MULTIPLE POSITIONS – BURLINGTON STORES – NORTHEAST OHIO

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

LAUNDRY WORKER – LEGACY HEALTH SERVICES – CLEVELAND HTS.

Full-time. The primary purpose of the Laundry Worker is to perform the day-to-day activities of the Laundry Department in accordance with current federal, state, and local standards, guidelines, and regulations governing our facility, and as may be directed by the Administrator and/or the Director of Laundry Services, to assure that our facility is maintained in a clean, safe, and sanitary manner, and that an adequate supply of linen is on hand at all times to meet the needs of the residents. Must possess, as a minimum, a high school education or its equivalent.

https://www.nextdoorlab.com/jobs/laundry-worker-full-time-job-in-cleveland-heights-oh-44106-view-b561c050a28ab542?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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JOB OPENINGS – ARAMARK – CLEVELAND CLINIC

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

Learn more about our work, hear from our people, and invite a friend to apply at <https://careers.aramark.com>

MULTIPLE JOB OPENINGS - THE RED VELVET CAKE - BEACHWOOD

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

TO APPLY 1. Go to www.theredvelvetcakeus.com 2. From the Services Page print out application 3. Email to thervcemploy@gmail.com 4. Drop off: The Red Velvet Cake – Beachwood Place Mall 26300 Cedar Rd., Beachwood, Ohio 44122, Monday through Saturday (3:00 PM – 5:00 PM).



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TRAVELING MERCHANDISER - SASR WORKFORCE SOLUTIONS

\$13-\$15/per hour. Travel incentive pay. Hotel provided. Weekly pay. It's a perfect fit for those who love to travel and stay on the road! It's a perfect fit for those who love the specialized part of retail—setting planograms, building and moving counters and more! It's a perfect fit for those who love creating the perfect looking store. It's a perfect fit for those with concurrent retail experience of at least 1 year. If they worked at least 1 retail job for a full year doing the specialized work, they tend to work through the entire assignment. It's a perfect fit for those who enjoy working the night shift. It's a perfect fit for those seeking to earn \$14- \$15 per hour and more!

https://jobs.sasrlink.com/?qs_search_job=refine.state%3doh

SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION

EARLY CHILDHOOD TEACHER ASSISTANT – URBAN COMMUNITY SCHOOL – CLEVELAND

Full-time. \$15.00–\$17.54 an hour. For over 50 years, Urban Community School (UCS) has served Cleveland's near west side children by providing an individualized, innovative, and challenging education. Duties and Responsibilities: Build and maintain relationships with students, parents / caregivers, and educators. Provide a safe and engaging learning environment that is aligned to the mission and values of the organization. Support the team in a variety of ways including: Preparing and setting up materials and activities. Implementing portions of the lessons as directed by the teacher. Education, Experience, and Requirements: CDA and working towards an Associate's degree in child development, early childhood education, or other approved related field OR Associate's degree in child development, early childhood education, or other approved related field. Education, Experience, and Requirements CDA and working towards an Associate's degree in child development, early childhood education, or other approved related field OR Associate's degree in child development, early childhood education, or other approved related field.



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https://www.talent.com/view?id=a0498f03ae50&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

INFORMATION TECHNOLOGY SUPPORT SPECIALIST –ENGINE – CLEVELAND

Full-time. \$60,000/yr. - \$72,000/yr. eENGINE is seeking an IT Support Specialist for a client in the healthcare space. This person will provide end user support of computer hardware and software for internal employees (local and remote). Performs a wide variety of IT support duties to ensure the delivery of services. Exercises judgment when selecting and implementing procedures, escalating to next level support or management. The position has a 2 day in office requirement in Cleveland, OH. This role requires a minimum of 2 years experience within a help desk environment.

https://www.linkedin.com/jobs/view/information-technology-support-specialist-at-engine-3034860360/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COORDINATOR EDUCATIONAL SERVICES – CHILDRENS HOSPITAL REHAB – CLEVELAND

Full-time. Shift 8:00am-5:00pm. Collaborates with Director to establish and implement specific curricula for each child's Individual Education Plan (IEP). Responsibilities: Coordinates and oversees individual educational programs (IEP's). Develops, implements and monitors IEP's for all students. Coordinates regular meetings, documents results and progress within state regulated deadlines. Collects, reviews and edits progress reports with teachers, speech and language pathologists and Assistant Director. Coordinates staff, including hiring, scheduling, evaluation and staff development. Establishes staff duty roster and daily schedules. Schedules volunteers and monitors volunteer attendance. Places high school and college interns; assists Coordinating Teachers with intern evaluations. Education: Bachelor's Degree in Psychology, Education or a related field from an accredited institution. Master's degree in Special Education preferred. Work Experience: Minimum three years of applied experience in implementing ABA techniques and



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educational curriculum for children with varying degrees of autism spectrum disorders of all ages. Experience working with families of children with autism.

https://jobs.clevelandclinic.org/job/cleveland/coordinator-educational-services/27575/27579080352?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MENTAL HEALTH COUNSELOR – NORTHERN OHIO RECOVERY ASSOCIATION – CLEVELAND

Full-time. The ACT Licensed Counselor is part of a multidisciplinary team in the provision of behavioral health treatment to individuals with Serious Mental Illness (SMI). Duties include: Provide evidence-based individual, group, and family counseling interventions to an ACT Team caseload of up to 60 clients with SMI. Maintain working familiarity with regard to all the roles and responsibilities of the multidisciplinary team. Administer behavioral/mental health assessments to diagnose and/or provide objective function measures, as necessary. Requirements: Master's Degree in a counseling profession. Dual licensure (SUD, MH) strongly preferred. Licensed in the State of Ohio by the Board as an LISW or LPC.

https://us.fidanto.com/jobs/job-opening/healthcare-support-workers-all-other/mental-health-counselor-1104608288?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.



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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

INTAKE ASSESSMENT COUNSELOR – CLEVELAND CLINIC – MAIN CAMPUS

Full-time. Shift 8:30am-5:00pm/8:00am-4:30pm. The Intake Assessment Counselor provides mental health and substance abuse intake, assessment and referral functions for clients of the Caring for Caregivers Employee Assistance Program (EAP). Responsibilities: Responds to Intake office callers with sense of urgency and care. Responds to crisis situations by conducting phone or face to face assessment, completes risk assessment and facilitates the appropriate disposition. Provides intake, assessment, crisis intervention, consultation, case management, and referrals functions. Education: BA, BS, MS or MA in a healthcare profession or an RN License. Work Experience: Minimum of one year experience in a clinical setting. A one-year internship in a clinical setting may be considered.

https://jobs.clevelandclinic.org/job/cleveland/intake-assessment-counselor-caring-for-caregivers-eap/27575/27032446800?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

EARLY CHILDHOOD TEACHER ASSISTANT – CLEVELAND SIGHT CENTER

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

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



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



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Featured Positions

Clinical Supervisor



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

Social Worker/Therapist, School-Based and Telehealth Services

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





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Residential Assistant

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



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examinations. Administering medications and treatments. Monitoring patients' health.

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/>

SOCIAL WORKER – VETERANS HEALTH ADMINISTRATION – CLEVELAND

Full-time. Salary: \$57,105 - \$89,815 per year. Open & closing dates: 03/21/2022 to 04/08/2022.

The VA Northeast Ohio Healthcare System is recruiting for a Social Worker (Home Based Primary Care). The Social Worker (Home Based Primary Care) will function in Community Outpatient Service. Candidates must also possess the following Demonstrated Knowledge Skills, and Abilities: (a) Ability to work with Veterans and family members from various socioeconomic, cultural, ethnic, educational, and other diversified backgrounds utilizing counseling skills. (b) Ability to assess the psychosocial functioning and needs of Veterans and their family members, and to formulate and implement a treatment plan, identifying the Veterans problems, strengths, weaknesses, coping skills, and assistance needed. Education. Have a master's degree in social work from a school of social work fully accredited by the Council on Social Work Education (CSWE).

https://www.tevera.pro/job/social-worker-270012?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WELDING INSTRUCTOR – OHIO TECHNICAL COLLEGE – CLEVELAND

Full-time. Ohio Technical College is currently seeking a highly qualified instructor to teach our Welding program. Applicants should be highly knowledgeable and versatile in the welding industry, be AWS certified, have at least 5 years of direct industry experience and be interested in developing tomorrow's top technicians. The Welding instructor is responsible for the following duties: Prepare for classroom instruction by applying strong organizational and planning skills. Plan and conduct activities for a balanced program of instruction, demonstration,



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and work time. Provide students with opportunities to observe, question, and investigate.
Experience: Teaching: 1 year (Preferred). HVAC: 1 year (Preferred).

https://www.salary.com/job/ohio-technical-college/welding-instructor/j202203190521565053799?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

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

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



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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. 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.

Administrator Coordinator – Therapy Department

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

Summer Maintenance Assistant Camp Cheerful, Strongsville

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.



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

Teaching Assistant-Autism Classroom Westlake location

We are currently seeking a Teaching Assistant to join our team. Bring your talents and enthusiasm to our innovative K-8 school for children diagnosed with Autism Spectrum Disorder. Responsibilities: Providing support to the teacher and other classroom team members. Maintaining daily operation of the classroom program. Assisting students with instructional and non-instructional tasks as assigned by the teacher. Requirements and Qualifications: Associates degree in Education, Child Development, Psychology or other related field. Experience working with students with special needs in a classroom setting. Excellent organizational, interpersonal and communication skills. Ability to consistently respond to children in respectful and supportive ways. Training and experience of 1-2 years with students with Autism Spectrum Disorder preferred.

Early Childhood Clinician/Therapist Community based

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

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

INTAKE SPECIALIST HEAP UTILITIES - FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION – CLEVELAND

Intake Specialist HEAP Utilities



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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 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 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



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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

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,



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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.

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



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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 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

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



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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. 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/weekends 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. Corrects sentence structure, grammar, spelling and punctuation as



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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.

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

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

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

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

The Wellness Dept. needs:



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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

<https://cleveland.jobcorps.gov>

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

Career Opportunities – March 2022

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



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



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



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

MULTICULTURAL INFORMATION SPECIALIST – OCECD – NORTHEAST OHIO

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

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

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



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LIAISON SOCIAL WORKER – HOSPICE OF THE WESTERN RESERVE – CLEVELAND

Full-time. \$38,000 - \$74,000. Responsibilities: Assist in hospital openings, as necessary and provide support to patients and families during remainder of hospital stay. Complete a psychosocial assessment when need indicated by 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

CASE MANAGER – BRIGHTVIEW HEALTH – WILLOUGHBY, OH

Full-time. Help make an impact in your community and improve the lives of patients and families suffering from substance use disorder. Case Manager Job Responsibilities: Connect patients and families with available resources and follow-up to document use/success of referral. Complete detailed reports on needs assessments and case management activities. Input accurate and complete case management data into electronic patient database. Assist patients in accessing the Ohio Benefits Bank and other appropriate medical, social, educational, and employment resources. Case Manager Job Qualifications: Bachelor's degree preferred, CDCA or higher required.

https://www.ziprecruiter.com/c/BrightView-Health/Job/Case-Manager/-in-Willoughby,OH?jid=cf85ee7a44ffa298&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ENTRY-LEVEL HELPDESK ASSOCIATE – OHIO PROFESSIONAL GROUP – CLEVELAND

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

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

CHILDCARE PROVIDERS-PROVIDENCE HOUSE-CLEVELAND

Full and part-time positions available; 1st, 2nd and 3rd shift available.

Work with a team of loving and caring individuals who meet the needs of children in Providence House-a Crisis Nursery providing shelter from newborn-12yrs old. Location: Ohio City Neighborhood. You can view their website at provhouse.org

Please apply by sending your resume to: jessicas@provhouse.org

CHEMIST – THE NIELSEN GROUP

Full-time or Part-time. Hours and salary negotiable. Recent retirees welcome to apply. The Chemist will work on a development team that produces lubricants for the power utility industry. Minimum requirement: BS degree in Chemistry.

To apply please send your resume to: Lnielsen@thenielsengroup.com



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PEER RECOVERY SUPPORTER – PEOPLE PLACES AND DREAMS - CLEVELAND

Full-time, Part-time \$18.00 per hour. People Places and Dreams, a holistic agency with peer empowerment, mental health, and substance abuse focus. We are seeking talented, highly motivated professional individuals to join our team of dynamic Peers Recovery Supporters. We are looking for Peer Recover Supporters who understand and respect the importance of self-directed paths to recovery, recognize the transformative power of hope and encouragement through sharing lived experiences, and most importantly, is able to model and advocate health and wellness through implementation of the eight dimensions of wellness and supporting clients on their journey to recovery. Duties: Support individuals with substance use and or mental health diagnosis on their road to recovery. Collaborate and contribute to treatment team meetings and plans. Utilize electronic documentation system and software to record contacts with clients; Ability to meet documentation deadlines; 48 hours turnaround time. Qualifications: Minimum of a high school diploma, GED, or equivalent educational status mandatory. Higher education desired. Lived experience in the areas of mental health and substance use recovery Valid State Driver's License and Proof of current car insurance; reliable transportation Currently, active Peer Support Certification issued by OMHAS. Pass a background check (BCI) Ability to use the internet and basic computer (Windows and Microsoft Office Suite)

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

SENIOR OUTREACH COORDINATOR-NEON HEALTH SERVICES

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

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



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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

YOUTH MENTAL HEALTH SPECIALIST – BELLEFAIRE JCB – SHAKER HEIGHTS

Now offering \$2000 New Hire Bonus! Bellefaire JCB is looking for full and part time Youth Mental Health Specialists for our Residential Treatment program working with severely emotionally disturbed children and adolescents. At Bellefaire JCB, we offer several distinct residential programs located in secure units on our 32-acre campus. An Associate or Bachelor's degree in Psychology, Mental Health or related field preferred. A minimum of a High School diploma is required. Must be at least 21 years old.

https://www.appone.com/MainInfoReq.asp?R_ID=2971276&B_ID=44&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=9413&CountryID=3&LanguageID=2



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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

MARKETING AND COMMUNICATIONS ASSOCIATE - THE LITERACY COOPERATIVE - CLEVELAND

This position works closely with staff, board members, and volunteers to create and distribute engaging content to enhance awareness and understanding of The Literacy Cooperative's work. Duties include keeping social media channels and website updated and brand-focused, seeking



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out new social media avenues and ways of connecting with audiences, and creating and publishing electronic newsletters, white papers, and blog posts. Bachelor's degree in Journalism, Marketing or Social Media Marketing Preferred or any equivalent combination of training and experience. Proficiency using social media platforms and e-newsletter software/applications (WordPress a plus). Strong proofreading, grammatical, interpersonal and organizational skills.

To apply, please send a resume and cover letter to Laureen Atkins at latkins@literacycooperative.org.

MANUFACTURING/TRADES/GENERAL LABOR

ELECTRICIAN – FORD MOTOR COMPANY – CLEVELAND ENGINE PLANT

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

<https://www.jobonom.com/jobs/skilled-trade---electrician---cleveland-engine-plant-64133?utm-campaign=google-jobs-apply&utm-source=google-jobs-apply&utm-medium=organic>

GENERAL LABOR – PLASMAN – CLEVELAND

Full-time. Plasman, Cleveland Manufacturing - 3000 West 121st Street, Cleveland, Ohio 44111 is immediately seeking a new member to join our team as general labor. Responsibilities: Performing job duties in compliance with the detailed instructions as outlined in the job specific Advanced Product Quality Plan Manual (APQP) books line side, display boards and work instructions. Ensuring all work stations are clean and organized at all times (loading, unloading, sanding, buffing, labeling, etc.). Must be able to adapt to multiple shift rotations within the



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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

PLUMBERS & PIPEFITTERS – ULG SKILLED TRADES – PARMA

Full-time. \$28 to \$35 Hourly. Starts ASAP or after 1-2 week notice with current employer. ULG SKILLED TRADES is seeking experienced pipefitters & plumbers for full-time positions in east Cleveland and surrounding areas. Positions open for both industrial and commercial construction projects, depending on candidates' area of expertise. Pipefitters should be knowledgeable on all take-offs, basic stainless, carbon, & PVC fittings, as well as be proficient with hand and power tools. Plumbers should have knowledge of commercial piping, drainage, back flow, and critical repairs.

https://www.ziprecruiter.com/c/ULG-Skilled-Trades/Job/Now-Hiring:-Plumbers-&-Pipefitters/-in-Parma,OH?jid=99327084208367a3&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

AUTOMOTIVE DETAILER/CAR WASHER – ENTERPRISE HOLDINGS – CLEVELAND

Full-time at the Cleveland Heights location (3200 Mayfield Rd.). \$14.00 per hour. Part-time at the Cleveland Hopkins Airport location (19601 Maplewood Ave). \$14.00 - \$17.00 per hour. Responsibilities: 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.



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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 violation 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.

Cleveland Heights: <https://jobs.enterprise.com/cleveland-heights-oh/automotive-detailer-car-washer-cleveland-heights-full-time/7193669810EF48C99807B100B189D2FD/job/?vs=1005237>

Cleveland Hopkins Airport: <https://jobs.enterprise.com/cleveland-oh/automotive-detailer-car-washer-cleveland-hopkins-airport/F048515F6DF342F9926CC26C2267A820/job/?vs=1005237>

ASSEMBLER – ALLIANCE INDUSTRIAL SOLUTIONS – MAPLE HEIGHTS

Full-time. \$16-\$18/hr. + \$1000 bonus - Hiring Immediately! We are actively seeking Assembler candidates who are pursuing a career opportunity with a large, growing company. Assembler Job Duties: Perform adjustments to tooling. Complete all records as required. Clean chips from tooling and parts following all required safety practices. Perform preventive machine maintenance. Assembler Job Requirements: At least 6 months of industrial experience or mechanical background preferred. Strong shop math skills and problem-solving ability. High school diploma or equivalent.

<https://www.indeed.com/jobs?q=urgently%20hiring&l=Cleveland%2C%20OH&vjk=2012279221dff1ba&advn=371920366641448>

GENERAL LABOR/WAREHOUSE WORKER – OHIO CAREER CENTER – BEREA

Full-time. \$13 to \$15 Hourly. Immediate Openings, Start Work ASAP, Get Paid WEEKLY! Now hiring on 1st & 2nd Shift! 1st Shift: 6:00 - 2:30 PM | Monday – Friday. 2nd Shift: 2:30 PM



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- 11:00 PM | Monday – Friday. Great full-time opportunity with a reputable local auto parts company! Duties include prepping/moving product, shipping, and other general labor type duties in a warehouse facility. This is a physically demanding position. Training is provided for all positions. Requirements: Must be willing to be on your feet and moving throughout the workday. Must be able to handle a physical workload, some heavy lifting required. Must have reliable transportation.

<https://www.ziprecruiter.com/c/Ohio-Career-Center-LLC/Job/General-Labor-Warehouse-Worker-Hiring-1st-&-2nd-Shift!/-in-Berea,OH?jid=9fc26edcca5748b3&lvk=vO40s2-qZz26LasUddksYw.--MRNLGQwIV>

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

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



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company specializing in industry leading carbon fiber repairs and industrial infrastructure support. Your day may include: Sand blasting anything from steel girders to industry tanks, working within an enclosed or tight environment applying chemicals to seal an industrial leak, utilizing state of the art techniques within the following industries: Steel, Power Generation, Water Treatment, Chemical Process in addition to many others. Qualifications: Experience in industrial equipment painting and process piping. Experience with blasting and all types of blasting media; sand, black beauty, glass bead, etc. Ability to gauge millage application and document with the use of a millage tester.

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

WAREHOUSE ORDER SELECTOR – PIERRE'S ICE CREAM – CLEVELAND

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

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

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,



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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

SMALL PARTS ASSEMBLER – M&R PRODUCTS, LLC – CLEVELAND

Full-time. Pay: \$15.00 - \$16.00 per hour. Looking for someone interested in working on a full-time basis applying chaplets, tape and glue to various parts. Training will be provided. No previous experience necessary. Work is from 8:00 a.m.-4:00 p.m. Monday-Friday. Air-conditioned workplace with relaxed atmosphere. Experience: Production & Assembly Occupations: 1 year (Preferred)

https://www.salary.com/job/m-r-products-llc/small-parts-assembler/j202203101425432642306?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

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!



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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

GENERAL LABOR – PHILLIPS LIGHT INDUSTRIAL – CLEVELAND

Full-time. Pay: \$13.00 - \$18.00 per hour. General labor / warehouse work in busy manufacturing center located on the east and west side of Cleveland!! Duties may include: Handling and transporting materials. Perform manual labor tasks. Support operations in work sites. Chemical mixing. Assembly. Loading/Unloading.

https://www.salary.com/job/phillips-light-industrial/general-labor-15-and-up/j202203082120182094717?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LANDSCAPER - 4 SEASONS LAWNCARE - BEREA

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

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



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PRODUCTION WORKER – VICTORY PACKAGING – CLEVELAND

Full-time. Pay: From \$15.00 per hour. Work is performed in a warehouse facility involved with assembling, bundling of packaging supplies and associated materials. Fulfill customer orders as needed. Material handling is involved. Will need to comply with all safety policies. Some lifting is involved. Education: • High school or equivalent (Preferred).

https://tarta.ai/j/aC-juX4BKrWuRFkYdw59-production-worker-in-cleveland-oh-at-victory-packaging?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CNC SAW OPERATOR – PROGRESS RAIL – CLEVELAND

Full-time. Competitive starting pay with a \$1.00 increase after 90 days, Quarterly production bonus \$200-\$500, and full benefits from day one!!! Starting at \$17 per hour plus shift differential. 2nd shift 3:00 PM to 1:30 AM plus \$1.50. Machine Operators' setup, operate, and maintain machinery, usually in a manufacturing setting. They are responsible for ensuring the maintaining of the machine and that it produces high quality products at or above. HS diploma education and experience required.

<https://progressrail.dejobs.org/cleveland-oh/cnc-saw-operator/1CAE3743747542FB8A6A5D664DD43C0E/job/?vs=1001559>

APPRENTICE PLUMBER – ROTO ROOTER – CLEVELAND

Full-time. First year Roto-Rooter service technicians can expect top-pay, earning \$55,000, on average. Pay increases quickly with each year of experience. Roto-Rooter provides an initial 12 weeks of paid training plus continual training in our plumbing school. You'll earn while you learn the trade, and we'll guide you through the plumber licensing process to help you advance. Responsibilities: Roto-Rooter plumbing apprentices/service technicians use their skills to provide solutions to plumbing and drain problems. A service call begins with diagnosing problems then providing cost estimates to close the sale. Make the necessary repairs for the customer. Document estimates and invoices, both in writing and on a provided smart phone. Collect payment and move on to the next service call. Requirements: A valid driver's license.



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Excellent communications skills. A mechanical aptitude is desirable, but prior plumbing experience is not necessary.

https://www.salary.com/job/roto-roooter-plumbing-drain-service/apprentice-plumber/a8756edc-49b8-4815-904e-ac77c846943c?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PACKAGING ENGINEER – LINCOLN ELECTRIC – CLEVELAND

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

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

MULTIPLE POSITIONS (TEMPORARY TO PERMANENT) - LIBERTY LABOR

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

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



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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

MACHINE TECHNICIAN/OPERATOR - REESE PHARMACEUTICAL – CLEVELAND

Full-time: \$18 - \$25 per hour. Setup scheduled production jobs. This includes manual machine adjustments and keying in the necessary information. Troubleshoot and make adjustments as necessary to ensure quality standards are met. Oversee general productivity of the line to ensure production goals are met. Assist in running production, generally inserting product into carton. Complete all required paperwork timely, legibly and accurately. Perform all required preventative maintenance. Inspections per protocol.

<https://reese pharmaceutical.com/machine-technician/>

MACHINE OPERATOR (ENTRY LEVEL) - SEALED AIR - BEDFORD HEIGHTS

We will train to operate and adjust our machinery which produces high quality flexible packaging used in everyday life. We are a world leader in designing and manufacturing flexible bag packaging systems. Full-time. \$17.41 per hour. High school or equivalent (Required). Machine Operating: 1 year (Required). Manufacturing: 1 year (Required).

<https://jobs.sealedair.com/>

MULTIPLE OPENINGS - CLIFTON STEEL - MAPLE HEIGHTS

MASTER WELDER: \$16.69 per hour. Day shift. Perform various fitting and welding activities using engineering drawings. Reads and understands shop drawings and weld symbols.



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Assembles and fits fabrications. High School Diploma or G.E.D. 3G certification is required. 2-3 years of welding experience in a fabrication facility. This is a full-time position.

BURNER: \$15.00 per hour. Day and afternoon shift. Previous experience operating a burning machine is preferred. Tow motor experience is preferred. Overhead crane experience is preferred.

LATHE/CNC OPERATOR: \$17.75 per hour. Afternoon shift. Working knowledge of a PC & Microsoft Windows is mandatory. Demonstrate knowledge of Hand-Held Inspection tools required. Ability to read production prints. Individual must physically demonstrate a tool touchdown, offset, change & drill. Previous experience on Vertical & Horizontal CNC's required. Must have past experience with CNC operations & Certificate of CNC course (schooling) completion. Tow motor preferred. Overhead crane preferred. Lathe Operating experience.

GRINDER: \$15.00 per hour (day), \$15.30 per hour (afternoon). This position requires a person to be able to read inspection tools: tape measure, micrometers, hardness tester, calipers, and read customer specifications, work orders, and inspection sheets. This position requires a person to have the ability to operate lift trucks, overhead cranes, and pack materials. This position requires operator to be able to operate hand grinder efficiently and maintain a level of acceptable part quality per internal and customer part specifications/drawings.

STOCK HANDLER / MATERIAL HANDLER: \$12.55 to \$18.35 per hour. This position requires a person to be able to read inspection tools - Tape measure, micrometers, hardness tester, calipers, and read customer specifications, work orders, inspections sheets. This position requires a person to have the ability to operate lift trucks and overhead cranes including inspection of equipment, slings, and completion of proper records. Proper stacking methods must be adhered to.

PRESS BRAKE OPERATOR: \$16.30 per hour. Must be able to read blue prints and use various measuring tools. Sets up machine to meet the requirements of each specific job. Operates overhead cranes, tow motors and other material handling devices. High School Diploma or GED. Knowledge of the use of measuring tools. Must be able to lift 50lbs. Tow motor and Overhead Crane experience.



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ACCOUNTING ASSISTANT (non-union role). Full-time. \$16.00 - \$18.00 per hour based on experience. Previous administrative experience. Ability to operate all basic computer programs. Ability to pick up accounting work as needed.

<https://cliftonsteelcareeropportunities.easyapply.co/>

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/>

JOB OPENINGS - AMERICAN SUGAR REFINING, INC.- CLEVELAND

Hiring Maintenance Technicians, Packers, Machine Operators, Shipping and Receiving, and Custodian Staff



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https://careers.fcc-asrgroup.com/search/?createNewAlert=false&q=&locationsearch=cleveland&optionsFacetsDD_department=&optionsFacetsDD_facility=&optionsFacetsDD_shifttype=

TRANSPORTATION/WAREHOUSE/DISTRIBUTION

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

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



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PART-TIME DOCK WORKER/FORKLIFT OPERATOR – DAYTON FREIGHT – CLEVELAND

Part-time. \$20.29/hr. As a Forklift Driver at Dayton Freight, you'll: Load and unload freight in a productive, safe and claims-free manner Complete pre and post trip inspections on all dock equipment; Properly document all freight control processes; Participate in training and improvement programs; Adhere to the operational procedures and guidelines.

https://us.jobrapido.com/jobpreview/2482112756?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DELIVERY DRIVER – CLEVELAND CLINIC – CLEVELAND

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

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

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



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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

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



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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_obs_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., 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



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WAREHOUSE ORDER SELECTOR – SYSCO – CLEVELAND

Full-time: IMMEDIATELY HIRING Warehouse Order Selectors up to \$86,000/year NO EXPERIENCE REQUIRED. Work in a Sysco warehouse and be a critical member of the foodservice supply chain. Warehouse Selectors pick orders for delivery to foodservice venues in the local community. Active, physical role that includes operating an electric pallet jack, and/or forklift. Organizing and palletizing product to build customer orders. Safe working environment, working in areas with temperature and humidity variations based on local weather conditions and type of product being selected (i.e., non-refrigerated, refrigerated, and frozen.). High school diploma or equivalent required.

https://careers.sysco.com/jobs/R56128?lang=en-us&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

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



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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.

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

WAREHOUSE ASSOCIATE – DODD CAMERA – CLEVELAND

Full-time. We offer a starting wage of \$15 per hour, along with medical benefits, 401K retirement, and paid vacation. We are looking for a reliable warehouse associate to help with the day to day operations, including but not limited to order pulling, shipping, receiving, and organization. Duties: Maintains a safe, clean working environment. Conducts physical inventory counts and stock balancing. Processes all packages for shipping, processes returned merchandise. Sorts and stocks materials or product on racks, shelves, or bins. Performs quality inspections on incoming and outgoing orders and products. Pull, package and ship orders. Requirements: Some secondary school education. High School Diploma (or equivalent). Proficient on computers. Ability to operate a cargo van or box truck. Forklift certified a plus. FedEx and UPS shipping experience.

https://jobsearcher.com/j/warehouse-associate-dodd-camera-at-dodd-camera-in-cleveland-oh-5WBWbAD?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



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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

THE RESERVE NETWORK – OPEN POSITIONS – LAKEWOOD

Production Worker - Our client has been a Food manufacturer industry leader in the greater Cleveland area. Due to company growth, we are currently searching for motivated and dedicated, and career-focused candidates to fill their open positions. Duties include: Production/Packaging of various food items, clean and sanitize food processing equipment, load and unloading production line, ability to work in various departments. Requirements include: ability to work in a cool/cold environment, ability to work as a team.

Warehouse Order Selector- We are currently looking for warehouse order selectors to do order picking for cold storage, freezer and dry goods for a warehouse located on the east side of Cleveland. You must be okay with working in the cold for this opportunity. Responsibilities include: Collecting order notes to fulfill deliveries, picking out ordered items from storage shelves or rooms using barcodes, serial numbers, etc., securely shrink-wrapping items before placing them in envelopes or boxes. Requirements include: experience operating material handling equipment, including pallet jacks and tow motors, accurate counting and strong inventory experience, ability to work at a fast pace in cold storage/freezer units.

Production - We are currently looking for production workers for a warehouse located on the east side of Cleveland. You must be okay with working around raw meats and be okay with starting as early as 4:00am. Candidates will be processing meat for the raw department. Responsibilities include: Cutting meat, using cutting blades and knives, securely shrink-wrapping items before placing them in appropriate containers. Requirements include: experience operating meat cutting and packaging equipment, ability to work at a fast pace in cold storage/freezer units.



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Production Associate - Due to an increase in service requests and company-wide growth, we are currently searching for motivated, dedicated, and outgoing people to assist in filling their open positions. Duties include: Bagging items to prepare for shipments to customers, operating a machine that counts product by weight, packaging, putting kits together. Requirements include: accurate counting skills, strong attention to detail, ability to work in a fast-paced environment, ability to stand on your feet for a minimum of 8 hours a day.

Loader and Unloader - Due to an increase in service requests and company expansion, we are currently searching for motivated, dedicated, and outgoing people to assist in filling open positions. Duties include: Manually unload truck containers, palletizing products, operating a forklift to move products from the dock to the shrink wrap station. Requirements include: accurate counting skills, strong attention to detail, ability to work in a fast-paced environment, ability to stand on your feet for a minimum of 8 hours a day.

Distribution – Administration Position - This is a long term with the potential to be hired after 90 days. Starting pay: \$16.00 Hours: 7:00 am to 3:30 pm *****Interview is required***** Due to an increase in service requests and company expansion, we are currently searching for motivated, dedicated, and outgoing people to assist in filling open positions. Duties include: Order Reporting, create a daily report for missed orders using multiple operating systems and requiring significant excel work (Sorting, VLOOKUP, etc.), follow up with department leads, timeclock management, new temp employee setup. Requirements include: Distribution position with administrative or account management background, very strong computer skills & above-average skills are a requirement.

Packager/General Laborer - The Utility is responsible for tending a machine that performs one or more packaging functions such as filling, marking, labeling, banding, tying, packing, or wrapping containers by performing the following duties. Detailed Roles and Responsibilities: Responsible for stacking and piling finished goods onto pallets, as well as preparing goods for shipment, packages product specific to customer requests, cleans and prepares the area for proper handling of finished goods, performs audits to ensure quality, while also removing defective finished goods from the packaging area. Essential Capabilities: Must possess great attention to detail and the ability to multitask in a fast-paced industrial environment, must be able to understand verbal and written English, results-focused and detailed oriented, the employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

If interested in any of these positions, please send a resume to: Lakewood@trnstaffing.com



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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 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/>

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



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COMMUNITY RESOURCES

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 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>.



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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.



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May 2, 2022

(216) 651-5188

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 @fb@stepfwrtdtoday





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Market DISTRICT **NOW Hiring!** 1216

Westlake Market District

Tuesday, May 3rd
2pm-5pm

Current Openings Include:

- Gourmet Chef
- Meat & Deli Clerks
- Personal Shoppers & Cashiers
- Prepared Foods & Bakery Clerks
- Baristas
- Floral & Produce Clerks and more!

FT & PT Opportunities Available

Apply Today!
careers.MarketDistrict.com

Equal Opportunity Employer Keyword: Westlake



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The United States Postal Service is Now Hiring City Carrier Assistants!!!!

As a CCA you provide a critical service to your community by ensuring mail delivery during weekdays, weekends, and holidays with opportunities for career promotion.

CCAs may be eligible for certain benefits including paid leave and health insurance.

We will be offering an **APPLICATION WORKSHOP (BY APPOINTMENT Only)** for the following location zip codes 44143 and 44117 on:
Saturday, May 7, 8:30 AM

Location: Richmond Branch Post Office 454 Richmond Rd. Richmond Heights Ohio 44143

Phone Number to schedule time slot (216-481-4461) ask for Mrs. Patricia Lakes Manager

For your convenience, you may also go online 24 hours a day to:
www.usps.com/careers





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Water Distribution Worker Apprenticeship Program



The Water Distribution Worker Apprenticeship Program is a collaboration between the City of Cleveland's Department of Public Utilities, the Cleveland Metropolitan School District (CMSD), and AFSCME Local 100 to provide opportunities to high school graduates who want to pursue a career with Cleveland Water.

The program combines classroom studies and on-the-job training, allowing CMSD graduates to earn an income while learning how to work in our Pipe Repair, Hydraulics, and/or Meter Operations areas.



Community Resource & Employment Service

May 2, 2022

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How Do I Become a Water Distribution Worker Apprentice?

In order to enter the Water Distribution Worker Apprenticeship Program, interested students must complete and submit an application for Pre-Apprenticeship admission, as well as proof of parent(s) or guardian(s) approval, proof of GPA, a proof of attendance letter, and a letter of recommendation from a high school instructor and/or guidance counselor.

What are the Minimum Qualifications for Applicants?

In order to enroll in the Water Distribution Worker Apprenticeship Program, CMSD students:

- Must be 18 years of age by August 1st of the year enrolled;
- Must be a high school graduate or have obtained their GED;
- High school graduates must have an overall grade point average of 2.0;
- High school graduates must have an overall attendance rate of 90%; and
- High school graduates must have a letter of recommendation from an instructor or guidance counselor.

GED recipients may also apply as long as they are 21 years of age or younger, are within a 12-month period from the date that the GED was received, and their last school of attendance was in the Cleveland Metropolitan School District.

How Do I Apply?

[Click here](#) to download an application. The deadline to apply is May 12, 2022.



Community Resource & Employment Service

May 2, 2022

(216) 651-5188

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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



Community Resource & Employment Service

May 2, 2022
(216) 651-5188

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 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 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.
*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. AT&T Internet: Subject to Internet Terms of Service at 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, 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. ©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

May 2, 2022

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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
Search Keyword: 279939

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May 2, 2022

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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



Community Resource & Employment Service

May 2, 2022

(216) 651-5188

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**. 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

May 2, 2022

(216) 651-5188

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



Community Resource & Employment Service

May 2, 2022

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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.

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

May 2, 2022
(216) 651-5188

www.stepforwardtoday.org



News from the Ohio Turnpike

682 Prospect St.
Berea, OH 44017
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



Community Resource & Employment Service

May 2, 2022
(216) 651-5188

www.stepforwardtoday.org



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

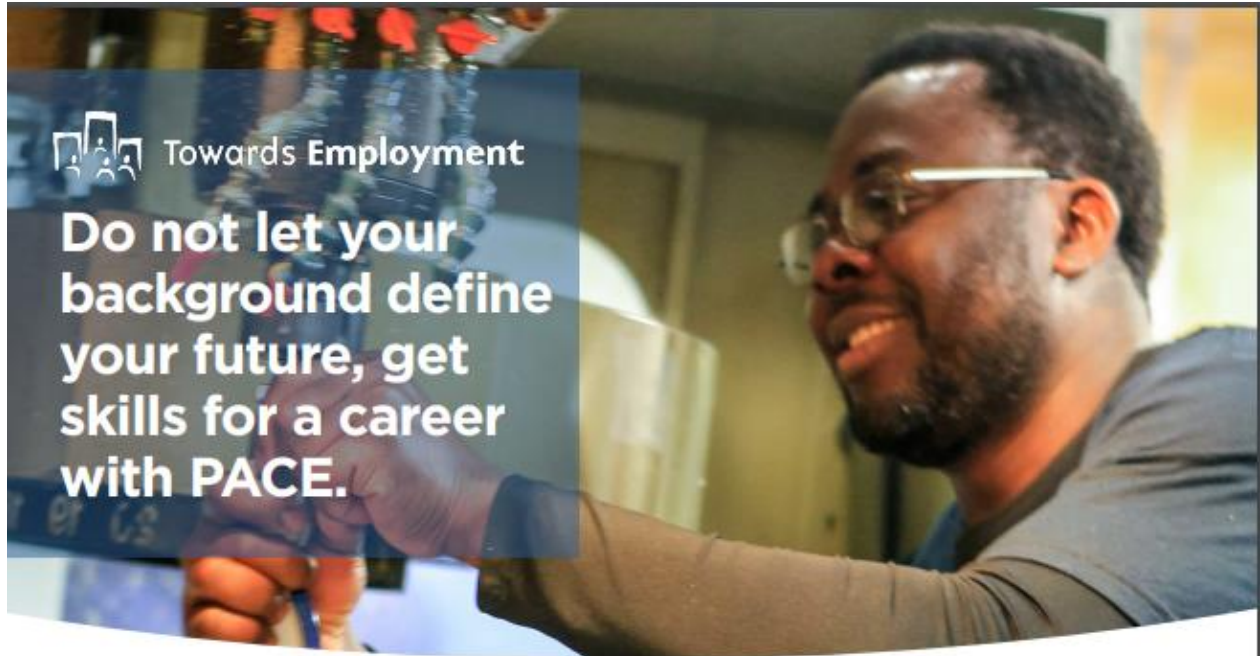



Community Resource & Employment Service

May 2, 2022

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 Towards Employment

Do not let your background define your future, get skills for a career with PACE.

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 | 216.696.5750

1255 Euclid Ave., Suite 300 Cleveland, OH 44115





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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 | 216.696.5750
1255 Euclid Ave., Suite 300 Cleveland, OH 44115



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**CLEVELAND
BUILDS**

**Union Construction
Apprenticeship-Readiness
Classes**

REQUIREMENTS

- At least 18 years of age
- High school graduate/GED
- Valid driver's license
- Access to reliable transportation
- Willing and able to pass a drug test
- 6th - 8th grade level reading & math comprehension
- Participation in a pre-screening interview

Cleveland Builds will work with those participants who successfully complete this program to get placed in union apprenticeships. Placement will depend on participant performance during the class as well as the needs of contractors.

**INFORMATION SESSION
FOR MEN AND WOMEN 18YRS AND
ABOVE**

SATURDAY, APRIL 30, 2022

11:00AM- 12:00 PM

THEA BOWMAN CENTER

**11901 OAKFIELD AVE CLEVELAND,
OHIO 44105**



**RVSP BY APRIL 25TH @ 216-491-0699
EXT. 204, CHERYL JOHNSON**





Community Resource & Employment Service

**May 2, 2022
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Computer Learning Lab at the Buckeye Community Resource Center

Located 2816 E 116th street Cleveland, OH 44120

Every 2nd & 4th 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

May 2, 2022

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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

May 2, 2022

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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>AARP Help Getting a Job? 216-881-1155</p>	<p>AARP Help Getting a Job? 216-881-1155</p>	<p>AARP Help Getting a Job? 216-881-1155</p>	<p>AARP Help Getting a Job? 216-881-1155</p>	<p>AARP Help Getting a Job? 216-881-1155</p>	<p>AARP Help Getting a Job? 216-881-1155</p>	<p>AARP Help Getting a Job? 216-881-1155</p>
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Community Resource & Employment Service

May 2, 2022
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**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
Greater Cleveland Food Bank Euclid Neighborhood Pantry	Special hours only 1/20 Thursday 1:00PM-7:00PM (4:00-7:00 other weeks)	25897 Euclid Ave(directly next to Simon's Supermarket)	44132	Contact our Help Center 216-738-2067
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

May 2, 2022

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	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

May 2, 2022
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FREE FOOD DISTRIBUTION

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

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

May 2, 2022
(216) 651-5188

www.stepforwardtoday.org



Workforce 360°



SCAN ME



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

Choose from one of our programs:



Credentials in:
Customer Service
ServSafe Food Manager
Hospitality



Credentials in:
NCCER Core
OSHA 10
Customer Service



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



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



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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 OR EMAIL US AT PATIENTCENTERED@PCCSTAFFING.COM. CALL 216-937-5211 FOR QUESTIONS OR INQUIRIES



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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





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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
or
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!





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Supply Chain, Logistics Technology and Warehouse Training



Beginning May 10, 2022

The Supply Chain, Logistics Technology and Warehouse certification curriculum provides students the opportunity to learn in a practical application environment. During hands-on warehouse lab activities, students directly and safely simulate roles and responsibilities while using warehouse equipment and technology.

Topics covered

- Hands-on Training takes place in a simulated warehouse lab
- Hands-on practical training using industry standard equipment
- Basics of global supply chain principles including forecasting, procurement, logistics
- Complete training in 8-10 weeks

Students who successfully complete the program receive five (5) certificates:

- Manufacturing Skill Standards Council Certified Logistics Associate (CLA),
- Manufacturing Skill Standards Council Certified Logistics Technician (CLT),
- Forklift Operator
- OSHA 10
- Red Cross Safety Card to include Adult First Aid/CPR/AED.

Employment assistance available!

Tuesdays and Wednesdays from 1 pm to 5 pm
at the OHCDC/Tri-C Access Center

UH – Otis Moss Jr. Community & Health Center
8819 Quincy Avenue, Cleveland, OH 44106

Call 216-862-7350 or email info@olivetcdc.org

Pre-register at <https://forms.tri-c.edu/Player/AccessCentersPreRegistration>



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GOOGLE IT TECH
SUPPORT
PROFESSIONAL
CERTIFICATE TRAINING
PROGRAM

WHEN

**May 3- Sept. 1
Tues. & Thur.
9am – 12pm**

WHERE

**OHCDC/TRI-C
ACCESS CENTER**

8819 Quincy Ave. Cleveland, OH 44106

This online training program provides the skills you need for an introductory-level job in IT support, with no relevant experience required.

REGISTER AT OLIVETCDC.ORG/APPLICATION



COMPLETE A GOOGLE
IT SUPPORT
CERTIFICATE AT YOUR
OWN PACE AND TIME

IMPROVE YOUR
INTERVIEW
TECHNIQUE AND
RESUME WITH
ACCESS TO CAREER
RESOURCES

GET CONNECTED
WITH TOP
EMPLOYERS

SCHOLARSHIPS
AVAILABLE

- No previous experience necessary
- Professional certificate from Google
- Under 10 hours of study a week
- Job placement assistance

YOU'LL LEARN:

- Troubleshooting
- Networking
- Operating Systems
- System Administration
- Cyber Security



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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 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

tri-c.edu/onramp



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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 PosterMyWall.com

@mrs_ladyb00

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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



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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



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**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 21st 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

Contact Nanette Shirdon: 765-210-7123 or nshirdon@bridgeportgroup.solutions





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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. Or you can call 216-921-3333 and ask for Heather, the Dean of Students.



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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**



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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

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.



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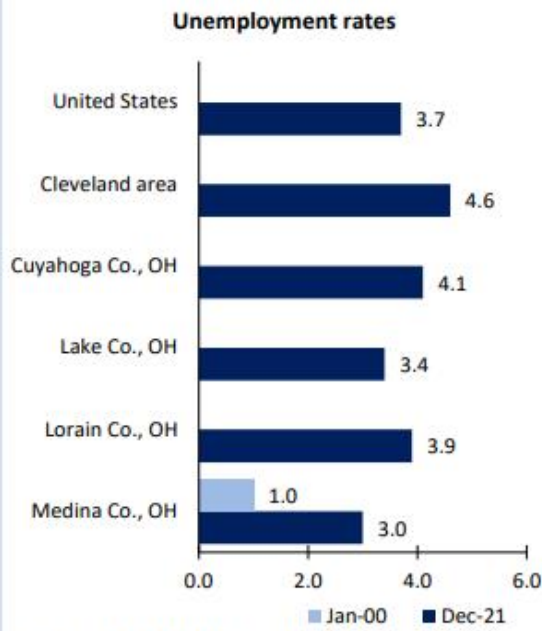
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Cleveland Area Economic Summary

Updated March 16, 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.

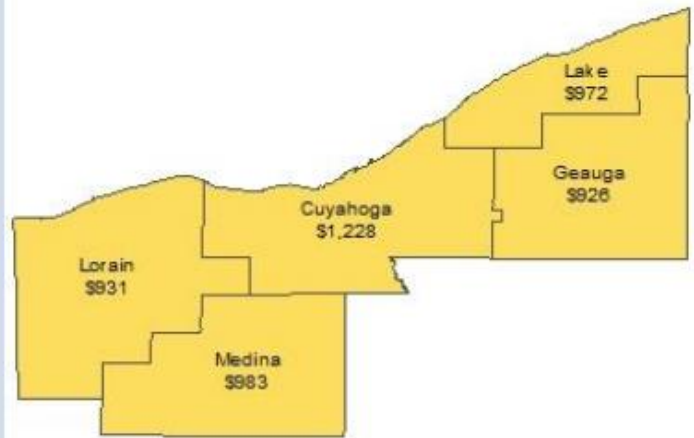
Unemployment rates for the nation and selected areas



Average weekly wages for all industries by county

Cleveland area, third quarter 2021

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





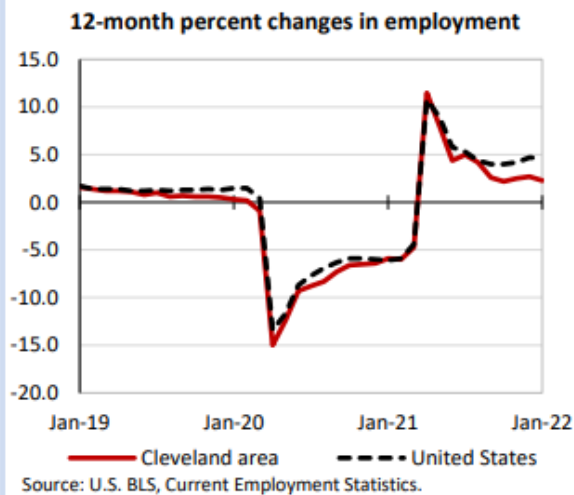
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Over-the-year changes in employment on nonfarm payrolls and employment by major industry sector



Cleveland area employment (number in thousands)	Jan. 2022	Change from Jan. 2021 to Jan. 2022	
		Number	Percent
Total nonfarm	1,022.0	23.1	2.3
Mining, logging, and construction	36.5	2.8	8.3
Manufacturing	117.4	4.1	3.6
Trade, transportation, and utilities	188.6	3.9	2.1
Information	13.6	1.1	8.8
Financial activities	69.2	2.0	3.0
Professional and business services	150.7	-0.2	-0.1
Education and health services	193.6	-1.9	-1.0
Leisure and hospitality	85.3	8.0	10.3
Other services	37.9	2.1	5.9
Government	129.2	1.2	0.9

Source: U.S. BLS, Current Employment Statistics.

