

**CEOGC**  
**COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND**  
**Workforce Development Program**  
**1849 PROSPECT AVE SUITE 200**  
**(216) 651-5188**  
**JOB LEADS 2/6/2012**

***\*\*\*Note: Please apply to jobs accordingly to AD\*\*\****

**Full-Time Licensed Social Worker**

Friendly Inn Settlement, Inc. offers a unique opportunity to be on the leading edge in social service programs and services. We are seeking a compassionate and energetic Supervisor who will be responsible for directing the overall operations of the System of Care/Family-to-Family Program.

For one hundred and thirty five years, Friendly Inn Settlement, Inc has served as a key supporter of the Central community and Ward 5. The agency is a neighborhood-based social service provider offering comprehensive services across the life span. Programs and services are offered to youth and families to improve their quality of life and promote a healthier neighborhood. Its mission is to improve the quality of life by cultivating and nurturing individuals, families and communities to become productive in the world economy. Friendly Inn Settlement, Inc. is one of the oldest social service agencies which has always been located in and provided services within the Central Social Planning Area.

Friendly Inn Settlement, Inc. is seeking a **Full-Time Licensed Social Worker** to join its Team.

**Job Description**

Requirements: Master's degree in Social Work from a college or university, accredited by the Council of Social Work Education with an Appropriate state licensure for Social Work.

- Current licensure by the state of Ohio.
- 2-3 years Social Work experience
- Requires experience with public systems, at-risk families and groups.
- At least three years' post-master degree experience providing direct services to children and families.
- Knowledge of best practices and emerging trends in family preservation, reunification, foster care, adoption, and life skills for youth. Knowledge of and ability to plan services to meet children's needs for safety, well-being, and permanency.
- Ability to work effectively with families. Excellent communication (verbal and written) skills. Ability to communicate and work effectively with professional colleagues and multi-disciplinary teams. Working knowledge of computers and related software ware. Knowledge of professional standards and ethics.
- Valid state driver's license, proof of auto insurance and access to personal car for local travel.
- **WORK HOURS:** 40 hours per week, requires flexibility of scheduling, some evenings or weekends.
- Coordinates neighborhood foster care recruitment plans with licensing agency, assists in recruitment and training at community informational and foster-ware parties. The recruitment focus is on assisting CFS develop child-centered recruitment teams for children in permanent custody with no identified prospective permanent family and youth "aging out of the system," securing family connections and/or mentoring support. Attends community events/functions to recruit for potential foster/adoptive homes, educates the public and other professionals inside and outside of the community on Family-to-Family neighborhood foster care. Provides coordination of

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foster/adoptive/kinship parent cluster support group meetings. Advocates for biological, kinship caregivers, foster, and adoptive parents.

- Identifies and recruits new service providers to become collaborative members. Negotiates service agreements with them. Coordinates collaborative members for access to CFS service workers on neighborhood families to receive priority services from collaborative members. Advocates for and is a gatekeeper of the coordination and integration of public child/family serving systems work with neighborhood service providers. Advocates for the needs of families and child safety. Develops and attends planning meetings to develop and enhance the partnership between CFS and neighborhood. Meets quarterly with the CFS assigned Senior Manager. Develops a manual to reflect collaborative neighborhood services, to be updated annually.
- Provides space and accommodations to CFS service workers. Hosts/assists with family visits, family meetings. Insures availability of a homelike setting for all family visits. Attends and participates in training or orientations of CFS in order to understand child protection policy and procedures. Participate in (in order of priority) initial staffing family team meetings and SAR's for families from their assigned neighborhood site. Coordinates staff coverage at above meetings to insure availability of a collaborative representative at 100% of wrap-around meetings and emergency staffing.
- Gathers statistical and narrative information from collaborative, families, relative caregivers, foster families, for reporting purposes to CFS and collaborative members. Complete monthly activity reports documenting compliance with deliverables. Assists in proposal writing for continuation of program, projects and program budget. Maintains documentation and necessary paperwork on each family. Works closely with CFS Family-to-Family Liaison for overall technical assistance and partnership on current CFS initiatives.

**To apply, please submit your cover letter and resume via email to Richgina Jeff at [richginajeff@yahoo.com](mailto:richginajeff@yahoo.com) or fax to 216-431-8189.**

For more information about Friendly Inn Settlement, Inc., please visit our website:

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

**CUSTODIAN with Friendly Inn Settlement**

**PRIMARY DUTIES REQUIRED FOR THIS POSITION:**

- Report to a Director of Finances and Systems who is responsible for the direction of housekeeping services in the facility.
- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers; turn off lights.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.

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- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment. Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.
- Assist with inventory control and security.
- Safely operate all vehicles and other job related equipment.
- Enforce and support policies established by the Friendly Inn Settlement
- Perform related duties as required.

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**Early Childhood Lead Teacher with Friendly Inn Settlement**

The Early Childhood Lead Teacher, under the supervision of the Early Childhood Director, is responsible for developing and implementing a developmentally based, educational program for an assigned class of school children. The curriculum must meet the emotional, physical, cognitive, and social needs of both the individual child and the group.

**Essential Duties and Responsibilities**

- Greets each child in a warm and friendly manner.
- Read each individual child's files in his/her class and is knowledgeable about their medical and developmental histories.
- Interacts with the children and encourages their involvement in activities.
- Provides a warm, safe, and caring environment that is kept orderly, clean, and appealing. The environment should allow the child to grow and to explore.
- Plans, prepares, and implements daily activities (indoor/outdoor) as they relate to the curriculum.
- Responsible for the health, welfare, and safety of the children.
- Provides overall supervision of toileting and bathroom time.
- Oversees all mealtime/snack time activities and related record keeping.

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- Maintains daily attendance records.
- Maintains ongoing developmental records for each child, including keeping records of all developing skills (physical, social, emotional, and cognitive).
- Keeps a “portfolio” of each child’s progress, including photographs, samples of their artwork, writing, etc...
- Maintains good communication with parents on a daily basis through the use of daily sheets, notes, or verbally.
- Supervises, trains and utilizes assistant teacher’s (and volunteer’s) skills and abilities.
- Works with other staff members to form a positive, supportive team atmosphere.
- Ensures confidentiality of privileged information.
- Maintains adherence to all company policies and procedures, including agency safety requirements.
- Must work the days and hours to perform all assigned responsibilities and tasks, be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines.
- Performs additional program duties as assigned by the Director according to agency needs.

**Periodic Duties**

- Attends all Early Childhood staff meetings (Exact meeting dates and times TBA).
- Attends all supervisory meetings, team planning meetings and curriculum meetings scheduled by the Early Childhood Director.
- Attends the Early Childhood Orientation.
- Participates in Parent Orientation Night and Parent/Child Open House.
- Maintains all required reports pertaining to the class and/or individual children. This includes progress reports.
- Prepares and conducts one Parent/Teacher Conference. Also, responsible for holding or initiating parent conference/meetings other than the one mentioned above, as necessary.
- Attends workshops, conferences, & any in-service training sponsored by the Early Childhood Center, Friendly Inn Settlement, &/or other educational organizations, as approved and instructed by the Early Childhood Director.
- Submits a written lesson plan weekly to the Early Childhood Director for prior approval.
- Maintains cleanliness.

**Minimum Position Requirements**

- Ability to effectively interact and relate to children in a developmentally appropriate manner.
- Must be sensitive to individual children’s differences and needs, and be willing to adjust the program & curriculum to meet those individual needs.
- Must be motivated to learn and grow in an educational environment; and be willing to continually increase knowledge in the field of Early Childhood Education.
- Must be able to relate with and speak to parents in a respectful and courteous manner.
- Must be willing to work in a team environment; be willing to share ideas &

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be open to other's ideas; be flexible & willing to compromise.

- Must have an A.A. Degree or C.D.A. and meet all Friendly Inn Settlement, Inc, ODCFS and NAEYC requirements for Lead Teacher.

**Special Requirements and Physical Demands:**

- Regular to frequent requirement, and as needed, to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking.

**Relationships**

Responsible for maintaining positive, courteous and professional relationships with the following:

- Children in the Early Childhood Program.
- Families of the children enrolled in the program
- All Early Childhood Staff including other teachers, administrative staff & Director.
- Professional staff from other related agencies.

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**Custodial Game Day Staff Cleveland Indians - Cleveland, OH \$9.50 hr.**

Monitor work area and keep it free of litter and debris.

- Monitor all trash cans in area and empty as needed.
- Monitor Restrooms for cleanliness and stock supplies as needed.
- Keep designated areas free of litter and spills during games.
- Report any maintenance and safety issues immediately to your supervisor
- Breakdown cardboard boxes during promotional give-away games.
- Perform all other duties as assigned.

**Requirements**

- Be knowledgeable of Ballpark information and answer questions relating to day-of-game activities.
- Trustworthy and dependable
- Ability to analyze situations
- Ability to work independently and as part of team
- Must be able to lift and transport mop buckets and trash cans weighing up to 50lbs.
- Ability to stand and walk during entire shift (4-8 hours)
- Frequently reaches, lifts, bends, stoops, and wipes to maintain area
- Must be willing and able to work hours necessary to perform duties in designated area.
- Must be minimum of 18 years of age
- Required to become member of Service Employees International Union, Local Number 1

**Please click to apply online:**

[https://www8.ultirecruit.com/CLE1000/JobBoard/CanLogin.aspx? JobID=\\*A5C9FE588D16A3CF& RT=\\*D356349294394CA3EAC10FEC2E7B083E1DF725E96DEA4BE14C2149FFAD02B8F01FBB76FF169299CD](https://www8.ultirecruit.com/CLE1000/JobBoard/CanLogin.aspx? JobID=*A5C9FE588D16A3CF& RT=*D356349294394CA3EAC10FEC2E7B083E1DF725E96DEA4BE14C2149FFAD02B8F01FBB76FF169299CD)

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**Custodian Case Western Reserve University - Cleveland, OH**

**ESSENTIAL FUNCTIONS**

1. According to the assigned schedule: Shampoo furniture as needed. Clean washing machines, dryers, and common spaces in residential facilities daily, empty wastebaskets and recycling containers per procedures. Carry trash outside to pickup locations.
2. Spot clean walls, doors, partitions, switch plates, etc. Sweep, dust mop, wet mop, wax and spray buff floors. Vacuum, spot clean, and shampoo carpeting. Clean and replenish chalkboard, trays and erasers.
3. Dust all flat and vertical surfaces and window sills daily. Dust all surfaces including desks, tables, chairs, file cabinets, windowsills, bookshelves, bookcases, walls, blinds, vent and radiator grills, ceilings and light fixtures.
4. In restrooms, clean and disinfect sinks, toilets, clean mirrors, mop bathroom floors daily, and do showers, complete cleaning, twice weekly. Disinfect shower curtain. Police shower daily. Clean drinking fountains and emergency eyewashes, etc.
5. Replenish all restroom supplies such as toilet paper, paper towels and soap; Request supplies in reasonable quantities, to avoid shortages and overstocking. Turn in vending funds. Clean interior glass and all types of furniture.
6. Clean Venetian blinds, HVAC grills, handrails, elevator interiors and tracks, etc. Clean light lenses.
7. Turn off lights in unoccupied rooms, lock doors, in all rooms except classrooms, and secure all windows.
8. Keep assigned custodial closets clean and neat.
9. Be responsible for keys, turn in key ring after shift.
10. Within assigned buildings, ensure that the university's recycling programs are carried out. Identify areas where building occupants are not properly recycling, and report it to the supervisor.
11. Assist in the coordination of an appropriate level of supplies to assigned buildings avoiding shortages, overstocking, and emergency orders.
12. Keep track of all equipment assigned to building. Ensure that equipment is maintained in proper condition, and promptly turn equipment in for repair when needed.
13. During the course of the daily work shift, report any quality control issues or problems identified in the building to the supervisor, and if possible make appropriate recommendations to solve the matter.
14. Communicate daily with supervisor to report achievements, progress and problems. Actively seek out and suggest improvements to operations.
15. Recognize when assistance, training, and direction are needed so that work objectives are accomplished in a safe, complete, efficient, and timely manner. Alert the supervisor to these situations, and assist as needed.
16. Ensure that all university safety procedures are followed within the cleaning group Follow university safety procedures; use appropriate safety gear; use caution when mixing chemicals and operating electrical equipment; immediately report any accidents and injuries to supervisor.

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17. Assist co-workers in other areas and buildings when necessary; assist security and maintenance staff during emergencies.
18. Identify and promptly report problems requiring Security or Maintenance assistance to supervisor. Cooperate with Security at all times, and assist as needed in emergencies.
19. Shovel snow from building entrances and steps in emergencies.

**NONESSENTIAL FUNCTIONS**

Duties not restricted to those mentioned. May be assigned other duties as required.

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[https://employment.case.edu/psp/erecruit/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=2441&SiteId=1&PostingSeq=1](https://employment.case.edu/psp/erecruit/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=2441&SiteId=1&PostingSeq=1)

**MERCHANDISER, PART TIME Kelloggs - Northfield, OH**

Main Responsibilities include:

1. Organizing, rotating and stocking shelves during each store visit - the platform for providing excellent customer service. This includes following a manager's direction on transferring cases of product from the backroom to the store's sales floor.
2. Ensuring the Kellogg's Snacks product on displays and shelves are looking their best by properly rotating product and removing all stale or damaged packages.
3. Working as a team with your Territory Manager by communicating issues as appropriate, following your itinerary and being flexible with changes to your itinerary.
4. Maintaining a professional demeanor with the public and store personnel when performing your duties.
5. Always work safely!

The work schedule is demanding; you will work nights, weekend and early mornings. You will be driving around to your scheduled stores on a daily basis and sometimes to other locations. You will be climbing, stooping, bending, standing, kneeling and frequently lifting 15 lbs and occasionally up to 50 lbs. You will be expected to be flexible to the needs of our business which is strongly affected by the needs of our customers who operate on grocery/retail hours.

This position will work variable hours up to a maximum of 28 hours per week, depending on the territory you are assigned to and the needs of the business.

With 2009 sales of nearly \$13 billion, Kellogg Company is the world's leading producer of cereal and a leading producer of convenience foods, including cookies, crackers, toaster pastries, cereal bars, fruit-flavored snacks, frozen waffles and veggie foods. The Company's brands include Kellogg's®, Keebler®, Pop-Tarts®, Eggo®, Cheez-It®, All-Bran®, Mini-Wheats®, Nutri-Grain®, Rice Krispies®, Special K®, Chips Deluxe®, Famous Amos®, Sandies®, Austin®, Club®, Murray®, Kashi®, Bear Naked®, Morningstar Farm®, Gardenburger® and Stretch Island®. Kellogg products are manufactured in 18 countries and marketed in more than 180 countries. For more information, visit [www.kelloggcompany.com](http://www.kelloggcompany.com). Kellogg's Corporate Responsibility report including its approach, progress and future direction in the marketplace, workplace, environment and community can be found at [www.kelloggcompany.com/CR](http://www.kelloggcompany.com/CR). For information on Kellogg Company's commitment to nutrition, visit

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[http://kellogg.appone.com/Hourly/Menu.asp?ClientID=548&B\\_ID=33&ReqNumber=&SearchText=&KeyType=all&CatID=371&LocationID=56705&x=37&y=17](http://kellogg.appone.com/Hourly/Menu.asp?ClientID=548&B_ID=33&ReqNumber=&SearchText=&KeyType=all&CatID=371&LocationID=56705&x=37&y=17)

**Administrative Assistant III - Part-time Federal Reserve Bank of Cleveland - Cleveland, OH**

**Position Summary:**

The Federal Reserve Bank of Cleveland is seeking an experienced administrative professional. In this role, you will provide advanced administrative support to a department, function, individual, or team.; and provide data analysis and support for various entry-level projects and assignments.

You will also perform advanced administrative duties such as monitoring/coordinating programs and customer service, and will act as an informal tutor/mentor to new administrative or clerical employees.

**Job Specifications:**

Two-year college or vocational training

4-7 years of related work experience

Basic Analytical Skills

Knowledge of complex and diversified procedures, practices, and policies

Proficiency with complex business machines (computers, etc.)

Ability to perform involved, independent research and creative work

Knowledge of moderately complex procedures and practices of a specific function

Knowledge of procedures and services of related areas (such as accounting or purchasing)

Ability to perform routine tasks

**Special Skill Sets:**

Experience answering multi-line phones.

Excellent customer service skills.

Experience supporting 3 or more managers and dept of 20.

Intermediate proficiency in Word, Excel, and Powerpoint.

Ability to type 60 wpm or more.

Provide support for travel arrangements.

Coordinate meeting logistics and assist in planning (i.e. drafting meeting agenda's, scheduling invites, catering, meeting materials, building access, etc)

Capture meeting notes/action items.

Responsible for department supplies and PC/Blackberry replacements.

Department time clerk.

Collaborate with peers in other locations.

May act as information security liaison

Please click to apply online:

[https://frb.taleo.net/careersection/iam/accessmanagement/login.jsf?lang=en&redirectionURI=https%3A%2F%2Ffrb.taleo.net%2Fcareersection%2FApplication.jss%3Fflag%3Den%26type%3D1%26csNo%3D2%26portal%3D101430233%26reqNo%3D113360%26iniurl.src%3DJB-10080%26postdata%3D%24V6QM\\_RzAQ-](https://frb.taleo.net/careersection/iam/accessmanagement/login.jsf?lang=en&redirectionURI=https%3A%2F%2Ffrb.taleo.net%2Fcareersection%2FApplication.jss%3Fflag%3Den%26type%3D1%26csNo%3D2%26portal%3D101430233%26reqNo%3D113360%26iniurl.src%3DJB-10080%26postdata%3D%24V6QM_RzAQ-)

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**Office Coordinator Parma Community General Hospital - Parma, OH**

**Description:**

- Directs work efforts to improve department performance and customer satisfaction.
- Coordinates office activities, working cooperatively with the nursing and physician teams to provide patient/family assessment.
- Answers phones and directs calls appropriately.
- Maintains office supply inventory while adhering to department budget.
- Completes intake information for potential patients.
- Obtains referral, preauthorization, and/or signed Advanced Benefit Notice (ABN) prior to service, as needed.
- Schedules and registers patients following hospital procedures.
- Confirms appointments with the patient/family; provides clear instructions for upcoming visit in accordance with department guidelines.
- Greets, interacts and responds to the needs of patients/families and other department visitors in a caring, efficient manner, provides status updates during delays as needed.
- Enters hospital billing codes.
- Participates in department meetings, accurately transcribes and maintains meeting minutes.
- Creates and maintains patient medical records, correspondence, and monthly statistics.
- Demonstrates team work that promotes staff support, clinical expertise and skill development.
- Obtains preauthorization and assigns ICD-9 and CPT codes to ensure appropriate APC assignment.
- Codes and assigns APCs with a high degree of accuracy.
- Follows instructions and guidelines for coding compliance.
- Partners with finance and medical records to maintain consistency and integrity of coding methods of PCGH.
- Strives to make just coding decisions.

**Requirements:**

- Two years of secretarial experience preferably in a health care or medical office environment or an equivalent combination of education, training, and experience.
- ICD-9 coding and billing experience related to wounds
- Computer software including Microsoft Office, word processing, database, graphs and charts, spreadsheets
- Medical terminology and abbreviations

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[https://www.healthcaresource.com/parmacommunity/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=565022](https://www.healthcaresource.com/parmacommunity/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=565022)

**Cashier (Accounting Clerk 3) Case Western Reserve University - Cleveland, OH**

**POSITION OBJECTIVE**

Working under general direction, support the Controller's Office by assisting the Head Cashier in carrying out all cashier-related functions and assisting with projects from the Controller and Senior Associate Controller.

**ESSENTIAL FUNCTIONS** (conducted jointly with the Head Cashier):

1. Provide the daily operations of the Cashier's Office.
2. Review daily posting to general ledger.
3. Verify account classification on all deposits.
4. Perform daily verification that all deposits and disbursements were properly recorded.
5. Process, reconcile and make various types of deposits.
6. Perform the open and close processes for the cashier drawer including a daily reconciliation and balancing.
7. Perform daily reconciliation of non cash items.
8. Perform daily recording and balancing of student tuition payments.
9. Distribute student reimbursement, salary advance, petty cash, and student refund checks.
10. Inventory supplies for Cashier's Office.
11. Perform daily cashing, recording and verifying of petty cash vouchers.
12. Cash petty cash checks.
13. Safeguard all assets maintained in the Cashier's Office.
14. Provide excellent customer service to both internal and external customers.
15. Assist the Controller and Senior Associate Controller with projects as assigned.

**NONESSENTIAL FUNCTIONS**

1. Cross train with student account receivable.
2. Perform other duties as assigned.

**Department:** Reports and communicates activities in the Cashier's Office with Head Cashier on a daily basis. Contacts various people and departments in the Controller's Office to ensure correctness of all account transactions on a daily basis. Contact with Senior Associate Controller on a weekly basis. Contact with Controller on a weekly to monthly basis.

**University:** Communicates with various departments within the university on a daily basis to ensure correctness of all account transactions. Provide customer service to faculty, staff, and student.

**External:** Frequent customer service contact with the general public.

**Students:** Provide daily customer service to university students.

**SUPERVISORY RESPONSIBILITY**

This position has no direct supervision of staff employees

**REQUIREMENTS**

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Experience: 2 to 3 years of previous cashier/teller experience

Education: High school education

**REQUIRED SKILLS**

1. Excellent customer-service orientation
2. Must be able to interact with a wide range of individuals
3. Good oral and written communication skills
4. Accurate and detailed-oriented
5. High integrity and professionalism
6. Must be self motivated and have the ability to work as part of a team
7. Working knowledge of Microsoft Word and Excel a must; competence with email systems, internet and enterprise software is a plus
8. Ten key by touch
9. Ability to multi-task.

Please click to apply online:

[https://employment.case.edu/psp/erecruit/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=2486&SiteId=1&PostingSeq=1](https://employment.case.edu/psp/erecruit/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=2486&SiteId=1&PostingSeq=1)

**Front Desk Clerk Embassy Suites Cleveland Downtown - Cleveland, OH**

**Job Summary**

Assists Guest Services Agents in checking-in and checking-out guests. Provides directions to guest to local destinations. Maintains supplies for front desk area. Answers general interest calls to the area.

**Additional Information**

Must have strong Customer Service Experience.

**A World of Opportunities**

Hilton Worldwide is the leading global hospitality company, spanning the lodging sector from luxurious full-service hotels and resorts to extended-stay suites and mid-priced hotels. For 93 years, Hilton Worldwide has offered business and leisure travelers the finest in accommodations, service, amenities and value. The company is dedicated to continuing its tradition of providing exceptional guest experiences across its global brands. Its brands are comprised of more than 3,800 hotels and timeshare properties, with 630,000 rooms in 88 countries and include Waldorf Astoria Hotels & Resorts, Conrad Hotels & Resorts, Hilton Hotels & Resorts, DoubleTree by Hilton, Embassy Suites Hotels, Hilton Garden Inn, Hampton Hotels, Homewood Suites by Hilton, Home2 Suites by Hilton and Hilton Grand Vacations. The company also manages the world-class guest reward program Hilton HHonors®. Visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com) for more information and connect with Hilton Worldwide at [www.facebook.com/hiltonworldwide](http://www.facebook.com/hiltonworldwide), [www.twitter.com/hiltonworldwide](http://www.twitter.com/hiltonworldwide), [www.youtube.com/hiltonworldwide](http://www.youtube.com/hiltonworldwide), [www.flickr.com/hiltonworldwide](http://www.flickr.com/hiltonworldwide) and [www.linkedin.com/company/hilton-worldwide](http://www.linkedin.com/company/hilton-worldwide).

Proud Part of Hilton Worldwide

Celebrating 25 years of hospitality, Embassy Suites Hotels re-invented the upscale hotel

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experience by creating a superior all-suite lodging value that offers a unique set of benefits and well-defined product and service standards – from a our welcoming atriums and spacious two-room suites, to our complimentary cooked-to-order breakfast and evening manager’s reception all of which enable our guests to control their own time and experience. Today, Embassy Suites is the full-service upscale hotel where you can put your feet up. It’s a place to re-charge and re-invigorate after a long day on the road by offering a calm and centered environment. Tying it all together is our deeply rooted culture with Team Members who are known for providing an engaging smile and true hospitality service. When you join the Embassy team you become part of a team that believes in Making a Difference. Make a Difference -- It’s the Embassy Suites Culture; Engaging, respectful, gracious and intuitive. Separately, these words don’t really tell a story. But together, these words create a compelling service ambition and define the Embassy Suites personality.

Please click to apply online:

[https://careers.hilton.com/psc/hrprd/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL](https://careers.hilton.com/psc/hrprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL)

**Law Clerk in Cleveland, OH**

**Position Type: Temporary**

**Accepting Applicants:** Feb 1, 2012 to Mar 17, 2012

**Position Responsibilities:**

The Sherwin-Williams Company is seeking two law clerks for its legal department to begin one year clerkships following the current school year and work full-time during the summer (May – August) and part-time during the subsequent school year (August – May). Applicants must be available to work at Sherwin-Williams’ downtown Cleveland headquarters. The successful candidates will have an opportunity to work on projects in the following practice areas: general corporate, litigation, real estate, environmental, intellectual property, employee benefits, employment, bankruptcy, advertising, international and securities.

**Experience Required:**

First and second year law students eligible. Must provide grade point average with resume.

**Education Required:**

Bachelor's Degree and completed first or second year of law school (as of start date in May 2011).

**Additional Comments:**

Must be able to work full time during the summer (no split summers with a second employer) and part time (15-20 hours per week) in Cleveland, Ohio headquarters during school year.

**Travel Required:** No

**Relocation Assistance:** No

Please click to apply online: <http://careers.sherwin-williams.com/jobs/13527>

**IT Program Manager in Cleveland, OH**

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**Position Type:** Full Time

**Accepting Applicants:**

Feb 2, 2012 to Mar 31, 2012

**Position Responsibilities:**

The IT Program Manager is responsible for managing a program of projects and ensuring the overall goals and objectives of the business and projects are met. This position plays a key role in defining, implementing, maintaining and improving processes, tools, and metrics that govern and support the development and continuous improvement of the program. The IT Program Manager will be responsible for overseeing business and technical requirements development, effort and cost estimates, scheduling, design, implementation, testing, approvals, user documentation and customer deliverables.

The IT Program Manager should be passionate about delivering the best leadership, insights, and technology, by finding creative ways of aligning all of the projects within the program to meet the objectives of the business.

**Essential Functions**

**Strategy & Planning**

- Works with stakeholders to define the scope of major releases.
- Coordinates the preparation of proposals and statements of work.
- Recommends improvements for the project management process including standards, templates, metrics and other best practices.
- Awareness of all phases of program from inception through completion including project reviews, feasibility, cost benefit analyses, prioritization, initiation, execution, and closure for all project work related to the program.
- Drives the execution of the program across collaborative and cross-functional teams
- Takes ownership for overseeing program and ensuring alignment with project managers responsible for creating accurate project plans with clearly defined milestones, deliverables and tasks.
- Work closely with resource managers and project managers to ensure resource allocation and forecasting for the program is appropriately staffed at all times.
- Works to minimize staff/project disruptions through proper planning, communication, and collaboration
- Assess risk, impact, mitigation plans while viewing all projects within the program at a holistic view

**Acquisition & Deployment**

- Serve as the solution delivery expert for the design and implementation of assigned program.
- Maintain effective working relationships with project team, peers, stakeholders and vendors to seamlessly integrate the program area into the overall strategic objectives and activities of the assigned business unit.
- Manages the cost, schedule and technical performance of programs.
- Works with the Development Manager and Architects to ensure conformance of system architecture, standards and practices.

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- Acts as the primary customer contact for program activities such as project status and issue escalation.
- Oversees the project change control process and works to mitigate risk to budget, timelines and resource availability as well as assumes responsibility for stakeholder sign offs.
- Audits projects to ensure they are adhering to project management methodologies and the project governance model.
- Supports, advises, and assist in resolving issues as needed.
- Drives toward successful completion of the agreed upon program deliverables within scope, time and budget with quality while consistently exceeding business expectations

**Operational Management**

- Provide project visibility and reporting of projects within the program to the executive management team and steering committee.
- Prepares and presents program status to the program Steering Committee.
- Familiar with existing systems to track and manage requests and issues used by project team.

**Incidental Functions**

- Prepare and lead presentations as requested.
- Assist with other projects as may be required to contribute to efficiency and effectiveness of the work.
- Minimal travel as required
- Work outside the standard office 7.5 hour workday as required.

**Experience Required:**

**Knowledge & Experience**

- 10+ years of experience with business analysis, project management, and program management with clear progression of responsibility throughout career
- Well versed in project management concepts, methodologies and tools.
- Minimum of 3 years experience working with external agencies, vendors or partners.
- 5+ years of hands on experience managing large scale IT initiatives
- Success managing projects within the interactive space a plus.

**Personal Attributes**

- Ability to work collaboratively in a fast paced environment while keeping projects on schedule and within budget
- Ability to lead well under pressure and to lead a program team to ensure deadlines and budget are met while exceeding clients' expectations
- Ability to effectively review project plans with project managers and make recommendations or provide feedback based on the needs of the program
- Ability to audit project plans and provide constructive feedback on ways to improve
- Ability to tailor communications approach based on the situation
- Must possess excellent decision-making skills for problem identification and solution recommendation
- Excellent communication skills with the ability to present information in verbal, written or

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visual form to a variety of audiences, from the internal team to client executives

- Must demonstrate initiative and forward thinking
- Must have effective problem-solving skills

**Education Required:**

Formal Education & Certification

- Requires a Bachelor degree or foreign equivalent in a related field or equivalent experience.
- PMI certification preferred.

**Travel Required:** Yes - 10%

**Relocation Assistance:** Yes

Please click to apply online: <http://careers.sherwin-williams.com/jobs/13549>

**Customer Service / Office Support IDENTIPHOTO COMPANY LTD - Willoughby, OH**

Come grow with us! Growing ID technology company, located in Willoughby OH, committed to offering the best possible products and services, needs a full-time, energetic and computer savvy Customer Care Specialist for our business-to-business sales office.

You will play an integral role in our customer service department by providing customers with product information, order entry, and help resolve product and service problems, along with supporting our sales team and providing general office support.

**The ideal candidate will possess:**

Two+ years customer service experience  
Capability to handle heavy phone contact on multi-line phone system  
Excellent communication skills  
Ability to think strategically and creatively  
Proficiency in typing, grammar, proofreading and organizational skills  
Advanced Microsoft office competency in Word, Excel and Outlook, Adobe Pro and CRM experience a plus  
Ability to manage multiple projects simultaneously with varying deadlines  
Previous experience supporting a sales staff is advantageous  
General sales skills a plus

Our female-owned enterprise offers a supportive environment, excellent salary and a great benefits package. Please submit cover letter, resume and salary requirements in Microsoft Word format.

**Please e-mail resume: [sales@IDentiphoto.com](mailto:sales@IDentiphoto.com) attention Barbara / Pam (write title of position in subject)**

**Claims Customer Service Representative Progressive - Mayfield Village, OH**

We are on the hunt for smart, outgoing people. Come join our team and work for a company that was named to the "The Plain Dealer Top Workplaces" list!

The Claims Customer Service Representative handles losses involving single vehicles or limited number of features via in-bound and out-bound calls, and resolves physical damage, rental and other associated coverage issues.

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**Start Date:** March 19th, 2012

**Pay Rate:** \$16.09/hr

**Training Schedule:**(Paid Training!)

**Training:** Monday - Friday 8:30am -5:15pm

**Work Schedule:**

**Required days:** Monday and Friday, and then select 2 additional weekdays (schedule options of 10:00am-7:00pm or 12:00pm-9pm EST for weekdays); and one weekend day, either Saturday or Sunday (weekend hours are 11:00am-8:00pm).

**Progressive Offers:**

- Bonus program based on the company's performance
- Comprehensive benefits (medical, dental, vision, etc)
- Flexible shifts, casual dress, and great corporate culture
- On-site clinical care and fitness center
- Paid training
- Ongoing training and career advancement
- 401K with a 6% company match

**Knowledge, Skills and Experience Needed:**

- High School diploma or GED. Some college preferred.
- Two years experience in a Claims Contact Center job and/or a combination of 3 years Customer Service or relevant business experience.
- Proven job stability including 1 year with past employer
- Proficient in computer window-based programs with excellent navigational skills
- Excellent communication and customer service skills

Progressive will be a place where you are celebrated

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.....for the ideas you bring

.....for the energy you invest

Our people help make Progressive a successful, energetic, forward-moving organization. Time after time, Progressive has turned the insurance industry upside down through its innovative services and its use of technology. This is part of why we are continually ranked as one of Business Week's 'Best Places to Launch a Career.' We have a strong record of investment in training and development for all employees, as well as the stability of a company that does business the right way with solid core values.

Find out what it's like to be a part of this exceptional group of collegial yet competitive individuals. Explore your Progressive side at [jobs.progressive.com](http://jobs.progressive.com). Once you complete your profile and apply to one of our openings, you will be able to monitor your status in the hiring process by logging back into your candidate account at any time! A representative from Progressive's Talent Advisor Group will be in touch if you are under consideration.

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<https://progressive.taleo.net/careersection/iam/accessmanagement/login.jsf?lang=en&redirectionURI=https%3A%2F%2Fprogressive.taleo.net%2Fcareersection%2Fapplication.js%3Flang%3Den%26type%3D1%26csNo%3D2%26portal%3D101430233%26reqNo%3>

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[D118660%26iniurl.src%3DJB-10000&TARGET=https%3A%2F%2Fprogressive.taleo.net%2Fcareersection%2Fapplication.jss%3Flang%3Den%26type%3D1%26sNo%3D2%26portal%3D101430233%26reqNo%3D118660%26iniurl.src%3DJB-10000](https://jobs-mcpc.icims.com/jobs/1523/login)

**Help Desk Specialist/Technical Support MCPc, Inc. - Cleveland, OH**

MCPc is a trusted technology products and solutions provider that helps reduce the complexity associated with technology selection, purchasing and deployment to help its customers maximize IT investments. Headquartered in Cleveland, Ohio, MCPc serves more than 7,000 customers from 27 locations across the country and represents more than 100,000 products. We won the NorthCoast 99 Award in 2009, 2010 and 2011, recognizing us as one of Northeast Ohio's best places to work.

**Responsibilities :**

Working in our National Call Center providing excellent customer support to mid to Enterprise level customers. Receive calls and e-mail requests for service issues related to printers, PC desktop/laptops, and servers; promptly providing technical support remote or deskside. Answer incoming customer calls to the National Call Center Facilitate requests received in designated Outlook mailbox Provide issue resolution support for customers with questions and/or concerns relating to current or past service requests Work interdepartmentally to coordinate customer hot swap requests Enter customer service requests into Great Plains Coordinate with the national service partners to dispatch technicians in areas that a MCPc Field Service Technician is not available Escalate tickets to Network Administrator and IT Manager as appropriate Flexibility is required in this position. Weekend hours and on-call may be necessary on a rotational basis.

**Qualifications :**

Associates Degree Preferred Proficient with Microsoft Outlook, Word, Excel Knowledge of Microsoft Great Plains and JDE is a plus Experience in the computer industry is required At least 3 years of call center/customer service experience is required Excellent communication skills

**Please click to apply online:**

<https://jobs-mcpc.icims.com/jobs/1523/login>

**PT Money Room Clerk D - Cleveland, OH Brink's Inc. - Cleveland, OH**

**Position Description:**

Brink's U.S., a division of Brink's, Incorporated, is the premier provider of armored car transportation, ATM servicing, currency and coin processing, document destruction and other value added services to financial institutions, retailers and other commercial and government entities. The company has a proud history of providing growth and advancement opportunities for its employees. We have a challenging opportunity for a Part-time Currency Room Teller.

**Job Summary:**

The Part-time Currency Room Teller is responsible for cash and check processing. This position

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functions in an armed environment. This position requires the enforcement of rules to protect the premises and property of Brink's and its customers, as well as the safety of persons on the premises of Brink's and its customers.

**Key Responsibilities:**

- Process commercial cash and check deposits
- Process inbound and outbound bank shipments
- Prepare cash orders for commercial bank customers
- Prepare ATM replenishments
- Process and balance inbound ATM residual cash
- Cross-train and cover for other money room positions as needed

**Position Requirements: Minimum Qualifications:**

- Be at least 21 years of age
- Minimum 2 years of experience in one of the following areas: deposit processing, CompuSafe processing, branch change orders, commercial change orders, ATM processing, or vault balancing
- A valid firearms permit or ability to pass applicable firearms licensing requirements
- A valid guard card or ability to obtain a guard card or any other required licenses
- Able to lift at least 50 pounds

**Preferred Qualifications:**

- Cash handling experience within industry or banking
- Good basic math skills
- 10-key experience

**Professional Skills:**

- Professional, positive demeanor
- Excellent customer service
- Collaborative work style
- Good ethics and integrity
- Ability to work independently
- Strong attention to detail
- Analytical problem solving

If you have the background and integrity we require and are looking for a challenging opportunity, we hope you will consider employment with Brink's U.S. We offer a competitive hourly wage with profit sharing opportunities and a 401(k) program with company match for our part-time employees. If you are interested and meet the requirements for this position, please apply. Brink's, Incorporated is an Equal Opportunity / Affirmative Action Employer, and is committed to maintaining a drug-free workplace.

Please e-mail resume to: [recruiting.us@brinksinc.com](mailto:recruiting.us@brinksinc.com)

For online application you may go to:

[https://careers.peopleclick.com/careerscp/client\\_brinks/highvolume/gateway.do?functionName=searchFromLink&com.peopleclick.cp.formdata.hitsPerPage=100](https://careers.peopleclick.com/careerscp/client_brinks/highvolume/gateway.do?functionName=searchFromLink&com.peopleclick.cp.formdata.hitsPerPage=100)

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**Vault Clerk with Brinks Inc.**

Responsibilities include checking in liability from trucks, conducting data entry for holdover items, maintaining liability inventory, balancing the vault and preparing liability for next day routes in an armed environment. Other associated tasks involve responsibility for the security of the cargo, in and out of the vault; processing liability to ensure it is ready for various shuttles to banks, branches or airport; following and performing required verifications, balancing and route preparation and covering for other money room positions as needed

Please e-mail resume to: [recruiting.us@brinksinc.com](mailto:recruiting.us@brinksinc.com)

For online application go to:

[https://careers.peopleclick.com/careerscp/client\\_brinks/highvolume/gateway.do?functionName=searchFromLink&com.peopleclick.cp.formdata.hitsPerPage=100](https://careers.peopleclick.com/careerscp/client_brinks/highvolume/gateway.do?functionName=searchFromLink&com.peopleclick.cp.formdata.hitsPerPage=100)

**Armored Car Driver with Brinks Inc.**

Responsibilities include safely driving/controlling the Brink's armored vehicle to and from various customer pick-up and delivery locations in an armed environment. Other associated tasks involve maintaining the safety, security and control of the armored vehicle at all times; guarding the Messenger during the actual delivery or pick up of valuables at a customer's location; maintaining radio communication with the Messenger and/or other vehicle crew and with dispatch personnel; loading and unloading the armored vehicle; reporting all faults experienced during the day's activity; completing appropriate driving/delivery documentation and ensuring overall cleanliness of the vehicle's interior.

Please e-mail resume to: [recruiting.us@brinksinc.com](mailto:recruiting.us@brinksinc.com)

For online application go to:

[https://careers.peopleclick.com/careerscp/client\\_brinks/highvolume/gateway.do?functionName=searchFromLink&com.peopleclick.cp.formdata.hitsPerPage=100](https://careers.peopleclick.com/careerscp/client_brinks/highvolume/gateway.do?functionName=searchFromLink&com.peopleclick.cp.formdata.hitsPerPage=100)

**Benefits Clerk Koinonia Homes - Independence, OH**

**Job Description:**

**CORE COMPETENCIES:** Effective Communication, Accountability, Problem Solving, Service Excellence, Teamwork, Work Ethics & Values. Technological Proficiency, Attention to Detail, Interpersonal Skills, Commitment, Analytical Thinking, Customer Service, and Meeting Deadlines

**POSITION OVERVIEW:**

Oversees benefits and other resources to ensure that clients receive all benefits for which they are entitled. Assists individuals with re-determination of these programs. Oversees clients' employment earnings and cost of care calculations/billing. Reviews and files clients' medical bills. Audits clients' personal allowance.

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**POSITION DUTIES:**

1. Oversees clients' employment earnings and cost of care calculations/billing. 2. Reviews and files clients' medical bills. 3. Maintains Medicare/Medicaid coverage information for all clients. 4. Analyzes and codes prescription bills monthly. Ensures that the prescription charges are authorized for payment. 5. Coordinates Medicaid and Food Stamps re-determination as well as other required information with The Ohio Department of Job and Family Services. 6. Audits clients' personal allowance to ensure all client funds are safeguarded. 7. Participates in the development of fiscal policies and procedures. 8. Files various accounting documentations. 9. Travels to bank for making deposits and cashing checks. 10. Gathers and tracks information for clients' tax processing purposes. 11. Coding invoices for proper reporting of expenses. 12. Performs other related duties as required by the Billing Manager.

**WORK CHARACTERISTICS:**

- Knowledge of general bookkeeping procedures
- Knowledge of Social Security, Department of Human Services, and other government service systems
- Ability to answer telephone calls and respond professionally
- Ability to provide effective staff training
- Strong written and verbal communication
- Ability to interact professionally with other agencies, vendors, and staff members
- Ability to prioritize workload

**UNUSUAL WORKING CONDITIONS:**

- ===== \* Work may include evenings and weekends
- May be exposed to contagious diseases
  - May be exposed to aggressive or otherwise challenging individuals

**MINIMUM QUALIFICATIONS:**

- High School or GED
- One year of bookkeeping experience
- Computer literate
- Valid Ohio Driver's License
- Must have vehicle liability insurance
- Must be 21yrs of age or older

Please click to apply online:

<https://koinoniahomes.hua.mytalentlink.hrdpt.com/hrsmart/ats/JobSeeker/applyTo/21>

**FOOD SERVICE Aramark Dining Aramark Dining Services - Parma, OH**

FOOD SERVICE Aramark Dining Services is currently hiring a Java City Barista at Tri-C

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Western Campus. Monday thru Thursday PM shift and Saturdays. Experience preferred. Please **apply in person** Monday thru Thursday 9am-1pm at the Dining Services office located in the college cafeteria, 1st fl., 11000 Pleasant Valley Rd. Parma OH. No phone calls please

**AUTO: SERVICE TECHNICIAN Kia KIA OF BEDFORD - Bedford, OH**

SERVICE TECHNICIAN Kia Dealership in Bedford has an Immediate opening. We offer competitive wages, Health and 401K plans available. Apply IN PERSON at 18180 Rockside Rd. Bedford, OH 44146 (440) 735-4000 KIA OF BEDFORD Equal Opportunity Employer

**Stand Out at Edgepark Medical Supplies The Leader in Nationwide Home Delivery of Medical Supplies!**

If you're looking for a growing, fun place to work, check out Edgepark Medical Supplies. We are the largest privately held national medical distribution company. We've achieved extraordinary growth, and are proud of our reputation with our employees and within our community. We work hard and have fun in the process

**Position Description**

**Location**

<u>Accounts Payable Representative</u>	Twinsburg, OH
<u>Bilingual Customer Care Specialist</u>	Twinsburg, OH
<u>Business Intelligence Analyst II</u>	Twinsburg, OH
<u>Call Center Director</u>	Twinsburg, OH
<u>Call Center Representative (Billing)</u>	Twinsburg, OH
<u>Cash Application Processor</u>	Twinsburg, OH
<u>Commodity Buyer</u>	Twinsburg, OH
<u>Compensation Manager</u>	Twinsburg, OH
<u>Credit Representative</u>	Twinsburg, OH
<u>Customer Care Specialist</u>	Twinsburg, OH
<u>Data Warehouse Developer/ Database Administrator</u>	Twinsburg, OH
<u>Diabetes Sales Representative</u>	Twinsburg, OH
<u>Director of Continuous Improvement - Billing</u>	Twinsburg, OH
<u>Director of eBusiness</u>	Twinsburg, OH
<u>Executive Communications Manager</u>	Twinsburg, OH
<u>Hospital Sales Representative</u>	Twinsburg, OH

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<u>Independence Medical Sales - Reliamed Specialist</u>	Twinsburg, OH
<u>Insurance Verification Representative</u>	Twinsburg, OH
<u>Key Account Manager - Home Health Agency Team</u>	Twinsburg, OH
<u>Logistics Analyst</u>	Twinsburg, OH
<u>Medical Biller</u>	Twinsburg, OH
<u>Medical Device Territory Specialist</u>	Twinsburg, OH
<u>Medical Documentation Representative</u>	Twinsburg, OH
<u>Medical Sales Representative</u>	Twinsburg, OH
<u>Network Engineer</u>	Twinsburg, OH
<u>Ohio Warehouse Representative</u>	Twinsburg, OH
<u>Oracle Applications Database Administrator</u>	Twinsburg, OH
<u>Part Time Customer Service Representative</u>	Twinsburg, OH
<u>Part-time Ohio Warehouse Representative</u>	Twinsburg, OH
<u>Project Management Office Manager</u>	Twinsburg, OH
<u>Representante Especial al Servicio al Cliente</u>	Twinsburg, OH
<u>Sales Support Coordinator - Home Health Agency Team</u>	Twinsburg, OH
<u>Sales Support Specialist</u>	Twinsburg, OH
<u>Senior Accountant</u>	Twinsburg, OH
<u>Social Media and Online Content Editor</u>	Twinsburg, OH
<u>Software Development Manager</u>	Twinsburg, OH
<u>Training Manager</u>	Twinsburg, OH
<u>Warehouse Supervisor</u>	Twinsburg, OH

**Please click to apply online:**

<https://www.edgepark.com/aboutedgepark/careercenter/positions/>

**Cook / Assistant Supervisor Huntington Woods & Riverview Pointe - Cleveland, OH**

Food Service COOK / SUPERVISOR Riverview Pointe & Huntington Woods would love to add you part time, to our dynamic Food Service team as a Cook / Assistant Supervisor. If you are a great cook with supervisory skills who is organized, possesses excellent customer service skills, and are a professional, you are just what we need. We offer a beautiful work environment & excellent benefits. Come visit us and see for yourself!

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Please send resume to Michael at: [mobrenovich@riverview-pointe.net](mailto:mobrenovich@riverview-pointe.net) Thank you for your interest.

**Warehouse Specialist / Back-up Driver Virginia Tile Company - Cleveland, OH**

Warehouse Specialist/ Back-Up Driver Virginia Tile in Brooklyn Hts. has a full time opening for a Warehouse Specialist/Back-Up Driver. Must have Class-B license and 2-3 years warehouse experience. Full benefit package and 401k.

Send resume to: [hrmanager@virginiatile.com](mailto:hrmanager@virginiatile.com) or fax: 734-421-0993

**Receptionist Downtown Warehouse Company Confidential - Cleveland, OH**

District professional firm seeks telephone receptionist. Additional duties include Word processing, filing, errands and copying. Opportunity for advancement. Send resume with education and experience to [PROF1240@gmail.com](mailto:PROF1240@gmail.com)

**CNC PRODUCTION OPERATORS - MILLS & LATHES**

BULA FORGE & MACHINE, INC. - Cleveland, OH

Seeking candidates from entry level to 2 years experience in Production Machining on CNC mills & lathes. (Operators)

The right Operator Candidates will have the ability to Operate CNC Vertical Mills, CNC Horizontal Mills, and CNC Lathes

Minor editing skills

Change and set tools

Read blueprints

Use inspection tools - micrometers, calipers, etc

Have previous manufacturing experience

Adaptability for cross training in other areas

Our company offers a drug free work place with excellent wages and benefits that include healthcare, dental, and 401K. Great location within minutes of I-90 & W. 117 th St, Cleveland, Ohio.

E-mail resumes to: [personnel@bulaforge.com](mailto:personnel@bulaforge.com)

Fax resumes to: 216-252-7601

**Other open positions:**

CNC Programmers

CNC Setup Programmers

Forge Shop Personnel including hammer & press operators

Quality Technician

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**Requirements:**

**Operators:** 1-2 years in CNC machining preferred.

High School diploma or GED required.

**Fax or email resumes only. No walk-ins.**

**Kitchen Supervisor Bon Appetit Management Company - Cleveland, OH**

Busy Downtown location seeking a kitchen supervisor to oversee culinary production and safety and sanitation in kitchen. M-F Position. Breakfast and Lunch only. Works closely with Executive Chef to develop menus and implement. Busy, and fast paced position.

**Requirements**

Must have atleast 2 years of working culinary experience. Must be able to work independently as well as within team. Must be serve safe certified. Ability to supervise culinary staff and implment standards.

**Please click to apply:**

<http://jobs.cleveland.com/jobs/detail/45361286/7>

**Houekeeping Aide Menorah Park Center for Senior Living - Beachwood, OH**

**Current Openings:** Part Time 25 hours per week

\$12.10 per hour

**Job Summary:**

In this role you will assist as a team player in the housekeeping department and complete the cleaning requirements of the assigned area each day. Each housekeeping aide will be responsible for their part in the clean, safe and sanitary condition of the entire home.

**Requirements**

Must possess the ability to follow both verbal and written instructions.

Must be physically able to complete the assigned tasks related to this job description.

Must be capable of communicating with supervisors, staff, residents and families in an appropriate and professional manner.

Must be able to follow all rules and regulations of the home.

Must pass criminal background check and drug screen.

**Apply online at** <http://www.menorahpark.org/job-openings.html#House>

Menorah Park Center for Senior Living

27100 Cedar Road

**Hand Mailing and/or Inkjet Inserter Operator HKM Direct Market Communications Cleveland, OH**

HKM is a Cleveland based firm offering complete direct marketing services, full-color printing,

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data base managed mailing fulfillment, web development and warehousing services. Currently we are looking for qualified individuals for the following positions:

**Hand Mailing/Assembly**

Applicant should be detail-oriented. Position involves hand assembly, collating, match inserting and stuffing envelopes. Some lifting required. This is not an office job. Applicant must be reliable with flexibility to work overtime when needed. Previous mailroom experience helpful.

**Inkjet - Inserter Operator**

Ideal candidate should be detail-oriented with 2+ years experience in setting up and running inkjets, inserters and card affixing machines. Computer knowledge required. Duties also include lifting, packaging and shipping. Bindery experience a plus.

These are both full time positions offering competitive wages, benefits and a clean work environment. Drug screen and background check required before hire.

Email your resume to HR@hkmdm.com or mail to the attention of the Human Resources Manager at the address listed below. No phone calls or walk in applications.

HKM Direct Market Communications 5501 Cass Avenue Cleveland, Ohio 44102 **Fax:** 216-961-4113

**ADMINISTRATIVE ACCOUNTING ASSISTANT Welcome House - Rocky River,**

Welcome House has an immediate opening for an ADMINISTRATIVE ACCOUNTING ASSISTANT at the Home Office in Rocky River (soon to be Westlake). JOB DUTIES:

Answers phone and fields calls Assists at front desk Conduct Welcome House client fund audits  
o Verify cash on hand  
o Review all receipts and balance client's monthly envelope  
o Calculate and replenish client grocery and personal use funds  
o Prepare and post client fund checks to accounting system  
Monitor Special Funds Requests  
o Review requests for proper approval  
o Prepare and post special fund checks to accounting system  
o Monitor outstanding requests  
o Reconcile and review receipts and returned funds  
Prepare bank deposits  
o Scan checks received and prepare deposit slips  
o Physically make bank deposits weekly or as needed  
o Post deposits to various accounting systems  
Monitor clients funds  
Other duties include: Internally administer the collection of billing documentation from various sites  
Preparation of various monthly invoices  
Assist in capturing financial data for inclusion in the accounting information system  
Work to support other office staff  
Other duties as assigned  
JOB QUALIFICATIONS -  
Knowledge, Skills, and Abilities: Knowledge of general office practices. Knowledge of filing and general record keeping. Knowledge of basic mathematics and accounting. Knowledge of Microsoft Office, Excel, and telephone protocol. Knowledge of correct English usage and grammar. Ability to perform mathematical calculations. Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to determine work priorities. Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area. Ability to communicate effectively.

Ability to type and operate standard office equipment. Ability to learn and do new things.

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ESSENTIAL REQUIREMENTS: Candidate must be at least 21 years old with a good driving record of 4 points or less and have current auto insurance. Candidate must also be in good standing with Welcome House and not actively involved in a disciplinary action 6 months Welcome House experience  
WORK SCHEDULE: This is an hourly, full time position.  
**The base schedule is Monday through Friday, 8:00am - 5:00pm.** Anyone interested in applying for this position needs to write a letter of interest (with current phone number) addressed to Sarah Slagle, HR Recruiter. The letter can be emailed, or faxed. Email: [sslagle@welcomehouseinc.org](mailto:sslagle@welcomehouseinc.org) Fax: 440-356-9821

**Data Entry / Clerical Entry Level BX Ohio - Valley View, OH**

Position Valley View Construction Trade Assn. looking for a person with data entry, internet and phone skills (heavy phone work). Must be goal oriented. Some college preferred. Send resume and salary requirements to: [resumes2@bxohio.com](mailto:resumes2@bxohio.com)

**MAINTENANCE TECH LAKEWOOD SENIOR HEALTH CAMPUS - Lakewood, OH**

Lakewood Senior Health Campus has a position opening for a full-time day shift Maintenance Tech. The position is responsible for basic facility maintenance which includes the troubleshooting and repair of HVAC, electrical, plumbing, drywall, painting, and small equipment. Prior building maintenance experience is required, long-term care experience is preferred. Interested candidates may send a resume attn: Jason Coe, Executive Director, Lakewood Senior Health Campus, Fax # 216-226-4974 or [jcoe.LSHC-OH@jtonm.net](mailto:jcoe.LSHC-OH@jtonm.net)

**CUSTOMER SERVICE / SALES GRAFFIT - Cleveland, OH**

CUSTOMER SERVICE Local manufacturer seeks exp'd Customer Service Reps with supervisory exp. to help handle house accounts. Help w/ordering & designing products. Exp. in advertising specialties & promotional products a plus. Mon-Fri, day shift. Located in Mid-town corridor. Salary + Comm. & generous benefits. Email resume to: [sales@graffiticaps.com](mailto:sales@graffiticaps.com)

**Customer Service/Call Center Representative Carvaja Solutions Limited - Cleveland, OH**  
**Responsibilities:**

Interact with customers by phone concerning orders, returns, shipments and products.  
Take orders and enter them into the JDE Order management System.  
Field questions, concerns and complaints from customers.  
Research problems and offer solutions.  
Time spent primarily on the phone, using email and JDE.  
Call customers when necessary to advise of changes and/or information necessary to process orders.

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Make changes to or cancel orders/back orders.  
Handle irate customers in a professional manner.

**Education and Experience:**

High School Diploma or G.E.D required. Associate's degree (A.A) a plus  
Excellent listening and verbal/written communication skills.  
Good grammar, voice and diction.  
Basic computer and keyboarding skills.  
Excellent customer service skills (friendly, courteous and helpful).  
Able to work in fast-paced, self-directed environment.  
Exceptional verbal and written communication skills.

**We offer competitive benefits which include:** Medical, Dental and Vision insurance plans  
E SOP (Employee Stock Ownership Plan)  
401(k) Plan

Interested candidates can start sending resume to [james.carvaja22@yahoo.com](mailto:james.carvaja22@yahoo.com)

**Nurse STNA's Needed Full and Part**

**BRENTWOOD HEALTH CARE CENTER - Sagamore Hills, OH**

Nurse STNA's Needed Full and Part Time 2nd & 3rd Shifts Brentwood Health Care Center  
Offers: Same administration for 18 years! No Agency, All in house employees! Pleasant Work  
environment! Independently Owned and Operated facility treats employees as individuals Come  
in and Apply!!! Brentwood Health Care Center 907 West Aurora Rd. Sagamore Hills, Ohio  
44067 (330) 468-2273 Fax (330) 468-0753

**Home Health Aide Jewish Family Service Association of Cleveland - Cleveland, OH**

Immediate openings!

- Are you tired of not getting hours with other Home Care Agencies?
- Are you looking for stability and a timely paycheck?
- Would you like to have a career vs. just a job?

We are seeking Home Health Aides with either an STNA license /1 year of experience in the  
past 3 years in home care or nursing home care setting.

Must be able to perform personal care, ambulating, light housework, meal preparation and  
driving.

Must be willing to work rotating weekends and holidays.

**PLEASE APPLY IN PERSON.**

*JFSA, 3659 South Green Road, Suite 322, Beachwood, Ohio 44122*

*Hours of Operation: M-Th 8:30am - 4pm, F 8:15am - 3pm*

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**Nurse We're growing! We've added Pleasant Lake Villa - Parma, OH**

Nurse We're growing! We've added more beds to accommodate the needs in our community and we need YOU! RN's & STNA's Pleasant Lake Villa is a skilled nursing and rehabilitation facility searching for experienced and dedicated individuals to join our 2011 Top Workplace team for all shifts on a full time or part time basis. Please stop in and fill out an application or email resumes for consideration to: [plkrecuriter@lhshealth.com](mailto:plkrecuriter@lhshealth.com) NURSE AIDE TRAINING CLASS Nurse Aide TRaining class offered on site February 2012. Applicants must have high school diploma or GED. Cost: \$757.00 Early Bird Special: 1st 10 Students to register \$200 deposit towards class before February 10th will receive half off tuition!! **Please apply within at: Pleasant Lake Villa 7260 Ridge Road Parma, OH 44129**

**CUSTOMER SERVICE REPRESENTATIVE PPI, Inc. - Brooklyn, OH**

Plastic Platers LLC, a plating company located on Cleveland's west side, is seeking qualified applicants in customer service w/automotive supplier exp. Seeking multi-talker with excellent communication skills & organizational skills. Need problem solving skills and ability to resolve conflict at mgmt level. Must be able to travel. Desired skills & experience: 5 yrs exp. in cust. service with the Automotive Industry. Degree in Business Mgmt or equiv. work exp. We offer competitive compensation & comprehensive benefits. Email, fax or forward a detailed resume, including salary requirements to our HR Dept. We are an equal opportunity employer committed to diversity in the workplace. **PPI, Inc. 9921 Clinton Road Brooklyn, Ohio 44144**  
**Fax: 1-877-561-0732** Email: [jwatson@plasticplaters.com](mailto:jwatson@plasticplaters.com)

**SOCIAL SERVICES, CASE MANAGER POSITIVE EDUCATION PROGRAM - Cleveland, OH**

SOCIAL SERVICES Case Manager (CPST) Opening for a master's level case manager with minimally CDC and PC/SW licensure to provide community based wraparound services to youth with co-occurring behavioral health and substance abuse. Candidates must have experience working with multi-need families and have knowledge of community resources. This position requires availability for crisis calls 24/7. Please apply on-line by visiting our website at [www.pepcleve.org](http://www.pepcleve.org) or send cover letter and resume to Positive Education Program, 3100 Euclid Ave., Cleveland, OH 44115. EQUAL OPPORTUNITY EMPLOYER

**CAREER SERVICES OHIO TECHNICAL COLLEGE - Cleveland, OH**

Local technical college seeks exp'd "placement" director who possesses expertise and knowledge in all aspects of college placement processes. Requirements are: Superior abilities to work with local and regional companies and excellent communication skills in working with large student body insuring for Career Services beyond graduation. Salary commensurate with

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exp. and knowledge. Interested and qualified candidates should send resume to: Ohio Technical College c/o B. Shields 1374 East 51st Street Cleveland, OH 44103  
[Bshields@ohiotech.edu](mailto:Bshields@ohiotech.edu)

**COLLECTORS , LEGAL COORDINATOR JP RECOVERY SERVICES - Rocky River, OH**

Collectors Legal Coordinator If you have a strong work ethic and solid negotiation, communication, and customer service skills, JPRS is the company for you! Competitive pay \$10-\$16/hr, bonuses, excellent benefits, and many perks! Email or fax your resume today!  
[hr@jprecovery.com](mailto:hr@jprecovery.com) 440-331-2228

**SOCIAL WORKER, GROUP FACILITATOR Benjamin Rose Institute - Cleveland, OH**

Benjamin Rose, a leader in community services and applied research is seeking a Clinical Social Worker, LISW/Group Facilitator to plan and facilitate high quality, structured, goal-orientated therapeutic groups for its Partial Hospitalization Program. Master's Degree in Social Work and current status as a LISW required or MSW LSW accruing supervised hours to take the LISW licensing exam or Master's Degree in Counseling and current status as a PC or PCC. Student or practice experience in clinical social work with the mentally ill preferred. Background check and drug test conducted. An insured car and valid Ohio driver's license required. EOE. Interested candidates should forward resumes to: Adult Day Program Director BENJAMIN ROSE INSTITUTE ON AGING Adult Day Program at Margaret Wagner House 2373 Euclid Heights Boulevard Cleveland Heights, Ohio 44106 Fax: (216) 373-2020 E-mail: [lelliott@benrose.org](mailto:lelliott@benrose.org) Printable Application Online: [www.benrose.org](http://www.benrose.org)

**Family Service Worker COMMUNITY UNITED HEAD START - Cleveland, OH**

working with pre-school children, high scope curriculum. \$12.33 - \$16.52 Family Service Worker BA in Social Services or related field, duties include recruitment, enrollment, home visits, and parent involvement. \$10.58 - \$14.18. Computer proficiency required Valid Ohio DL and insurability, medical exam, background check, drug test, background check, drug test, EOE. Posting through 2/29/2012. Community United Head Start 4600 Carnegie 44103 E-mail to [masyrek@cuhs.org](mailto:masyrek@cuhs.org) Fax: 216-391-8282

**Registrar's Production Specialist Cleveland State University - Cleveland, OH**

CLEVELAND STATE UNIVERSITY 1964 North Coast 99 Cleveland State University Through nationally ranked academic programs, exciting new facilities and recognition as a 2010 and 2011 Northcoast "99 Best Place to Work", CSU is transforming the landscape of

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Northeast Ohio. Our excellent benefits package includes the opportunity for employees and their families to access an array of undergraduate, graduate and professional degree and certification programs. Recognized by U.S. News World Report on their "America's Best Colleges List", our vibrant campus community is an ideal place to build a career and create a future of unlimited potential.

Cleveland State University is seeking well-qualified individuals for the following position:

**Registrar's Production Specialist** Registrar's Office (**click for the Prod. Specialist**  
<https://hrjobs.csuohio.edu/applicants/jsp/shared/frameset/frameset.jsp?time=1328539206591>  
**to apply online**)

**Student Success Specialist (4 Positions)** Advising, (**click for the Student Success Specialist**  
<https://hrjobs.csuohio.edu/applicants/jsp/shared/frameset/frameset.jsp?time=1328539004778>  
**to apply**)

Cleveland State University is committed to nondiscrimination on the basis of race, color, religion, national origin, sex, age, genetic information, disability, sexual orientation, disabled veteran, or Vietnam era or other protected veteran status, and to equal access in education and employment.

**MAINTENANCE GALAXY BALLONS - Lakewood, OH**

Lakewood company is looking for an individual to fill a maintenance position for a silk screen/pad print business. Previous experience in this industry is an asset. Experience must include mechanical, electrical, hydraulic, as well as general building maintenance. Hours are M-F, 8am-4:30pm.

Starting wage \$15-\$18/hr based on experience. Benefits available. Send resume to:  
[swade@galaxyballoon.com](mailto:swade@galaxyballoon.com)

**Cook Assistant Cook - Part Time Volunteers of America - Cleveland, OH**

Cook Assistant Cook - Part Time Volunteers of America, has a need for an Assistant Cook. The Assistant Cook is responsible for assisting the Head Cook with preparation and serving of meals for all transitional housing residents, while maintaining the cleanliness of the kitchen and cafeteria area. This includes compliance with local, state and federal standards, tracking statistical information, food orders, and menu planning and special events. The candidate must possess a High School diploma or equivalent, with at least 6 months to 1 year of food service experience. Primarily will work weekends. Ability to prepare and serve portion-controlled, nutritious meals and maintain cleanliness and inventory is essential. Must be able to lift up to 25 lbs. Veterans are encouraged to apply. Qualified candidates should submit their resume to  
[hr@voago.org](mailto:hr@voago.org)

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**Display Outside Sales Representative The Plain Dealer - Cleveland, OH**

The Plain Dealer, Ohio's largest newspaper and the best local medium for market penetration, is hiring sales professionals to help sell multi-media solutions to new and existing clients. A career with The Plain Dealer offers many great perks, including advancement possibilities, a fast-paced, fun, and exciting environment, and the opportunity to work with a proven market leader. If you thrive in a fast-paced environment, are polished and professional, have great listening and time management skills, and are ready to take the next step in your career, then we want to talk to you. Responsibilities Include: Selling a diverse product portfolio of daily and weekly print products, as well as all digital initiatives Face to face sales presentations with decision-makers, creating proposals based on market research and competitive analyses Daily communication with customers regarding current advertising programs and opportunities for incremental increases in business Recommending marketing strategies to clients utilizing various products to maximize the effectiveness of advertisers' investment Providing outstanding customer service, effectively solving problems and providing solutions Working with sales management to identify opportunities for account/ revenue growth and increased market share The ideal candidate will: Have a proven successful track record in sales, preferably in media Be a fearless competitor who is adaptive, flexible, and possesses a resilient entrepreneurial spirit Have outstanding customer service skills and the ability to identify revenue opportunities and make recommendations/sales to achieve monthly revenue goals Possess the ability to solve problems and provide multi-media solutions to small and mid-sized clients Be comfortable in a fast-paced environment of multiple deadlines and assignments Be professional, articulate, and possess excellent presentation skills College degree preferred Personal vehicle required Position requires proficiency in spelling and grammar.

All candidates will be tested before being granted an interview. The Plain Dealer offers a competitive base salary plus commission, hospitalization and prescription drug coverage, paid holidays, vacation, and 401k with Company match, dental and vision coverage after qualification. Candidates interested in these positions may apply in Word or PDF format by sending a resume to [humanresources@plaind.com](mailto:humanresources@plaind.com).

Please include the job title in the subject line. Resumes may also be submitted by fax to 216-999-6365, or by obtaining an application from security at our downtown location, 1801 Superior Avenue, Cleveland, or our Brooklyn location, 4800 Tiedeman Road. NO PHONE CALLS PLEASE. Equal Opportunity Employer.

**Maintenance Mechanic**

**Location:** GOJO Lippman Campus-Cuyahoga Falls OH

**Overview**

*2-Second Shift Positions:* Work Hours 3:00 p.m. to 11:30 p.m.

*2-Third Shift Positions:* Work Hours 11:00 p.m. to 7:30 a.m.

Full time

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No direct reports

<10% travel required

No relocation assistance

Position located at GOJO Lippman Campus-Cuyahoga Falls, OH

**Primary Responsibilities/Accountabilities**

Installs, maintains, and repairs machinery, equipment, physical structures, and pipe and electrical systems in any GOJO Industries, Inc. facility, following specifications, blueprints, manuals, and schematic drawings, using hand tools, power tools, hoist crane, and measuring and testing instruments.

- Visually inspects and tests machinery and equipment, using electrical and electronic test equipment.
- Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose problem or repair machine.
- Dismantles defective machines and equipment and installs new or repaired parts, following specifications and blueprints, using precision measuring instruments and hand tools.
- Cleans and lubricates shafts, bearings, gears, and other parts of machinery, using rags, brushes, and grease gun.
- Installs and repairs electrical apparatus, such as thermal couples, heat sensors and wiring, and electrical and electronic components of machinery and equipment.
- Assist in lay out, assembly, installation, and maintenance of pipe systems and related hydraulic and pneumatic equipment.
- Repairs and maintains physical structures and grounds.
- Assist in installation of machinery and equipment according to blueprints and other specifications.
- Set up and operate basic machine tools.

**Education and Experience Required**

Previous experience working with hydraulics, pneumatics, steam and condensate systems, and facility electrical systems. Experience in manufacturing and packaging equipment a plus.

**Additional General/Technical Skills Required**

- Basic math, reading, and writing skills.
  - Basic desktop/pc skills such as email, Word and Excel.
  - General knowledge of facility/utilities/process systems.
  - Knowledge of proper application and use of hand tools, power hand tools, and basic measure devices to perform preventive maintenance and repair tasks.
  - Knowledge of proper application and use of stationary power tools such as drill press, table saw, and band saw.
  - Technical literacy for the reading of manuals, procedures, operating instructions, and
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trouble shooting guides.

- Demonstrate proficiency in reading and interpreting mechanical blue prints, sketches, and drawings.
- Knowledge of the control valving on process heating and cooling systems for process vessels, and ability to troubleshoot.
- Demonstrated ability to replace and maintain mechanical power transmission systems such as belt and pulley systems, gear boxes, chain drives and couplings.
- Proficient use of basic portable test equipment such as multi-meter, tachometer, and pyrometer

Please click to apply online:

<http://www.gojo.com/United-States/About-GOJO/Careers/Positions/EmploymentApplication.aspx?id={0555FD41-C14A-4032-A13E-529A5869ACDF}>

**Assistant Custodian East Cleveland City Schools - East Cleveland, OH**

Position Three years experience in maintenance and custodial functions must hold a State of Ohio high pressure steam boiler license and have the ability to perform all functions associated with the custodial position. Applicants please send resume` to: Malcolm Williams, Human Resources Director East Cleveland City Schools 14305 Shaw Avenue E. Cleveland, OH 44112 by February 17, 2012

**PRODUCTION SUPERVISOR Midwest Direct - Cleveland, OH**

**Responsibilities include:** Meeting production goals Completing reports Ensuring MPTQM processes and procedures are consistently followed Other duties as assigned **Candidates must meet the following requirements:** Minimum 12 months lead or supervisory experience in a mailroom or postal environment Computer literate Speak, read, and write Spanish and English Midwest Direct is an Equal Opportunity Employer

**CLINICAL ASSISTANT CONNECTIONS IN OHIO, INC. - Cleveland, OH**

Connections In Ohio Inc., an organization that provides supported living services to individuals with developmental disabilities, is seeking an energetic and passionate candidate for a wonderful opportunity within our Clinical department. The Clinical Assistant will ensure medical administration and other health related activities are implemented. They will assure that all medical, medication administration, dental, dietary and other health related needs are being addressed as indicated within the ISP and per professional recommendations. Ensure effective communication with physicians, pharmacies, therapists and other health professionals.

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Coordinates effectively with managers and administrators of the Connections In Ohio to ensure health & wellness of consumers are being served.

**Qualifications:**

A high school diploma or equivalent, where required by local rule. Highly organized & effective in meeting all tasks/timelines related to consumer wellness. Understanding of medication administration & health related activities.

Excellent communication skills. Candidates must be 21 years old, have a valid Ohio drivers license, a good driving record, auto insurance and a reliable vehicle. Hourly wage starts at **\$10.00 per hour** with an increase after a successful 90 day training period. We offer generous paid leave, outstanding health benefits, and 401k.

If you are interested in applying for this position, please email your resume to [atracy@connectionsino.com](mailto:atracy@connectionsino.com)

**MACHINE OPERATORS - NIGHT SHIFT SSP FITTINGS CORP - Twinsburg, OH**

Machine Operators Night Shift Signing Bonus!! 10% shift differential Benefits include medical, dental, 10 paid holidays, 401k, profit sharing. 3+ years experience Strong mechanical aptitude and math skills Ability to read & understand blue prints **To apply, please submit resume to:** SSP Corp. 8250 Boyle Parkway Twinsburg, OH 44087

**SCHOOL BUS DRIVERS J AND F TRANSPORTATION - Cleveland, OH**

P/T, 15-25 hrs/wk. \$12/hr. Must have Class B CDL with passenger and school bus endorsement & valid Pre-service Cert. Must pass background check.

**Fax resume:** 216-447-0473 RETIREES WELCOME

**SLITTER OPERATOR, SETUP, HELPERS Company Confidential - Cleveland, OH**

Steel Slitting Slitter Oper/Setup/Helpers Local light gauge steel processor seeking experienced slitter operators/setup/helpers. Good pay, benefits, no layoffs. 1 year min. experience. **Email resume to:** [slitterjobs@yahoo.com](mailto:slitterjobs@yahoo.com)

**Medical Secretary/Biller Needed for Company Confidential - Cleveland, OH**

**Strongsville, Parma, Cleveland office Fax:** 216-861-5749

**Automatic Stamping Press Setup TALENT TOOL & DIE - Cleveland, OH**

Operate Die Maker/Die Repair Maintenance Experience required for all positions. Berea, OH 440-239-8777. E-mail: [linda@talent-tool.com](mailto:linda@talent-tool.com)

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**ACCOUNTS RECEIVABLE/ CUSTOMER National Enterprise Systems - Solon, OH**

SERVICE UNLIMITED EARNING POTENTIAL & GROWTH OPPORTUNITY awaits you at National Enterprise Systems! NES, one of the fastest growing collections management firms in the country, is hiring full time collectors! If you have excellent communication skills, want to increase your salary and have the opportunity for advancement, apply today! NES careers feature: \*Paid Training \*Excellent Base \*Commission & Bonuses \*Casual & Friendly Environment \*Excellent Benefits \*401K \*Paid Holidays and time off **You may apply in person 9am-4pm at:** 29125 Solon Rd Solon, OH 44139 **Email:** [jobs@nes1.com](mailto:jobs@nes1.com) . To apply on line go to [www.NES1.com](http://www.NES1.com) click on careers

**TRAFFIC / INVENTORY MANAGER East Cumberland Diversified Metals - Cleveland, OH**

side metals distributor is looking for a Traffic Manager to arrange shipment of material throughout the U.S.A. And Canada; maintain all aspects of inventory control; assist with answering telephones and other administrative duties. Candidate should be ambitious, detail oriented, organized, and able to work independently. Extensive computer knowledge a plus. Competitive salary and benefits. **Cumberland Diversified Metals Fax:** 216-595-1566 **Email:** [info@cumberlandmetals.com](mailto:info@cumberlandmetals.com)

**WAREHOUSE, SHIPPING Company Confidential - Cleveland, OH**

WAREHOUSE/SHIPPING Part time. Experience with power tools, UPS helpful. \$8.75/hr w/90 day review. Email [receptionist4701@gmail.com](mailto:receptionist4701@gmail.com)

**WAREHOUSE MANAGER MED EXPRESS INC. - Valley City, OH**

Warehouse Manager Trainee needed. Computer skills required. **Fax resume to:** 330-460-3734 or email to [rradey@gmail.com](mailto:rradey@gmail.com)

**DELIVERY DRIVER Office Max - Cleveland, OH**

OfficeMax is seeking a high energy individual to join our team as a full time delivery driver at our Cleveland distribution facility. Responsible for the daily delivery of customers' orders using company owned vehicles. Qualifications incl. Valid Driver's License, HS diploma or equivalent and the ability to lift single cartons up to 60 lbs. Must have good driving record. Delivery exp. helpful but not req. Competitive pay & benefits. Apply online at [www.jobs.officemax.com](http://www.jobs.officemax.com)

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**AM/PM FOOD RUNNERS Don's Pomeroy House - Strongsville, OH**

**Don's Pomeroy House NOW HIRING:** AM/PM FOOD RUNNERS Responsible, positive, & energetic applicants only. **Apply in person** Mon-Fri: 13664 Pearl Road, Strongsville

**ACTIVITIES DIRECTOR BRECKENRIDGE VILLAGE - Willoughby, OH**

Breckenridge Village for a career where you can make a difference Breckenridge Village a leading provider of quality services for older adults is currently seeking a Full-Time Activities Director to provide recreational and therapeutic activities for residents in the licensed areas of Fairmount Health Center and the assisted living area of Breckenridge Village. Qualified candidate must possess a Bachelors degree in Recreation. A minimum of two years experience in this field is preferred. We provide a friendly, supportive work environment and a comprehensive benefits package. Qualified candidates please apply to [www.oprs.org/careers](http://www.oprs.org/careers) and refer to requisition number #BV251. Breckenridge Village 36855 Ridge Rd. Willoughby, Ohio 44094

**Towtruck Driver Needed for full CLEVELAND TOWING INC - Cleveland, OH**

Must be able to do the basics (tire change & jump starts). Might be willing to train as long as person is willing to work. **Apply in person** Mon-Fri 12noon - 5pm at: 7766 Garfield Blvd.

**BUS DRIVER Wellington Place - North Olmsted, OH (non CDL)**

**FOR SENIOR COMMUNITY** We are looking for a **part time bus driver for our 14 passenger bus**. Position is for one to three days a week to drive our seniors to grocery shopping, lunch etc. Must have patience and enjoy working with the seniors. A clean driving record is required and experience with a bus beneficial. **Send resume or stop in to apply at:** Wellington Place 4800 Clague Road North Olmsted, OH 44070 **FAX: 440-414-0595**

**Maintenance APARTMENT MAINTENANCE Yorktown Towers Apartments - Parma Heights, OH**

Maintenance APARTMENT MAINTENANCE Experienced Maintenance Tech needed for westside apartment complex. Must have knowledge of plumbing, carpentry, electrical and HVAC. HVAC certified a plus! Package includes salary and insurance. Pre-employment drug & criminal screening. Email your resume to: [yorktowntowers@livemillennium.com](mailto:yorktowntowers@livemillennium.com) or Fax: 440-845-3564

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**WASTEWATER CITY OF NORTH OLMSTED - North Olmsted, OH**

**TREATMENT PLANT ASSISTANT SUPERINTENDENT MAINTENANCE** The City of North Olmsted is seeking an Asst. Superintendent Maintenance. A minimum of 3 years experience in various operations, equipment and regulations involved in a WWTP or Public Service Dept. The starting salary and job description are listed on the City's website at: [www.north-olmsted.com](http://www.north-olmsted.com) Qualified candidates may mail, e-mail or fax their resumes and a completed City application located on the City's website under HR Dept., including salary history and references, by 2/24/2012. City of North Olmsted 5200 Dover Center Road North Olmsted, OH 44070 Fax: 440-777-4332 e-mail: [ecclestond@north-olmsted.com](mailto:ecclestond@north-olmsted.com)

**DENTAL ASSISTANT GLICK DENTAL - Solon, OH**

Solon dental office looking for exp'd, career oriented certified assistant. 1 yr. exp. required. **Salary based on exp. & ability. Benefits include:** health, bonus, vacation & paid CE. Fax resume to: 440-349-0558

**Podiatry Assistant FootCare Consultants of Cleveland - Beachwood, OH**

Responsible person needed to assist foot doctor in assisted living facilities and office in Beachwood area on Tuesdays and Thursdays. Experience preferred but not necessary. Send resume to [rfdpm@att.net](mailto:rfdpm@att.net) or fax to 216-591-1961

**Administrative Asst./Escrow Howard Hanna - Cleveland, OH**

Coordinator Our Cleveland City branch office has an opening for an experienced Administrative Assistant/Escrow Coordinator. This full time position is to provide overall administrative and organizational support to the Manager and office staff. Qualified individual needs to be computer literate with strong MS Word, Excel and PowerPoint skills, have a proactive, enthusiastic and positive attitude. Be a team player and able to coordinate multiple projects at one time.

Real Estate experience preferred. Interested applicants should send resume and salary requirements to [hr@howardhanna.com](mailto:hr@howardhanna.com)

**ASSISTED LIVING CARE MANAGER Pleasantview Care Center - Parma, OH**

Nurse ASSISTED LIVING CARE MANAGER Our 61 unit Assisted Living facility is currently searching for a RN/LPN with experience in resident care needs in an Assisted Living population. The ideal candidate will have experience in supervising members of AL staff. In addition, you must possess excellent customer service skills with timely attention to resident

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and family requests, and have a working knowledge of Residential Care Regulations and Ohio Licensure requirements

Please send resume along with salary requirements to:

Pleasantview Care Center Legacy Place Parma 7377 Ridge Road Parma, Ohio 44129 Fax:  
(440) 809-0003 Attn: Human Resources

**Bus Driver, Substitute Cleaners & Highschool Lifeguards Beachwood City School - Beachwood, OH**

BUS DRIVER Beachwood Schools has an immediate opening for a bus driver. Previous experience required. Applicants must possess valid Ohio drivers license with CDL endorsement. CLEANERS/CUSTODIAN Substitutes. Day and afternoon shifts as needed. SWIM PROGRAM LIFEGUARDS Required to hold current lifeguard certification and be CPR/AED/First-Aid certified. **Apply online at:** [www.beachwoodschoools.org](http://www.beachwoodschoools.org)

**RECEPTIONIST Company Confidential - Bedford Heights, OH**

PT Receptionist 24Hr Emergency & Speciality Veterinary Hospital seeking PT night/ weekend receptionist position. Experience preferred. Serious inquires only. Email resume to Kristine. [Roby@vcahospitals.com](mailto:Roby@vcahospitals.com)

**RESIDENTIAL ROOFING SALESPERSON and SECRETARY**  
**D'ANGELO'S CONSTRUCTION - Cleveland, OH**

CONSTRUCTION Expd RESIDENTIAL ROOFING SALESPERSON 2 yrs experience needed High Volume Company. SECRETARY for Roofing Contractor. Computer knowledge and good organizational skills. Email resume to: [dangelosroofing@yahoo.com](mailto:dangelosroofing@yahoo.com) Or fax: 216-631-6877

**APPLIANCE TECHNICIAN EAZY APPLIANCE - Eastlake, OH**

1 yr minimum experience. Will consider training with electrical background. Drugfree. Call 9-5 Mon-Fri: 440-942-8356

**WELDER / WELDER FITTER EMH CRANES - Cleveland, OH**

Postion available at our southwest suburban location for welders / fitters. Some flux core welding background is required, should have 1- 2 yrs exp. We offer a competitive wage & benefit pkg. Pre-Employment screening required.

**Fax resume & salary requirements, Attn: Plant Mgr: 330-220-0204**

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**Tow Motor Operator (Solon Area) EverStaff - Solon, OH**

We have an immediate opening for an experienced FORKLIFT DRIVER/SHIPPING CLERK. The ideal candidate will have experience pulling orders accurately in preparation for shipment and entering receipt of incoming shipments. Must have prior experience. This is a first shift opportunity and the starting pay is 12.00 hourly. This is a permanent position with room for advancement. Please forward your resume for immediate consideration.

[vhoward@everstaff.com](mailto:vhoward@everstaff.com)

**Manager in Training Northeast Care Center - North Royalton, OH**

**Need:** BA, 1 yr sup exp, 1 yr DD exp. F/T, Benefits incl paid med. Must: work flexible schedule, on call responsibilities, Good driving record. Knowledge of DD case mngt, Skills incl: Financial, expt'l writing / analytical, creativity. Ensure health, safety, & satisfaction of residents. Comply w/regulations. Maintain records of staff & residents. Deadline oriented. Northeast Care Center 13405 York Rd North Royalton, OH 44133 Fax: 440-582-1980 Apply in person, by mail, by e-mail: [hrdept@necare.org](mailto:hrdept@necare.org) , fax: 440-582-1980, or website [www.necare.org](http://www.necare.org) instructions for submitting on downloadable application. Resumes accepted, applications encouraged. website [www.necare.org](http://www.necare.org) instructions for submitting on downloadable application. Resumes accepted, applications encouraged. Check out our other openings!

**Office Assistant Acme Spiral - Cleveland, OH**

West side manufacturer seeking an OFFICE ASSISTANT. Phones, filing, some data entry, customer service. Assist with A/P, A/R & billing, UPS, shipping paperwork, order entry. Knowledge of QuickBooks & Microsoft Office a plus. Hours: 9:30 AM to 4:30 PM w/possibility of full time employment. Available immediately. Please fax resumes to 216-267-5540 or email to [jobs@AcmeSpiral.com](mailto:jobs@AcmeSpiral.com) in .doc format. Starting pay is \$10 - \$10.50/hr depending on experience. Previous general office experience a must. Must be well organized and maintain a positive attitude.

**Lot Attendant/ Porter Audi Bedford Audi Bedford - Bedford, OH**

Penske Automotive Group company, is looking for a porter to manage the flow of traffic in our fast-paced dealership. Responsibilities: Managing the flow of traffic for new & used car sales. Maintaining lot order. General maintenance of the facility. Requirements: Ability to work outdoors Valid driver's license and clean driving record Ability to operate both standard and

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automatic vehicles **Apply in person:** 19400 Rockside Rd, Bedford, OH 44146. Ask for Mark Rigby EOE/Drug Free Workplace

**Packaging Machine Operator (Avon) Griffith Laboratories - Avon, OH**

**Overview:**

This position is responsible for set-up, operation, and clean-up of Form-Fill-and Seal Machine, conveyors, metal detectors, and Pail/Cup Line according to the specifications of that day's production.

**Duties & Responsibilities:**

Reads and interprets production schedules in order to accurately pack Finished Goods  
Disassembles, cleans, re-assembles and operates all packaging equipment  
Disassembles, cleans, re-assembles sanitary piping, conveyors, and associated line components  
Sets-up equipment according to production schedule  
Cleans Chill Tanks and Packaging Room  
Samples product for weight control and records data

**Please click to apply online:**

[https://www.appone.com/maininforeq.asp?Ad=194941&R\\_ID=508570&Refer=http://www.indeed.com/viewjob&B\\_ID=44](https://www.appone.com/maininforeq.asp?Ad=194941&R_ID=508570&Refer=http://www.indeed.com/viewjob&B_ID=44)

**Desktop Technician PC Mall - Valley View, OH**

**Job Summary:** Execute desktop break/fix at our client's facility.

**Essential Duties:**

- Conduct on-site repairs for clients and internal customers
- Troubleshooting to diagnose issues
- Provide Microsoft software support
- Provide hardware support on laptops, desktops, and printers
- System imaging and deployment

**Location** SARCOM - Cleveland, OH

**Division** SARCOM, Inc.

Please click to apply online:

[https://www.appone.com/maininforeq.asp?Ad=206056&R\\_ID=592767&Refer=http://www.indeed.com/viewjob&B\\_ID=44](https://www.appone.com/maininforeq.asp?Ad=206056&R_ID=592767&Refer=http://www.indeed.com/viewjob&B_ID=44)

**Collections Transtar Industries - Walton Hills, OH**

**Title:** Collector **Reports to:** Regional Credit Manager

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#### Position Overview

This position is responsible for a variety of functions related to collection of accounts receivables for assigned branches within the Region. The individual holding this position must be detailed-oriented and have strong customer service skills as well as excellent computer skills.

#### Essential Functions

Collection of accounts assigned, recommend adjustments to credit lines of existing customers as necessary. Collection of past-due accounts and over credit line accounts. Make collection calls as necessary and forward letters to customers regarding overdue accounts. Maintenance of accounts, application of credits and cash on account. Communicate with sales personnel regarding the credit or collection issues involving their accounts. Maintain customer records including credit applications and tax exempt certificates. Send Statements monthly Review potential bad debt accounts with Regional Credit Manager. Ensure the processing of credit card payments and check by phone. Ensure the following performance standards are met: Monthly past due percentages of over 60 days past due accounts shall not exceed 5%. Monthly past due percentages of over 120 days past due accounts shall not exceed 2%. Other duties as assigned.

#### Qualifications

**Education:** High School Diploma, Bachelors Degree preferred.

**Experience:** 3-5 years work related experience.

**Other:** Excellent verbal and written communication skills. Experience using Microsoft Office.

#### Additional Information

If this sounds like the right job for you, then use the button below to submit your resume. We look forward to receiving your application.

Please click to apply online:

<http://www.smartrecruiters.com/TranstarIndustries/551671-collections>

#### **Custodial Game Day Staff Cleveland Indians - Cleveland, OH \$9.50 hr.**

Monitor work area and keep it free of litter and debris.

- Monitor all trash cans in area and empty as needed.
- Monitor Restrooms for cleanliness and stock supplies as needed.
- Keep designated areas free of litter and spills during games.
- Report any maintenance and safety issues immediately to your supervisor
- Breakdown cardboard boxes during promotional give-away games.
- Perform all other duties as assigned.

#### Requirements

- Be knowledgeable of Ballpark information and answer questions relating to day-of-game activities.
  - Trustworthy and dependable
  - Ability to analyze situations
-

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- Ability to work independently and as part of team
- Must be able to lift and transport mop buckets and trash cans weighing up to 50lbs.
- Ability to stand and walk during entire shift (4-8 hours)
- Frequently reaches, lifts, bends, stoops, and wipes to maintain area
- Must be willing and able to work hours necessary to perform duties in designated area.
- Must be minimum of 18 years of age
- Required to become member of Service Employees International Union, Local Number 1

**Please click to apply online:**

[https://www8.ultirecruit.com/CLE1000/JobBoard/CanLogin.aspx?\\_JobID=\\*A5C9FE588D16A3CF&\\_RT=\\*D356349294394CA3EAC10FEC2E7B083E1DF725E96DEA4BE14C2149FFAD02B8F01FBB76FF169299CD](https://www8.ultirecruit.com/CLE1000/JobBoard/CanLogin.aspx?_JobID=*A5C9FE588D16A3CF&_RT=*D356349294394CA3EAC10FEC2E7B083E1DF725E96DEA4BE14C2149FFAD02B8F01FBB76FF169299CD)

**Cust Svc. Temp in Cleveland, OH**

**Position Type:** Seasonal

**Accepting Applicants:** Jan 31, 2012 to Feb 7, 2012

**Position Responsibilities:**

This position is responsible for the day to day handling of all product related requests and inquiries in support of Consumer Group accounts and brands or any other Divisions supported by this team. Contact activity may be received through multiple toll-free lines or alternate sources such as mail. Candidates agents must represent each brand supported by the department in a manner that promotes the brand's image sales. Should they arise, this position is responsible for the investigation and timely resolution of complaints from these Consumer Group customers and any other Divisions supported by this team. Productivity, service quality of communication and quality of information are key role responsibilities to ensure that Sherwin Williams is promoted to consumers and customers as the vendor of choice. This position is actively involved in Team 150 initiatives.

**Experience Required:**

Customer service experience or transferable customer contact experience, demonstrating the ability to provide customer satisfaction through effective communication with every interaction via telephone, email, chat or mail. The Product Support candidate must have experience utilizing fundamental PC skills as well as good organization.

**Education Required:**

High School diploma plus some college or related business experience.

**Additional Comments:**

This posting is for 5 seasonal positions Product Support is open Mon-Fri 8:30 a.m. to 6:00p.m. and Saturday 9:00 a.m. - 5:30 p.m. Agents are expected to work flexible shifts within those hours, as business needs dictate.

**Travel Required:** No

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**Relocation Assistance:** No

**Please click to apply online:** <http://careers.sherwin-williams.com/jobs/13543>

**DIE REPAIR and PUNCH PRESS SET-UP OPERATOR**

**JD NORMAN INDUSTRIES, INC. - Cleveland, OH**

**DIE REPAIR 2ND SHIFT** We have an immediate opening for a person experienced in single hit & progressive die repair for the metal stamping industry. Must have personal tools. **PUNCH PRESS SET-UP OPERATOR 2ND SHIFT** Immediate opening for a person with exp. setting-up and operating automatic punch presses. Excellent benefits including medical, life, vision, dental & 401k w/company match. [careers@jdnorman.com](mailto:careers@jdnorman.com) or respond in person at JD Norman Industries, Inc. 4650 Tiedeman Road Brooklyn, OH 44144

**Auto Painter Axelrod Pontiac - Parma, OH**

We are looking for an experienced, high quality auto painter to join our busy collision center. Qualified painters should be able to produce a minimum of 70 flat rate hours per week. We offer competitive flat rate pay, paid vacation, uniforms, medical, 401k and other benefits. Please stop in at: Axelrod Collision Center 4850 Brookpark Road, Cleveland, Ohio to complete an application. You may also send a resume to: [info@axelrodcollision.com](mailto:info@axelrodcollision.com)

**CNC MACHINIST - 2ND SHIFT PYROTEC INC. - Solon, OH**

**CNC MACHINIST 2nd shift** Pay rate \$16-18/per hour plus shift premium Growing, dynamic manufacturing company has immediate opening for a CNC Machinist with a minimum 3-5 years experience setting up and operating CNC mills, lathes, and VMC's. Experience with some or all of the following controls is desired: Fanuc, Mazatrol, and OSP3000. Manual machine experience a plus. Our second shift works M-Th 2:30 pm to 1:00 am. We offer an excellent benefit package. Please apply in person, 8am-4:30pm. Mon- Fri. or e-mail, fax or mail to: Pyrotek Inc. 31935 Aurora Road Solon, OH 44139 Attn: Human Resources E-mail: [SolonHR@pyrotek-inc.com](mailto:SolonHR@pyrotek-inc.com) Fax (440) 248-3432

**Industrial Maintenance Mar-Bal, Inc. - Chagrin Falls, OH**

Mar-Bal, Inc. a Custom Injection Molding Company, is seeking highly motivated, skilled and experienced maintenance personnel with knowledge on electrical, hydraulic and/or pneumatics. Major responsibilities include trouble-shooting, repairing and maintaining injection molding presses, supporting equipment and general building maintenance. Mar-Bal, Inc. offers an excellent wage and benefit package including medical, dental insurance, 401K, production and attendance bonus as well as opportunities for advancement. If you are someone who possess

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these skills and is looking for an opportunity to put them to work in an exciting team oriented environment, please send your resume to: Mar-Bal, Inc. 16930 Munn Rd. Chagrin Falls, OH 44023 Fax: (440) 543-4374

**Discharge Facilitator Hastings Home Health - Cleveland, OH**

Exciting opportunity for a person with marketing experience and clinical skills to work for an established local HME/DME company. The chosen candidate will be hospital based as a discharge facilitator and market to local physician offices on the east side of Cleveland. Excellent customer service and communication skills required as well as being self directed. Knowledge of respiratory and medical equipment required.  
Email resume to: [chavlin@hastingshomehealth.com](mailto:chavlin@hastingshomehealth.com)

**Call Center Rep: Online Banking KeyBank - Cleveland, OH**

The Online Banking Representative in the Virtual Distribution Channel supports Online Banking (Key.com) clients by troubleshooting browser connectivity issues and providing first call resolution for inquiries related to Key's online products and services. Representatives are responsible for ensuring 1Key, quality service, and Call Center business targets are achieved. Key's application process for this call center position requires that you complete our Virtual Job Tryout (R), which is an interactive experience via the Internet that takes approximately 45 to 60 minutes to complete. When applying, please provide a valid email address on the application so that Key may send an email with a link to you for completion of the VJT.

**Essential Job Functions**

Troubleshoot browser connectivity issues and provide superior customer service for all inquiries related to Key's online products and services. Consistently deliver distinctive client service that is knowledgeable, empathetic, patient, prompt, and courteous. Build rapport and strengthen client relationships while servicing client needs. Research and provide verification and documentation of client issues and resolution. Maintain thorough knowledge and understanding of KeyBank's products and services. Effectively educate clients on the features and benefits of Key's products and services. Recognize implicitly-stated and explicitly-stated client needs and opportunities to offer additional or enhanced products and services. Act as peer partner to other associates including those recently hired into the same functional unit. Act as liaison for our clients to provide first call resolution by coordinating and following up with other departments or lines of business as appropriate. Adhere to established policies and procedures related to servicing, regulatory compliance, quality, and sales client contact strategy. Work collaboratively in team environment to achieve team, department, and line of business commitments.

**PLEASE NOTE:**

**THE SCHEDULES FOR THESE POSITIONS ARE NON-TRADITIONAL, THEREFORE,**

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MAY REQUIRE EVENINGS AND WEEKENDS.

**Required Qualifications**

High School Diploma or equivalent. Proven experience with Key Business Online. One year of Key Call Center experience. Demonstrated success in complex problem solving and resolving client issues. Superior phone communication skills. Strong ability to listen actively, and take action based on what was heard. Proven experience managing conflict; the ability to defuse others during difficult situations. Demonstrated work experience requiring multi-tasking with strong attention to detail. Strong interpersonal and written communication skills. Ability to work effectively in a high-volume production environment. Computer proficiency with knowledge and experience in a Windows environment. Ability to use: PC desktop, telephone, standard office equipment.

Please click to apply online:

[https://applicant.keybank.com/psp/hrsappl/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GB.L?JobOpeningId=99987573&SiteId=1&Page=HRS\\_CE\\_JOB\\_DTL&&PostingSeq=1](https://applicant.keybank.com/psp/hrsappl/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GB.L?JobOpeningId=99987573&SiteId=1&Page=HRS_CE_JOB_DTL&&PostingSeq=1)

**Production Associate - Sanitation Agent - Cleveland, OH (Food Services)**

**United Airlines - Cleveland, OH**

Production Associate - Sanitation Agent (Food Services) - CLE Cleveland, Ohio

Starting Salary: \$8.19 per hour

Equal Opportunity Employer by Choice.

Invitations to interview may be sent via email. Please be sure to check your mailbox frequently and ensure that communications from Taleo.net are not blocked.

Travel subject to service charges/restrictions. Bonuses awarded only under terms of United's policies.

**NO AGENCIES PLEASE**

**Responsibilities**

Remove equipment from in-bound ovens, carriers, carts and trolleys to separate and place equipment on conveyor belt into specific Warewashing machine. Separate trash from equipment and utensils. Sort and recycle glass bottles and aluminum cans. Remove clean equipment from dish machine. Store and organize equipment on carts and racks. Clean Warewashing machines to maintain operable condition. Sterilize garbage from International flights. Sort dirty linen. Disassemble salt and pepper shakers and soak in sanitizing solution. Scrub equipment with residue to be re-washed. Operate Meiko/Holbart dish machines and sterilizers. Support unit in the Supply Chain Optimization initiative. Perform other duties as assigned.

Must be able to read, speak and write English. Pushing and pulling of equipment or food.

Lifting and carrying various equipment. Continuous standing and walking. Must be at least 18 years of age.

High school diploma/General Educational Development (GED) or equivalent preferred.

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Frequent repetitive motion and reaching. Work a specific routine under the instruction of the Shift Lead or Manager.

Must be willing to work any shift in a 24/7 week, including weekends, nights and holidays.

Willing to work indoors in manufacturing environment.

Willing to work with continuous exposure to heat and steam from Meiko/Holbart dishwashing machines. Must be legally authorized to work in the US for any employer without sponsorship.

Please click to apply online:

<https://ual-pro.taleo.net/careersection/10140/jobdetail.ftl?lang=en&job=396757&src=JB-10440>

**Development Specialist FAR WEST CENTER - Westlake, OH**

Far West Center, an award-winning community mental health center serving western Cuyahoga County and Lorain County, has an opportunity for a full-time Development Specialist. Requirements: Bachelor's degree in Communications, Journalism, Marketing or related field. Master's degree preferred. Five years experience in fund-raising, grant writing and proposal development in healthcare or behavioral health environment, donor management and cultivation. Work samples are required. Competitive salary and benefits. Only qualified applicants will be considered.

Submit resume with salary history to: [fwc@farwestcenter.com](mailto:fwc@farwestcenter.com) or mail to:

Far West Center

Human Resources

29133 Health Campus Drive

Westlake, Ohio 44145

[www.farwestcenter.com](http://www.farwestcenter.com)

**Transportation Agent - Cleveland, OH (Food Services) United Airlines - Cleveland, OH**

Transportation Agent (Food Services) - CLE Cleveland, OH

Starting Salary: \$10.17 per hour

Equal Opportunity Employer by Choice.

Invitations to interview may be sent via email. Please be sure to check your mailbox frequently and ensure that communications from Taleo.net are not blocked.

Travel subject to service charges/restrictions. Bonuses awarded only under terms of United's policies.

NO AGENCIES PLEASE

Responsibilities

Packs and checks flights Loads and off loads food, beverage and equipment into vehicles and

on/off aircraft Drives catering vehicle and properly positions to aircraft Checks and assures

vehicle is in operable condition Informs manager of any maintenance needs or mechanical

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**\*\*\*Note: Please apply to jobs accordingly to AD\*\*\***

problems with vehicle Packs, organizes and secures equipment into carriers and places onto carts Cleans and maintains catering vehicles Cleans work area Handles sanitizing chemicals Assist in preparing ice and dry ice for flights Drive hi-lift cargo vehicle and cargo vans Operate forklift, hand truck and pallet jack Support unit in the Supply Chain Optimization initiative Performs other duties as assigned

Must be at least 18 years of age Basic math skills to calculate totals and percentages Valid ACTIVE state driver's license (suspended, expired, revoked or denied are not considered valid) Ability to meet 10 years background clearance for FAA security access and U. S. Customs Must read, speak and write English fluently Orally communicate with coworkers Orally communicate with coworkers and managers using two-way radios Pushing and pulling carts and wagons Lifting and carrying equipment and beverage carriers Continuous standing and walking Frequent stooping to pick up equipment from ground level Catering aircraft Frequent repetitive motion, reaching and handling Attention to detail during packing of flights, catering flights to position carriers and carts in correct location Calculates totals for final counts and percentages Works under time constraints High school diploma/General Educational Development (GED) or equivalent preferred Respond correctly to meal count and aircraft changes at a moments notice Must be willing to work any shift in a 24/7 week, including weekends, nights and holidays Work in refrigerated areas of 35 degrees F at intervals of one hour During catering of flights, exposure to temperature extremes on the airfield Exposure to aircraft noise during catering of flights Training will be provided on the job Candidate must be able to clear a fingerprint-based criminal history check in order to obtain and retain credentials necessary for the position Position-specific clearances include but are not limited to FAA, TSA, Port Authority, U.S. Customs and U.S. Postal service clearances Must be legally authorized to work in the US for any employer without sponsorship

Please click to apply online:

<https://ual-pro.taleo.net/careersection/10140/jobdetail.ftl?lang=en&job=396777&src=JB-10440>

**Creative Coordinator / Administrative Assistant Electronic Merchant Systems - Independence, OH** \$12.00 - \$14.00 /Hour

Data entry for gift card and ecommerce, filing, preparation of the gift card product for shipment & invoicing, controlling work flow, paperwork issue resolution. Able to work in a Windows environment with knowledge of Microsoft Office, works well independently, responsible, attentive, observant, positive attitude, good communication skills, punctual, able to multi-task, and good organizational skills needed.

Please click to apply online:

[http://www.careerbuilder.com/JobSeeker/ApplyOnline/ApplyStart.aspx?srcContext=CB&IPath=EXIND&Job\\_DID=JHP1N0794G8SWM91BXW](http://www.careerbuilder.com/JobSeeker/ApplyOnline/ApplyStart.aspx?srcContext=CB&IPath=EXIND&Job_DID=JHP1N0794G8SWM91BXW)

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**Recreation Assistant Volunteers of America - Cleveland, OH**

SUMMARY Assist recreation coordinator, along with the clinical treatment team and case management, in developing and implementing a specialized exercise regimen for residents of the Veteran's Domiciliary according to the resident's capabilities, needs and interests. Exercise regimens may include elements such as physical fitness, cardiovascular training and weight training, or other activities requiring Incumbent to utilize creativity. Offers guidance and support to residents in order to achieve their goals in a safe and holistic environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

A. Together with the treatment team assesses the physical fitness and/or recreational needs of the resident.

1. Assist in planning for specific interventions required to develop skills, and opportunities for exercise, mental stimulation, creativity and fun. Plans will also provide for adaptation or accommodation for disabled residents.

2. Help Prepare and submit reports to the treatment team to reflect resident's reactions and evidence of progress or regression.

B. Plans, organizes, directs and participates in activities to facilitate rehabilitation and improved physical conditioning.

1. Help design activities and provides instruction to the resident that ensures safe operation of equipment and proper technique.

2. During the time a resident is participating in structured activities, Incumbent is responsible for ensuring the safety of the resident at all times in- and outside of the facility. 2. Encourages residents with special needs and circumstances to acquire new skills and get involved in health-promoting leisure activities.

Please click to apply online:

[http://www.voago.org/local\\_jobs](http://www.voago.org/local_jobs)

**Part Time Service Agent-Chardon Enterprise Rent-A-Car - Cleveland, OH**

Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

**Responsibilities**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and

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changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand  
Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Qualifications :

Must be at least 18 years old

High school diploma or GED required

Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction (DUI/DWI) on driving record in the past 5 years

Must be able to lift 30 lb. in order to assist customers

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observances, must be able to work any average 30 hour/week schedule during the business hours of Monday-Friday 7am- 6pm and Saturday 9am-1pm.

Please click to apply online:

<https://us-erac.icims.com/jobs/54164/login>

**Positions with Hospice Western Reserve Revised 01/26/2012**

**ADMISSIONS ASSISTANT**

Initiates the admissions process by meeting with the patient and/or family and providing an overview of hospice services. Discussion includes obtaining or updating demographic information, providing Advance Care Planning resource materials, as well as obtaining Consent for Services, if requested by the patient and/or family.

Requirements: High School diploma with post-secondary education in sales or communications preferred; one to two years' experience in healthcare, preferably hospice, oncology, public health or long term care facilities; strong computer competency.

**BEREAVEMENT COORDINATOR**

Provides bereavement follow up to the Hospice of the Western Reserve families after the death of a loved one.

Requirements: Master's degree in social work or counseling preferred or a bachelor's degree

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in social work/counseling with at least one to two years experience in group work and counseling; clinical experience or skills relevant to grief and loss; ability to problem solve, make decisions and plan programs.

**CHIEF DEVELOPMENT OFFICER**

Plans, develops and implements all development strategies that support Hospice of the Western Reserve's mission and long-range goals. Manages a development portfolio of approximately 50 donors, and leads the development team in fostering a dynamic comprehensive funding program.

Requirements: Bachelor's degree in related field and extensive experience in development and fundraising for non-profit organizations; managerial experience, and experience working with individual donors, foundations, corporations and government prospects; working knowledge of Cleveland philanthropy is highly desirable.

**CHILDREN'S BEREAVEMENT COORDINATOR**

Provides supportive grief counseling to children who are at risk for complicated grief or are in high-risk family situations.

Requirements: Master's degree in social work or counseling; at least one year experience working with seriously or chronically ill children and bereavement issues; prior hospice experience preferred; other related degrees may be considered based on type of experience.

**COMMUNICATIONS COORDINATOR**

Supports the Director of Communications and Public Relations by developing strategies that will influence public opinion, promote our services, increase agency census goals and median length of stay.

Requirements: Four year degree in marketing, advertising, communications, journalism or other related field with five to ten years related experience; nonprofit public relations expertise preferred; demonstrated experience in media relations; crisis communications training or incident participation a plus.

**COMPUTER EDUCATION COORDINATOR**

Development and administration of computer education and training for Hospice of the Western Reserve staff. Training involves classroom and maintenance of computerized forms through the training forms maintenance file. Maintains the training and procedure manual related to computerized documentation systems in order to maintain standardization across the organization.

Requirements: Bachelor's degree; Master of Nonprofit Organizations preferred; experience in nonprofit organizations; healthcare experience preferred.

**FACILITIES MANAGEMENT TEAM LEADER**

Under general direction, plans, organizes, directs and manages facility services including building maintenance and repair, supervision of staff, and coordination of contractual entities providing building and landscaping services. Oversees and monitors the operations of other areas such as lease contracts, project renovations, energy management and other areas as assigned.

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Requirements: Bachelor's degree with major coursework in engineering or a related field, and considerable experience in facilities management, including supervisory experience.

**FOUNDATIONS RELATIONS OFFICER**

Designs, implements and oversees the foundation giving program that supports Hospice of the Western Reserve's mission and long term goals. Responsibilities include: grant writing for programs, services and research, reporting on grants received, in collaboration with other agency teams and keeping agency updated on foundation landscape, matching priorities with institutional needs.

Requirements: Bachelor's degree with at least three years' experience in development, proposal writing, or related area experience with foundation giving desirable.

**HOME CARE NURSE**

Provide prescribed medical treatment and personal care services to terminally ill persons in collaboration with the transdisciplinary team in a variety of settings. Coordinate the implementation of the Plan of Care for each patient.

Requirements: Licensed RN in state of Ohio; experience preferred in pain and symptom management, oncology, public health, mental health; must have valid driver's license, car availability, and insurance coverage as required in Ohio.

**HOSPICE NURSING ASSISTANT**

Provide personal care under the supervision of a nurse according to the patient's plan of care. Collaborate with transdisciplinary team in a variety of settings.

Requirements: Must be able to read and write English proficiently; must have 12 months experience as a nursing assistant; must be state tested and in good standing; have completed a certified Home Health Aide Training Program including 16 hours of classroom experience and 75 hours of clinical experience.

**HOSPITALITY AIDE**

Perform housekeeping duties in assigned areas.

Requirements: Must be able to read and write English and carry out instructions.

**LIAISON NURSE**

Provides an overview of hospice services within the home, hospital or alternative home setting and facilitate the admissions process when appropriate. Coordinate implementation of an initial plan of care based on immediate needs of the patient/family unit.

Requirements: Licensed RN in state of Ohio; BSN preferred; experience preferred in pain and symptom management; oncology; public health or medical/surgical background.

**LIAISON SOCIAL WORKER**

Provides medical, psychosocial treatment and care services to terminally ill persons and their families in collaboration with the liaison and transdisciplinary team in a variety of hospital settings.

Requirements: Masters prepared social worker; experience in counseling or related work with individual families or groups.

**MEDICAL RECORDS COORDINATOR**

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Under general direction, performs medical record/chart maintenance. Maintains accurate and complete records, and assures compliance with agency standards and Medicare Conditions of Participation and HIPAA regulations.

Requirements: High school diploma with considerable experience in an administrative setting, particularly in clinical records/medical records management; knowledge of medical terminology; knowledge of the principles and practices of health information records management.

**ON-CALL HOME VISIT NURSE**

Provide palliative nursing care and support to patient and family, dispatched from home as needed.

Requirements: Licensed RN/LPN in state of Ohio; experience preferred in pain and symptom management, oncology or mental health; able to turn, transfer and/or lift up in bed a patient of any size independently.

**RECEPTIONIST**

Greets and directs visitors in a friendly, professional and helpful manner. Supplies information to the general public, staff and patients/families. Conveys in a cordial and professional manner, the philosophy of the agency. Supports the office and team members by keeping the integrity of the agency, providing assistance to team members and answering office phones in a timely manner per agency standards.

Requirements: High school diploma; two years' experience performing receptionist functions, preferably in a healthcare environment; proficient in Microsoft Word, Excel and Outlook.

**RECRUITMENT AND RETENTION COORDINATOR**

Under the direction of the Human Resources Director, is responsible for leading the recruitment efforts of the organization. This position is responsible for job fairs, advertising, screening applicants, interviewing, candidate searches via internet recruiting tools, and management of the applicant tracking system. This position also assists with the retention and development of our agency staff.

Requirements: Associate or Bachelor's degree or equivalent experience and an achievement-oriented recruiting professional. This position requires excellent verbal and written communication skills and knowledge of employment and diversity laws.

**REGISTERED NURSE**

Provide prescribed medical treatment and personal care services to terminally ill persons in collaboration with the transdisciplinary team in our in-patient facility. Coordinate the implementation of the Plan of Care for each patient.

Requirements: Licensed RN in State of Ohio; experience preferred in pain and symptom management, oncology, public health, mental health.

**SHIFT SUPERVISOR**

Responsible for the overall functioning of the facility and for the direct supervision of staff on a specific shift.

Requirements: Licensed RN in state of Ohio; BS or equivalent experience; leadership

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experience or demonstrated ability to lead.

**SOCIAL WORKER**

Provide medical social work and counseling services to terminally ill persons/families in collaboration with the transdisciplinary team in a variety of settings.

Requirements: Masters prepared social worker; licensed in the state of Ohio; 2 years experience in counseling or related work with individuals, families and groups; experience preferred in hospice, medical facilities or nursing homes.

**SPIRITUAL CARE COORDINATOR**

Provide direct spiritual care for patients and families; clinically supervise spiritual care volunteers as assigned; develop and assist memorial services for patients.

Requirements: Master of Divinity or an equivalent degree that includes theological studies; successfully complete four units of Clinical Pastoral Education (CPE) or equivalent clinical training and experience; previous experience working with the terminally ill in a health care environment, program development, coordination of volunteers and grief counseling preferred.

**TEAM LEADER**

General management, supervision and leadership of a Hospice/Palliative Care Team.

Demonstrates knowledge of and commitment to the organization's mission, culture and management principles. Acts as Hospice of the Western Reserve's representative to hospitals, medical community and external providers.

Requirements: Clinical with bachelor background; hospice/palliative care experience preferred; supervisory experience preferred.

**TRAINING AND DEVELOPMENT TEAM LEADER**

Plans, directs, implements, coordinates and evaluates training and development programs for all Hospice of the Western Reserve team members. Promotes an ongoing culture of continuous personal and professional staff development.

Requirements: Master's degree in field related to organizational development; one to two years' experience in hospice preferred; experience in education and training development preferred; history of sales/marketing experience helpful.

**TRIAGE NURSE**

Respond to the needs of patients and/or caregivers during the hours when primary team members are unavailable. This may be done via telephone communication and/or a home visit.

Requirements: Licensed RN in state of Ohio; experience preferred in pain and symptom management, oncology or mental health; able to turn, transfer and/or lift up in bed a patient of any size independently.

***To fax a resume, please send it to 216.298.0388.***

Human Resources Team or e-mail [Recruitment@HospiceWR.org](mailto:Recruitment@HospiceWR.org)

**READY MIX DISPATCH Ohio Ready Mix, Co. - Olmsted Falls, OH**

Southwestern Cleveland, Ohio Ready Mix Co. needs experienced, reliable, and driven dispatch

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associate with proven track record in the construction industry. Concrete experience required with a dedication to providing excellent customer relations. Send resume with salary requirements to: [twallsg@yahoo.com](mailto:twallsg@yahoo.com) or fax to 440-235-1893.

**Collector (Mortgages/ Equity Lines)Third Federal Savings and Loan Association - Cleveland, OH**

We are looking for a high energy professional with 3-5 years of recent experience in mortgage loan collections. The candidate will have the following qualifications:

- 3- 5 years recent experience in mortgage loan collections
- Strong communication, negotiation, and follow-up skills
- Experience with 1<sup>st</sup> Mortgage collections is required
- Additional experience with multi-state collections on equity loans/ lines of credit and construction loans is preferred.
- Collecting from 1<sup>st</sup> day of delinquency through resolution is also required
- Loss Mitigation experience is a plus

This is a full-time, non- commission based position at our Main Office on East 71<sup>st</sup> & Broadway.

**Please click to apply online:**

[https://www.thirdfederal.com/dialogs/careers/resume\\_upload.aspx?jobid=d272c665-d731-4d71-8b99-538342d5d212](https://www.thirdfederal.com/dialogs/careers/resume_upload.aspx?jobid=d272c665-d731-4d71-8b99-538342d5d212)

**or e-mail:** [employment@thirdfederal.com](mailto:employment@thirdfederal.com)

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Prepared By:  
**Linda Irizarry**  
Employment Specialist

Information compiled in our Community Service Department

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