

MARCH 2025 HOT JOBS LIST



Welcome to the American Job Center Job Opportunity List, where we highlight some of the **TOP** employment opportunities in the South Central Connecticut region. Staff are available by *phone, email, Zoom & In-Person*. Register for our services online to **GAIN ACCESS** to our employment openings like the ones listed below. Visit workforcealliance.biz/orientation to complete our enrollment application!

STAFF PICKS OF THE MONTH

The American Job Centers prioritizes matching talented candidates to current local job opportunities. STAFF PICKS OF THE MONTH highlight job opportunities that our staff and Business Services team handpicked to include in this month's Hot Jobs List.

Staff continue to be available by appointment via phone, email or Zoom. Secure Drop Box is located at the New Haven American Job Center, 560 Ella T. Grasso Blvd., for depositing hard copies of required documents. New Customers: Start with Online Job Seeker Orientation!

HOURS & SERVICES

NEW HAVEN:

Monday-Friday
8:30 a.m. – 4:30 p.m.

MERIDEN:

Monday-Friday
8:30 a.m. – 4:30 p.m.

MIDDLETOWN:

Monday, Wednesday,
& Thursday
8:30 a.m. – 4:00 p.m.

HAMDEN:

Monday-Friday
8 a.m. – 4:15 p.m.



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STAFF PICKS

Director of Emotional Well- Being Program

Position Location: New Haven CT, USA

Job Type: Full-time

Responsibilities:

- Manage the daily operations of the Emotional Well-being Program.
- Manage the implementation and tracking of the Staff Support Program.
- Lead weekly EWBC team meetings.
- Oversee staff professional development and community messages re: cultural oppression, bias, peaceful play, safety protocols, staff cooperation and climate, ethics, relationship building/repairing, team-building, emotional intelligence, diversity, Quaker foundations and practices.
- Counsel parents seeking parenting skills, employment, education, housing, food security, transportation, awareness of trauma, stressors & resources.
- Consult with teachers to individualize the program to accommodate children's needs.
- Foster relationships with community resource partners and service providers.
- *(Additional Responsibilities.)*

Facilities Manager

Position Location: Meriden, CT, USA

Job Type: Full-time

Responsibilities:

- Plan and manage daily facility operations.
- Performs custodial tasks such as cleaning common areas, offices and bathrooms; vacuuming, mopping, trash removal, maintaining grounds, landscaping, etc.
- Responsible for obtaining, managing, monitoring and evaluating facility subcontractors and vendors related to the facilities.
- Maintains records and logs of daily activities.
- *(Additional Responsibilities.)*

College and Career Advisor

Position Location: New Haven, CT, USA

Job Type: Part-time

Responsibilities:

- Create, coordinate, and execute strategic plan regarding work-based learning and internship opportunities for student's district-wide.
- Develop partnerships with local organizations and community resources.
- Knowledge of college application and FAFSA process is a plus.
- Bilingual in English and Spanish is a plus.
- *(Additional Responsibilities.)*

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Food Service Associate

Position Location: Meriden, CT, USA

Job Type: Full-time

Responsibilities:

- Wash pots, dishes and equipment. (Labor intensive requiring you to be on your feet up to 6 hours at one time)
- Replenish supplies and restock storeroom.
- Assist in food preparation.
- Prepare and deliver patient's trays.
- Serve food for patients, guests, and staff members.
- Maintain a clean and sanitized work environment throughout shift.
- *(Additional Responsibilities.)*

Community Program Coordinator

Position Location: Wallingford, CT, USA

Job Type: Full-time

Responsibilities:

- Serve as the relationship manager with site coordinators of Mobile Pantry, CSFP and Summer Food sites; maintain regular communication to share relevant food bank updates, trainings and other useful information.
- Respond in a timely manner to program questions or requests for information.
- Explore ways to enhance the value on each site including site trainings and additional partnerships to benefit food insecure people; build and track third party involvement on sites.
- Conduct regular program visits to observe distributions, train volunteers and ensure compliance with applicable policies and guidelines.
- Coordinate efforts with other departments (Operations, Volunteer Services, Communications etc.) to problem solve issues, address complaints, and inform the public about program services.
- With guidance from Director of Community Programs, documents and addresses non-compliance issues in a timely manner, including violations of program regulations or food bank policies.
- *(Additional Responsibilities.)*

CDL A Driver

Location: Middletown, CT, USA

Job Type: Full-time

Responsibilities:

- Responsible for safely operating a tractor/trailer in the transportation of freight in accordance with Company, Federal, State and Local laws with regard to run times and Federal Motor Carrier Safety Administration (FMCSA) regulations. Maintain records required with compliance with local, state and federal regulations.
- Provide professional and courteous service to our customers and the general public.
- Insure security of equipment and cargo. Conduct routine inspection of equipment, truck, and cargo. Report issues and concerns directly to Supervisor.
- *(Additional Responsibilities.)*

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Certified Nursing Assistant

Position Location: North Haven, CT, USA

Job Type: Full-time/Part-time

Responsibilities:

- Assist residents with activities of daily living, including bathing, dressing, and grooming.
- Monitor and record patient vital signs.
- Provide emotional support and companionship to residents.
- Assist with mobility and patient transfers.
- Collaborate with the nursing team to develop care plans.
- Maintain a clean and safe environment for residents.
- *(Additional Responsibilities.)*

Pharmacy Technician Central Operations

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Accurately and efficiently pick, prepare, package, label, and deliver medications to the appropriate storage area of patient care units, including, but not limited to: automated dispensing cabinets (ADC), medication storage refrigerator.
- Utilize appropriate product packaging (i.e. bag, vial, bottle, jar, syringe, oral syringe)
- Demonstrate proficiency and timeliness in the fulfillment, sorting and delivery of medication orders relating to: stat orders, new orders, refills, stock outs, transfers, recalls.
- Remove expired medications or soon-to-be-expiring medications from inventory distribution as per departmental guidelines.
- Adhere to HIPAA guidelines in all forms of communication.
- *(Additional Responsibilities.)*

Inventory Control Specialist

Position Location: Milford, CT, USA

Job Type: Full-time

Responsibilities:

- Proficient in use of SAP application related to all aspects of inventory management.
- Work with Microsoft Office applications including Word, Excel and Power Point. Exhibit ability to perform analysis and utilize charts in Excel.
- Maintain high target levels of accuracy in all aspects of the job related to inventory quantities and financial impacts for the production materials.
- Report, track, investigate and reconcile material variance issues.
- Develop system support to reduce failures and promote efficiency.
- Demonstrate clear understanding of area manufacturing processes and identify opportunity areas.
- *(Additional Responsibilities.)*

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Universal Banker

Position Location: Hamden, CT, USA

Job Type: Full-time

Responsibilities:

- Deepening customer relationships and achieving sales goals through daily activities, disciplines and behaviors.
- Delivers an outstanding customer experience.
- Participate in the successful set up of all new customer accounts, accurate and efficient process of all over-the-counter transactions, originate consumer lending applications and assist customers with inquiries or problem resolution in a professional manner. Perform a full range of customer service transactions.
- Create collaborative partnerships within the banking team and community to successfully meet the goals and objectives of the organization and needs of our customers.
- *(Additional Responsibilities.)*

Individual Aide

Position Location: Hamden, CT, USA

Job Type: Full-time

Responsibilities:

- Assist in assessing student progress with behavior management system.
- Adapt classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and meeting IEP goals.
- Assist in maintaining routine classroom procedures and preparation of materials as assigned.
- Assist with student supervision and/or feeding including snacks and reinforcements.
- Assist in maintaining safety and general welfare of assigned students.
- Communicates effectively with students and colleagues.
- Maintain confidentiality of student performances and records as prescribed by State and Federal law and ACES policy and procedures.
- Participate in trainings for the purpose of providing or receiving information and updating skills.
- *(Additional Responsibilities.)*

University Security Officer

Position Location: New Haven, CT, USA

Job Type: Full-time/Part-time

Responsibilities:

- Exhibit a polite, calm, and personable demeanor. Customer service experience is necessary.
- Able to stand and walk for long hours.
- Maintain a safe and secure environment for the client's faculty, guests, and students.
- Two plus years of Security experience required.
- *(Additional Responsibilities.)*

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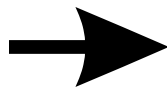
The American Job Centers of South-Central CT offer a variety of services to job seekers and employers FREE of charge. We connect thousands of people to employment each year with training, workshops, 1-on-1 counseling, and job clubs.



To find more training and employment opportunities, please visit the Workforce Alliance website or get started by scanning the QR CODE below.

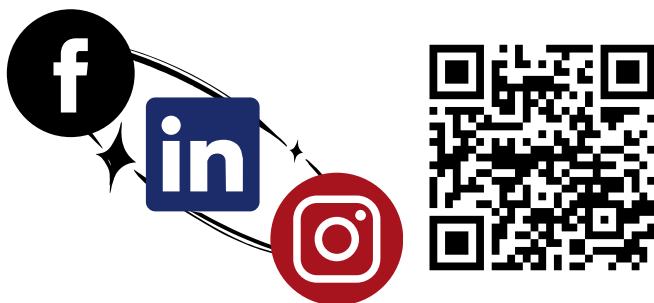
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Once you have scanned the QR Code, click on [Job Seeker Orientation](#) and follow our 4-step process to enroll in 10 minutes or less.

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HOT JOBS LIST
COMING
SOON!**