

DECEMBER 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**](https://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.



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STAFF PICKS

Director of Central Communications

Position Location: Middletown, CT, USA

Job Type: Full-time

Responsibilities:

- Plans, implements and supervises the operations of the 911 Center; prepares budget and capital expenditures; plans the response to major emergencies. Reviews and monitors department contracts.
- Supervises department personnel; interviews, tests and recommends candidates for hire; arranges or conducts training and instruction; plans, coordinates; assigns and reviews work; maintains standards; acts on grievances; allocates personnel and evaluates performance.
- Oversee the inspection, maintenance, testing and repair of all alarm systems alongside perform work on alarm systems.
- Install, test and maintain mainframe and network within Dispatch, Police Department and Fire Departments.
- Maintain knowledge of state and federal laws, NFPA Fire Codes, National Electrical Codes and ensure department compliance with these and other requirements.
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- *(Additional Responsibilities.)*

Senior Admissions Counselor

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Serve as the primary point of contact for prospective students, providing timely guidance on program offerings, admissions, financial aid, and career planning.
- Engage with prospective students promptly, including calling and following up with leads in a timely manner.
- Maintain ongoing communication with prospective students via email, phone, mail, and social media.
- Collaborate effectively with a cohesive admissions team while also working independently with minimal supervision.
- Develop and maintain relationships with corporate, community, non-profit, and government organizations to support recruitment initiatives.
- *(Additional Responsibilities.)*

Assistant Store Manager

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Oversee the proper handling and processing of incoming and outgoing materials, on-site donations, merchandise received from donation centers and/or other stores.
- Ensure that quality customer service is provided by self and employees in a timely and courteous manner to all shoppers.
- Assist the Store Manager in interviewing, hiring, and training the activities of store personnel to provide an efficient and effective work force.
- *(Additional Responsibilities.)*

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Medical Receptionist

Position Location: Branford, CT, USA

Job Type: Full-time

Responsibilities:

- Follows all company policies and procedures including but not limited to human resources, clinic, administrative, HIPAA, and compliance.
- Greet patients and visitors, check in patients, and verify insurance in accordance with policy.
- Enter patient demographics and insurance information into the Electronic Medical Record.
- Determine fees and process appropriate co-pays, properly record information.
- Maintain appropriate levels of cash and balance cash drawer according to procedure.
- Must have excellent interpersonal and communication skills.
- *(Additional Responsibilities.)*

Bilingual Intake Specialist

Position Location: Milford, CT, USA

Job Type: Full-time

Responsibilities:

- Answer incoming calls and handle potential client intake inquiries from English and Spanish speaking callers.
- Assist with Spanish to English translations with clients and callers.
- Assist all callers by providing polite and professional assistance via phone, e-mail, or mail.
- Schedule client meetings for intake.
- Timely data entry and general administrative support.
- Exceptional phone etiquette with friendly demeanor.
- Professional verbal and written communication skills.
- Self-starter with proven ability to effectively perform in a fast-paced environment.
- Ability to be a team player and work independently.
- Medical or legal terminology knowledge a plus.
- Must be fully fluent speaking, writing, & reading in English and Spanish.
- *(Additional Responsibilities.)*

Support - Inventory Control Clerk

Position Location: North Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Resolve inventory-related issues using the Warehouse Management System.
- Move products according to the company's needs and slotting requirements.
- Help other departments in resolving issues with misplaced products or other inventory-related discrepancies.
- Collaborate with relevant teams to address and rectify any discrepancies or quality issues.
- Maintain detailed records of audit findings, discrepancies, and corrective actions taken.
- Assist in cleaning and maintaining a safe working environment in the warehouse.
- *(Additional Responsibilities.)*




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Security Professional

Position Location: North Haven, CT, USA

Job Type: Full-time

Responsibilities:


- Provide exceptional customer service to clients and visitors by carrying out security-related procedures and following site-specific policies.
 - Respond to incidents and critical situations in a calm, problem-solving manner, assisting as needed according to established protocols.
 - Conduct regular and random patrols around the healthcare facility and its perimeter to help to deter unwanted activity, while remaining observant of potential hazards or suspicious behavior.
 - Offer guidance and support to staff, patients, and visitors regarding security-related procedures and facility access.
 - *(Additional Responsibilities.)*
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Systems Support Specialist

Position Location: Cromwell, CT, USA

Job Type: Full-time

Responsibilities:

- Diagnose and resolve issues with computer hardware, software, printers, and peripherals in a timely and professional manner.
 - Update and maintain desktops, laptops, tablets, and mobile devices for staff use.
 - Configure, upgrade, and maintains Active Directory infrastructure.
 - Install, update, and troubleshoot software applications and operating systems.
 - Ensure appropriate licensing and compliance for all software installations.
 - Assist in maintaining secure network connections and VPN access for remote users.
 - Maintain professionalism and patience in high-pressure situations.
 - *(Additional Responsibilities.)*
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Residential Program Manager

Position Location: Meriden, CT, USA

Job Type: Full-time

Responsibilities:

- Implement standards that are in compliance with all policies for emergency shelter programs.
- Ensure a comprehensive service delivery system for working with individuals and families is implemented.
- Oversee the development and implementation of program budgets and ensure operations take place in a cost effective manner.
- Build relationships with community partners to increase awareness of program activities and build capacity of programming.
- Recommend hiring and discipline of all employees as appropriate.
- Require that all staff orientation and trainings are provided on timely basis.
- *(Additional Responsibilities.)*

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Individual Aide

Position Location: North Haven, CT, USA

Job Type: Full-time

Responsibilities:

- 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.
- Implement established behavior management system.
- Assist in maintaining routine classroom procedures and preparation of materials as assigned.
- Cooperate with all agency personnel and consultants who provide input or services to students.
- Communicate effectively with students and colleagues.
- Knowledge and ability to maintain safety of self, staff, and students by participating and maintaining approved physical and psychological management techniques.
- *(Additional Responsibilities.)*

Airport Operations Specialist

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Observe and enforce airport safety and security standards while promptly address hazards and discrepancies.
- Support emergency operations, including initial response for Aircraft Rescue and Fire Fighting (ARFF) and medical events.
- Monitor access control systems, CCTV, and enforce Airport Security Plan (ASP) requirements.
- Assist with airfield construction coordination and tenant/vendor escorting.
- Respond to irregular events and complete detailed incident reporting.
- Maintain airport records and assist in training stakeholders as needed.
- Ability to make sound decisions in fast-paced or emergency environments.
- Effective written and verbal communication skills, including professional radio communication.
- Work flexible hours, including nights, weekends, holidays, and overtime as required.
- *(Additional Responsibilities.)*

Package Handler

Position Location: Middletown, CT, USA

Job Type: Full-time/Part-time

Responsibilities:

- Unload delivery trucks of packages, containers, and other miscellaneous items.
- Place packages on conveyor belt for distribution throughout facility.
- Ability to work independently and as a team player.
- Clean and concise communication skills is a must.
- Comfortable working in a fast paced, climate-controlled environment.
- *(Additional Responsibilities.)*

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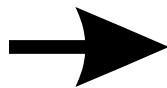
The American Job Centers of South-Central CT offer a variety of services to job seekers and employers FREE of charge. We connect thousands of people to employment each year with training, workshops, 1-on-1 counseling, and job clubs.

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



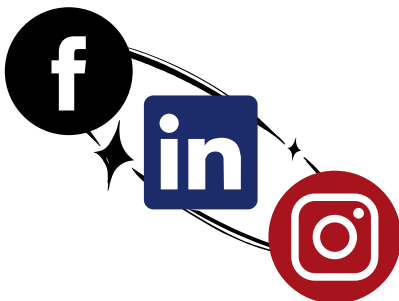
JOB TRAINING & EMPLOYMENT

Scan this code
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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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**JANUARY
HOT JOBS LIST
COMING
SOON!**