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Passaic County Workforce Development Center
 200 Memorial Drive, Paterson, NJ 07505
 973-742-5226 extension 7142 jlopez@pcwdc.org

Passaic County Employment Network Job Order Form

To list your job openings, please complete this form and email to
 Jose Lopez, Business Resource Coordinator, jlopez@pcwdc.org or fax to 973-279-1572

COMPANY NAME: The Arc of Bergen and Passaic	ADDRESS: 223 Moore street	CITY/STATE/ZIP CODE Hackensack, NJ 07601	PHONE: 201-343-0322 FAX: 201-343-0401 EMAIL: qmorton@arcbp.com
CONTACT/TITLE: Quadir Morton: Field Recruiter	CONTACT PHONE: 201-343-0322 ex:2276 EMAIL: qmorton@arcbp.com	FEIN # (REQUIRED): 221620254	WEBSITE: www.arcbp.com
BUSINESS TYPE: Not-for-profit, Social services			
JOB TITLE: Adult Daycare program staff	SALARY RANGE: \$18.50/hour	NUMBER OF OPENINGS: 5	DATE POSTED:
WORK SCHEDULE/DAYS: Mon-Fri Day hours	HOURS/SHIFTS: 37.5/week	FULL TIME: <input checked="" type="checkbox"/> PART TIME: <input type="checkbox"/>	BENEFITS: medical, dental, 401k, sick, personal, and vacation time
PUBLIC TRANSPORTATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> APPLICATIONS ACCEPTED BY: EMAIL <input checked="" type="checkbox"/> MAIL <input checked="" type="checkbox"/> PHONE <input type="checkbox"/> FAX <input type="checkbox"/> ONLINE <input checked="" type="checkbox"/>			
JOB DESCRIPTION			
<p>ROLES/RESPONSIBILITIES/DUTIES:</p> <p>ENSURE THE HEALTH, SAFETY AND WELL-BEING OF EACH PARTICIPANT, PROVIDE ASSISTANCE, INFORMAL COUNSELING AND ONGOING EMOTIONAL SUPPORT TO HELP CONSUMERS MEET THEIR DAILY GOALS. PROVIDE TRANSPORTATION IN COMPANY VAN.</p> <p>SKILLS REQUIRED:</p> <p>High school diploma, Valid New Jersey drivers license, and a compassionate nature and desire to help others.</p> <p>EDUCATION REQUIREMENTS:</p> <p>MUST BE A MINIMUM OF 18 YEARS OF AGE. DEMONSTRATE A POSITIVE AND CARING ATTITUDE WITH REGARD TO INDIVIDUALS WITH DISABILITIES. HIGH SCHOOL DIPLOMA AND VALID NEW JERSEY DRIVER'S LICENSE.</p> <p>EXPERIENCE: YEARS 0 MONTHS DRIVER'S LICENSE: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> LICENSES/CREDENTIALS: CLICK HERE TO ENTER TEXT.</p> <p>ADDITIONAL NOTES: E/O/E</p>			