

9/26/11

Highlighted Opportunities

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Safety
Division of Emergency Medical Services
Classified, GRADE 10
40 Hour Week

PARAMEDIC I

GENERAL STATEMENT OF DUTIES: Receives and interprets dispatched orders; chooses appropriate routes and access to scene; drives and/or rides an emergency vehicle to the scene of medical emergencies; works in a variety of weather conditions; works in sometimes hazardous areas and/or situations; administers advanced lifesaving techniques at the scene of an emergency while in radio contact with physicians at the hospital; accepts total responsibility for patient care; participates in other forms of basic lifesaving and medical rescue as needed; performs work involving the maintenance and preparation of necessary equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves highly responsible advanced emergency medical treatment of injured/ill patients and assists in the safe transportation to the hospital. In medical emergency situations, the employee must be capable of performing required advanced emergency medical procedures while in direct radio contact with and under the direct supervision of the hospital emergency room physicians. Work is performed under the general supervision of the Paramedic III or EMS Field Supervisor.

ADA REQUIREMENTS: This is heavy work requiring the exertion of 100 lbs. of force occasionally, up to 50 lbs. of force frequently, and up to 20 lbs. of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to other accurately, loudly, or quickly. Hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of and skill in advanced emergency care procedures; knowledge of physiology for diagnostic purposes; knowledge of pharmacology; strong knowledge of traffic rules and regulations; ability to safely operate a vehicle on the road in emergency situations at high speed; skill in operating advanced emergency care equipment; ability to understand and follow oral and written instructions; ability to prepare accurate written reports; ability to manage people in stressful situations for the care and safety of the patient; skill in minor maintenance of emergency vehicles; good driving record (to be determined by review); excellent moral character (to be determined by a background investigation); must demonstrate a high degree of dependability; ability to perform as part of a team; good judgment; integrity; tact; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of a standard high school course or G.E.D. (College degree preferred) and successful completion of a State-approved advanced paramedical training program with a minimum three years experience operating motor vehicle equipment; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of State of Delaware Paramedic certification, National Registry of EMT=s Paramedic certification, and current BCLS, ACLS, BTLs Advanced and/or PHTLS certification. Possession of, or ability to achieve and retain, Emergency Vehicle Operator certification in addition to a valid motor vehicle operator=s license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must pass testing for infectious diseases. Must work a rotating twenty-four-shift, seven days a week, as assigned. May be required to pass testing of physical strength and agility to qualify for and retain position. Direct deposit of pay required. Must pass written test administered by the Kent County Personnel office and must sit for an oral interview.

Don't forget to check these important sites for opportunities:

The People's Place <http://www.peoplesplace2.com/employment.html>

Delaware Employment Link for all jobs posted for the State of Delaware: <http://delawarestatejobs.com/>

Link for Jobs at Non-Merit State Agencies <http://www.delawarestatejobs.com/pages/additionaljobs.asp>

Delaware Job Link for jobs listed by Delaware Companies: <https://joblink.delaware.gov/>

County Jobs in Delaware:

- Kent County - <http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>
- Sussex County – <http://www.sussexcountyde.gov/dept/personnel/index.cfm?resource=jobopenings>
- New Castle County – <http://www2.nccde.org/HR/Employment/default.aspx>

The State of Delaware is accepting employment applications for the following jobs. If you are interested in a job, please submit your application by the **final filing date.**

Job title: Physical Plant Maintenance/Trades Foreman

Opening date: 9/20/2011

Final filing date: Sep 26 2011 11:5

Recruitment number: 091511-MCCK05-350100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091511&R2=MCCK05&R3=350100>

Job title: Physical Plant Maintenance/Trades Mechanic III

Opening date: 9/20/2011

Final filing date: Sep 26 2011 11:5

Recruitment number: 091511-MCCK04-350100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091511&R2=MCCK04&R3=350100>

Job title: Physical Plant Maintenance/Trades Mechanic II

Opening date: 9/20/2011

Final filing date: Sep 26 2011 11:5

Recruitment number: 091511-MCCK03-350100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091511&R2=MCCK03&R3=350100>

Job title: Trainer/Educator III

Opening date: 9/20/2011

Final filing date: Sep 26 2011 11:5

Recruitment number: 091211-MACC03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091211&R2=MACC03&R3=350500>

Job title: Conservation Technician II

Opening date: 9/21/2011

Final filing date: Sep 27 2011 11:5

Recruitment number: 091911-MGCA02-400100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091911&R2=MGCA02&R3=400100>

Job title: Conservation Technician III

Opening date: 9/19/2011

Final filing date: Sep 28 2011 11:5

Recruitment number: 091511-MGCA03-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091511&R2=MGCA03&R3=550400>

Job title: Equipment Mechanic I

Opening date: 9/19/2011

Final filing date: Sep 28 2011 11:5

Recruitment number: 091511-MCCA01-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091511&R2=MCCA01&R3=550400>

Job title: Driver Improvement Officer

Opening date: 9/19/2011

Final filing date: Sep 28 2011 11:5

Recruitment number: 091511-MBCA01-551100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091511&R2=MBCA01&R3=551100>

Job title: Engineering/Planning/Surveying Technician V

Opening date: 9/19/2011

Final filing date: Sep 28 2011 11:5

Recruitment number: 091411-MFBA05-550800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091411&R2=MFBA05&R3=550800>

Job title: Engineering/Planning/Surveying Technician II

Opening date: 9/19/2011

Final filing date: Sep 28 2011 11:5

Recruitment number: 091411-MFBA02-550800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091411&R2=MFBA02&R3=550800>

Job title: Systems Manager/Computer Engineer

Opening date: 9/19/2011

Final filing date: Sep 28 2011 11:5

Recruitment number: 090811-MADZ13-550200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090811&R2=MADZ13&R3=550200>

Job title: Social Service Specialist II

Opening date: 9/23/2011

Final filing date: Sep 29 2011 11:5

Recruitment number: 092211-MDD002-380600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MDD002&R3=380600>

Job title: Family Service Assistant I

Opening date: 9/23/2011

Final filing date: Sep 29 2011 11:5

Recruitment number: 092211-MDDN01-370400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MDDN01&R3=370400>

Job title: Family Crisis Therapist

Opening date: 9/23/2011

Final filing date: Sep 29 2011 11:5

Recruitment number: 092211-MDDC01-370400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MDDC01&R3=370400>

Job title: Equipment Operator I

Opening date: 9/23/2011

Final filing date: Sep 29 2011 11:5

Recruitment number: 092211-MCCC01-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MCCC01&R3=550400>

Job title: Human Resources Specialist IV

Opening date: 9/23/2011

Final filing date: Sep 29 2011 11:5

Recruitment number: 092211-MACB04-380100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MACB04&R3=380100>

Job title: Accounting Technician

Opening date: 9/23/2011

Final filing date: Sep 29 2011 11:5

Recruitment number: 092211-MABA01-100200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MABA01&R3=100200>

Job title: Administrative Specialist I

Opening date: 9/23/2011

Final filing date: Sep 29 2011 11:5

Recruitment number: 092211-MAAA01-450101

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MAAA01&R3=450101>

Job title: Food Service Worker

Opening date: 9/23/2011

Final filing date: Sep 29 2011 11:5

Recruitment number: 092111-MCBD01-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092111&R2=MCBD01&R3=351400>

Job title: Corporations Assistant

Opening date: 9/23/2011
Final filing date: Sep 29 2011 11:5
Recruitment number: 092211-MAAB02-200500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MAAB02&R3=200500>

Job title: Motor Vehicle Technician I
Opening date: 9/23/2011
Final filing date: Sep 29 2011 11:5
Recruitment number: 092211-MBCC01-551100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MBCC01&R3=551100>

Job title: Fiscal Administrative Officer
Opening date: 9/24/2011
Final filing date: Sep 30 2011 11:5
Recruitment number: 092211-MABB04-600600
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MABB04&R3=600600>

Job title: Administrative Specialist I
Opening date: 9/24/2011
Final filing date: Sep 30 2011 11:5
Recruitment number: 092211-MAAA01-450100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092211&R2=MAAA01&R3=450100>

Job title: Support Services Administrator
Opening date: 9/24/2011
Final filing date: Sep 30 2011 11:5
Recruitment number: 091511-MAHZ06-450100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091511&R2=MAHZ06&R3=450100>

Job title: Senior Environmental Compliance Specialist
Opening date: 9/25/2011
Final filing date: Oct 1 2011 11:5
Recruitment number: 092311-MGCB02-400400
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092311&R2=MGCB02&R3=400400>

Job title: DNREC Enforcement Trainee
Opening date: 9/25/2011
Final filing date: Oct 1 2011 11:5
Recruitment number: 092311-MBBD01-400300
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=092311&R2=MBBD01&R3=400300>

Job title: Unemployment Insurance Quality Control Auditor
Opening date: 9/21/2011
Final filing date: Oct 4 2011 11:5
Recruitment number: 091911-MBAZ05-600600
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091911&R2=MBAZ05&R3=600600>

Job title: Nursing Director
Opening date: 5/3/2011
Final filing date: Oct 30 2011 11:5

Recruitment number: 041311-MDGB08-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=041311&R2=MDGB08&R3=350500>

Job title: Public Health Administrator II

Opening date: 5/21/2011

Final filing date: Nov 17 2011 11:5

Recruitment number: 051911-MDDL03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDDL03&R3=350500>

Job title: Dentist

Opening date: 5/28/2011

Final filing date: Nov 24 2011 11:5

Recruitment number: 052411-MDEA01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MDEA01&R3=350500>

Job title: Registered Nurse III

Opening date: 6/25/2011

Final filing date: Dec 21 2011 11:5

Recruitment number: 062311-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Registered Nurse II

Opening date: 6/25/2011

Final filing date: Dec 21 2011 11:5

Recruitment number: 062311-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Certified Nursing Assistant

Opening date: 6/25/2011

Final filing date: Dec 22 2011 11:5

Recruitment number: 062211-MDCD02-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MDCD02&R3=351100>

Job title: Nutritionist III

Opening date: 6/25/2011

Final filing date: Dec 22 2011 11:5

Recruitment number: 062411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062411&R2=MDFA03&R3=350500>

Job title: Registered Nurse II

Opening date: 7/8/2011

Final filing date: Jan 4 2012 11:5

Recruitment number: 070611-MDGB02-380200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MDGB02&R3=380200>

Job title: Advanced Practice Nurse

Opening date: 8/8/2011

Final filing date: Jan 8 2012 11:5

Recruitment number: 080111-MDGB05-200900

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080111&R2=MDGB05&R3=200900>

Job title: Registered Nurse III
Opening date: 7/16/2011
Final filing date: Jan 12 2012 11:5
Recruitment number: 062911-MDGB02-350500
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MDGB02&R3=350500>

Job title: Registered Nurse II
Opening date: 7/16/2011
Final filing date: Jan 12 2012 11:5
Recruitment number: 062911-MDGB02-350500
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MDGB02&R3=350500>

Job title: Registered Nurse III
Opening date: 7/27/2011
Final filing date: Jan 23 2012 11:5
Recruitment number: 072011-MDGB03-350500
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072011&R2=MDGB03&R3=350500>

Job title: Chief Physician
Opening date: 8/9/2011
Final filing date: Feb 5 2012 11:5
Recruitment number: 080411-MDEB02-351100
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080411&R2=MDEB02&R3=351100>

Job title: Nursing Home Administrator
Opening date: 8/10/2011
Final filing date: Feb 6 2012 11:5
Recruitment number: 080311-MDBZ12-351400
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080311&R2=MDBZ12&R3=351400>

Job title: Epidemiologist II
Opening date: 8/17/2011
Final filing date: Feb 13 2012 11:5
Recruitment number: 081211-MDAB02-350500
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081211&R2=MDAB02&R3=350500>

Job title: Registered Nurse I-III
Opening date: 8/18/2011
Final filing date: Feb 14 2012 11:5
Recruitment number: 081111-MDGB01-351400
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Nursing Supervisor
Opening date: 8/18/2011
Final filing date: Feb 14 2012 11:5
Recruitment number: 081111-MDGB04-351400
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB04&R3=351400>

Job title: Registered Nurse III
Opening date: 8/18/2011
Final filing date: Feb 14 2012 11:5
Recruitment number: 081111-MDGB01-351400
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Registered Nurse II
Opening date: 8/18/2011
Final filing date: Feb 14 2012 11:5
Recruitment number: 081111-MDGB01-351400
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Registered Nurse II
Opening date: 8/18/2011
Final filing date: Feb 14 2012 11:5
Recruitment number: 081111-MDGB01-351400
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Compliance Nurse
Opening date: 8/24/2011
Final filing date: Feb 20 2012 11:5
Recruitment number: 081911-MDGZ02-350900
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081911&R2=MDGZ02&R3=350900>

Job title: Compliance Nurse
Opening date: 8/24/2011
Final filing date: Feb 20 2012 11:5
Recruitment number: 081911-MDGZ02-350900
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081911&R2=MDGZ02&R3=350900>

Job title: Certified Nursing Assistant
Opening date: 8/24/2011
Final filing date: Feb 20 2012 11:5
Recruitment number: 081911-MDCD02-351400
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081911&R2=MDCD02&R3=351400>

Job title: Family Service Specialist
Opening date: 9/2/2011
Final filing date: Feb 28 2012 11:5
Recruitment number: 083111-MDDQ01-370600
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=083111&R2=MDDQ01&R3=370600>

See Below for Opportunities Recently Posted in the Cape Gazette

[Assistant Billing Manager - Mid-Atlantic Family Practice](#)

[Assistants, Hairstylist, Massage - Stephan & Co.](#)

[Caregivers](#) - Home Instead Senior Care
[Case Manager](#) - Nanticoke Health Services
[CNA](#) - Cadia Rehabilitation-Renaissance
[CNA](#) - Harbor Healthcare
[Customer Service Representative](#) - Tanger Mall
[Dental Assistant](#) - Practice in Dagsboro
[Domestic Violence Staff](#) - People's Place (SAFE)
[Driver, Customer Service](#) - Sussex County Habitat For Humanity
[Echo, Vascular Technologists](#) - Cardiovascular Consultants
[Executive Director](#) - Delaware Center for the Inland Bays
[HVACR Technician](#) - All Temp Air
[Job Opportunities](#) - Beebe Medical Center
[Job Opportunities](#) - Sussex Family YMCA
[Job Opportunities](#) - The Peninsula
[Line Cooks, Sous Chefs](#) - The Pickled Pig Pub
[Loan Support Clerk](#) - Community Bank
[Medical Assistant or CNA](#) - Mid-Atlantic Family Practice
[Night Custodian](#) - Cape Henlopen School District
[Nursing Supervisor](#) - Harbor Healthcare & Rehabilitation
[Phlebotomist](#) - Medical Office
[Placement Coordinator](#) - CHEER
[Real Estate Sales](#) - Coldwell Banker
[Receptionist](#) - Medical Office
[Registration Office/Bookkeeper](#) - Holly Lake Campsites
[Restoration Technician](#) - Gale Force
[RN](#) - Brandywine Senior Living
[RN/LPN, Bi Lingual Medical Assistant](#) - Pediatric Office
[Sales](#) - Carltons
[Sales Executives](#) - Coastal Style Magazine
[Sales Professionals](#) - Holly Kia
[Sales/Customer Service](#) - Harvard Business Services
[Server/Wait Staff](#) - Cadbury at Lewes
[Servers](#) - The Greene Turtle Rehoboth
[Services Aides](#) - Cape Henlopen School District
[Shift Leaders](#) - Dunkin' Donuts in Millsboro, Long Neck
[Shift Leaders](#) - Dunkin' Donuts in Rehoboth
[Shift Supervisor RN](#) - Harrison Senior Living of Georgetown
[Special Education Teachers](#) - Cape Henlopen School District

[Stylists - Pure Bliss](#)

[Transition Assistant - Vocational Rehabilitation](#)

Please See Below for Jobs Recently Posted in the Dover Post

Child CareP/T asst. teacher needed for high quality center. Hours approx. 12:00-5:30. Must have DOE certificate and experience working with young children. Please fax resume to 302-730-4747 or e-mail to admin@childrenssecretgarden.net

Sussex County Habitat for Humanity ReStore, **PT driver & customer service Rep.** 15-20 hrs a week. Verifiable spotless driver record, customers service skills & ability to lift 50 lbs. Must pass background check. Apply at 107 Depot St. Georgetown, DE. 19947 Wed.-Sat. between 10am - 2pm or emailrestore@sussexcountyhabitat.org . **SCHFH is an Equal Opportunity Employer.**

Experienced Automotive Technician, Full benefits available. Call Gary at Firestone (302) 734-5941 Dover

Experienced bus drivers wanted, In the smyrna/middletown area. Ask for Phyllis (302)653-3886

FULLER BRUSH CO. Sales Distributors needed. Start your own Home Based Business. Looking for people who could use extra money, servicing people in your area. No investment. Call 800-882-7270 **email:** fullerlady2@aol.com www.joannefullerlady.com

Housekeeper Full Time., Live Out. M-F. Non-Smoker Job is located in Middletown, DE. Private Home Responsibilities Include: Vacuum, mop, dust, laundry, make beds, Clean kitchens, Bathrooms and other household duties. Must be legal US resident, have verifiable references and a clean background check. Interested applicants contact Send resumes to: 222 carter Drive Suite 201 Middletown, DE 19709 or fax to 302-861-3339

Housing Counselor nonprofit agency, Located in Middletown, DE seeking Housing Counselor to provide services to individuals/families in the MOT area. Must have own vehicle and able to work flexible hours. BS degree in Human Services or related field or associates degree and two years work experience in related field or one year to 2 years work experience as a Housing Counselor or related field. Send Resumes to Housing Director 1218 B Street-Wilmington, DE 19801. Resumes accepted until 9/30/11.

p/t furniture mover as needed, Requirements must be able to lift 75 lbs., have own transportation, reliable, willingnes to work. No experience required, perfect opportunity for a college student. Must be able to pass drug test. Pay \$9.00hr. email:annexmarket@comcast.net. Annex Market Place located in Wilmington, Delaware

Administrative Assistant, Financial company located in Kent County seeks full-time employee who has positive energetic attitude, professional appearance, and excellent communication, computer, and organizational skills. Responsible for client care, data entry, and office organization. Must pass background check. Experience not necessary. Salary range \$11-\$14 per hour. Please call (302) 747-7583 to schedule interview.

SchagrIn GAS Company, A family owned propane company, is seeking a **propane delivery driver** for our Georgetown, DE. location. Applicants must have clean driving record, and comply with drug testing/background check. CDL Class B w/X endorsement required. We offer a competitive compensation pkg plus medical, dental, 401K & profit sharing. Apply at SchagrInGAS 21332 Cedar Creek Ave, Georgetown or fax 302-279-8907 **email** hr@schagrIngas.com

DELIVERY DRIVER, Good driving record required. OUTSIDE PARTS SALESPERSON. Good driving record and heavy duty truck knowledge required. Please apply at 613 Clara St. Dover, DE. 19904 or email: mweyandt_1999@yahoo.com

TONY'S PIZZA HIRING FOR SERVER'S Please apply in person @ **Tony's Pizza in Dover 1053 N. DuPont Hwy**

pt secretary for montessori school., Looking for an organized and dependable individual with excellent people skills. Call (302)239-2917 or fax (302)-239-0184 Hockessin

Part-time Paralegal Assistant, wanted for busy law practice. Excellent grammar and strong communication skills a must. Must be proficient in MS Office. Must type min of 50 wpm. Opportunity for advancement. Please email or fax cover letter and resume to: kvicks@vickslaw.com or **(302) 674-3700**.

Please See Below for Jobs Recently posted on CareerBuilder.com

Job Title	Company	Location	Date Posted	
Life Enrichment Assistant	Extendicare Health Services	New Castle, DE	Sep-26	Apply
Construction Superintendent - Mechanical	Network Search	Smyrna, DE	Sep-26	Apply
Marketing Lead-Centralized Pricing	Chase	Wilmington, DE	Sep-26	Apply
Outside Sales / Account Executive / Sales Representative	Matco Tools	Dover, DE	Sep-26	Apply
Registered Nurse with IV experience Needed	Bayada Nurses	New Castle, DE	Sep-25	Apply

See Below for Jobs Recently Posted on Idealist.org

Job

Government Affairs Manager

Posted on: *September 20, 2011*

Posted by: [Rodel Foundation of Delaware](#)

Description

The primary role of the position is to serve as a liaison with policymakers, legislators, state officials, school board members, and statewide organizations and to build champions around education reform. Relationships will support education policy issues such as school finance, teacher quality, and early childhood education, and outreach will be targeted to ensuring the high quality implementation of RTTT and the Vision 2015 agenda.

The role requires an interest in education, strong communications skills, flexibility, good judgment, political savvy and the ability to manage complex internal and external relationships.

Essential Duties and Responsibilities:

Serve as Rodel's representative in Legislative Hall:gather information on when and how education-related issues are being addressed, focusing on:- Attending JFC and education committee meetings

- Informing and educating legislators on education policy and RTTT progress

- Identifying critical relationships to develop and bills to engage in

- Helping develop strategy and create talking points, in coordination with lobbyists

- Partnering with attorneys, lobbyists, Rodel staff, and other partners to develop policies and positions

Support internal planning: participate in planning for and implementation of advocacy initiatives related to policy priorities. Partner with policy, public will, and partnerships teams to develop plans and ensure alignment of efforts

Serve as a liaison with the State Board (and District School Boards, as needed); Actively support the relationship development with targeted school board members as determined with Rodel team

Conduct other outreach and relationship development activities as needed, including P-20 Council Meeting and Early Childhood Council

Support the engagement of Rodel stakeholders in outreach and relationship building, as appropriate, building on existing relationships and relying on colleagues for development of strategy and products.

Education/Experience:

To perform this job effectively, a strong knowledge of state government and public education are preferred. In addition, 3 to 5 years of experience in government relations, education, or other related work are preferred. The ideal candidate will excel in:

Relationship building

Written and verbal communication skills

Program and project management experience

The ability to work independently and with others

Strategic thinking

The ability to work with multiple partners at all levels

Computer Skills:

To perform this job successfully, an individual must be proficient in the full suite of Microsoft Office and the ability/ affinity to learn new technology applications.

How to apply

Submit a cover letter and resume to Nancy Millard:

Email: nmillard@rodelfoundationde.org

Fax: 302-571-1538

Mail: 100 W. 10th Street, Suite 704, Wilmington, DE 19801

Senior Program Officer

Posted on: *September 19, 2011*

Posted by: [Rodel Foundation of Delaware](#)

Description

The Senior Program Officer for Communications and Public Engagement is responsible for initiating, implementing, and facilitating a comprehensive and strategic range of communications, outreach, and advocacy activities that strengthen the work of the Rodel Foundation and its principal program focus, Vision 2015. Responsibilities include the development and execution of a coherent communications and advocacy campaign, including strategic messaging, editorial development, media relations, public engagement, stakeholder outreach and advocacy, events, and select partner relations.

The successful candidate will demonstrate a clear commitment to public education, exceptionally strong communications and advocacy campaign skills, solid experience in stakeholder engagement, excellent project management skills, and the ability to manage complex internal and external relationships.

This position description is not intended to be all-inclusive, and the incumbent should expect to perform related duties as assigned by the supervisor.

Primary Responsibilities

Communications:

Support the Senior Vice President of National and State Partnerships in the design and implementation of communication and engagement strategies arising from the foundation's short, medium and long term goals

Build broad public awareness of, and brand identification for, [Rodel](#) and [Vision 2015](#), along with the critical work underway to implement Delaware's Race to the Top initiative

Partner with Voices 4 Delaware Education staff, in harnessing the voice of citizens and elected leaders of Delaware to advance statewide education reform initiatives

Fully integrate and oversee Rodel's wide range of print and electronic communications and outreach to ensure broad coverage and effective and consistent messaging, including:- Printed publications, including brochures, annual reports, briefing papers, and fact sheets

- Vision 2015 and Rodel websites, Blog, e-newsletter, and social media program

- Publicity, advertising, public information programs, awards, and promotional activities

- Video productions

Oversee relations with local and national media for disseminating information, as well as facilitating interviews, articles, opinions, and other public relations opportunities for foundation officials and Vision 2015 representatives

Ensure that all communications work fully aligns and strengthens the foundation's policy and program priorities.

Stakeholder Outreach and Public Engagement:

Assist the foundation's management in developing and managing positive and effective relationships with select private, public, and civic partners to advance Rodel and Vision 2015 goals

Help the Senior Vice President of National and State Partnerships identify and bring exemplary national initiatives and partnerships to Delaware

Represent the Foundation through meetings and presentations on the Foundation's work to local, state, and national partners and stakeholders

Plan and facilitate meetings with broad variety of constituent, partner, and stakeholder groups

Plan and manage annual conference, periodic institutes, association presentations, and other partner events

Education/Experience:

To perform this job effectively, a Master's Degree in Communications, or equivalent, is preferred, together with a strong knowledge of state and national education systems, and experience in building public engagement partnerships. In addition, 3 to 5 years of experience in one or more of the above areas is a must.

A strong, personal commitment to the cause of public education reform, with clear knowledge of the issues involved

Strong project management skills, driven by a commitment to quality, results, fiscal responsibility, and efficiency

Excellent written and oral communications skills with full capability to write articles, position statements, print and e-communications, and make presentations to different stakeholders

Ability to coordinate the efforts of multiple parties and to work in team environments
Sound, strategic decision-making, based on analysis, experience and judgment
Experience with electronic and print media, and solid working knowledge of new and emerging communication tools
Ability to build and draw upon significant relationships with internal and external constituents
Politically savvy and diplomatic
Willingness to do what it takes to get the job done
Experience in fundraising and development is a plus
Experience in Delaware preferred, with working knowledge of political and media environments

Computer Skills:

To perform this job successfully, an individual must be proficient in the full suite of Microsoft Office and the ability/affinity to learn new technology applications.

How to apply

Submit a cover letter and resume to Nancy Millard via:

Email: nmillard@rodelfoundationde.org

Fax: 302-571-1538

Mail: 100 W. 10th Street, Suite 704, Wilmington, DE 19801

Deputy Officer, Recruitment, Selection & Project Integration

Posted on: *September 7, 2011*

Posted by: [Delaware Department of Education](#)

Description

POSITION OVERVIEW:

The Teacher and Leader Effectiveness Unit (TLEU) is developing and implementing a leading-edge strategy for recruiting, selecting, training, developing, distributing, and retaining exceptional teachers and leaders statewide. In short, the work of the TLEU in Delaware will build upon the state's existing teacher and leader evaluation and data systems to create a world class, innovative human capital strategy that will serve as model for the nation.

Within the TLEU, the Deputy Officer, Recruitment & Selection will oversee statewide efforts to strengthen the pipeline of effective teachers and school leaders through new and existing partnerships. The Deputy Officer serves as both a project manager for RTTT initiatives as well as a thought-partner to the state's districts and charters as they each develop their own human capital strategy.

With DDOE now in its year of RTTT delivery, it is even more imperative that proper supports are provided within DDOE for critical RTTT work occurring outside of the PMO. Recognizing that fact, this will be the first PMO position with responsibility crossing branches and units. It will provide assistance with key RTTT projects occurring in other DDOE branches and units thereby driving integration across DDOE.

RESPONSIBILITIES:

Oversee the following critical RTTT talent pipeline initiatives:

- Delaware Teaching Fellows
- Teach For America—Delaware
- University of Delaware's STEM Residency
- Model Staffing Initiative
- Delaware Leadership Project

For more information on each of these initiatives, please visit:

<http://www.doe.k12.de.us/rttt/initiatives.shtml>; DDOE has developed contracts with many of these partners; such contracts are available upon request

Facilitate the overall improvement of traditional teacher and school leader preparation programs within the State of Delaware through collaboration with institutes of higher education, non-profit organizations, and local school districts. This includes:

Developing a legislative/regulatory agenda on teacher/school leader preparation

Educator preparation program evaluation for all sources of state talent

Lead in the development and implementation of a statewide teacher/school leader recruitment campaign. This includes:

Enhancing the current recruitment portal www.teachdelaware.com

Deploying a national marketing campaign to attract talent to state

Setting policy to monitor and support the usage of the portal and campaign

Leveraging vacancy, time-to-hire, and attrition data to inform staffing practices

Work across DDOE branches and units to support the implementation of the state's education reform agenda. This includes, but is not limited to:

Supporting DDOE's Charter School Office regarding human capital practices

Supporting DDOE's School Turnaround Unit regarding school staffing needs and human capital practices

Supporting DDOE's work with the state's DPAS-II educator evaluation system

Collaborating with DDOE's Delivery Unit to identify best practices to be replicated and ineffective practices to be discontinued, to ensure that the state is on track to meet its goals

Supporting the Teaching and Learning, College and Workforce Readiness and Financial Reform and Resource Management branches RTTT project needs (including but not limited to Common Core implementation, DCAS, Education Insight Portals and the Vision Network)

These responsibilities are not exhaustive of what the role may entail, as the TLEU will continue to innovative in developing the state's teachers and school leaders.

ESSENTIAL QUALIFICATIONS AND SKILLS:

Education: Master's degree preferred, preferably in Education and/or Education Policy

Experience:

- At least 4 years of progressive career experience, preferably in education
- Demonstrated commitment to eliminating the educational achievement gap
- Experience developing and implementing human capital strategies
- Project management or management consulting experience
- Contract management experience preferred

Skills:

- Superior project management skills, including demonstrated ability to problem solve effectively and efficiently, and to resolve organizational roadblocks
- Results-oriented, with demonstrated ability to self-motivate and to work independently
- Strategic thinker
- Expertise in preparation program or adult learning design and delivery
- Outstanding oral and written skills
- Team orientation and willingness to contribute at all levels to ensure successful implementation

SALARY

Salary will be computed in accordance with classification, educational level and work experience of the individual selected in accordance with Delaware Code. Direct deposit of payroll check is a condition of employment for state employees, and employees are paid on a lag pay schedule with first payment made after approximately one month employment.

NOTES

This is a position at DDOE and is funded with proceeds to be received through the Race RTTT award between 2010 and 2014. On March 30, 2010, Delaware was named as one of two states selected for Phase 1 funding of a RTTT competitive federal grant to improve education in public schools. The person hired will be responsible for implementing the proposals outlined in Delaware's

winning RTTT application. The continuation of this position beyond 2014 is expressly contingent in each succeeding fiscal year upon the availability of sufficient funds from state, federal, and/or appropriated special funds, and further contingent upon state allocated full-time equivalent (F.T.E.) authorizations in succeeding fiscal year budgets of the State of Delaware.

A criminal background check is required. The successful candidate must demonstrate during the interview process an understanding of diversity, educational equity and multicultural education. This job description is not intended to be an all-inclusive list of duties and standards of the position. The employee should expect to perform any other related activities needed to deliver the position's key duties and responsibilities and follow any other instructions as defined by his/her supervisor.

How to apply

APPLY TO:

Mary L. Cooke, Esq.

Human Resource Officer

Department of Education

401 Federal Street, Suite 2

Dover, DE 19901

302.735.4030

DDOE Application for employment available at: <http://www.doe.k12.de.us/job/default.shtml>

Application submissions should include (1) a DDOE Application for employment, (2) a detailed letter describing qualifications, (3) curriculum vitae, and (4) an email address for further communications. Please submit your application packet to the Delaware Department of Education Human Resource Office at doehr@doe.k12.de.us. In addition, please request three letters of reference be sent directly to

doehr@doe.k12.de.us. Review of applications will begin upon receipt.