



Hampden County Reentry & Recovery Program Hot Jobs! June 3,2024



HAMPDEN COUNTY REENTRY & RECOVERY PROGRAMS

We can help you explore your employment options, showcase your skills, create a solid resume, and prepare for the interviewing process through in-person counseling services, specialized workshops, and other offerings.

Meet employers hiring now through Virtual Career Fairs and other virtual and live hiring events. Our Employment Specialists are available to help you with your employment needs



- JOB APPLICATION ASSISTANCE
- RESUME DEVELOPMENT AND CRITIQUE
- CAREER EXPLORATION
- INTERVIEWING SKILLS
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413-532-4900



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Valet Attendant FT or PT - Days

Valet Park of America

Springfield, MA 01105

\$16 - \$19 an hour - Full-time

Apply on Indeed

Job Details: We are currently seeking staff who can work either FT 1st shift. Our hours of operation range from 7:00 am to 8 pm. providing Valet Parking at a local medical facility and other local establishments. We are looking for applicants with 7:45 am to 6 pm availability, with at least one weekend day. Weekend day would include, Friday 2nd shift, Saturday 1st or 2nd shift, and Sunday 1st or 2nd shift.

Requirements: Be able to drive a standard transmission vehicle to the satisfaction of management (training can be arranged). Have your own transportation (driving experience). Have experience working in customer service. Be over the age of 18 (due to laws about operating heavy machinery). License(s) required – The general Valet Attendant position requires a valid Class D license to operate a motor vehicle. This license must have been held for at least one year prior to applying. A driving record will be required at the time of application, and it must be approved for the applicant to be considered for a position. The Class D license must be kept in good standing for the duration of employment.

Cafe and Ice Cream Shop Manager

The Depot at Graham Central Station

64 Maple Street, East Longmeadow, MA 01028

\$1,000 a week - Full-time

Apply on Indeed

Job Details: We are hiring a manager who will be responsible for the entire operation including hiring, pricing, scheduling, planning, purchasing, etc. In essence you will be running the business. We will be open from April thru October from Wednesday thru Sunday.

Requirements: 4 years' experience



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Coffee Shop Worker

Holyoke Medical Center
575 Beech Street, Holyoke, MA 01040
Part-time
Apply on Indeed

Job Details: To prepare and display food stuffs and snacks for sale in the shop, while following all proper safe food handling procedures; to act as Barista, creating hot and cold beverages to order, for customers; to assist customers with purchases of food, stamps, and gift items; act as cashier, opening, accurately ringing sales, following closing procedures, and preparing deposits as necessary.

Requirements: High school diploma or equivalent; ability to read, write and speak in English and be able to follow verbal and written instructions; Previous experience in retail food service, or similar environment. **Location:** Valley Health Systems · Coffee Shop. **Schedule:** Part Time, varying shifts, Varied.

Front of House-

Woodstar Cafe & Bakery
60 Masonic Street, Northampton, MA 01060
\$19 - \$21 an hour - Part-time, Full-time
Apply on Indeed

Job Details: We are seeking experienced Front of House Team Members to help our growing company toward further success. Duties include, but are not limited to light food prep, cashiering, sandwich making, coffee/espresso making, dish washing, cleaning, and stocking - all at a quick pace. We are looking for folks who can work a mix of 7 am to 3 pm and 11 am to 7 pm shifts particularly on Sunday's and Monday's. Additional availability is great, but these days are essential. We have one full-time position (38-40 hours) and one part-time (18-23 hours) position to fill. We are a VERY busy cafe. Our 35-member team has a single objective - to create happiness. It takes loads of positive energy, physical stamina, organization, and adaptability to achieve this goal each day. We offer great pay, a highly organized workplace, and products you'll be proud to produce! If you have the experience, drive, grit, and reliability to get the job done, please apply with a resume, two professional references, and your availability.



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Line Cook/Kitchen Manager

The Blackboard Cafe

101 Point Grove Road, Southwick, MA 01077

\$16 - \$25 an hour - Part-time, Full-time

Apply on Indeed

Job Description: Prepare and cook food according to recipes and quality standards. Follow proper food handling and safety procedures. Collaborate with the culinary team to plan menus and create new dishes. Ensure all food products are stored properly and rotated to maintain freshness. Maintain a clean and organized kitchen environment. Assisting with catering events as needed.

Qualifications: Previous experience as a Line Cook or in a similar role in the food industry. Knowledge of food preparation techniques and kitchen equipment. Ability to work in a fast-paced environment and handle multiple tasks simultaneously. Strong attention to detail and organizational skills. Excellent communication and teamwork abilities.

Metro-by-T-Mobile Retail Sales Associate

One Rate Wireless

2460 Main Street, Springfield, MA 01107

\$15 - \$17 an hour - Full-time

Apply on Indeed

Job Description: Provide exceptional customer service to all customers. Operate cash registers and handle transactions accurately. Maintain a clean and organized sales floor. Assist with stocking shelves and monitoring inventory levels. Communicate effectively with customers to understand their needs and preferences. Demonstrate products to customers through product demos.

Requirements: Proficiency in operating cash registers and POS systems. Excellent communication skills to interact with customers and team members. Experience in upselling products to enhance customer experience.



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Home Health Aide (HHA)/PCA

A Better Life Home Care

Hampden County, MA

From \$15.25 an hour - Part-time

Apply on Indeed

Job Description: Duties include but not limited assisting clients with ADLS and IADLS (bathing, toiling, clothing, feeding, medication reminders etc) Applicant must have a reliable mode of transportation, subjected to a CORI check, discipline and able to follow guidelines.

Experience: Homecare: 1 year (Required), Driver's License (Required). HHA (Preferred)

Part Time Cleaner Evenings

ENVIRONMENT CONTROL

Chicopee, MA

\$16 an hour - Part-time

Call for an interview @ 413-224-2780.

Job Description: Dusting, Vacuuming, Mopping of tile, hardwood flooring, Restroom cleaning & restocking, Cleaning of windows, glass surfaces and mirrors, Trash removal.

Requirements: General knowledge of cleaning equipment, supplies are helpful we will train. Able to follow verbal directions, be organized and follow a schedule, be flexible to change in schedules at times. Ability to work around people and independently. Reliable and punctual. Excellent time management skills. Pay attention to detail when cleaning. Physically able to reach, stretch, bend, and walk continuously for the shift.

Customer Service

Edible

430 North Main Street, East Longmeadow, MA 01028

From \$15 an hour - Part-time, Full-time

Apply on Indeed

Job Description: Handle customer walk ins, and over the phone order. Keep a clean and neat workspace. Work independently and in a team. Be able to multi-task, such as handling a customer and answering phones.

Requirements: High school diploma or GED. Customer service skills. Phone and computer savvy. Follow communications procedures, guidelines, and policies.



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Delivery Driver

Manny's Appliances

1872 Boston Road, Wilbraham, MA 01095

\$21 - \$25 an hour - Full-time

Apply on Indeed

Job Description: Safely and efficiently operate a delivery vehicle (26' Box Truck) to transport goods to customers. Load and unload appliances from the vehicle using appropriate equipment. Verify the accuracy of delivery orders and ensure that all items are accounted for. Provide excellent customer service by delivering products in a timely and professional manner. Communicate with customers to confirm delivery details and address any concerns or issues. Follow all traffic laws and safety regulations while driving and operating the delivery vehicle.

Requirements: Valid DOT driver's license with a clean driving record **required**. Previous experience as a delivery truck driver **required** (minimum 2 years) - 26' box Truck. Strong customer service and communication skills to interact with customers and team members effectively **is a must**. High School or equivalent preferred. Mechanical skills are preferred. Familiarity with using equipment such as pallet jacks for loading and unloading. Ability to safely lift heavy objects and perform physical tasks associated with loading and unloading deliveries. Excellent time management skills to ensure timely deliveries.

Receptionist

CareOne

135 Benton Drive, East Longmeadow, MA 01028

Apply on Indeed

Job Description: Answer and route all incoming calls with high level professionalism. Greet Visitors. Sort and distribute all incoming and outgoing mail. Perform support for all departments. Perform Data Entry work.

Requirements: High School Diploma or equivalent. Superior interpersonal, communication skills and energetic. Ability to cultivate working relationships both inside and outside the facility. Ability to organize and ensure completion of multiple documents. 2+ years of experience in healthcare, specifically in the Long-Term Care Industry.



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Pet Health Center Administrator/Translator

Dakin Humane Society

171 Union Street, Springfield, MA 01105

\$17 an hour - Full-time

Apply on Indeed

Job Descriptions: The PHC Administrator/Translator will be providing translation and administrative services in person, over the phone, through email, and text. The ideal candidate will be proficient in all the department's protocols and able to answer client questions. They will be efficient and effective, able to multitask and provide a liaison between client and veterinarian. This position requires advanced computer knowledge, strong keyboarding skills, and excellent record-keeping abilities. Candidates for this position must have the ability to follow direction with or without supervision.

Handyman

FixTman LLC

Springfield, MA

Part-time, Full-time, Contract

Apply on Indeed

Job Description: Furniture Assembly. Fitness Equipment Assembly. TV Mounting

Requirements: Sufficient handyman experience. Personal transportation. Proper tools for doing various assemblies (furniture, fitness equipment, etc.). Authorized to work in the United States. Sufficient English fluency.



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Overnight Direct Support Professional

ServiceNet

Wilbraham, MA 01095

\$17 - \$18 an hour - Full-time

Apply on Indeed

Job Description: Assists residents with ADL's (which may include the use of adaptive equipment); personal care required; dining guidelines / protocols. Help prepare meals, clean, do laundry, grocery shopping, and help keep the home pleasant and comfortable. Transportation to/from appointments, community events, etc. Complete daily shift notes, data tracking, and any other individual record keeping that may be assigned. Assist with the development and implementation of individual support goals. Administer medications once certified; must complete MAP training within 6mths of employment. Overnight hourly check-ins using our electronic records software. Remain current on agency certifications / trainings. Other programmatic tasks assigned by the Program Director / Site Manager.

Requirements: High School Diploma or GED is required. Valid driver's license for a minimum of 6 months; and acceptable motor vehicle record. Physical ability to perform the requirements of this position and ensure residents safety. Basic computer/office skills. Background check (CORI)

Medical Records Specialist

New England Orthopedic Surgeons

300 Birnie Avenue, Springfield, MA 01107

Full-time

Apply on Indeed

Job Description: This full-time position is responsible for maintaining efficient completion and documentation of medical records, such as disability, social security, handicapped placards, and a variety of other issues. Oversees the reporting system to ensure that all medical records are scanned into the system properly and all report statuses are finalized. Ensures the efficient retrieval of medical documentation and the intake of documents (via email, faxes or other methodology) into the electronic medical record. Complete attorney and patient requests for medical records. Work the front window. Answers phones and performs clerical work as needed. Ensures a high level of customer service to patients, guests and employees as measured by satisfaction surveys, customer comments and direct observation.

Requirements: High school or equivalent (Preferred). Medical Records: 1 year (Preferred)



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Medical Receptionist/Front Desk

Synergy Physical Therapy
39 Carlon Drive, Northampton, MA 01060
\$18 - \$20 an hour - Full-time
Apply on Indeed

Job Description: Greets and communicates with patients via phone or in person in a courteous and professional manner identifying themselves. Answers multi-line phone system. Schedules patients to maximize available openings. Accurately registers patients ensuring that the information required is obtained confirming identity, address, phone numbers, PCP, insurance, co-pay, and other pertinent information to complete patient registration. Refer patients to their insurance company for any specific benefit questions.

Requirements: Requires a High School Diploma or higher preferred. Experience within a medical office or billing department preferred. Excellent keyboard skills. Requires proficiency in a Windows based computer environment. Must have the ability to work well with others in a very busy, close environment as well as independently with minimal supervision. Puts others at ease by listening, allowing adequate time for interactions, and giving undivided attention. Shows receptivity to message being delivered.

Housekeeping Room Attendant

Sheraton Springfield Monarch Place Hotel
1 Monarch Place, Springfield, MA 01103
Full-time
Apply on Indeed

Job Description: Clean and reset guest bedroom and bathroom areas according to established standards. Organize and stock cleaning cart and organize linen closets on floors assigned. Complete accurately, and in a timely manner, any assigned paperwork.

Requirement: Dependable -- more reliable than spontaneous. People-oriented -- enjoys interacting with people and working on group projects. Detail-oriented -- would rather focus on the details of work than the bigger picture. Achievement-oriented -- enjoys taking on challenges, even if they might fail. Autonomous/Independent -- enjoys working with little direction.



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Heavy Duty Kitchen Cleaner - Part Time - MGM Springfield

MGM Resorts International
One MGM Way, Springfield, MA 01103
\$15.65 an hour - Part-time

Apply on Indeed

Job Description: Clean ceilings, walls, and items that may require lengthy periods of time on a ladder; deep clean hot holding or cooking equipment to include but not limited to charbroiled, griddle, salamander, deep fryer, etc.; gather pots and pans to wash in a three (3)-compartment sink or a pot machine; breakdown, spray, load, unload dishes, glassware and flatware as it is brought to the dish area then place them back to the appropriate storage location. Maintain chemical detergents; scrape, wash, rinse, sanitize, and air-dry pots and pans then place them back to the appropriate storage location as needed. Wash baseboards, floor drains, hand sinks, tables and cutting boards; sweep and mop all floors, wash all floor mats; clean kitchen equipment to include but not limited to dish machines, ice machines, pot machines, prep tables, hot boxes, refrigerators, etc.

Requirements: Takes pride in their work. Must be able to work overnight. Looks forward to working with a team to provide positive experiences. Describes themselves as detail oriented. Enjoys helping others and likes to make a good impression. Can handle multiple tasks at one time.

Customer Service Representative (Spanish Speaking - Hybrid)

LEGO
Enfield, CT•Hybrid work
\$44,300 a year - Temporary, Full-time

Apply on Indeed

Job Description: Respond in a fun, reliable, knowledgeable, and engaging way to inbound consumer contacts in your assigned language during your entire shift through phone calls, email, and live chat. Engage in both verbal and written communication in English and Spanish. Use technology while helping consumers. Salesforce, the internet, digital knowledge bases, troubleshooting guides, etc. are the tools used on every contact. Agree not to disclose to others, during employment or thereafter, any secret or confidential knowledge (and sign a confidentiality agreement). Provide excellent service to each consumer when there is a high volume of contacts. Adhere to the schedule. All breaks, shift start, and shift end times are scheduled, so we can plan for consumer demand. Represent the LEGO Group brand through our unique tone of voice. Prioritize and multitask to meet our consumers' expectations. Meet performance expectations with post-contact survey results and your daily productivity. Required to work on days that are critical to the business during our busiest season, such as Black Friday and Cyber Monday to help our most loyal fans.



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Food Service Worker

Chez Hospitality Group

1500 Main Street, Springfield, MA 01103

\$16.75 - \$20.00 an hour - Part-time, Full-time

Apply on Indeed

Job Description: Food Service Workers - Prepare batch recipes to specification. Assist in meal production. Prep & portion individual meals ahead of each meal delivery period. **Kitchen Leads** - Oversee kitchen production for a given meal period, ensuring time, temperature, and all specifications are being met. Assist in production & preparation of meals. Ensure the cleanliness of all food service areas. Quality/Line Checks, checking for freshness of food and that equipment is in proper working order.

Laundry Attendant

General Cleaners of Holyoke, Inc.

479 Newton St, South Hadley, MA 01075

From \$16 an hour - Part-time

Apply on Indeed

Job Description: Sort, wash, dry, fold, and store laundry according to established procedures. Inspect linen for stains or damage and pre-treat when necessary. Operate washing and drying machines effectively. Keep laundry area clean and organized. Maintain inventory of all cleaning supplies and communicate needs to the supervisor. Ensure compliance with health and safety regulations.

Qualifications: Previous experience in a similar role preferred but we will train. Knowledge of hotel laundry operations is a plus. Ability to work efficiently in a fast-paced environment.



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HELP WANTED

LANDSCAPE MAINTENANCE CREW:

- PART & FULL TIME
- COMPETITIVE PAY

REQUIREMENTS:

- VALID DRIVER'S LICENSE
- ABILITY TO OBTAIN VALID DOT MEDICAL CARD
- STRONG WORK ETHIC
- POSITIVE ATTITUDE



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FREE TRAINING

START YOUR CAREER AT \$19.00+/HR

START YOUR CAREER AS AN

EMT

with a

FREE TRAINING COURSE

Multiple training
sessions in 2024

Each session is in
person

+/- 4 months

*Classes meet 3 times per week

- ✓ Earn a nationally recognized certificate from the National Registry of Emergency Medical Technicians
- ✓ Get assistance with finding work
- ✓ Have a flexible work schedule that fits your needs
- ✓ Earn a starting pay of \$19.00+/hr.



MASSHIRE
HOLYOKE CAREER CENTER

Copy and Paste the link <https://tinyurl.com/MassHire-EMT>
or use QR Code for more information and to register!

Or Call DeAnna McHenry: 413-322-7173





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WANT A NEW
CAREER IN
CONSTRUCTION?

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ESPERANZA ROOM



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PRE-APPRENTICESHIP PROGRAM OF
WESTERN MASS



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Workshop Offerings at MHH



For a current Calendar of workshop offerings, visit: <https://masshireholyoke.org/events/> or snap the QR Code above.

ChatGPT-Your Job Search Key!: Discover how ChatGPT can turbocharge your job search! Join our workshop, 'ChatGPT-Your Job Search Key!' and learn expert strategies to optimize resumes, target job searches, ace interviews, and negotiate salaries. Regardless of where you are in the job search process, this workshop will revolutionize your approach to landing your dream job. Don't miss out — secure your spot now and accelerate your career with ChatGPT!

TORQ & ONET Secret Weapons for Your Job Search (Remote using Zoom): Learn how the easy-to-use tools found on TORQ Works can generate suggestions for new career pathways based on how your skills and experience apply to today's job market and break free from the trappings of "career tunnel vision" when choosing your next career. Discover the vast wealth of labor market information found on O*NET Online and explore ways to leverage this information to expand your career exploration, gain valuable insights into industry trends and job outlooks, cure your writer's block in preparing resumes, cover letters and job interviews by accessing professional language to describe your previous work experience, and even find job openings near you! Don't miss this opportunity to harness the full potential of what these two secret weapons can do to ensure a successful job search process!

The Curious Candidate-A Career Exploration Webinar (Remote using Zoom): Are you considering a career change either to earn more money, for greater personal fulfillment, more flexibility or simply to try something new? It is all too easy to get "career pathway tunnel vision" and feel stuck in one particular occupation. This webinar will help participants assess their priorities, needs and interests in choosing a new career pathway, as well as identifying where they can apply their transferable skills and experience to new opportunities, and how they can pursue training opportunities to fill any skills gaps.

Job Search Tips and Tools (Remote using Zoom): This webinar will go over the tools and strategies to ensure an efficient and successful job search. Topics include career exploration, labor market investigation (LMI), where to find job openings, how to leverage your social media accounts, and how to develop the skills you need to land the job that is right for you. We will also discuss how MassHire Career Centers can support you along the way!

Outsmart the Resume Robots (Remote using Zoom): In this webinar you will learn what Applicant Tracking Systems (ATS) are and what happens after an applicant applies for a job online through an ATS Platform. We will teach you how to create a resume that will get you noticed through these systems and how to maximize your chances of getting a response from employers throughout the online job application process. We will also discuss how the ATS benefits employers, and apply that knowledge to the online application process in order to maximize your chances of getting an interview.

Interviewing Skills (Remote using Zoom): During this interactive webinar you will know the steps to



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prepare for a successful virtual or in-person interview, draft a Personal Commercial, and practice questions and answers to enable you to relate your skills and accomplishments in ways to show how you can help the employer. The concept of "Information Interviews" and salary negotiations will also be discussed.

Networking to Your Next Job Webinar (Remote using Zoom): Networking is an important and often unused job search tool to access the "hidden job market." This webinar provides suggestions for creating a successful networking plan, as well as providing a description of the "Information Interview" process.

Job Search Strategies for Mature Workers (Remote using Zoom): This webinar will discuss suggestions, advice, and information for older job seekers. It will discuss examples of what to include in a job search plan, including terminology, the assets older workers provide employers, resume and cover letter descriptions, as well as how to develop networking strategies and interview preparation.

Slay Your Resume (in-person): In this resume workshop you will find out what gets a resume noticed and placed at the top of the "Yes" pile. We will go over some best practices, as well as many common *Do's* and *Don'ts* in order to make a positive impression on employers. This workshop is good for people who need to improve their existing resume, are in the beginning stages of creating one, or for those who are just not quite sure why they are not getting interviews.

***This workshop will be held at our second location at the *STEAM Building at 208 Race Street, Holyoke, MA.*

Learn to Use WinWay Resume Builder: This Webinar will show you how to use the Resume Building Software in the Resource Center at MassHire Holyoke

HCC Grant Information Sessions (Remote using Zoom): Throughout the year, Holyoke Community College offers a number of free workforce training and certification programs in a number of different vocations. This webinar provides an overview of current offerings through the *HCC Adult Education and Workforce Development* and the process to apply for them.

Training Grant Opportunities (Remote using Zoom): This webinar will discuss various training grant opportunities, funding and eligibility possibilities.

*****Note:** Attending this webinar is a prerequisite first step in order to pursue grant funding through the *Workforce Innovation Opportunity Act (WIOA)* to pay for the cost of certain training programs.

Computer Competence Corner (in-person): is your place to get support and assistance for all your computer and digital literacy needs! At MassHire Holyoke, we understand the importance of technology for the modern job seeker, and this walk-in support service is designed to help you excel. Our **Computer Competence Corner** can improve your job search process, help you learn new computer skills and advance your career by assisting with a range of tech-related needs, including computer basics, effective internet use, cybersecurity, digital communications, online job search, online job applications and proficiency with commonly used software and apps. **The Computer Competence Corner** is a walk-in service and is first come, first served, so no appointment is necessary. However, registration is available for those who want to secure a spot and receive a courtesy call to discuss a plan before the workshop. Laptop computers will be available for use during the workshop, but feel free to bring your own laptop computer so that you can learn how to better use your own device.

***This workshop will be held at our second location at the *STEAM Building at 208 Race Street, Holyoke, MA.*



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El Rincón de Competencia Informática (en persona): con MassHire Holyoke es tu lugar para obtener apoyo y asistencia en todas tus necesidades de competencia informática y alfabetización digital. En MassHire Holyoke, entendemos la importancia de la tecnología para el buscador de empleo moderno y este servicio de apoyo sin cita previa está diseñado para ayudarte a destacar. Nuestro **Rincón de Competencia Informática** puede mejorar tu proceso de búsqueda de empleo, ayudarte a aprender nuevas habilidades informáticas y avanzar en tu carrera, asistiendo en una variedad de necesidades relacionadas con la tecnología, que incluyen conceptos básicos de computación, uso eficaz del internet, ciberseguridad, comunicaciones digitales, búsqueda y solicitud empleo en línea y capacidad en el uso de software y aplicaciones comúnmente utilizados. **El Rincón de Competencia Informática** es un servicio sin cita previa y se atiende por orden de llegada. Sin embargo, la inscripción está disponible para aquellos que deseen asegurar un lugar y recibir una llamada de cortesía para discutir un plan antes del taller. Habrá computadoras portátiles disponibles para su uso durante el taller, no obstante, puedes traer tu propia computadora portátil para que puedas aprender a usarla mejor. *****Este taller se llevará a cabo en nuestra segunda ubicación en el Edificio STEAM en 208 Race Street, Holyoke, MA.**

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You can register for these workshops using any method below. Please have your MassHire Job Seeker ID Number ready.

1. Call us at (413) 532-4900 and speak to a receptionist.
2. Sign into your MassHire JobQuest account and click on the “Workshop Section.”
3. Go to the event section of our website at www.massshireholyoke.org

If you are registering for a remote webinar on Zoom, a link will be emailed to you the day before or the day of the workshop.

*MassHire Holyoke Career Center at 850 High Street, Holyoke MA 01040 413-532-4900
>>>Second Location: The STEAM Building at 208 Race Street, Holyoke MA 010*



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