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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.

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MASSHIRE HOLYOKE - 850 HIGH STREET - HOLYOKE, MA 01040



413-532-4900 🌐 www.masshireholyoke.org

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Administrative Assistant

International Health Solutions, Inc. 795 Worcester St, Indian Orchard, MA 01151 From \$19 an hour - Full-time **Apply on Indeed**

Job Details: Follow up on our applicant tracking. Familiarity with our application process and assist applicants with applications. Completing reference checks. Provide general customer service functions at the company reception area. Answers a high volume of calls in a professional and courteous manner using a multiline phone system, transfers calls to the proper department.

Qualifications: Customer service: 1 year (Preferred). Spanish (Preferred)

Front Desk Receptionist

Western Massachusetts Allergy 90 Carew St, Springfield, MA 01104 From \$19 an hour - Full-time **Apply on Indeed**

Job Details: Maintaining a friendly and professional demeanor during patient interactions. Answering a multi-line phone system and triaging calls appropriately. Greeting patients as they arrive and helping them check in. Insurance eligibility verification. Entering demographics in HER. Ensuring relevant forms have been completed in HER. Collecting payments (copays, outstanding balances). Scheduling appointments. Requesting medical records and referrals from outside providers. Coordinating outgoing referrals, imaging and testing.

Requirements: Customer service experience – medical office preferred. Experience with insurance eligibility, collecting payments desired. Positive attitude and desire to contribute to the success of the practice. Cheerful demeanor. Incentives for demonstrated Spanish language fluency.



Carpet Cleaning Technician

Fabio's Carpet and Tile Cleaning Agawam, MA 01001 From \$20 an hour - Part-time, Full-time **Apply on Indeed**

Job Details: Perform carpet cleaning services using various techniques and equipment, including steam cleaning and shampooing. Conduct thorough inspections of carpets to identify stains, damage, or areas requiring special attention. Maintain and operate cleaning equipment safely and efficiently. Provide exceptional customer service by communicating effectively with clients regarding their carpet care needs. Assist in other custodial tasks as needed, including floor care and buffing of hard surfaces. Ensure compliance with environmental services standards by using eco-friendly cleaning products when possible. Keep accurate records of services performed and report any issues or additional needs to management.

Requirements: Previous experience in custodial or commercial cleaning is preferred but not required. Knowledge of carpet cleaning techniques and equipment is a plus. Strong attention to detail with the ability to clean thoroughly and efficiently. Excellent communication skills to interact positively with clients. Ability to work independently as well as part of a team. Physical stamina to perform tasks that may require lifting, bending, or standing for extended periods. A valid driver's license may be required depending on the job location.

Cleaner

Hangar of Agawam 395 River Road, Agawam, MA 01001 From \$18 an hour - Part-time **Apply On Indeed**

Job Description: Perform cleaning duties such as sweeping, mopping, dusting, and vacuuming. Clean and sanitize restrooms and common areas. Handle waste and recycling removal. Maintain cleaning equipment and supplies. Follow safety procedures while handling cleaning chemicals. Notify management of any repairs needed. Cleaning out walk-in and reach-in coolers and freezer. Experience is strongly preferred. Slip-resistant shoes are required for this role. You must be at least 18 years old and can legally work in the US.

Requirements: People with a criminal record are encouraged to apply.



Cleaner

Civility Home Care 1500 Main Street, Springfield, MA 01103 \$15 - \$30 an hour - Full-time **Apply on Indeed**

Job Details: Sort all linens and treat stains. Load all laundry into washer and add specified cleaning agents. Take wet, clean items and dry as directed. Sort and fold or hang clean dried items. Maintain inventory of all cleaning supplies and communicate needs to manager. Maintaining all laundry equipment and informing facilities manager as to any maintenance needs. Perform additional laundry services when necessary. Stocking and maintaining linen and other supplies in housekeeping closets. Stripping beds, collecting and removing trash and dirty linen. All other duties to support the housekeeping team in the daily preparation of our guest rooms to ensure an outstanding guest experience.

Requirements: Great interpersonal and communication skills. Proactivity and the ability to work independently with minimal supervision. Knowledge of health and safety standards and the ability to handle cleaning chemicals safely. Excellent time management skills, ability to multitask and maintain schedule while responding to incidents.

Student Prince- Dishwasher

Springfield, MA 01103 Part-time, Full-time **Apply in person**

Job Description: As a Dishwasher, you are an essential team member in our back of house operations working alongside our kitchen staff and servers. Your responsibilities include collecting used dishes, plates and utensils, loading washing machines, or cleaning specific items by hand. You will maintain adequate levels of clean tableware for the dining room and kitchen (especially during peak hours) and place clean dishes, utensils, or cooking equipment in storage areas. Additionally, you will oversee necessary cleaning supplies and ensure your work and food prepping areas remain in clean and orderly condition by removing garbage regularly and mopping or sweeping floors.

Requirements: A team player with a hospitality first mentality and a keen willingness to learn. Positive attitude and excellent communication skills. Ability to stand, walk and lift heavy items for extended periods of time. Two years' experience preferred, but we will train the right restaurant candidate who shows a willingness to learn in a collaborative environment.



Johnnys Tavern - Dishwasher

Bean Restaurant Group Amherst, MA 01002 Part-time **Apply on Indeed**

Job Description: As a Dishwasher, you are an essential team member in our back-of-house operations working alongside our kitchen staff and servers. Your responsibilities include collecting used dishes, plates and utensils, loading washing machines, or cleaning specific items by hand. You will maintain adequate levels of clean tableware for the dining room and kitchen (especially during peak hours) and place clean dishes, utensils, or cooking equipment in storage areas. Additionally, you will oversee necessary cleaning supplies and ensure your work and food prepping areas remain in clean and orderly condition by removing garbage regularly and mopping or sweeping floors.

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Dishwasher

Applebee's 597 Memorial Drive, Chicopee, MA 01020 \$15 - \$24 an hour **Apply on Indeed**

Job Description: As an Applebee's Dishwasher / General Utility, you will help in keeping our back of house clean and operating smoothly. You need to be a great communicator and be able to work as part of a team in a fast-paced environment. You will work hard but have a great time doing it!

Requirements: Must have ability to remain stationary and exert well-paced mobility for long periods of up to four (4) hours in length. Must be able to safely reach, bend, stoop and frequently lift up to 50 pounds. Work frequently in a hot and damp environment. Possession of finger and hand dexterity for using small tools and equipment. Ability to wear protective hand coverings through entire shift. Ability to work with disinfectant cleaning supplies throughout entire shift. Ability to wear protective face coverings and/or masks through entire shift. Ability to frequently wash hands with disinfecting soap throughout shift.



Store Team Member (Cashier, Stocker, Animal Care)

Pet Supplies Plus 175 Memorial Avenue, West Springfield, MA 01089 Part-time **Apply on Indeed**

Job Description: Stop to help a neighbor select the perfect toy for a terrier that likes to chew. Review and compare the ingredient labels of several food brands for a concerned cat parent. Fit a squirming dachshund with the perfect harness. Educate a sixth grader on bird ownership. Stock shelves and ring up neighbors' purchases. Feed all the furry pets and make sure their cages are spiffy.

Requirements: Support each other by acting as back-up when extra help is needed. Be knowledgeable about animals and our products to provide outstanding neighborly service. Be flexible to work evenings, weekends and holidays. Candidates must pass a drug screening (in applicable states) and be 16 years or older.

Janitor

Chili's (part of Brinker International Inc) 426 Russell Street, Hadley, MA 01035 \$15.00 - \$19.25 an hour - Part-time, Full-time **Apply on Indeed**

Job Description: Perform daily sanitation and deep cleaning of the restaurant, floors, bathrooms and grounds. Empty and properly dispose of all trash. Work with management team to address maintenance needs inside and outside of the restaurant. Properly handle cleaning chemicals following all safety guidelines and procedures. This includes safe use, storage and disposal of chemicals. Alert management when cleaning supplies need to be reordered. Ensure compliance with all company policies, procedures and laws including health and safety standards. Perform other related duties as assigned by the management team.

Qualifications: Friendly, warm, and caring demeanor with Team Members. Thinks and acts quickly in a fast-paced, high-volume environment. Able to use mops, chemicals, and cleaning equipment. No experience necessary.



Parts Counter Person BCI

<u>BCI</u> Agawam, MA From \$17 an hour - Full-time **Apply on Indeed**

Job Description: We are a family company that values our employees and pays great people great money. We offer flexibility and opportunities to learn new skills. We are looking for a motivated Parts Counter person to keep up with our growth.

Requirements: Cashier: 1 year (Preferred). Parts Counter: 1 year (Preferred). Driver's License (Preferred)

Administrative Assistant

Advanced Seamless Gutters & Advanced Basement Waterproofing 44 Blanche Street, Chicopee, MA 01013 \$16 - \$18 an hour - Full-time **Apply on Indeed**

Job Description: Manage incoming calls and provide excellent customer service with professional phone etiquette. Assist with calendar management, scheduling appointments, and coordinating meetings. Maintain organized office files and documentation, ensuring easy retrieval of information. Collaborate with team members to enhance office efficiency and workflow. Creating proposals, contracts, and invoices. Keeping track and collecting payments due. Other tasks as assigned.

Qualifications: Proven experience in an administrative role or office management position. Proficient in using phone systems and other office equipment. Strong organizational skills with the ability to multitask effectively. Bilingual proficiency in English and Spanish is preferred. Excellent communication skills, both verbal and written. Knowledge in Excel, Google Drive, Google. Ability to work independently as well as part of a team in a fast-paced environment. Administrative Experience: 2 Years Experience. Excel: 1 year (Preferred).



Team Member

Lowe's Westfield, MA Full-time **Apply on Indeed**

Job Description: Receive, organize, and ship products accurately and efficiently. Prioritize safety by adhering to proper procedures and conventions. Perform tasks in various departments as assigned by the Operations Supervisor. Conduct safety inspections of equipment and adhere to safety regulations.

Requirements: High school diploma or GED equivalent. Previous experience in distribution center operations or warehouse settings. Proficiency in operating power equipment (e.g., forklift, reach truck). Detail-oriented with experience in a fast-paced environment. Basic math, reading comprehension, and computer skills. Spatial reasoning for effective product positioning.

Warehouse Associate

Lansing Building Products LLC Springfield, MA Full-time **Apply on Indeed**

Job Description: Live our mission statement centered on our values of respect, service, and excellence. Greet customers, pick tickets, and load/unload customer and company trucks. Verify accuracy of orders picked and shipments received. Lift and move boxes of building materials weighing up to 70 pounds. Keep the warehouse clean and orderly.

Requirements: Prior material-handling or warehouse experience (preferred). High integrity and high energy. Experience in building products as well as previous warehouse experience is strongly desired. Ability to work in a team and/or one-on-one with our customers. Ability and willingness to lift boxes and building materials weighing as much as 70+ lbs. Strong customer service skills. Experience with a forklift is a plus. Ability to work successfully under the pressure of deadlines and to accept new ways of doing business. Strong, positive attitude.



Receiver - 3rd Shift - Yankee Candle

Newell Brands Whately, MA Full-time **Apply on Indeed**

Job Description: The Receiver is responsible for performing a variety of highly manual operations to expected productivity standards in support of the receiving functions in the Receiving Department. The Receiver will perform scanning/checking functions, powered equipment operation and similar other duties in support of the Receiving and Stock handling departments.

Experience: High school diploma or equivalent. Ability to read and write in the English language. Ability to stand for 8 plus hours and able to lift up to 40 pounds on a frequent basis. Basic knowledge of computers a plus. Previous warehouse experience a plus. Attention to detail and accuracy including speed and accuracy in counting and checking.

Shipping and Receiving Associate II

Cadrex Agawam Agawam, MA 01001 **Apply on Indeed**

Job Description: Loading and unloading goods. Moving goods packed on pallets around the warehouse facility. Stacking goods in the correct storage bays, following inventory control instructions. Checking loads are secure. Stacking empty pallets. Performing daily equipment checks such as recharging the truck's battery and lubricating equipment. Removing machine attachments and waste material from machines. Examining products to verify conformance to quality standards.

Experience: 2+ years' related experience in a high-volume manufacturing setting preferred. Read and comprehend simple instructions, short correspondence, and memos. Write simple correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to read and interpret prints and work orders. Attention to detail and quality.



Night Warehouse - Chicopee (Quality Beverage)

Martignetti Companies LLC 880 Burnett Road, Chicopee, MA 01020 \$24.20 an hour - Part-time **Apply on Indeed**

Job Description: Picking cases and bottles. Drive over dock plates onto vehicles. Repetitively lift, push, pull, bend, and reach cases averaging 50 lbs. Palletizing cases on pallets for delivery.

Requirements: Certified to operate the following Material Handling Equipment: forklifts (both stand up and sit-down models), order pickers, electric jack, electric pallet jack preferred. High school diploma/GED preferred.

Receiver (PRRC PA)

<u>PriceRite</u> 633 Boston Rd, Springfield, MA 01119 \$19.50 - \$26.00 an hour - Part-time **Apply on Indeed**

Job Description: To maintain a high level of customer service while safely and efficiently maintaining a neat, clean and organized warehouse. To perform responsibilities that will ensure accurate receiving of all deliveries to protect company assets. To perform other tasks as required in an efficient and safe manner, within Company policy.

Requirements: Part Time work hours - Our business requires a flexible scheduling consisting of days, evenings and weekends. The weekly average hours for part time is 20-25. Hours fluctuate weekly in accordance with business needs. Part Time Training Requirements - All Team Members are provided with paid training and expected to successfully complete all components of training within the first 30 days. This includes web-based and hands-on training. All Team Members are expected to report to work as scheduled and required to record work time through our electronic time and attendance system. Excessive lateness and/or absences is not acceptable. Stockers are expected to meet efficiency and productivity standards.



Warehouse Receiver | Part-time | Mass Mutual Center

Oak View Group 1277 Main Street, Springfield, MA 01103 \$19 - \$20 an hour - Part-time **Apply on Indeed**

Job Description: The Warehouse Receiver is responsible for assisting in venue distribution/warehouse operations including inventory, receiving, purchasing, ordering, lay-ins, purchase order tracking, clean-up, transfers and equipment maintenance. This is a key position for the effective and profitable operation of the business. The employee must maintain excellent attendance and be available to work a variable event-driven schedule which includes evenings and weekends. A passion for customer service, availability, professional presentation, outstanding interpersonal skills, self-direction and independent decision-making skills are required.

Requirements: Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, professional and courteous manner which fosters a positive, enthusiastic and cooperative work environment. Ability to make sound business/operations decisions (i.e. regarding employee placement, staffing adjustments, and/or respond to technical, product or equipment challenges during an event) quickly and under pressure. Ability to speak, read, and write in English. Ability to work well in a team-oriented, fast-paced, event-driven environment. Possess a thorough working knowledge of all existing concession's locations: geographical location, equipment, evacuation procedures, adjacent employee and guest areas, and facility access. Possess a valid Food Handlers certificate and Alcohol Service Permit if required by Provincial or local government. Possess thorough working knowledge of all applicable sanitation requirements, food preparation guidelines, alcohol service policies, safety standards, etc. pertaining to OVG and venue concession operations. Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory.









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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





Workshop Offerings at MHH

For a current Calendar of workshop offerings, visit: <u>https://masshireholyoke.org/events/</u> 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-touse 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 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.

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.masshireholyoke.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 01040

