

Business Services Referral Sheet

The American Job Centers serve all 5 counties of the Upper Shore, providing businesses with a skilled, trained workforce to successfully compete in the global economy.

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Department of Labor			
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Division of Rehabilitative Services			
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Services			
Recruiting and Screening		Disability Resources (DORS)	
<ul style="list-style-type: none"> ➤ Recruit, screen, and refer a variety of job seekers, ➤ Host job fairs ➤ Provide office space for on-site screening and interviewing ➤ Offer workforce information about wages, employment trends, and national comparisons 		<ul style="list-style-type: none"> ➤ Disability awareness training ➤ Workforce diversity and inclusion initiatives ➤ The Americans with Disabilities Act, and options and solutions for reasonable accommodations ➤ Worksite consultations to hire qualified workers and retain valued employees with disabilities 	
Retention and Up-Skilling		Transitioning	
<ul style="list-style-type: none"> ➤ Develop on-the-job and workplace training and provide training services to retool incumbent workers ➤ Employee retention services such as transportation, childcare assistance, and mentoring programs ➤ Assist in applying for Work Opportunity Tax Credits ➤ Assist with lay-off aversion strategies 		<p>State and Local Rapid Response</p> <ul style="list-style-type: none"> ➤ Provide on-site services, such as pre-layoff and retraining information ➤ Ease the transition from point of layoff notification to shut down ➤ Develop plans to access funds and services for individualized worker assistance ➤ Provide assistance to the community to develop coordinated response to layoffs ➤ Trade Adjustment Assistance – Providing training and income support program for transitioning workers 	
Training and Education			
<ul style="list-style-type: none"> ➤ Provide access to training and education ➤ Offer industry-recognized certifications ➤ Develop customized training programs, such as pre-employment training ➤ Connect to apprenticeships programs with a mix of instruction and on-the-job training. 			

All offices meet ADA requirements for mobility and have Braille signage. Intake workers will assist consumers who request accommodations and may provide reasonable assistance. Assistive Technology is available including for computers and Zoom.

Translation & Interpretive Services are available to help limited English speakers with our employment services.

ASL – On-site and Video Remote Interpreting

LEP - Language Line

Relay Calls (MD Relay) TTY services