



Seneca County Workforce Development & Youth Bureau
 Finger Lakes Works-Seneca
 1 DiPronio Drive, Waterloo, NY 13165
 (315) 539-1905; 1-800-688-7188
 Fax – (315) 539-3857



Job Leads and Services prepared by Seneca County For the Week of August 19, 2019

For additional information on services visit us at:

www.co.seneca.ny.us/wdyb

Ctrl and Click to follow link

Email - workforcedev@co.seneca.ny.us

(Includes job leads from Seneca, Ontario, Wayne and Yates Counties)

[Like us on Facebook](#)

Ctrl and Click to follow link



Don't Miss Our Services!!

Workforce Calendar.....Page 11 & 12 ([CAL](#))

Metrix is an online learning system that helps you upgrade your skills to secure employment. More information on **Page 16** ([MET](#))
SBDC (Small Business Development Center) First Wednesday of the month by appointment only. **Page 13** ([SBDC](#))

TASC (Formerly GED) Classes offered right in our office! **Page 16** ([TASC](#)) for more information.

A4TD (Associates For Training & Development) Are you age 55+ and looking for a job? See **Page 16** ([A4TD](#)) for more information.

Affordable Care Act See **Page 16** ([ACA](#)) for more information.

Youth Services See **Page 15** ([YTF](#)) & **16** ([YTH](#)) for more information.

CNA/HHA See **Page 9** ([FLH](#))

Other Services See **Page 16** ([SVC](#)) for more information.

Explore the possibilities of On-the-Job Training (OJT) and inquire about eligibility for other training / funding opportunities through our office. See Page 10 for more information.

Seneca County Civil Service Opportunities

- **Continuous Recruitment:** Account Clerk; Caseworker & Caseworker Trainee; Clerk; Computer Support Specialist; Custodian; Data Entry Machine Operator; Occupational Therapist; Psychiatric Social Worker; Psychiatrist; Public Health Nurse; Senior Typist; Typist; Wastewater Treatment Plant Operator
- **Current Opening:** Cleaner Substitute (Seneca Falls CSD), Mental Health Clinical Therapist, Police Officer – PT (Village of Interlake), Personnel Officer, Psychiatric Social Worker, Registered Professional Nurse (School, Sub Waterloo CSD), Registered Professional Nurse PT (Per Diem) - Jail, School Bus Driver Substitute (Seneca Falls CSD), School Bus Monitor Substitute (Seneca Falls CSD), School Fitness Center Aide (Waterloo CSD), School Monitor Substitute (Seneca Falls CSD), Social Welfare Examiner, Teacher Aide Substitute (Seneca Falls CSD)
- **Civil Service Exams:**

Deputy Sherriff/Police Officer:

Exam Date: 9/14/19

Corrections Officer:

Application Due: 8/22/19

Exam Date: 9/28/19

To APPLY for any of the above positions or to find additional information about Civil Service opportunities, please visit: <https://seneca-portal.mycivilservice.com>.

HOT LEADS

Seneca Nursing and Rehabilitation Center is now hiring **Nurses & CNAs**. Willing to take brand new graduates! Start your career with us! Must have the ability to build rapport with patients, strong problem solving and critical thinking skills, and the ability to thrive in a fast-paced environment. Ask us about our sign on bonus! Why Work Here? Homelike, family-oriented Facility located in Waterloo Competitive salary and benefit package. Apply online at:
<http://www.hurlbutcare.com/employment-opportunities/job-openings>

TA-Petro - Now hiring: **All Positions!** Located by exit 41 off the thruway. **Current employees available for carpooling!** “Together, we have a strong sense of community where each of us has the opportunity for personal growth, to do work that matters, and work in a place where our results are rewarded. TA-Petro has a wide array of jobs available in our many service stations and rest areas throughout the United States.” Follow this link to **apply**: <https://ta-petro.jobs.net/en-US/search?facetcountry=us&facetcitystate=waterloo,ny>

Lochland School Inc. - Now hiring: **Direct Care Professionals** (CNAs). 32+ hours/week. Located in Geneva on Seneca Lake. Apply via email by sending your resume to Julie Chiccino at jchiccino@lochlandinc.org

The ARC of Seneca Cayuga is now hiring **Evening Direct Support Professionals!** Are you interested in a rewarding career working with disabled individuals? The ARC of Seneca Cayuga offers competitive benefits including PTO, Medical Insurances, Retirement and more! Click the link to apply: <https://sencayarc.applicantpro.com/jobs/>

McDonald's of Ovid and Waterloo: Now Hiring: **Assistant Managers**. Full-Time. Competitive wage. Duties include: Planning and monitoring shifts, upholding McDonald's standards, managing safety, security, profitability, and goals. More details on website. Willing to train! **Apply online for Waterloo:**
<https://my.peoplesmatter.com/mja/USMCD1000890441/jobapp/GetStarted?jobOpenings=DF49A623-B4DA-4479-BB7E-A96101538201&sourceCode=snag> **Apply online for Ovid:**
<https://my.peoplesmatter.com/mja/USMCD1000890441/jobapp/GetStarted?jobOpenings=C0604D2B-8426-443B-A539-A96101538201&sourceCode=snag>

D'Amico Plumbing & Heating Co., Inc.: Now hiring: **Plumber/HVAC Technician**. Full-Time. Minimum 3 years' experience. Clean Driver's License, Dependable, Neat, Courteous. Pay based on skill level. **Apply:** In person at 68 Middle street, Geneva, NY; Via email at sheila@damicoplumbinghvac.com; Via phone at (315) 789-7062.

Tallmadge Tire of Waterloo Now hiring: **TWO Full-Time Tire Service** mechanics. Duties include: tire service and other light mechanical work on cars, large trucks, farm equipment like tractors, etc. Some experience with cars preferred but willing to train the right candidate. **Great hours:** Monday through Friday, day shift, with some Saturdays. Great benefits: Paid Vacation Time, Paid Holidays, Health Insurance and more! Pay rate is negotiable. **Apply** in person at Tallmadge Tire of Waterloo: 1285 State Route 318, Waterloo.

Junius Ponds Travel Center: Now hiring cashier, prep cook and grill cook at Roy Rogers, Also hiring for a cashier and custodial work at Dunkin' Donuts. Flexible shifts, positions available for 8+ people. Check out the HMS Host website for more job listings in the area as well - <https://hmshost.peoplesmatter.jobs/>

Western AG Enterprises, Inc.: Now hiring **Manufacturing Laborers**. Weekdays, Full-Time. Multiple positions to fill. Willing to train! No experience needed. Forklift experience is a plus. Duties Include: Efficiently complete production of orders to standards, lift 50 lbs, work for 8+ hours daily, communicate effectively with team, comply with safety regulations, etc. Located in Romulus, NY. To apply or learn more, send your resume to Becky Mazzoli at becky@westernag.com

NYS Job Bank (<https://mvjobs.ny.gov>) 242 Job Listings in Seneca County! See below for a sampling

| Company | Job Title | Order # | Listing Date |
|------------------------------|---|----------------|---------------------|
| Kelly Services | Part-Time Cleaning and Janitorial in Waterloo | DE6898077 | 8/18/2019 |
| New York State Civil Service | Addictions Counselor 1 | DE6899439 | 8/18/2019 |
| Reebok International LTD | Retail Store Associate | DE6902311 | 8/18/2019 |
| rue21 | Part Time Assistant Manager | DE6897485 | 8/18/2019 |
| ITT INC. | Utility | DE6890074 | 8/16/2019 |
| ITT INC. | Utility | DE6890069 | 8/16/2019 |
| ITT INC. | Materials Stockroom Coordinator | DE6890070 | 8/16/2019 |

| Company | Job Title | Order # | Listing Date |
|--|-----------------------------------|----------------|---------------------|
| ITT INC. | Special Painter | DE6890072 | 8/16/2019 |
| ITT INC. | Machinist | DE6890073 | 8/16/2019 |
| ALDI | Part-Time Stocker | DE6883884 | 8/15/2019 |
| ITT INC. | Shipper - 2ND SHIFT | DE6884553 | 8/15/2019 |
| Carters/OshKosh | Seasonal Sales Associate | DE6879193 | 8/14/2019 |
| DC Rauscher Inc. | Diesel Mechanic | NY1312451 | 8/13/2019 |
| SELECT EUROCARS INC | Auto Technician/Auto Mechanic | NY1312405 | 8/13/2019 |
| Seneca County | Cleaner* | NY1312403 | 8/13/2019 |
| Seneca County | Custodian* | NY1312402 | 8/13/2019 |
| Hanesbrands Inc. | Part Time Sales Associate | DE6872011 | 8/11/2019 |
| New York State Civil Service | Nurse 2 Psychiatric or Nurse 1 | DE6867874 | 8/10/2019 |
| New York State Civil Service | Addictions Counselor Assistant | DE6867862 | 8/10/2019 |
| Clarks Shoes | Full Time Team Lead | DE6860184 | 8/9/2019 |
| ITT INC. | Machinist | DE6860827 | 8/9/2019 |
| Levi Strauss & Co. | R-22956 Sales Stylist | DE6863919 | 8/9/2019 |
| H&R Block | Tax Professional | DE6853179 | 8/8/2019 |
| Hanesbrands Inc. | Part Time Sales Associate | DE6856715 | 8/8/2019 |
| UnitedHealth Group | Nurse Practitioner | DE6847586 | 8/7/2019 |
| PVH Corp. | Full Time Floor Supervisor | DE6840517 | 8/6/2019 |
| PVH Corp. | Assistant Store Manager | DE6840514 | 8/6/2019 |
| Seneca Nursing and Rehabilitation Center | Nurses (LPN & RN) | NY1311502 | 8/5/2019 |
| Seneca Nursing and Rehabilitation Center | Certified Nursing Assistant (CNA) | NY1311501 | 8/5/2019 |
| Walgreens | Pharmacy Technician in Training | DE6830207 | 8/3/2019 |
| Walgreens | Assistant Manager (Full Time) | DE6830253 | 8/3/2019 |
| EAGLE AUTO CENTER INC. | AUTO DETAILER | DE6827129 | 8/2/2019 |
| Hanesbrands Inc. | Part Time Sales Associate | DE6827088 | 8/2/2019 |
| National Park Service | Supervisory Park Ranger (I) | DE6823473 | 8/2/2019 |
| ITT INC. | Special Painter | DE6818053 | 8/1/2019 |
| H&R Block | Multi-Unit Team Leader | DE6811148 | 7/31/2019 |
| ITT INC. | Utility | DE6811545 | 7/31/2019 |
| ITT INC. | Utility | DE6811546 | 7/31/2019 |
| Under Armour, Inc. | Part - Time Sales Teammate | DE6810270 | 7/31/2019 |
| Under Armour, Inc. | Part - Time Stock Teammate | DE6810271 | 7/31/2019 |
| Wright Beverage Distribut | Merchandiser-FT Finger Lakes | DE6814934 | 7/31/2019 |
| Lifetime Care & Home Care Plus | RN Registered Nurse | DE6807499 | 7/30/2019 |

Local Business Leads

del LAGO RESORT●CASINO - Join a Winning Team! - 76 Positions open full and part time - visit:

<https://dellagoresort.com/careers-vendors/> to see the open positions in Administration, Food & Beverage, Hotel, Human Resources, Marketing, Spa, Table Games / Poker and more.

ARC of Seneca Cayuga - There are (31) job openings from Clerical to Social work and beyond. Many of our positions involve providing direct support to disabled individuals. To learn more about this work, follow this link: <https://sencayarc.applicantpro.com>

Finger Lakes Health - There are (111) openings in Penn Yan, Geneva, and Waterloo for both Full and Part time. Patient care, administrative, food service and mechanical. For more information please visit their web site at <https://www.flhealth.org/careers/>

Lochland School Inc. is now hiring direct support professionals Open interviews Monday - Friday from 9 AM - 3:30 PM - Contact Julie Chiccino at 315-789-5208. Applications available on our website www.lochlandinc.org

Happiness House in Geneva is asking you to come join their progressive organization to make a difference in the lives of individuals with and without disabilities. Visit their web site www.happinesshouse.org to apply. Complete the application located on their web site or email interest with a resume to applications@happinesshouse.org

Sodexo USA has Full and Part time openings (18) in Geneva. Primarily at the Hobart and William Smith Campus. For more information: <http://sodexousa.jobs/geneva/new-york/usa/jobs/>

G. W. Lisk - Has many production openings: Assistant Value Stream Supervisor, Assembler - 1st Shift MIS, Assembler/Operator - 1st Shift, Quality Control Inspector, Plating Operators, Molding Operators, Coil Winder, Assembler Operators, Assembler, Customer Service, Plating, Valve Assembler, Assembly Operators - MIS. These ads are found on their Web site: <https://careers-gwlink.icims.com/jobs/intro?hashed=-435618621> Search this site by entering Clifton Springs in the location selection.

Help Wanted Full Time

Lumber Yard Associate (Geneva) – HEP Sales - Customer service; assist with lumber yard sales and deliveries. Forklift operation. Must be able to work in all weather. Some heavy lifting. Prior lumber yard experience preferred. Competitive pay and benefits. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?l=13165&radius=15&jt=fulltime&advn=1807331441002741&vjk=019aedba20757795>

Forklift Operator (Geneva) – Oneida Business Enterprises - The Forklift Operator will provide a high level of service to ensure employee, customer, team member, and vendor satisfaction. The Forklift Operator does this by operating material handling equipment such as fork lift, side loader, and pallet movers to maintain inventories and schedule, move and inventory materials. Pay DOE! Must be able to lift 50 lbs, Experience with specialized lifts such as roll clamps, Must be will to undergo a background check and drug test, Able to work in cold temperatures, Able to work in all weather conditions, Warehouse only heated to 40 degrees, Ensure safety standards are maintained at all times and that equipment operation is conducted based on established operating procedures, Reports to their supervisor for direction daily and promptly report any questions or problems including but not limited to delivery interruptions, short falls, and equipment maintenance, Experience with roll clamps and Must be able to pass background and drug test. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?l=13165&radius=15&jt=fulltime&advn=7244626922487981&vjk=0ddf13a1302bb3f7>

Tech Clerk (Geneva) – Finger Lakes Health - Education: Minimum: High School graduate or equivalent. Preferred: Some post secondary training in clerical skills, medical terminology. License/Certifications: BLS and PAL/ENPC certifications obtained within 90 days of hire. Experience: Preferred: Customer service experience, or medical office experience Other:

Minimum: Successfully complete Medical Terminology course within first year. Successfully complete Tech Clerk Transcription Course or equivalent competency. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?l=13165&radius=15&jt=fulltime&vjk=c96d197ad7c72bd2>

Accounting Specialist I (Seneca Falls) – Generations Bank - The primary purpose of this position is to maintain and reconcile general ledger accounts and correspondent cash. Applicants must minimally have a High School diploma or equivalent. An Associates degree with an emphasis in Accounting is preferred. A background in Banking is also preferred. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&radius=15&jt=fulltime&start=10&vjk=48dddc6c13eb5b22>

Help Wanted Full Time Continued

Shipper – 2nd Shift (Seneca Falls) – ITT Inc. - Description: Prepare items for shipment. Verify and maintain records on incoming and outgoing shipments. Prepare pumps for special Q.C.P. Package, label, weigh and record pumps and parts for shipment. Final inspection of all orders and parts against order and bill of material for accuracy and completeness. Check shipments and transport pumps and parts. Load truck with gas/electric or hand operated fork truck. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming material; and arranging for the transportation of products. Other miscellaneous duties as assigned. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?l=13165&radius=15&jt=fulltime&vjk=1ecf51f91d3952ec>

Branch Operations Associate (Geneva) – Farm Credit East, ACA - Join a team focused on the success of our customers, the success of our communities, and the success of each other. Farm Credit East is the leading provider of loans and financial accounting services to farmers, foresters, fishermen, and agricultural business owners across the northeast with over \$7 billion in loan volume and over \$25 million in financial accounting service revenue generated annually. When you pursue a career with Farm Credit East, you have the opportunity to positively impact the families and businesses that drive the Northeast economy. As a Branch Operations Associate, you will be a valuable resource to both customers and branch team members. This position includes a unique mix of branch accounting and customer credit analysis, underwriting, and loan packaging. Some of your specific responsibilities will include things such as: handling money movement between customer accounts, managing branch accounting by correctly keying General Ledger entries, providing financial/credit analysis support to branch loan officers, accurately keying loan information for underwriting, preparing loan documents for closing, and monitoring loan files to ensure all information and documentation is complete and accurate. The ideal candidate will be detail-oriented, possess strong customer service skills, and will work effectively in a team setting with both external customers and internal team members. Farm Credit East provides all team members with the training and resources needed to be successful in their careers. All new employees receive one-on-one coaching to help them understand their roles. Additional technical training, soft skill training, and ongoing professional development provided by Farm Credit East will help you be poised for continued career growth within our organization. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?l=13165&radius=15&jt=fulltime&vjk=e09524a7373efd20>

Accounts Payable Clerk (Geneva) – Seneca Foods Corporation - Seneca Foods in Geneva, NY is currently hiring for a Account payable / Receptionist. The role of the Accounts Payable involves providing financial, administrative and clerical support to Seneca Foods. Complete payments and control expenses by receiving payments, plus processing, verifying and reconciling invoices. Also, highlights the day-to-day management of all payment cycle activities in a timely and efficient manner. DUTIES: Accounts Payable processing and filing, New Vendor set-up and maintenance, Journal entries - Preparation and data entry, Account Reconciliations, Daily/ Weekly/ Monthly Case & Label and Labor Reporting, Seasonal Grower/ Hauler payments and reconciliations, Provide back-up support for Reception/ Produce Scale operator and eventually take full control, Various weekly/ monthly reporting, Provide back up support for reception/ produce scale operator and eventually take full control and Other duties as requested by management. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?l=13165&radius=15&jt=fulltime&vjk=8bd795ea4cf8b4d7>

Shift Manager (Seneca Falls) – ALDI - Our store employees are the face of the ALDI shopping experience. Their hard work makes it possible to uphold our company philosophy, providing quality products at the best possible price. Their smiles and pleasant demeanors keep customers coming back time and time again. Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. It's an opportunity to get more out of your career and grow in an exciting environment. Duties and Responsibilities: Alternates between Shift Manager and Store Associate duties on a rotating basis as established by store management. Supervises daily job responsibilities of store personnel in the absence of management. Establishes and communicates job responsibilities and performance expectations to their direct reports to assure mutual understanding and desired results. Identifies training and development opportunities that will assist their direct reports in achieving enhanced performance. Understands the overarching company strategy, as well as communicates and models the core values of the organization, to create a sense of teamwork and membership among employees. Monitors the competitive environment within the community and informs their direct leader regarding adjustments necessary to maintain ALDI's competitive position. Provides product feedback to their direct leader, including making recommendations regarding new items to carry or those that should be discontinued. Provides input to their direct leader on hiring for positions reporting to them. Informs management of major team milestones, developments, and concerns. Ensures store personnel comply with the company's customer satisfaction guidelines and demonstrate appropriate interactions with customers and co-workers. Ensures an appropriate resolution of operational customer concerns in management's absence. Ensures a safe environment for employees, customers, and vendors by identifying and rectifying hazards, ensuring proper ergonomics, and maintaining store equipment in proper working order. Takes store inventory counts according to guidelines and ensures that proper stock levels are maintained through appropriate product ordering and CGO-S parameter maintenance as directed by their direct leader. Ensures proper store signage is maintained at all times. Ensures the quality and freshness of products and merchandises product neatly to maximize sales. Ensures store personnel comply with all established company policies and procedures. Assists store management with achieving the store payroll and total loss budget. Supervises the day-to-day operations of their team, escalating issues to the appropriate level of support and/or leadership when necessary. Assures direct reports complete assigned responsibilities in a timely and effective manner to provide the highest level of customer service for the business and other duties as assigned. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?l=13165&radius=15&jt=fulltime&vjk=bd6c391fe7253cef>

Help Wanted Full Time Continued

Parts Manager (Waterloo) – James Cars - James CDJR is seeking a Parts Manager to join our growing team. If you're looking for a fast-paced, professional, and positive working environment that rewards hard working, reliable, and team-oriented individuals, this is the right place for you! **Key Responsibilities:** Oversee the parts sales process from start to finish. Communicate with customer on parts status. Communicate with staff and customers in a friendly and professional manner. Be able to read and understand the parts catalog when looking up parts. Answers phone calls, providing price quotes and other information. Call in and track all warranty claims. Provides high level service to internal and external customers. Pulls and fills orders from stock. Locates out-of-stock parts from outside source and submits an emergency order, if necessary. Make sure all internal requests for parts are billed on service repair order. Receives payment from retail customers or obtains credit authorization. Set up orders for daily shipment, delivery, or pick-up.

Qualifications: Have a High School Diploma or equivalent. Have experience with auto parts sales (required). Have a valid Drivers License. Are able to work in a fast-paced work environment. Have strong organizational and time management skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&radius=15&jt=fulltime&start=10&advn=3917176487961100&vjk=7f4e26fb02fd5be2>

Teller (Geneva) – Five Star Bank - Essential Functions: The major duties of the job that constitute the fundamental tasks and or responsibilities of the position. Employees must be able to perform the essential functions of the position with or without reasonable accommodations. Responsible for accurately processing transactions for customers (e.g. deposits, loan payments, cashing checks, redeeming bonds, selling gift cards) in a courteous and professional manner. Provides prompt, efficient, and accurate service.

Participate in cash and negotiable instrument control measures including cash management, strike, shipping and cash ordering, vault currency, vault balancing, and vault related controls as assigned. Perform operational duties as required including: fill change and/or currency orders, issue cashiers checks and money orders, process night drops bags and mail deposits, balance ATM and resolve ATM discrepancies, settle and balance Cash Advance machine. Balances cash drawer on a daily basis. Maintains and applies knowledge of all security policies and procedures. Completes online compliance training as required within established timelines. Participates in the bank incentive programs in the achievement of bank, branch and individual goals. Develops and maintains knowledge of bank products. Actively promotes referrals and retention of account relationships. Refers questionable or difficult issues to supervisor.

Responsible for immediately reporting both internal and external suspicious or fraudulent activity to Branch Management. Effectively utilize necessary and available technology including all bank software as required by the position. Operates office equipment as necessary. Demonstrates the standards and principles of the Five Star Bank Experience in every interaction with internal and external customers and associates. Incorporates the high performance behaviors of teamwork, leading by example and service in every facet of work. This job description is not exhaustive. The Teller may be required to perform other duties as assigned. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&radius=15&jt=fulltime&start=10&vjk=f452fccaeb28511>

Customer Service/Estimator (Oaks Corners) – Elderlee, Inc. - Elderlee, Inc. is a diversified corporation specializing in the manufacture and installation of highway safety products. Started in 1946, we are a fourth generation privately owned company with facilities servicing the U.S. east coast. We are currently seeking an energetic candidate to fill the role of a Customer Service/Estimator in our Sign Plant. Primary Responsibilities for the Customer Service/Estimator include: Quoting call in commercial customers' - Quoting our Construction Department - Assist with Answering phones and route calls to appropriate individuals. Qualified candidates will possess the following education/experience and skills: Intermediate to advance knowledge in Excel - Knowledge or ability to obtain knowledge in quoting customers - Associates degree (A. A.) from two-year College; or 2 + year's related experience and/or training; or equivalent combination of education and experience. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&radius=15&jt=fulltime&start=10&vjk=7f5969a6f414d258&advn=9307019318358837>

Desktop Support Technician Level I (Geneva) – Finger Lakes Community Health - The Desktop Support Level 1 support technician will be the primary support technician for the desktop environment along with all end-user support for the organization. As a Desktop Support Technician, you will be responsible for answering end user related issues via phone and a ticketing system, basic to intermediate triage of issues reported and have understanding of when escalation of issues will be required. You will be the front lines of the IT help-desk while also providing day to day assistance to the Level 2 support and Systems administrator. As a Desktop Support Level 1 Technician, your role will play a vital part in the success of Finger Lakes Community Health – as one of the fastest growing health centers in New York State, with eight health centers, serving over 28,000 patients, we provide primary care, dental and behavioral health services. This is a wonderful opportunity for someone with IT experience who wants to work in healthcare, possesses superior communications skills and has problem solving abilities. If you meet these additional qualifications, please apply now. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&radius=15&jt=fulltime&start=20&vjk=85596ef5afedc465>

Foundry Worker (Seneca Falls) – ITT Goulds Pumps - Set up, operate, or tend grinding and related tools that remove excess material or burrs from surfaces, sharpen edges or corners, or buff, hone, or polish metal or other material work pieces. All chip, grind, clean and salvage operations associated with preparing castings for machining or shipping. Perform other miscellaneous duties as assigned. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&vjk=adb445ce5215d9e3&advn=5981701285141146>

Help Wanted Full Time Continued

Direct Support Assistant (Romulus) – NYS Office for People with Developmental Disabilities - Direct Support Assistants provide a wide variety of person centered supports and services to individuals with developmental disabilities. These supports and services involve advocating for, encouraging, guiding and teaching individuals in expressing personal choice, developing daily living skills and habits, taking care of their personal needs, assuring community integration, ensuring for their health and safety, and maintaining a healthy, safe home environment. The supports and services performed depend upon the specific abilities of the individuals being served and the nature of the setting where the activities are performed. High School or Equivalent and Driver's License Required. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&vjk=dea055688b8fe35f&advn=6995744728239900>

1:1 Aide (Waterloo) – Happiness House - Responsibilities include, but are not limited to: For assigned child, implements educational, therapeutic and behavioral plans under the direct supervision of the special education teachers, therapy staff, psychologist and input from early education teacher. Assists the children throughout the day as directed by the Special Education Teacher. Supervises assigned child at all times (with the exception of lunch break, meetings and/or training), including during busing and transitional activities. Assists child in all activities of daily living while promoting independence. Functions as a positive, contributing member of the classroom team. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&start=10&vjk=966b548ed71a828d>

Warehouse Clerk (Geneva) – HEP Sales - HEP Sales is expanding and we need additional staff in our Distribution Center. Experience: Shipping and receiving - Warehouse environment - Forklift use. We offer stable employment, competitive pay and benefits, and a great company to work for. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&start=10&vjk=b87ed308e6cbc93c&advn=1807331441002741>

Clerk/Receptionist (Geneva) – Finger Lakes Health - Demonstrated ability to handle confidential information with discretion and ability to deal with the public in a professional and courteous manner. Ability to meet deadlines, manage multiple priorities and enhance the spirit of teamwork through effective role modeling. Excellent interpersonal, communication (written and oral) and organizational skills. Preferred: Experience with Microsoft Office products and electronic medical record. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=13165&start=20&vjk=9ffc022341191634>

Customer Care Specialist (Waterloo/Seneca Falls) – Bill Cram Chevrolet – Job Duties and responsibilities - Answer customer calls and establish follow-up with sales appointments. * Respond quickly to internet, phone and live chat inquiries using email, scripts and templates. * Provide customers with initial product information and direct them to the appropriate dealership resources. * Present initial financing options based on customer needs. * Follow up with leads that are not ready to make an appointment or no-show. * Participate in team and process development sessions – keeping positive relationships with teammates, sales teams and dealership management. * Utilize CRM tracking system daily. Qualifications* At least one previous role based in customer service experience * Excellent teammate with collaborative attitude and eagerness to improve * Prompt and courteous demeanor * Positive and hardworking personality * Strong computer skills * Valid driver's license. This ad was found in Ziprecruiter.com. For more information:

https://www.ziprecruiter.com/jobs/bill-cram-chevrolet-cb3618e7/customer-care-specialist-753b7e58?job_id=8970f5d36f879b5e6712727660bdeee9

Help Wanted Part Time

Cashier (Waterloo) – Tops Markets - ***We are looking specifically for mid-day availability.*** Providing friendly and attentive customer service - Scanning and/or ringing customers' purchases - Bagging customer orders - Collecting payment for customer transactions - Stocking supplies in the immediate area, returning shopbacks, retrieving carts, and miscellaneous cleaning and straightening of various shelf sections as needed - Ability to maintain a friendly and courteous manner and promote sales through excellent customer service - Ability to read, write, and perform basic math functions - Basic computer skills and the ability to operate a cash register, scanner, telephone system, and scale - Ability to handle money, checks, and other media, and the ability to distinguish between various forms of currency - Directing customers to an appropriate manager when necessary. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?l=13165&radius=15&jt=parttime&vjk=9caf4b9885c71a06>

Package Handler (Geneva) – United Parcel Service - UPS is hiring individuals to work as **part-time Package Handlers**. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each day and workdays can vary such as (Monday – Friday) or (Tuesday – Saturday) or (Sunday – Thursday) depending on the building needs. Package Handlers typically do not work on holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&radius=15&jt=parttime&start=20&vjk=e2741188472a7994>

Help Wanted Part Time Continued

Administrative Assistant (Geneva) – Howard Hanna - Howard Hanna Rochester is excited to be recruiting for a Part-time Administrative Assistant to support our Geneva, NY office. Hours for this role will be Monday through Friday from 1pm to 5pm. SUMMARY: Under supervision of the Sales Office Manager, the Administrative Assistant provides administrative, secretarial and advertising support to the branch office and sales agents. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Ability to maintain a positive and professional attitude when interacting with sales associates, clients, vendors and co-workers. Must possess exemplary customer service skills. Ability to communicate professionally in oral and written fashion. Must possess strong clerical, statistical and administrative skills. Proven computer skills and experience in using applications such as Word, Excel, Power Point, Publisher, and Outlook. Must be able to type with accuracy. Prior experience in an office administrative role is preferred. High school diploma required; business school education desirable. Ability to work independently on confidential material. Must possess good judgment and problem solving skills. Ability to maintain skills required through training offered by the company or outside sources. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&sort=date&start=40&advn=7195074745643601&vjk=3728ec5a2e6f8f31>

Busser (Geneva) – Belhurt Castle - Belhurst Castle, a premier and famous destination in the Finger Lakes is accepting applications for part-time Bussers. We're looking for friendly, upbeat Bussers to be flexible and work variable shifts, including weekends. The ideal candidate is highly motivated, dependable and loves working as part of a team. If you love the restaurant business, we'd like to hear from you! Responsibilities include but are not limited to: Deliver food from the kitchen to the front of the house - Maintain a neat, organized front-of-house environment - Learn food and beverage menu - Clean tables after customers have finished their meals - Assist servers with any additional tasks. Join our friendly and supportive work environment! Become part of our family and see why so many of our associates have made Belhurst Castle their career. Contact us today - we can't wait to hear from you! This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&radius=15&jt=parttime&start=10&advn=4854117299426305&vjk=33b2d76089bdc53>

Lab Courier (Clifton Springs) – Clifton Springs Hospital & Clinic - As a Courier, you are a professional who delivers and maintains specimen integrity and solves client issues so that our caregivers can provide accurate analysis and quality care to our patients. **RESPONSIBILITIES: Daily Assignments** - Execute each courier route with efficiency, ensure the integrity of each delivery; access, navigate and send correspondence using designated computer. **Customer Service** - Perform duties in a professional and courteous manner, promote superior customer service and customer relations; use sound judgment to problem solve if client issues arise; understand and respect patient confidentiality. **Documentation** - Report equipment condition and notify coordinator of maintenance requirements. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&radius=15&jt=parttime&start=50&vjk=cd5fe1c3887db5c4>

Line Cook (Seneca Falls) – Deerhead Lakeside - The Line Chef prepares food that meets current federal, state, and local standards, guidelines, and regulations by following established policies and procedures and ensures that safe and high quality food service is provided at all times. He or she prepares all items needed for service, from chopping vegetables to making sauces and butchering meat, and may be asked to prepare items for another station or special event. The ideal candidate for this position has a high school diploma or high school equivalency diploma and one year prior experience in a food service setting. Additional culinary training/coursework highly desired. He or she must be committed to the customers, reliable to his or her co-workers, and be a self-motivated, organized, and detailed individual. Effective oral and written skills, good time management skills, and professional dress, speech, and behavior are all required for this position. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&radius=15&jt=parttime&start=60&vjk=4cff26e9b266efc9>

Freight Associate (Waterloo) – Corelle Brands - We are currently seeking a Freight Associate in one of our retail locations to help manage inventory and coordinate the flow of product throughout the store. The right individual for the job will have a passion for delivering remarkable customer service. In return, we offer you the opportunity for promotional growth! Fulfill our Values in Store: Maintain safety by ensuring all store standards and operating procedures are executed - Coordinate smooth and efficient flow of merchandise throughout the store - Initiate the store recovery process by pulling stock for sales floor as needed - Operate and maintain ware-handling equipment such as hand truck, pallet jack, conveyor, hydraulic lifts and utility carts - Assist in processing shipments, including unloading, inventory, ticketing, product placement and storage. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=13165&radius=15&jt=parttime&start=60&vjk=f7499f859c32d5ec>

Tasting Room Wine Associate (Romulus) – Varick Winery - Varick Winery at 5102 State Route 89 Romulus NY is seeking part time Tasting Room Associates to provide samples of wine to winery guest , cash register duties , keep clean tasting room , stocking shelves and other tasting room work activity. Prior winery or hospitality experience helpful. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=13165&start=10&advn=8786391689816764&vjk=f341fa31b7757981>

Stock Associate (Waterloo) – American Eagle - The Stock Associate is responsible for maximizing selling potential by ensuring the efficient and effective flow of merchandise from the stockroom to the sales floor. The Stock Associate is accountable for delivering on all aspects of stockroom standard operating procedures (SOP) and achieving the brand standards for shipment processing, replenishment, markdowns and merchandising. The Stock Associate is expected to role model AEO values and AEO Customer First behaviors in all actions and interactions in order to create a positive Customer First experience. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?l=13165&jt=parttime&vjk=b4b3b03d62a5bcd9>

Help Wanted Part Time Continued

Bartender (Geneva) – Kindred Frare - The bar team at Kindred Fare is responsible for providing top level service while using fresh, local ingredients to provide our customers quality alcoholic and non-alcoholic beverages. Our bartenders must have extensive menu knowledge along with knowledge on spirits, beer, wine, etc. Our bartenders must be outgoing and energetic while dealing with customers and be able to answer any questions a guest may have. Your duties will consist of serving alcoholic and non-alcoholic beverages, serving food, providing the servers with drinks for their tables, money handling, maintaining guest interactions at the bar, etc. Here at Kindred fare we value high quality food, drink and service. We create a fun and outgoing work environment while also working hard and completing all tasks at hand in a timely and efficient manner. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=13165&start=20&vjk=e6666dc50733e73e>

Receptionist (Waterloo) – Seneca Nurse & Rehabilitation Center - Bustling small-town nursing home seeking a Part-Time Receptionist/Greeter. Hours currently include every Monday and Friday evening 5-7pm. Applicants must possess a friendly attitude with exceptional customer service skills, have the ability to multi-task and work independently. Proficiency with Microsoft Word a must, previous experience in an office setting with multi-line phone system and common office equipment preferred. This ad was found on Ziprecruiter.com. For more information: https://www.ziprecruiter.com/jobs/seneca-nursing-rehabilitation-center-9e050a6a/part-time-receptionist-32dfe457?job_id=9f6ae69005d0930f2f3adbdb77273ade

Server (Geneva) – Uncle Joe’s - Now hiring for servers. Applicants must be reliable, and prepared to work a flexible schedule of nights and weekends. Prior serving experience is preferred but we are willing to train. Must be 18 years old. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=13165&jt=parttime&sort=date&vjk=d415ce3f620210ee>

Bed & Breakfast Help (Romulus) – The Inn at Varick Winery - Winery with B & B on northwest side of Cayuga Lake with 4 bedroom seeking part time staff. The job involves light meal preparation and cooking duties, cleaning and upkeep of guestrooms, common areas and laundry. Other duties include check-in and check-out of guests, serving hor d’oeuvres and cocktails, booking reservations and handling computer and telephone inquiries. Ability to lift, bend, move heavy equipment and furniture, remain on one's feet for extended periods of time and climb stairs. Looking for someone who is hard-working, meticulous eye for detail, passionate about cleanliness, courteous to guests, energetic, reliable, efficient, organized and dedicated to providing excellent service. Ability to multi-task and entertain guests. Excellent interpersonal and communication skills required. Prior hospitality experience helpful. . Part Time 16 -36 hours per week. Some weekends required. Reply with resume and compensation requirements. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=13165&jt=parttime&sort=date&vjk=7d9007cc0ab9470a&advn=8786391689816764>

Cleaner (Waterloo) – Kelly Services - Kelly Services has a part-time opening for a cleaner. The position is in a manufacturing plant located in Waterloo. This is a temp-to-hire position. Monday through Friday, 4 hours each day. There is some flexibility with the start and end times. DUTIES include: Vacuuming office area - Wiping down surfaces - Emptying trash - Cleaning Bathrooms - Mopping floors - Other cleaning duties as assigned. REQUIREMENTS: Must be reliable and dependable; good attendance. Prior cleaning experience is required. Must be able to take initiative and work independently. Must be able to lift up to 25 pounds, stand/walk for a period of 4 hours, bend, twist, kneel, and lift arms above head. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=13165&jt=parttime&sort=date&start=10&advn=6111343572945211&vjk=6294d364a785595d>

Health Care Positions

Finger Lakes Health CNA TRAINING OPPORTUNITIES When training is complete you may be employed as Certified Nurse Aide at Finger Lakes Health Long Term Care Facilities located in Geneva, Penn Yan and Waterloo.

Contact: Mary Granger: Email: mary.granger@flhealth.org

- Do you like caring for others and making them smile?
- Do you want to help by providing daily support and care to our residents?
- Do you want a career path that can take you from CNA to LPN and beyond?
- Enroll in our Certified Nurse Aide Training Program
- Make a significant contribution in a very important role! **Paid 4-week training program**

For more information contact Human Resources at 315-787-4039. This ad found on the NYS Job Board for more information: [Paid CNA Training](#)

https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=366933&fwkMethod=L&fwkKey=2005_1706_0_0_171031144401_1509479041140_4191#sthash.OnkfWS2v.dpbs

ON-THE-JOB TRAINING GRANTS

Missing a skill or two that you need to land your dream job?

Seneca County businesses can hire, train and upgrade the skills of workers that do not meet the minimum qualifications for a job using a grant from your local Workforce Development Office.

To learn how to take advantage of this great program, please continue reading:

PROCESS

- **Contact Megan Slater at (315) 539-1732 or [mslater@co.seneca.ny.us](mailto:m Slater@co.seneca.ny.us) to discuss your interests and to begin pre-screening.**
- We will help you identify career fields that qualify for training and employers that are interested in this grant.
- Candidates will go through an employer's normal interview process and if hired you will be a regular employee of the company.
- An employer can also request eligibility screening for anyone who applies directly to their business. If you have been pre-screened by Seneca County we can provide you with a letter stating that you are eligible for this program to provide to any employer that you apply to.
- Employers will be reimbursed for a portion of wages paid to trainees and you will be a regular employee; eligible for all benefits provided to non-OJT hires.

****PLEASE NOTE: All paperwork must be completed prior to the trainee's first day of work. Please allow a minimum of 14 business days for paperwork processing and completion. ****

Would you like free training that will lead to a successful CAREER?

Seneca County currently has training funds available to those who are eligible.

Some of our approved programs include, *Certified Nursing Assistant (CNA)*, *Commercial Driver's License (CDL)*, and *Advanced Manufacturing*. ***Get started today!***

If you are excited about starting a new career, have any questions, or would like to schedule an appointment with a career counselor please call or email [Dawn Tam \(315\) 539-1888](mailto:Dawn Tam (315) 539-1888); dtam@co.seneca.ny.us

SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS
AUGUST 2019

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|---|--|--|
| | | | 1 | 2 TASC (GED) 9:00 AM - 12:00 PM |
| 5 | 6 Resume Session 2:15-3:45 PM | 7 TASC (GED) 9:00 AM - 12:00 PM Jump Start Your Job Search 11:30 AM Build Your Skills 2:00 - 3:30 PM | 8 | 9 TASC (GED) 9:00 AM - 12:00 PM |
| 12 | 13 Transferable Skills 2:15 PM - 3:45 PM | 14 TASC (GED) 9:00 AM - 12:00 PM SBDC 10:00 AM - 4:00 PM | 15 Work Keys 8:30 AM - 12:00 PM | 16 TASC (GED) 9:00 AM - 12:00 PM |
| 19 | 20 | 21 TASC (GED) 9:00 AM - 12:00 PM | 22 Build Your Skills 9:00 - 10:30 AM | 23 TASC (GED) 9:00 AM - 12:00 PM |
| | | | 29 | 30 |
| 26 Interviewing Techniques 9:15 am - 10:45 am | 27 Transferable Skills 2:15 PM - 3:45 PM | 28 | | |

**Seneca County Workforce
 Development & Youth Bureau**
 1 DiPronio Drive, Waterloo, NY 13165
 Phone: (315) 539-1905
 Fax: (315) 539-3857
 (Please call ahead to register for training
 sessions)



**Health Care and
 Insurance Enrollment Info:**
NYS Health Navigator:
Lacy Paige
 By Appointment; (800) 346-2211
Fidelis Care:
Aja McKenzie
 By Appointment 1-888-343-3547
 Cell: (315) 667-0732
United Health Care:
 To reach a navigator please call:
 (877) 856-2429
Cancer Services Program:
Deanna Herrington
 By Appointment; (315) 462-0602

SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS JULY 2019

WORKSHOPS:

Build Your Skills

Could you use help with computer basics or advanced topics in Microsoft Office (Word, Excel, PowerPoint, etc.)? Have you tried to use JobZone modules to help research different career options? Do online applications and ethics questionnaires frustrate you? LinkedIn questions? Join us in our PC lab and focus on the skills YOU want to improve. See more ideas on the Build Your Skills checklist.

Interviewing Techniques

You got the interview, now what do you do? Register for this session. Learn what employers really want to know. What questions you should be able to answer before going to a job interview. Be aware of the importance of making a good first impression. Learn techniques regarding arrival time, appearance, body language, preparation and attitude. Also included are how to effectively answer tough questions and to ask pertinent questions in an interview.

Mock Interview (By Appointment)

Do you suspect you could improve your interviewing if a career counselor could watch you interview for a job? Let us offer suggestions for improvement as you watch your recorded mock interview. We'll ask you to provide in advance a resume, if you have one.

Personal Skills for Success A one day experience with lunch provided you will learn:

What do employers want from me?? In this series, we touch on skills identified by regional businesses and industry leaders as critical to qualify employees, skills they look for when hiring:

1. Self-Awareness – Emotional IQ, learning to be more aware of and in charge of your feelings and emotions.
2. Communication – how using the right words for a situation makes a difference.
3. Employer Expectations–social media etiquette, professionalism in the workplace, enthusiasm and attitude, and creativity and problem solving.

Resume Session

This workshop is designed both for job seekers who have never had a resume and for those whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up to date and accurate. Please call for information and to reserve your seat in this workshop.

Small Business Development Center Appointments

Starting, running, or expanding a Seneca County business? Call in advance to set up an appointment with a NYS certified business advisor to discuss your idea.

Transferable Skills

Transferable Skills is a training tool for our customers to help you understand your strengths so you are able to apply them to your job search and educational opportunities. Our staff will be able to better assist you with your job search and job matching after the discovery of your transferable skills! Our goal is to help you realize career and educational opportunities you never knew existed for yourself in the past and to help you feel more confident in your future endeavors! Limited space is available so please call for more information and for eligibility determinations.

WorkKeys

Employers want workers who can read, apply math, locate information, and demonstrate "soft" skills. WorkKeys tests reading, math and locating information, which could qualify you for a Career Readiness Credential. This credential will assist you in showing employers you are a qualified candidate.

Jump Start Your Job Search

An interactive workshop to learn about all the services and options available to you as you navigate through job searching. A good first step for anyone not quite sure what they want or need to do. Please call for information and to reserve your seat in this workshop.

HEALTH INSURANCE: NY STATE OF HEALTH AFFORDABLE CARE ACT

Fidelis Care Outreach

Meet with a representative of Fidelis Care in the Workforce Development Office on the 1st Thursday of each month. Should you be in need of quality healthcare coverage, you can fill out a contact form in our office, call 585-498-3093, or email tdark@fideliscare.org to set up an appointment.

22AY NYState of Health - Need help with health insurance? Do you have questions about the Affordable Care Act? Have a question about accessing health care, or prescriptions? Just ask (100% free of cost)! My name is Lacy Paige, I am a Certified Navigator for the New York State of Health and would be happy to review your options with you! I will help guide you through the application process. I assist Seneca County residents. Feel free to call 315-539-1848 with any questions you have. If you would like an appointment to meet with me call 1-800-346-2211.

United Healthcare Outreach

Meet with a representative of United Healthcare for your Health Insurance options and needs.

Cancer Services Program

The Outreach worker for the Cancer Services Program of Ontario, Seneca, Wayne and Yates Counties offers services for men 50 and older, women 40 and older who are under insured or without insurance. We offer FREE cancer screening.

Seneca CAP Health Benefits Program

Carrie Smalser represents the CAP Health Benefits Program, she has an office on-site at 25 Center St. Waterloo, but also sets up at various locations around Seneca County. She can be reached at 315-539-5647 ext. 325 or csmalser@caphelps.org



Business Start-Up & Expansion Consultation

Offered by

The New York Small Business Development Center

The 1st Wednesday of the month

Appointments Available from

9:00 a.m. – 4:30 p.m.

(Please allow 1 hour for first time appointments)

Located at:

Seneca County Workforce Development

& Youth Bureau

1 DiPronio Drive, Waterloo, NY

Thinking about starting or expanding your business?

Are you already in the planning stages? The SBDC can help! Get answers to your questions about legalities, business plans, financing, marketing and the realities of being a business owner. The SBDC can maneuver you around the obstacles of success.

Make an appointment by calling **315-539-1905** or by emailing workforcedev@co.seneca.ny.us

In partnership:



\$17.00 HOUR
58¢ PER MILE

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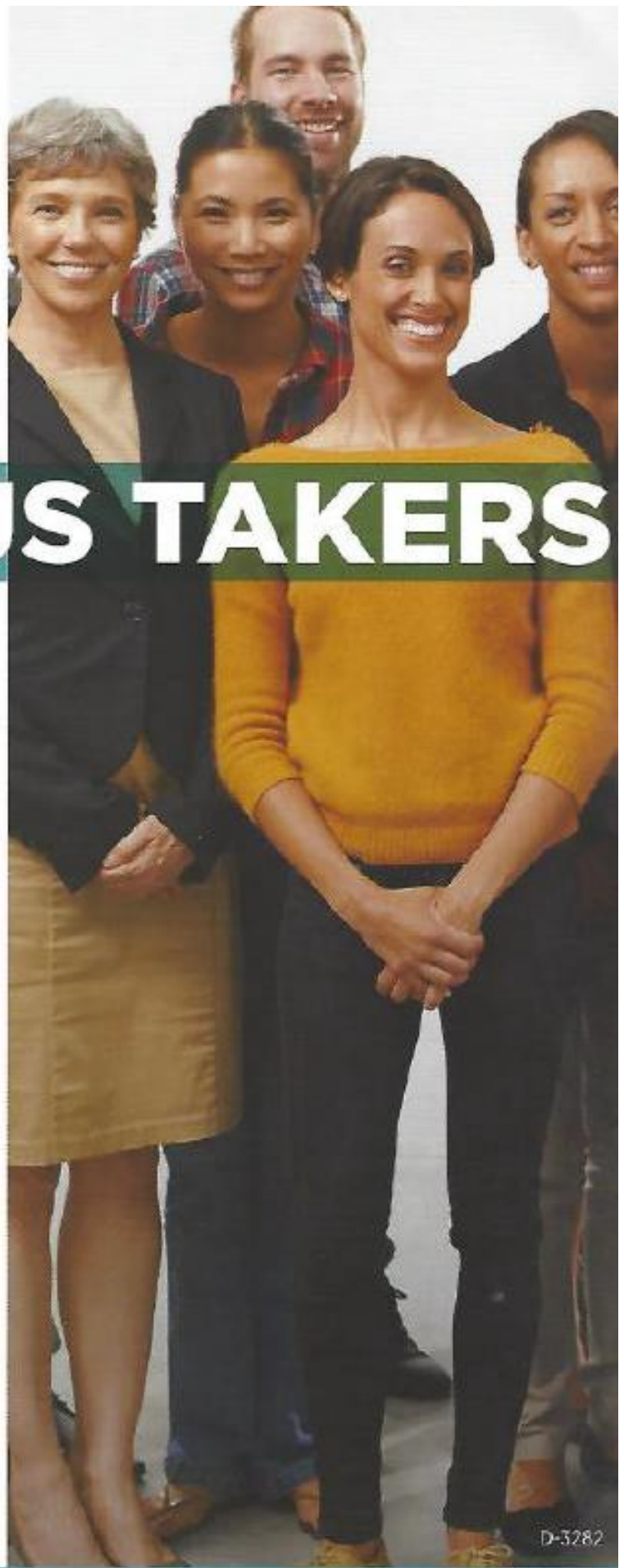
- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training

For more information or help applying, please call
1-855-JOB-2020

Federal Relay Service:
1-800-877-8339 TTY/ASCII
www.gsa.gov/fedrelay

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United States
Census
2020



D-3282

Are you **16 – 24** years old?

Are you **out of school** with **OR** without a diploma?

Looking to make a **positive change** in your life?

Where can I
further my
education?

Where can I find
training to help me
become job ready?

What careers
are in
demand?



How can I get
work
experience?

The Seneca County Department of Workforce Development and Youth Bureau offer a Career and Job Readiness Program to assist out of school youth/young adults in preparing for the world of work.

For more information on eligibility requirements and program specifics, please contact:

Annie Mahoney, Deputy Director for Youth Services
(315) 539-1791 amahoney@co.seneca.ny.us
Ryan DeVay, Employment & Training Youth Counselor
(315) 539-1914 rdevay@co.seneca.ny.us

Seneca County Department of Workforce Development and Youth Bureau
One DiPronio Drive Waterloo, NY 13165



(315) 539-1905 for general questions



Services:

“Assess” Online assessments: Finger Lakes Works can set you up with a Prove-It! E-Learning account free of charge for a limited time. Some exam topics that may be of interest include: Basic CNC Machine Operations, Accounts Payable/Receivable, Medical Terminology, Loan Processing, Adobe Photoshop, QuickBooks, and Bank Teller Skills. If you already have a skill and would like to earn a certificate to back up your knowledge the Prove-It! E-Learning program is perfect for you. Prove-It! can be completed anywhere with a computer and a high speed internet connection. To sign up for your free 90 day subscription simply stop in and register with the Seneca County Workforce Development & Youth Bureau in Waterloo, NY

Transferable Skills Workshop: The Transferable Skills Workshop is a training tool for our customers to help you understand your strengths so you are able to apply them to your job search and educational opportunities. Our staff will be able to better assist you with your job search and job matching after the discovery of your transferrable skills! Our goal is to help you realize career and educational opportunities you never realized existed for yourself in the past and to help you feel more confident in your future endeavors! Limited space is available. Call for further information. 315.539.1905.

WorkKeys for Job Seekers: The Career Readiness Credential (CRC) enables you to show prospective employers that you possess the basic foundational skills they are looking for and have the trainability for success in an organization. The CRC verifies that you can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today’s workplace.

Metrix E-Learning: Metrix is an online learning system with over 5,000 courses that can help you add skills to your resume, improve your marketability, and increase your chances of securing employment. A Metrix license will provide you with free, unlimited access to vocational courses for a six-month period. Some Courses Offered Include: QuickBooks Pro 2017, Human Resources, Information Technology, Programming, Project Management, Six Sigma, and Oracle. Metrix courses are self-directed, enabling you to complete the courses at your own pace and on any computer with internet access. Please call Dawn Tam at 315-539-1888 to get started.

Veterans Services: Veterans Priority of Service - We are proud to offer Priority of Service to veterans and their eligible spouses; **Veterans Services:** <https://labor.ny.gov/formsdocs/factsheets/pdfs/p652.pdf>

Youth Services: For 16-24 year olds who are out of school

Youth Employment Program: In this program we emphasize real-world labor expectations. The Workforce Youth Program provides opportunities for career exploration, financial & literacy training, academic improvement, paid work experience and social growth. For more information call 315-539-1905 and ask for Ryan DeVay or Annie Mahoney

JOB CORPS is a **free** education and training program that helps young people learn a career, earn a high school diploma, and find and keep a good job. For eligible young people at least 16 years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life. Please contact Ms. Caldwell at 585-454-5130 for an appointment.

Other Services

AFFORDABLE CARE ACT - Need help with health insurance? Do you have questions about the Affordable Care Act? Have a question about accessing health care, or prescriptions? Just ask (100% free of cost)! My name is Lacy Paige, I am a Certified Navigator for the New York State of Health and would be happy to review your options with you! I will help guide you through the application process. I assist Seneca County residents, but the S2AY Rural Health Network also has Navigators in Steuben, Yates, Tioga, Schuyler, Wayne, Livingston, Chemung, and Ontario Counties. Feel free to call 315-539-1848 with any questions you have. If you would like an appointment to meet with me call 1-800-346-2211. Don't wait, get in touch with me today!!

TASC Formerly GED; **EDP** (External Diploma Program) is a nationally recognized alternate way for adults to earn a NY state-issued HS Diploma. **The TASC and EDP programs are FREE, self-paced, flexible (scheduling) and most important ... individualized. Take the first step toward a better future.** Please contact instructor Ruth Brewer at (315) 573-0893 for additional information. Both Programs are offered at Seneca County Workforce Development and Youth Bureau (315) 539-1905.

Are you Age 55+ and looking for a job? Associates for Training and Development (A4TD) provides employment services to workers 55+ and has the ability to enroll eligible older workers in part-time temporary training positions; it is your stepping stone back into the workforce. To be eligible applicants must: (1) Want to receive occupational skills training and job search assistance (2) Be age 55+ (3) Be currently unemployed and (4) meet income requirements. To learn more and apply please visit www.A4td.org and go to Get Started. Please contact Seneca County Workforce Development & Youth Bureau with any questions or for computer assistance.

Housing Resources

Housing Resources are now listed on our website: www.co.seneca.ny.us/wdyb
