



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 June 18, 2018

**For additional information on services visit us at:**

[www.co.seneca.ny.us/wdyb](http://www.co.seneca.ny.us/wdyb)

Ctrl and Click to follow link

(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 10 ([CAL](#))

Seneca County Civil Service Opportunities.....Page 6 ([SCS](#))

Metrix is an online learning system that helps you upgrade your skills to secure employment. More information on Page 14 ([MET](#))

CNA Training..... Page 9 ([CNA](#))

SBDC (Small Business Development Center) First Wednesday of the month by appointment only. Page 12 ([SBDC](#))

TASC (Formerly GED) Classes offered right in our office! Page 14 ([TASC](#)) for more information.

A4TD (Associates For Training & Development) Are you age 55+ and looking for a job? See Page 14 ([A4TD](#)) for more information.

Affordable Care Act See Page 14 ([ACA](#)) for more information.

Youth Services See Page 13 ([YTF](#)) & 14 ([YTH](#)) for more information.

CNA/HHA See Page 6 ([FLH](#))

Other Services See Page 14 ([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 7 for more information.**

### HOT LEADS

**Geneva Granite Company** is in immediate need of a Class B or Class A Boom Truck Driver. Varied hours, but typically Monday-Friday, 5AM-2PM. Contact Janet to apply: 315-789-8149.

**NYS Job Bank (<https://newyork.us.jobs/>) 266 Job Listings in Seneca County! See below for a sampling**

Company	Job Title	Order #	Listing Date
Caleres, Inc.	Assistant Sales Manager - Famous Footwear	DE4894757	6/16/2018
Monro Muffler/Brake	Automotive Technician	DE4894221	6/16/2018
New York State Civil Service	Alcohol Substance Abuse Treatment Program Assistant	DE4888222	6/15/2018
New York State Civil Service	Gaming Operations Inspector	DE4888192	6/15/2018
VF Corporation	VF Outlet PT Sales Associate	DE4886859	6/15/2018
Belcan	Call Center Representative	DE4880792	6/14/2018
Gap Inc.	Brand Associate - Waterloo	DE4881294	6/14/2018
Gap Inc.	Sales Associate - Waterloo Premium	DE4881406	6/14/2018
Gap Inc.	Sales Associate - Waterloo Premium	DE4881309	6/14/2018
Columbia Sportswear Company	Retail Freight Supervisor	DE4874737	6/13/2018
Columbia Sportswear Company	Assistant Store Manager	DE4874736	6/13/2018
Five Points Correctional Facility	Secure Care Treatment Aide I	NY1260029	6/13/2018

Company	Job Title	Order #	Listing Date
New York State Civil Service	Addictions Counselor 1 (Dick Van Dyke ATC)	DE4870592	6/12/2018
VF Corporation	VF Outlet FT Process Supervisor	DE4870020	6/12/2018
Dollar General	STORE MANAGER CANDIDATE	DE4868103	6/11/2018
Generations Bank	Commercial Relationship Manager	NY1259755	6/11/2018
HEP Sales	Sales Associate	NY1259691	6/11/2018
Caleres, Inc.	Sales Associate - Famous Footwear	DE4864315	6/9/2018
CyberCoders	Project Superintendent, Building Demolition	DE4863246	6/9/2018
Reebok International LTD	Part-Time Retail Team Leader	DE4864437	6/9/2018
Xylem	Territory Sales Manager	DE4863540	6/9/2018
Xylem	Technical Support Customer Service Analyst	DE4863539	6/9/2018
Caleres, Inc.	Seasonal Associate - Famous Footwear	DE4858968	6/8/2018
ITT Corporation	Manager, Sales Operations	DE4857050	6/8/2018
ITT Corporation	Senior Materials Engineer Castings	DE4857049	6/8/2018
Robert Half	Commercial Lending Officer	DE4857851	6/8/2018
Kelly Services	Janitor	DE4852083	6/7/2018
Lifetime Care & Home Care Plus	RN - Seneca County	DE4854156	6/7/2018
Lifetime Care Home Health Care	Home Health Aide Trainee	DE4854576	6/7/2018
Milton CAT	Sales Representative - Earthmoving	DE4854641	6/7/2018
VF Corporation	VF Outlet PT Sales Associate	DE4846478	6/6/2018
Cayuga Ridge Estate Winery	Tasting Room Associate	NY1259052	6/5/2018
del Lago Resort Casino	Player Card Retail Cashier	DE4842418	6/5/2018
Hanesbrands Inc.	Customer Assistant - Hanesbrands	DE4844158	6/5/2018
Town of Seneca Falls - Highway	Landscaper	NY1259109	6/5/2018
Town of Seneca Falls - Highway	Laborer	NY1259098	6/5/2018

## **Local Business Leads**

**del LAGO RESORT●CASINO - Join a Winning Team! - 75 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.

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**ARC of Seneca Cayuga** - There are (27) 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>

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**Finger Lakes Health** -There are (93) 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/>

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**Lochland School Inc.** is now hiring direct support professionals Open interviews Monday - Friday from 9 AM - 3:30 PM - Sign on bonus may be available. Contact Julie Chiccino at 315-789-5208. Applications available on our website [www.lochlandinc.org](http://www.lochlandinc.org)

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**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](http://www.happinesshouse.org) to apply. Complete the application located on their web site or email interest with a resume to [applications@happinesshouse.org](mailto:applications@happinesshouse.org)

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**Sodexo USA** has Full and Part time openings (6) in Geneva. Primarily at the Hobart and William Smith Campus. For more information: <http://sodexousa.jobs/geneva/new-york/usa/jobs/>

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**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-gwlisk.icims.com/jobs/intro?hashed=-435618621> Search this site by entering Clifton Springs in the location selection.

## Help Wanted Full Time

**Certified Building Substitute Teacher (Waterloo) – Waterloo Central School District** - We are hiring 4\* full time Building Substitutes for the 18-19 School year,\*one for each school building in the district. This substitute will serve in any classroom that the school needs each day. This person must be a NYS certified teacher. Please Submit: •Letter of interest •Resume •3 letters of reference •Proof of certification •AND a completed substitute application found at <https://www.waterloocsd.org/domain/31> ONLY complete applications will be considered. Information can be emailed or mailed to: Jamie Excell Confidential Secretary to the Superintendent. Waterloo Central School District, 109 Washington Street Waterloo, NY 13165, 315-539-1501. This ad found on Indeed.com. For more information: [https://www.indeed.com/cmp/Waterloo-Central-School-District/jobs/Certified-Building-Substitute-Teacher-a8bc8be3847617a0?sldu=QwrRXXKrqZ3CNX5W-O9jEvdI3tcaFbFOv35mNq1t2gosbEABL-qlra-hXjQIVtoMjWJqozTNn10\\_hE8sOELxDm8aLWmZBuxJwbfn0tKNruvcxOH3bdch1wMCYfkuqxKd-NDZv0iXfX1kgLDBUip1yGw&tk=1cga3keu21a0n1mn&vjs=3](https://www.indeed.com/cmp/Waterloo-Central-School-District/jobs/Certified-Building-Substitute-Teacher-a8bc8be3847617a0?sldu=QwrRXXKrqZ3CNX5W-O9jEvdI3tcaFbFOv35mNq1t2gosbEABL-qlra-hXjQIVtoMjWJqozTNn10_hE8sOELxDm8aLWmZBuxJwbfn0tKNruvcxOH3bdch1wMCYfkuqxKd-NDZv0iXfX1kgLDBUip1yGw&tk=1cga3keu21a0n1mn&vjs=3)

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**Manufacturing Laborers (Romulus) – Western Ag** - 1st and 2nd shift Manufacturing Laborers. Position is located in Romulus, NY (20 minutes from Geneva or Seneca Falls). Experience is not required. Training will be provided for all skills needed to fill positions. Work is repetitive and very heavy with small teams. General labor as needed. Complete orders efficiently on a daily basis to guarantee timely shipment. Communicate effectively with all team members and comply with company safety regulations. REQUIREMENTS: •Must be able to work as a team member to complete production of orders. •Must be able to lift 50 pounds, be physically fit and able to do laborer work for 8+ hours daily. •Excellent communication, analytical and problem-solving skills. •Good work ethic is a must, ability to work independently and as a team member, proactive, self-motivated, hardworking and a desire to go above and beyond. •Willing to work overtime and weekends when necessary and can be easily trained. •Forklift skills a plus but not necessary. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/Western-Ag-Enterprises/jobs/Manufacturing-Laborer-c258815312d1a2c8?vjs=3>

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**Production Scheduler/Planner (Penn Yan) – KenPak, LLC** - We are seeking an energetic, skilled entry level Materials Planner / Production Scheduler for our facility in Penn Yan, NY. The Material Planner/Scheduler - Yogurt is responsible for setting the weekly master production schedule and ensuring a steady flow of all materials needed to keep the manufacturing plant operating for Aseptic. This is generally a balancing act, as space to store raw materials is limited. Ensure adequate supplies without over ordering or wasting resources. This ad found on Indeed.com. For more information or to apply: [https://www.indeed.com/cmp/KanPak,-LLC---a-golden-state-foods-company/jobs/Production-Scheduler-Planner-a58f286cddc70937?sldu=QwrRXXKrqZ3CNX5W-O9jEvTHK\\_qwVIn-tz6nDN\\_ABFtvMUanQI-ZHDyr0IV-Bj\\_Gpcqxqoky0VJLus1llwY5wDEATPqVScKtAmSbCHuKaJ8M&tk=1cga64ci45igicpa&vjs=3](https://www.indeed.com/cmp/KanPak,-LLC---a-golden-state-foods-company/jobs/Production-Scheduler-Planner-a58f286cddc70937?sldu=QwrRXXKrqZ3CNX5W-O9jEvTHK_qwVIn-tz6nDN_ABFtvMUanQI-ZHDyr0IV-Bj_Gpcqxqoky0VJLus1llwY5wDEATPqVScKtAmSbCHuKaJ8M&tk=1cga64ci45igicpa&vjs=3)

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**Production Control Planner (Clifton Springs) – GW Lisk** - The Production Planner position is a key role for a dedicated, hard working individual with a desire to improve existing processes and systems. This role requires good organizational skills, the ability to multi-task and to balance both immediate & long term priorities. Key objectives will be achieving and improving targeted customer on time deliveries, managing item & finished product inventory levels and targets, and balancing supply with customer demand. This position requires a customer focused mindset and the ability to work across functional boundaries while supporting change and improvement. Specific responsibilities include: •Participates in the S&OP process. •Participates in Morning Markets and Connected flow meetings •Manages finished item replenishment requirements, monitors supply/demand issues, and balances product allocation. •Manages item level inventory, raises issues with manufacturing and communicates supply concerns with purchasing. •Supports the business in new product launches, portfolio rationalization, discontinuance, and source of supply changes. •Proactively reports product, material availability and product dating issues. •Maintain, monitor Master Data; revise essential system planning data to ensure Syteline system is effectively planning future requirements. •Complete special assignments as requested. •Establish and monitor TAKT settings with the objective of balancing both customer service and inventory goals. •Interface with Logistics to help prioritize expected receipt of product in short supply situations. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/Karen-Tyler-Company/jobs/Production-Control-Planner-5da7f5eda2b0b411?vjs=3>

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**Store Associate (Waterloo) – Brooks Brothers Group, Inc** - The Store Associate maximizes stores sales through effective selling, service and thorough product knowledge. By putting the customer at the center of all we do and exhibiting passion, this position creates a legendary experience that encourages the customer to establish a long relationship with the company. Additionally, individuals in this role contribute to the successful and efficient functioning of the store through a collaborative effort. Responsibilities of the Store Associate include: •Achieve personal productivity and assist in meeting store sales goals. •Engage customers to the advantages of opening and utilizing the Brooks Brothers credit card. •Engage customers using a variety of tools such as Thank You cards and clienteling to promote customer relationships •Understand and demonstrate product knowledge, selling and operational skills to maximize sales. •Utilize practices to minimize losses from theft and poor inventory control. •Assist in maintaining a clean, neat and organized store environment. This ad found on Indeed.com. For more information or to apply: <http://recruit.hirebridge.com/v3/Jobs/JobDetails.aspx?hbid=20147753380609&cid=6166&locvalue=1720&source=Indeed.com>

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## Help Wanted Full Time Continued

**Technical Sales and Support Specialist (Auburn) – D&D Diesel, Inc** - D&W is looking for a Technical Sales and Support Specialist for our Corporate Headquarters in Auburn New York. Technical Sales and Support Specialists are responsible for customer service functions related to Truck & Tank Equipment and Hydraulic Products. Job Responsibilities: •Provide technical support to our customers, outside sales force and our remote branches •Handle incoming calls and process orders •Keep order information updated and communicated to customers •Provide application support to customers •Ability to troubleshoot complex issues over the phone •Outstanding verbal and written communication skills •Strong mechanical aptitude and ability to provide solutions •Energetic with a good sense of urgency •Prior experience with hydraulics, pneumatics or other bulk transfer equipment is a plus •Previous computer experience should include word processing, spreadsheets and database use •Must be able to handle multiple projects at one time and prioritize effectively. If you are unable to apply online due to disability, please contact Human Resources: 315-253-2324. This ad found on Indeed.com. For more information or to apply:

[https://www.appone.com/maininforeq.asp?Ad=157650&R\\_ID=2024566&Refer=https://www.indeed.com/viewjob&B\\_ID=44](https://www.appone.com/maininforeq.asp?Ad=157650&R_ID=2024566&Refer=https://www.indeed.com/viewjob&B_ID=44)

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**Management Trainee (Geneva) – Valu Home Centers** - At Valu Home Centers, our Retail Management Trainees become leaders of our store teams, DIY enthusiasts, and champions of the communities that we serve. Unlike other retail management positions where you're stuck in an office pouring over daily reports, you'll be on the floor and on the front lines directly interacting with our customers. Our competitive benefits package, paid leadership training opportunities, and emphasis on work/life balance are the perfect compliment to your career development. I will contribute to the success of my team by: •Overseeing all daily store operations •Assisting management team to recruit, hire, evaluate, train, and develop Sales Associates •Strengthening and maintaining a strong culture of customer service among myself and my fellow team members •Staying engaged with current DIY trends to better serve our customers •Ensuring that our store meets company merchandising and appearance standards •Maintaining product inventory levels, including the ordering and validation of physical inventory •Acting on opportunities to provide training and mentoring to my fellow team members to set them up for success. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/Valu-Home-Centers/jobs/Management-Trainee-68a9b011f9cf9ccd?vjs=3>

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**Fleet Operations Manager (Geneva) - Casella Waste Systems, Inc.** - Casella Waste Systems, Inc. has opened a search for a hands on, experienced Fleet Operations Manager to join our facility located in Geneva, NY. Responsibilities & Duties: •Perform ongoing operational analysis to maximize utilization of company resources •Coordinating and cross training drivers to cover routes during vacations and absences •Identifying opportunities for route efficiencies and working with sales and drivers to implement •Work with maintenance and customer service to manage containers to ensure maximum and efficient utilization •Work closely with customer service and sales to achieve service quality and responsiveness to highly demanding customers •Compliance with all applicable Federal, State and company Environmental and Risk Management Policies and Procedures. This ad found on Indeed.com. For more information or to apply: <https://www.casella.com/available-careers/fleet-operations-manager-4>

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**Teller 1 (Seneca Falls) – Community Bank N.A.** - A Teller is usually the first point of contact for Bank patrons; therefore they must create and deliver a positive customer experience while providing a variety of services involving the receipt and payment of all monies. This position requires an individual with a positive attitude, who is a team player, and is able to actively listen for customer financial needs and refer them to the appropriate bank product or bank representative. Ideal candidate with prior cash handling or customer service skills is preferred but not required. This job found on Indeed.com. For more information or to apply: [https://cbsicareersint.c0y8.velocitycloud.net/ltmprod/CandidateSelfService/controller.servlet?context.dataarea=ltmprod&webapp\\_name=CandidateSelfService&context.session.key.HROrganization=1&context.session.key.JobBoard=EXTERNAL&saveKeys=true&JobPost=2&JobReq=804&context.session.key.noheader=true&language=en#](https://cbsicareersint.c0y8.velocitycloud.net/ltmprod/CandidateSelfService/controller.servlet?context.dataarea=ltmprod&webapp_name=CandidateSelfService&context.session.key.HROrganization=1&context.session.key.JobBoard=EXTERNAL&saveKeys=true&JobPost=2&JobReq=804&context.session.key.noheader=true&language=en#)

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**Certified Meat Cutter (Seneca Falls) – Tops Friendly Markets** - Tops Markets, LLC is a leading regional supermarket chain based in Williamsville, NY and operating over 160 stores throughout Western, Central & Eastern New York, Northern Vermont and Northern Pennsylvania. We are seeking a motivated, customer service oriented self-starters to become a Meat Cutter in our Seneca Falls NY store. This ad found on Indeed.com. For more information or to apply: <https://recruiting.adp.com/srccar/public/RTI.home?c=1139107&d=ExternalCareerSiteTops&rb=INDEED&r=5000379767006#/>

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**Customer Service Representative (Seneca Falls) – Johnson Service Group Inc.** - JSG is actively seeking a Customer Service Representative with an energetic and professional demeanor to support product end users. Based in Seneca Falls, NY, the Representative will interface with end users, installers and dealers of various products and utilize company policies to effectively address their issues, complaints and inquiries. Representatives will have a commitment to customer satisfaction and an ability to make quick and accurate decisions. Responsibilities: Answer incoming customer phone calls and take appropriate action for each call. Follow communication “scripts” when handling different topics. Identify customers’ needs, clarify information, understand every issue and provide solutions. Build sustainable relationships and engage customers by taking the extra mile. Keep records of all conversations in our database in a comprehensible way. Use company policies to determine if there can be an immediate resolution to a customer issue or if that issue requires managerial input. Please send qualified resumes to [kkratsas@jsginc.com](mailto:kkratsas@jsginc.com), attention Kristina. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/viewjob?jk=822ae3513601046c&l=Waterloo%2C+NY&tk=1cgc2v40g1a4u1ne&from=web&vjs=3>

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## **Help Wanted Full Time Continued**

**Building Maintenance/Facility Service Associate (Auburn) – Lowe’s** - Responsible for ensuring the cleanliness of all store areas, inside and out, such as bathrooms, break rooms, sprinklers, and parking lots. Perform preventative and basic maintenance on all store equipment, ordering and installing parts needed for repair, coordinating with contractors when appropriate. Assist customers on the sales floor when necessary. Requires morning, afternoon, and evening availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties. This ad found on Indeed.com. For more information or to apply: [https://jobs.lowes.com/job/-/1627/8368783?rx\\_campaign=indeed0&rx\\_group=102039&rx\\_job=1414805BR&rx\\_source=Indeed&codes=INDEED](https://jobs.lowes.com/job/-/1627/8368783?rx_campaign=indeed0&rx_group=102039&rx_job=1414805BR&rx_source=Indeed&codes=INDEED)

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**Servers (Geneva) – The Pier House** - The Pier House Restaurant is looking for experienced servers to fill both AM and PM shifts. Weekends and flexible schedule a must. Please have a basic knowledge of food and beverage. This is a fast paced environment. Speed and the ability to multi-task are important. Contact Timothy at (315) 789-0400 ext. 2101 for more information on how to apply. This ad found on craigslist. <https://fingerlakes.craigslist.org/fbh/d/experienced-restaurant-servers/6620554715.html>

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**Custodian (Seneca Falls) – New York Chiropractic College** - Complete daily cleaning duties of all College buildings as assigned and scheduled by the supervisor to which one is designated to report to. Specific Responsibilities: 1. Sweep, mop, and scrub floors, stairs, and other surfaces, using light and heavy floor machines and attachments. 2. Scrub, strip, and polish floors using heavy (industrial type) floor powered scrubber and buffers. 3. Vacuum carpets in offices and public areas. 4. Shampoo carpets periodically using shampooing/extraction machine. 5. Clean and dust furniture, exhibit cases, pictures, whiteboards, etc. 6. Clean and service restrooms. 7. Remove, wash/clean and replace venetian blinds. 8. Clean light fixtures of dirt and flies. 9. Clean windows, window sills, mirrors, and all other glass surfaces both interior and exterior. 10. Empty trash receptacles and insert new trash liners. Remove collected trash to dumpster for disposal. 11. Move heavy furniture, supplies and miscellaneous equipment as needed or directed. 12. Collect recycling. 13. Report items that are in need of repair (doors, furniture, lights toilets, etc.), and conditions that present a hazard to the College community and its visitors. 14. Use cleaning products as instructed according to the manufacturer’s instructions. 15. Use personal protective equipment as required by product instructions, OSHA and any other regulatory agency requirements, or as instructed by supervisory personnel. 16. Other duties as assigned. If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: [sbowman@nycc.edu](mailto:sbowman@nycc.edu). This ad found on the College website. For more information: <https://www.nycc.edu/employment-opportunities>

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## **Help Wanted Part Time**

**Receptionist/Administrative Assistant (Auburn) – Aster Financial Group LLC** - Looking for a career minded candidate for a Part-time Reception position. Successful candidates will present a professional image and believe in delivering good customer service. Duties will include answering phones, scheduling appointments, assisting customers with paperwork and questions, doing bank, post office runs and occasional other errands, scanning documents and other general office tasks. The hours can be somewhat flexible, but afternoons until 4-4:30 are preferred. Hours will range from 20-25 per week with the potential for more in the future. Basic phone & computer skills are required; a working knowledge of Microsoft Office in preferred, reliable transportation is a must. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/Custom-Accounting-Services/jobs/Receptionist-Administrative-Assistant-b02b0099a45419cc?vjs=3>

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**Front Door Asset Protection Summer Seasonal (Geneva) – BJ’s Wholesale Club, Inc.**- Front Door Asset Protection are responsible for making a positive and member friendly first and last impression on Club Members while monitoring exit and entrance activity. Additional responsibilities include but not limited to: • Reviewing register receipts to cross check items and verify high ticket items • Recording register transaction discrepancies • Responding to EAS alarms • Handling member inquiries and/or concerns • Issuing water jug vouchers. This ad found on Indeed.com. For more information or to apply: [https://careers.bjs.com/job/Geneva-Front-Door-Asset-Protection-Summer-Seasonal-Job-NY-14456/478577700/?feedId=223100&utm\\_source=Indeed&utm\\_campaign=BJs\\_Indeed](https://careers.bjs.com/job/Geneva-Front-Door-Asset-Protection-Summer-Seasonal-Job-NY-14456/478577700/?feedId=223100&utm_source=Indeed&utm_campaign=BJs_Indeed)

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**Stock Clerk Overnight Summer Seasonal (Geneva) – BJ’s Wholesale Club, Inc.** - Food Stock Clerks are responsible for replenishing, rotating and displaying merchandise as assigned and ensures that correct signage. Additional responsibilities include but not limited to: • General housekeeping duties such as keeping shelves and floors free of cardboard and trash. This ad found on Indeed.com. For more information or to apply: [https://careers.bjs.com/job/Geneva-Stock-Clerk-Overnight-Summer-Seasonal-Job-NY-14456/478578700/?feedId=223100&utm\\_source=Indeed&utm\\_campaign=BJs\\_Indeed](https://careers.bjs.com/job/Geneva-Stock-Clerk-Overnight-Summer-Seasonal-Job-NY-14456/478578700/?feedId=223100&utm_source=Indeed&utm_campaign=BJs_Indeed)

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**Sales Associate Temporary (Waterloo) – Carter’s** - The Temporary Sales Associate (TSA) is responsible for interacting with customers and employees to create a positive store environment. The SA maximizes sales by ensuring a neat, clean, and organized store. Responsible for the execution of operational activities and protecting Company assets through exceptional customer service. The SA is responsible for providing information regarding product benefits and ensuring that customers are satisfied with their experience. This ad found on Indeed.com. For more information or to apply: [https://carters-retail.submit4jobs.com/index.cfm?fuseaction=85399.viewjobdetail&JID=260648&source=Indeed&utm\\_source=Indeed&utm\\_medium=IndeedFreePost&cid=85399](https://carters-retail.submit4jobs.com/index.cfm?fuseaction=85399.viewjobdetail&JID=260648&source=Indeed&utm_source=Indeed&utm_medium=IndeedFreePost&cid=85399)

## **Help Wanted Part Time Continued**

**Sales Support Associate (Geneva) – Lowe’s** - The principle purpose of the Sales Support Associate is to assist customers in selection, demonstration, and purchase of product including special orders and installations. The Sales Support Associate will also participate in the safe, accurate and efficient receiving, unloading, dispersion and stocking of inbound freight to prepare the store for daily customer activity. This ad found on Indeed.com. For more information or to apply: [https://jobs.lowes.com/job/-/1627/8405792?rx\\_campaign=indeed0&rx\\_group=102039&rx\\_job=1417094BR&rx\\_source=Indeed&codes=INDEED](https://jobs.lowes.com/job/-/1627/8405792?rx_campaign=indeed0&rx_group=102039&rx_job=1417094BR&rx_source=Indeed&codes=INDEED)

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**Housekeeper Summer Help (Seneca Falls) – Finger Lakes Premier Properties** - Spend your summer along the beautiful Finger Lakes in luxury lakefront homes! This position is part time and seasonal, with housekeepers working anywhere from 8-30 hours per week. Job Requirements: -Must have a valid driver’s license AND reliable transportation to drive to the properties -Must be available at LEAST one day of the weekend (Saturday or Sunday) Essential Duties & Responsibilities: -Clean homes in a set time frame -Use COMPANY PROVIDED cleaning products -Follow safety procedures and company standards. This ad found on ZipRecruiter.com. For more information or to apply: <https://www.ziprecruiter.com/jobs/finger-lakes-premier-properties-1afe84f5/13-00-hr-part-time-summer-help-6ac46a08>

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## **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](mailto: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.0n\\_kfWS2v.dpbs](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.0n_kfWS2v.dpbs)

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**Personal Care Aide or CNA/HHA (Newark) – Terrace at Newark** – Apply in person at Terrace at Newark, 208 Route 88, Newark, NY 14513 or call 315-331-5282. [www.terraceatnewark.com](http://www.terraceatnewark.com) This ad found in the Finger Lakes Times

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## *Seneca County Civil Service Opportunities*

- **Continuous Recruitment:** Account Clerk; Account Clerk Typist; Caseworker & Caseworker Trainee; Clerk; Custodian; Psychiatric Social Worker; Psychiatrist; Public Health Nurse; Senior Typist; Typist; Wastewater Treatment Plant Operator
- **Current Opening:** Addictions Counselor, Building Maintenance Mechanic (Waterloo CSD), Mental Health Clinical Therapist, Psychiatric Nurse, Psychiatric Social Worker II and Registered Professional Nurse (part time)
- **Civil Service Exams:**  
**Social Welfare Examiner:** Test Date is June 23, 2018.

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

## **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. \*\*

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## **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; [dtam@co.seneca.ny.us](mailto:dtam@co.seneca.ny.us)*



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501 Exchange St.  
Geneva, NY 14456

315-325-4341/4437

Mon - Fri 9am - 5pm





***Interested in becoming a Certified Nursing Assistant?***

***Is this training program for you?*** 🤔

**What is a CNA?** Prepare to become a Certified Nursing Assistant (CNA) by completing FLCC'S program and taking the New York State Exam. **Our student's passing rate on the State Exam is the highest in the state!!!** Our program includes classroom training in the principles and practices of patient care in the role of a Nursing Assistant, as well as, clinical experience in an assisted living setting.

***2018 Class Dates:***

- ***February 19, 2018*** – DeMay Living Center (Instructional held at FLCC's Geneva Campus)  
*Orientation January 30, 2018 – Clifton Springs Hospital*
- ***May 21, 2018*** – DeMay Living Center (Instructional held at FLCC's Geneva Campus)  
*Orientation May 9, 2018 – Clifton Springs Hospital*
- ***November 5, 2018*** – DeMay Living Center (Instructional held at FLCC'S Geneva Campus)  
*Orientation October 12, 2018 – Clifton Springs Hospital*

***Call to speak to our staff about enrolling: 585-785-1660 or email:  
[ce@flcc.edu](mailto:ce@flcc.edu)***

***It is a great way to start a career in healthcare!!!***

***FLCC's Certified Nursing Assistant Program is a  
New York State approved course!***

***Free funding may be available. To see if you qualify please call  
Dawn Tam  
Seneca County Workforce Development  
(315)539-1888.***

Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

**SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS  
JUNE 2018**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 TASC (GED) 9 AM - Noon
4	5	6 TASC (GED) 9 AM - Noon  SBDC 9 - 4:30 PM	7 Fatherhood Group 5:30 - 7:00 PM  Build Your Skills 10 - 11:30 AM	8 TASC (GED) 9 AM - Noon
11	12 Resume Session 9:30 - 10:45 AM  Transferrable Skills 2:15 - 3:45 PM	13 TASC (GED) 9 AM - Noon	14 Fatherhood Group 5:30 - 7:00 PM	15 TASC (GED) 9 AM - Noon
18 Interviewing Techniques 9:30 - 10:45 AM	19	20 TASC (GED) 9 AM - Noon	21 WorkKeys 8:30 - 12:30 PM  Build Your Skills 2:30 - 4:00 PM  Fatherhood Group 5:30 - 7:00 PM	22 TASC (GED) 9 AM - Noon
25	26 Transferrable Skills 2:15 - 3:45 PM	27 TASC (GED) 9 AM - Noon  Personal Skills for Success 9 AM - 3:30 PM	28 Fatherhood Group 5:30 - 7:00 PM	29 TASC (GED) 9 AM - Noon

**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:**

**Julie Moran**  
Tuesdays, 9 AM - 1 PM;  
(315) 264-9902

**United Health Care:**

**Nikki Sember**  
Mondays, 8:30 - 11 AM;  
(315) 651-9805

**Cancer Services Program:**

**Deanna Herrington**  
By Appointment; (315) 462-0602

## SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS JUNE 2018

### 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 quality 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 class.

#### 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.

#### Transferrable Skills

Transferrable 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 transferrable 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.

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### HEALTH INSURANCE: NY STATE OF HEALTH AFFORDABLE CARE ACT

#### Fidelis Care Outreach

Meet with a representative of Fidelis Care to learn about their options for Child Health Plus, Medicaid Managed Care, and their products offered through the NYS Health Plan Marketplace. Call ahead so we can notify you in case of schedule changes.

**S2AY 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.

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# **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](mailto:workforcedev@co.seneca.ny.us)

*In partnership:*



**Are you 16 – 24 years old?**

**Are you out of school?**

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

**If the answer is yes, please read further.**

**Have you ever asked yourself any of these questions?**



**If you have asked any of these questions, we would be happy to assist you in finding some answers.**

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

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



Deborah McGrimley, Employment & Training Youth Coordinator at 315-539-1901, [dmcgrimley@co.seneca.ny.us](mailto:dmcgrimley@co.seneca.ny.us)

Annie Mahoney, Runaway Homeless Youth Coordinator, 315-539-1791, [amahoney@co.seneca.ny.us](mailto:amahoney@co.seneca.ny.us)

Ryan DeVay, Employment & Training Youth Counselor, 315-539-1914, [rdevay@co.seneca.ny.us](mailto:rdevay@co.seneca.ny.us)

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

315-539-1905

## **Services:**

**“Prove-It!” 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 Finger Lakes Works One Stop in Waterloo, NY

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**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.

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**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.

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**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.

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## **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 Deborah McGrimley

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**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.

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**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!!

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**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.

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**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](http://www.A4td.org) and go to Get Started. Please contact Seneca County Workforce Development & Youth Bureau with any questions or for computer assistance.

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