



Seneca County Workforce Development & Youth Bureau
 Finger Lakes Works-Seneca
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Job Leads and Services prepared by Seneca County For the Week of July 16, 2018

For additional information on services visit us at:

www.co.seneca.ny.us/wdyb

Ctrl and Click to follow link

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

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Don't Miss Our Services!!

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

Seneca County Civil Service Opportunities.....Page 7 ([SCS](#))

Metrix is an online learning system that helps you upgrade your skills to secure employment. More information on Page 15 ([MET](#))

CNA Training..... Page 11 ([CNA](#))

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 15 ([TASC](#)) for more information.

A4TD (Associates For Training & Development) Are you age 55+ and looking for a job? See Page 15 ([A4TD](#)) for more information.

Affordable Care Act See Page 15 ([ACA](#)) for more information.

Youth Services See Page 14 ([YTF](#)) & 15 ([YTH](#)) for more information.

CNA/HHA See Page 7 ([FLH](#))

Other Services See Page 15 ([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 8 for more information.

HOT LEADS

Cayuga/Seneca Community Action Agency is looking for Drivers for their Medicaid Transportation Program! For more information or to apply <http://cscaa.com/MedicaidTransportationProgram.html>

Sodexo is having a Job Fair at Hobart and William Smith Colleges, Scandling Center, 300 Pulteney St. Geneva NY, Tuesday, July 24, from 10am – 2pm and 4pm – 7pm! Can't make it to the job fair? Apply online at <https://sodexousa.jobs>

NYS Job Bank (<https://newyork.us.jobs/>) 222 Job Listings in Seneca County! See below for a sampling

Company	Job Title	Order #	Listing Date
ITT Corporation	Engineering Designer	DE5002645	7/14/2018
ITT Corporation	Senior Project Manager	DE5002646	7/14/2018
ITT Corporation	Project Engineer	DE5002647	7/14/2018
Monro Muffler/Brake	Automotive Technician	DE5004566	7/14/2018
Xylem	Americas Product Manager - GWT Centrifugal Pumps	DE5004422	7/14/2018
Gilbane	Senior Project Engineer	DE4993793	7/12/2018
Kelly Services	2nd Shift MIG Welder	DE4994350	7/12/2018
L&S Services	General Laborer	NY1262667	7/12/2018
ITT Corporation	ITT Goulds Pumps Seneca Falls is Hiring	DE4988774	7/11/2018
Kelly Services	Manufacturing Engineer	DE4988862	7/11/2018

Company	Job Title	Order #	Listing Date
ITT Corporation	Treasury Analyst	DE4976203	7/7/2018
Xylem	OEM Application Engineer	DE4977527	7/7/2018
Eagle Auto Center, Inc.	Automotive Technician	NY1261888	7/5/2018
Eagle Auto Center, Inc.	Service Manager-Auto	NY1261887	7/5/2018
Compass Group, North America	COOK, GRILL (FULL-TIME)	DE4963456	7/4/2018
Hanesbrands Inc.	Customer Assistant - Hanesbrands	DE4966347	7/4/2018
Robert Half	Commercial Credit Analyst	DE4960030	7/3/2018
Seneca Nursing and Rehabilitation Center	Food Assistant	NY1261872	7/3/2018
Seneca Nursing and Rehabilitation Center	P.M. Porter	NY1261871	7/3/2018
Hanesbrands Inc.	Customer Assistant - Maidenform	DE4957746	7/2/2018
Willard Drug Treatment Center	Cook	NY1261726	7/2/2018

Local Business Leads

del LAGO RESORT●CASINO - Join a Winning Team! - 61 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 (25) 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 (85) 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 - Sign on bonus may be available. 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 (27) 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-gwlisk.icims.com/jobs/intro?hashed=-435618621> Search this site by entering Clifton Springs in the location selection.

Help Wanted Full Time

Access Associate (Geneva) – Finger Lakes Bone & Joint Center - As an Access Associate, you will be responsible for many administrative support duties, such as greeting patients, performing check-in and check-out procedures and processing payments. This position requires a warm and inviting disposition, as you will be the first point of contact for our patients and their families. This ad found on Indeed.com. For more information or to apply: <https://careers.rochesterregional.org/job/-/-/4757/8658411>

Customer Service Representative (Geneva) – Fastrac Markets - *This position is a "support role" to the Store Manager and the Assistant Store Manager. * Responsible for the overall maintenance and upkeep of a Fastrac store. * From waiting and caring for Guest's to the stocking, cleaning and upkeep of the store. This ad found on Indeed.com. For more information or to apply: <https://my.peoplesmatter.com/mja/fastrac/jobapp/GetStarted?sourceCode=Indeed&jobOpenings=7602ba5b-df97-45a4-93a4-9efd01584813&jobPostId=348d65f5-74b6-436a-958f-a91c0083d60f>

Heavy Equipment Operator (Waterloo) - Waste Connections, Inc. - Currently we are looking for experienced Equipment Operators for the Seneca Meadows location. If you have experience with dozers, excavators, graders, etc then you will be a good fit. This ad found on Indeed.com. For more information or to apply: https://wasteconnections.wd1.myworkdayjobs.com/Careers/job/6270-Seneca-Landfill/Heavy-Equipment-Operator_R-09278?source=Indeed.com

Help Wanted Full Time Continued

Loader Operator / Laborer (Seneca Falls) – Seneca Stone Corporation - Position for experienced heavy equipment loader operator is available at our quarry, five miles south of Seneca Falls, New York. This is a seasonal position. Previous experience loading customer trucks is required and mining experience is preferred but not necessary. We offer an excellent pay and benefits package that includes health insurance and 401(k). Applicants may apply in person or mail in a resume. No phone calls please. Seneca Stone Corporation Attn: Human Resource Dept. 2105 South Broadway Pine City, NY 14871. This ad found on Indeed.com. For more information: <https://www.indeed.com/cmp/Dalrymple-Gravel-&-Contracting/jobs/Loader-Operator-281da0e302eab71?vjs=3>

Service Technician (Geneva) – Friendly Ford - Functions as a skilled-level technician who is able to perform diagnoses and repairs in all areas, in addition to being specialized in particular areas of repair, and who has previously worked with cars in some capacity. Responsibilities: •Performs work as outlined on repair order with efficiency and accuracy, in accordance with dealership and factory standards. •Diagnoses cause of any malfunction and performs repair. •Communicates with parts department to obtain needed parts. •Communicates with Service Manager and Service Advisors to complete the job in a timely manner. •Performs job to company standards. This ad found on Indee.com. For more information or to apply:

<https://www.indeed.com/viewjob?jk=c9e35f446ce617bc&l=Waterloo%2C+NY&tk=1ciagqmn34nsdkdfk&from=web&vjs=3>

Team Member (Seneca Falls) – BRG - The Team Member position is responsible for providing exceptional guest service and support, while working closely with the Restaurant Managers and other Team Members to maintain operational standards and procedures. This position operates under the direction of the General Manager, Assistant Managers, and Shift Coordinators. This position has direct interactions with Guests and members of the field operations team. Responsibilities include but are not limited to: Greets guests with a smile, receives orders, processes payments, and responds appropriately to customer issues. Operates cash register or point of sale devices, as needed, and uses value-added suggestive-selling techniques to generate additional sales opportunities. Verifies the accuracy of guests' orders. Prepares and packages food and drink products. Cleans kitchen area, counters, food preparation areas, and utensils. Cleans dining room, restrooms and exterior grounds. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/viewjob?jk=e7bd8451c9726951&l=Waterloo%2C+NY&tk=1cihhfnuda1cl9sg&from=web&vjs=3>

Customer Service Rep (Clyde) – Fastrac Markets LLC - •Delegate tasks as well as be able to manage time and complete tasks on their own with little supervision. •Greet Guests inside and at the gas pump •Ring up Guest's purchases •Stock and clean shelves and coolers •Make coffee and maintain self-serve food station •General cleaning inside store and restrooms •General cleaning outside store and at fuel islands. •Prepare shift paperwork •Prepare daily paperwork and enter into the computer •Check in vendors. This ad found on Indeed.com. For more information or to apply: https://www.indeed.com/cmp/Fastrac-Markets/jobs/Customer-Service-Representative-ac9703f752a11a95?sdu=QwrRXKrqZ3CNX5W-O9jEvdjQJfbZw9lyDaXVI2_T9uEGpDgqd_Am5SMSyCRh0tG4HpdrBbagwfi3bNC0KNKdG8en4q6PKwEWUADUMRxcB9LU&tk=1cihhfnuda1cl9sg&vjs=3

Assembler I (Clyde) – Advanced Atomization Technologies - Accurately and efficiently assembles and tests a variety of products to achieve customer satisfaction, provide a quality product, and meet on-time delivery schedules. Actively contributes to lean initiatives to increase productivity and reduce costs. Receives general supervisory guidance. Key Responsibilities Include: •Access print(s) online and follow instructions to build to required specifications •Interprets drawings / prints, engineering orders, test specifications, service bulletins, customer requirements, and quality directives •Report issues with quality, process, equipment, or materials to appropriate functional groups •Actively participates in lean initiatives by identifying and providing suggestions on areas for improvement and attending required training. •Inspects parts for conformance to specifications using measuring instruments, gages, and comparators. Uses various types of magnification equipment to detect and avoid damage to surfaces and critical areas. Visually inspects parts for burrs and damaged machined surfaces. This ad found on Indeed.com. For more information or to apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=eb44f934_-62e2-4dd5-807f-98d7f4f1f726&jobId=247891&source=IN

Operations Team Leader I (Clyde) – Advanced Atomization Technologies - Responsible for team leadership, projects and resources of an operations area that includes more than one area of specialization or performs a centralized function. Typically, a mid-management level at a medium to small division over multiple functions, or may be a single function that requires significant staffing and coordination at a large division. Key Responsibilities Include: •Supervise team members in a value stream to ensure, safety quality, delivery and cost standards are maintained at the highest level. •Work with value stream partners to maximize both internal and external customer satisfaction •Promote and support a High Performance Team environment through leadership and execution of problem solving. •Maintain and report out on key value stream metrics •Work closely with your fellow Operations Leaders to create a unified manufacturing team that supports the overall business objectives. This ad found on Indeed.com. For more information or to apply: <https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=eb44f934-62e2-4dd5-807f-98d7f4f1f726&jobId=247893&source=IN>

Help Wanted Full Time Continued

Americas Product Manager – GWT Centrifugal Pumps (Seneca Falls) – Xylem - This is an exciting opportunity to join Xylem's AWS business and its efforts to provide products and systems for the efficient movement and use of water in homes, commercial buildings, light industry, agriculture and irrigation. Xylem employees share a passion for meeting the world's needs by offering the best water solutions to our customers. Xylem seeks employees with the ingenuity, skill and passion to help solve the world's water challenges. Specifically, we are seeking a Americas Product Manager - GWT Centrifugal Pumps. The Product Manager will work towards execution of business unit strategy and to meet regional product line goals. Responsibilities include but are not limited to: • Ownership and Support of the profitable growth of GWT Centrifugal portfolio. Manage product platforms/set future direction. • Development and implementing regional product roadmaps through use of Voice of Customer and by ensuring proper product training of sales staff and customer support functions as well as third party. Ownership of Strategic Planning (Regional Roadmap) • Provide detailed demand analysis, forecasting of units and dollars, replacement parts and spares, supporting adequate margins, and in general maintaining his/her product portfolio and assisting with Supply and Operations Planning. • Product development and strategy efforts for the Americas region including competitor analysis, target costs, sell price, product features and launch plans for new products, lifecycle management, and pruning strategies. • Identify latent needs through Voice of Customer, integrate new technologies, define the value proposition, and develop business cases for new products. • Timely assessment of the sales performance of new and established products and/or group of products against established sales and margin targets in Americas, and where required, suggest alternate programs or actions (for example price optimization) to general management. This ad found on Indeed.com. For more information or to apply: https://jobs.jobvite.com/careers/xylem/job/ozj17fwK?_jvst=Job%20Board&_jvsd=Indeed

Crew Member (Waterloo) – Arby's - If you have an "eager to help" attitude, thrive in a team environment, and are hungry to be a part of a cool, authentic alternative to fast food, read on...**CHARACTERISTICS OF A GREAT RESTAURANT TEAM MEMBER:**
*Delights by anticipating guests' needs and providing exceptional service *Passionate about preparing and serving guests fresh, great tasting, premium quality food *Hustles in a team environment *Recognizes and gives credit when due to others *Makes both food and personal safety a priority *Exhibits a "clean as you go" mentality. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/Arby's/jobs/Crew-Member-6364a3cfca2acec6?vjs=3>

Vineyard/Cellar Assistant (Romulus) – Buttonwood Grove Winery - Buttonwood Grove Winery, an exciting, fast paced, growing winery on the East side of Cayuga Lake is looking for a seasonal Vineyard/Cellar assistant to help us with our upcoming harvest. This is a full time position that will include working with both our vineyard manager and winemaker for the 2018 harvest. We are looking for candidates that have the following qualities: •Desire to learn new things and work hard •Willingness to work a changing schedule, many weeks overtime •Be a team player •Able to lift 40lbs repeatedly. Duties will include all facets of vineyard work and wine making, prior vineyard/winery work would be a plus but not necessary. This is a real team player position and the candidate should be excited to have different duties assigned each day and each week depending on current needs. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/Buttonwood-Grove-Winery/jobs/Vineyard-Cellar-Assistant-b5bd691c305bdb0e?vjs=3>

Tasting Room Associate (Romulus) – Swedish Hill Winery - We currently have a full time Tasting Room position available to work in our Swedish Hill, Goose Watch and Penguin Bay Tasting Room. Person must be able to float between tasting rooms as needed. Duties: Provide outstanding customer service to all visitors. Provide wine tastings and educate the customers on our wines. Operate POS system. Assist customers with purchases and delivery to vehicles if necessary. Assist in maintaining the cleanliness & appearance of Tasting Room. Participate in scheduled staff meetings & training sessions. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/Swedish-Hill-Winery/jobs/Tasting-Room-Associate-6dfcc0c44252d45f?vjs=3>

Laborer (Geneva) – Casella Waste Systems - Casella Waste Systems, Inc. has opened a search for a Laborer to join our facility located in Geneva, NY. Clean Driver's record is required to be considered for this position *Qualified candidates will be considered for the opportunity to be trained and acquire CDL license! Responsibilities & Duties: •Loading trash and or recycling into a rear load truck in all varying weather conditions •Physically demanding position requiring good stamina and the ability to lift 50-75 lbs. constantly throughout the day •Ability to maintain a safe working environment. This ad found on Indeed.com. For more information or to apply: <https://www.casella.com/available-careers/laborer-60>

Fleet Maintenance Manager (Geneva) – Casella Waste Systems - Casella Waste Systems, Inc. has opened a search for a hands-on, working Fleet Maintenance Manager at our Geneva, NY division. Responsibilities & Duties: •Manage all activities related to vehicle, facility, and container maintenance and repair •Manage the Preventive Maintenance Program to ensure all PMs are completed on schedule •Ensure full OSHA and DOT Compliance for equipment and facility maintenance •Understand, maintain, and implement proper safety procedures. Ensure divisions have established and maintain the safety parameters as defined in the Casella Waste Systems Safety Policy and Procedure Manual •Manage relationships with selected key suppliers •Maintain an accurate equipment and parts inventory •Work in an ethical and honorable fashion to constantly keep the Core Values of Casella Waste Systems at the forefront of everyday activities. This ad found on Indeed.com. For more information or to apply: <https://www.casella.com/available-careers/fleet-maintenance-manager-11>

Help Wanted Full Time Continued

Landscape Office Secretary (Waterloo) - Dan's Design Landscape Construction, LLC - We are looking for an efficient, trustworthy, responsible and level headed secretary for a fast paced landscape company. Has to be able to handle difficult situations with ease. Who will provide an important link between our company and our customers. Needs to be professional, courteous and organized. Responsibilities: Answer the phone, bookkeeping, billing, run errands, fax documents, keep track of invoices, work orders, estimates, appointments, supplies, customer materials etc. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/Dan's-Design-Landscape-Construction,-LLC/jobs/Landscape-Office-Secretary-ceffdb560b52db15?vjs=3>

Field Technician (Geneva) – Spectrum - Entry Level Position with Training Provided. Under close supervision, perform installs, disconnects, downgrades, and upgrades for residential customers. Position will also be trained to complete reconnects. Responsibilities include but are not limited to: Perform basic installations, disconnects, reconnects, service upgrades and downgrades, and relocates for residential single family, multi-family and/or multi-dwelling units. Perform all work as necessary to conform to quality, security and safety control guidelines (includes compliance with requirements outlined in applicable regulations such as OSHA, and FCC and following procedures as outlined in the Customer Premise Network Installation Qualifications (CPNIQ), Technical Quality Assurance (TQA), National Electric Code (NEC), National Electrical Safety Code (NESC), other Installation, Technical Operations, Safety Manuals, and Employee Handbook). Adhere to TQA standards in accordance with company policy. Follow security procedures to prevent any unauthorized services. Integrate various company services (video, internet, telephone) with customer's equipment. Ensure and record proper levels and signal quality within required specifications on active outlets; Verify no signal leakage or ingress is present in the drop network. Identify basic distribution problems associated with the RF portions of the forward and reverse plant and refer to Field Engineering. Escalate unresolved customer issues to supervisor. Clean the premises of all debris and materials after the installation is complete. Educate customer on proper use of services and equipment, including channel lineups, and how to access online help. Maintain accurate records including time worked, daily logs, gas sheets as required; properly record all required information on data devices and/or work orders. This ad found on Indeed.com. For more information or to apply: https://jobs.spectrum.com/job/-/4673/8627676?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

Laborer (Lyons) – Colas - Midland Asphalt Materials Inc., a subsidiary of Barrett Industries Corporation, provides advanced pavement preservation solutions for our customers' needs. We are currently looking for Laborers out of our Lyons, NY or Tonawanda, NY locations. Primary Duties: •General laborer duties associated with asphalt paving •Cleaning and preparing the construction site and pavement surfaces •Safely maintain traffic control including flagging duties •Keep equipment and tools in good working condition •Work in a team oriented environment •Perform other duties as assigned to assist the crew. This ad found on Indeed.com. For more information or to apply: https://careers.colasjobs.com/job/Lyons-Laborer-NY-14889/464376900/?feedId=240500&utm_source=Indeed&utm_campaign=Colas_Indeed&src=JB_-10740

Coater Manager (Geneva) – Guardian - Responsibilities:· Supervise and implement coater maintenance and production · Interface with sales and scheduling to create a coater production plan that supports Guardian North America · Plan and organize offline cutting operations · Review and maintain coater finished goods inventory · Customer support and quality investigation as needed · Maintains ISO documentation for the department · Ensures full compliance of safety plan · Utilizing data analysis to improve production processes including enhancements in yield, lowering costs and increasing manufacturing uptime · Documenting standard operating procedures, training guidelines, and “what if” scenarios · Taking lead in new product development/transfer and maximizing manufacturing capabilities · Establish operating parameters for new processes; conduct optimization experiments; establish best practices and procedures · Leading complex projects in a team-based environment taking advantage of your excellent relationship building and communication skills · Utilizing lean and/or continuous improvement methodologies to facilitate process improvements and teach others · Working with customers to resolve quality issues and implement corrective actions · Training production operators and working collaboratively with them to improve processes. This ad found on ZipRecruiter.com. For more information or to apply: <https://www.ziprecruiter.com/jobs/guardian-3f605ad4/coater-manager-96ab9692>

Cook (Geneva) – Kindred Fare - The Kitchen team at Kindred Fare is responsible for the smooth professional service and preparation of all food. The role of the Line Cook is to prepare culinary items to chef and customer satisfaction and to execute the menu, ensuring a high level of guest satisfaction, and quality. Guest satisfaction in our restaurants revolves around the food appearance, high quality of the food, and overall dining experience. Here at kindred Fare we put a large emphasis on using local, fresh ingredients. As a farm to table restaurant our cooks must have extensive knowledge on a variety of food and cooking styles. With our open kitchen concept, you will be interacting with guests regularly. You must maintain composure and professionalism at all times. Our chefs counter allows a unique dining experience where guests can interact with the kitchen employees throughout their meal. This gives the team a chance to engage with the customers while carrying themselves in a professional and personable manner. Please email us bwtm-6643423546@job.craigslist.org your resume and possible dates you are available for an interview. This ad found on craigslist. <https://fingerlakes.craigslist.org/fbh/d/line-cook/6643423546.html>

Help Wanted Full Time Continued

Apartment Maintenance Service Tech (Geneva) – Sheridan Park - A dynamic and growing real estate/property management company is looking to hire for its apartment communities in Geneva, New York. Ideal candidate is hard working, works well with others, is self-motivated, organized and dedicated. This is a full time position Monday through Friday, 7:30 am to 4:00 pm with occasional on-call. 3-5 years experience in apartment maintenance required. Driver License and own, reliable transportation required with the ability to respond to after-hours emergencies. Pre-employment background check & drug screening required. Job duties include, but are not limited to: HVAC, electrical, plumbing, carpentry, drywall, and painting skills. Possess own hand tools. Other duties as assigned. If you possess a positive attitude and your desire is to be part of a dynamic team, please send your resume to: sheridanpark1@gmail.com or call 315-781-0080. This ad found on craigslist. <https://fingerlakes.craigslist.org/lab/d/apartment-maintenance-service/6642291382.html>

Help Wanted Part Time

Unload Associate (Geneva) – Lowe's - Responsible for ensuring an efficient flow of the unload process. This includes setting up receiving equipment (e.g., conveyor) and materials (e.g., pallets, shrink wrapping), unloading received merchandise, and preparing and distributing merchandise from receiving to the appropriate store department. Also responsible for providing excellent customer service by assisting customers in locating, selecting, demonstrating, and loading of merchandise in a friendly and professional manner. Requires morning, afternoon, and evening availability any day of the week. 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/-/1627/8679053?rx_campaign=indeed0&rx_group=102039&rx_job=1428819BR&rx_source=Indeed&codes=INDEED

Customer Service Associate (Geneva) – Lowe's - Responsible for assisting customers with all of their shopping needs including assisting customers in the selection, demonstration, preparation and loading of merchandise. Also responsible for responding to customer inquiries throughout their shopping experience including promoting customer loyalty plans and/or extended protection/replacement plans where appropriate. This ad found on Indeed.com. For more information or to apply: https://jobs.lowes.com/job/-/1627/8679057?rx_campaign=indeed0&rx_group=102039&rx_job=1428834BR&rx_source=Indeed&codes=INDEED

Meat Manager (Geneva) – BJ's Wholesale Club - Meat Managers are responsible for managing the day to day Meat Department operation to enhance customer satisfaction and achieve sales and profitability goals, directing the work of the team members assigned to the meat department; have the authority to recommend hiring, firing, and promotion of team members in the department. Duties also include fulfilling member orders and maintaining proper inventory levels and merchandise displays. Additional responsibilities include but not limited to: •Ordering supplies and equipment •Conducting inventories •Meet and exceed all sales profits and profit budgets •Ensure all freshness codes are in compliance and properly rotated •Maintain a full variety (APS) and presentation of products utilizing the movement report and minimum variety checklist •Providing Members First service during all hours of club operation •Upholding compliance with all company policies and regulations pertaining to safety, sanitation, merchandising and food quality •Meeting or exceeding all sales and profit budgets •Controlling shrink and salvage to budgeted percent's •Other responsibilities as assigned. This ad found on Indeed.com. For more information or to apply: https://careers.bjs.com/job/Geneva-Meat-Manager-Job-NY-14456/490566400/?feedId=223100&utm_source=Indeed&utm_campaign=BJs_Indeed

Sales Associate (Waterloo) – Rue21 - Assists the management team with the day-to-day operations within a rue21 store; reports to members of store management. •Provide and promote exceptional customer service and offer positive resolutions to challenges and complaints from customers • Generate sales through customer interaction, fitting room assistance, and suggestive selling • Prevent asset loss through proper zoning and floor awareness • Effectively perform associate register transactions without errors or shortages • Adhere to store visual directives, maintenance standards, and cleanliness standards • Consistently exemplify a teamwork attitude with management and coworkers to improve personal and store performance • Communicate effectively with management and coworkers concerning business issues and opportunities • Comply with all company policies and procedures, and follow all safety standards to ensure a safe work and shopping environment • Support the Store Management team in driving and maximizing store sales, controlling and minimizing shrink to achieve store goals • Complete all other duties as assigned. This ad was found on Indeed.com. For more information or to apply: <https://storeassociates-rue21.icims.com/jobs/31141/part-time-sales/job?mode=job&iis=Job+Board+-+Indeed.com&iisn=Indeed.com&mobile=false&width=952&height=400&bga=true&needsRedirect=false&jan1offset=300&jun1offset=-240>

Assistant Manager (Waterloo) – J. Crew - Our Assistant Managers: •Set the pace for all associates as selling and service leaders. •Are energized by creating a customer experience that exceeds expectations and drives loyalty. •Own the selling floor, placing the right people in the right place at the right time. •Motivate the team to achieve their SPH and KPIs. •Master and own their DOR. This ad found on Indeed.com. For more information or to apply: https://jobs.jcrew.com/job/Waterloo-Assistant-Manager-%28Part-Time%29%2C-J_Crew-Factory%2C-Finger-Lakes-NY-13165/490379800/?feedId=129300&utm_source=Indeed&utm_campaign=JCrew_Indeed

Help Wanted Part Time Continued

Youth Care Professional I (Romulus) – Hillside Childrens Center - The Youth Care Professional I (YCP) performs functions related to the care and treatment of youth, and assists in the development of life and social skills in a residential treatment setting. The YCP I is an adult role model for youth and families in all behaviors, including communication, hygiene, appearance, management of self, response to stress, and in the demonstration of positive relationships with others. Responsibilities include, but are not limited to:

- Demonstrates skills, abilities, and knowledge that promote a safe physical and emotional environment for children and families within the context of their living environment.
- Performs job requirements with regular supervision, and is actively learning new areas of expertise in order to fulfill a wider ranging set of responsibilities.
- May develop, implement, monitor and report on treatment objectives and modalities of the children.
- Recognizes differentiating behaviors, participates within designated treatment teams to develop service and behavior management plans, and, as appropriate, based on skills and experience, executes such plans aimed at assisting children/youth/families to achieve their personal goals and objectives.
- Demonstrates a capability for engaging youth and families in trust-based, productive relationships in order to help children/youth and families prepare for transitions, interact in the community, and promote respect and independence.

This ad found on Indeed.com. For more information or to apply:
<https://hillside.referrals.selectminds.com/jobs/youth-care-professional-i-679>

Lumber Yard Associate (Geneva) - 84 Lumber - Associate is responsible for building loads for deliveries. In addition, must maintain a safe, clean and well organized lumber yard, load and unload lumber and/or building supplies, and operate a forklift. Other duties as assigned. Essential Functions: Build loads for delivery. Load and unload lumber and building supplies. Operates forklift. Keeps management aware of any delays or discrepancies. Keeps lumber yard clean, well-organized and safe. This ad found on Indeed.com. For more information or to apply:
<https://www.indeed.com/viewjob?jk=f57c0f549e04a168&l=Waterloo%2C+NY&tk=1cihn01i651d9ega&from=web&vjs=3>

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.0_nkfWS2v.dpbs

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, Data Entry Machine Operator (part time – Stop DWI Dept.) and Registered Professional Nurse (part time)
- **Civil Service Exams:**

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 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; dtam@co.seneca.ny.us

OPEN RECRUITMENT

For

**Maco Bag
Newark, NY**

on

Wednesday 8/1/18

from

9:00am - 11:00am

at

**Finger Lakes Works Career Center
1519 Nye Road, Suite 601
Lyons, NY 14489**

Come dressed for success and ready to interview!

Current openings include:

- Packer
- Dental Operator
- Machine Operator



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***

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
JULY 2018**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 OFFICE CLOSED INDEPENDENCE DAY	5	6 TASC (GED) 9:00 AM - 12:00 PM
9 Personal Skills for Success 9:00 AM – 4:00 PM	10 Resume Session 9:30 – 10:45 AM Build Your Skills 11:00 AM – 12:30 PM Transferrable Skills 2:15 - 3:45 PM	11 TASC (GED) 9:00 AM - 12:00 PM SBDC 9 - 4:30 PM	12	13 TASC (GED) 9:00 AM - 12:00 PM
16	17	18 TASC (GED) 9:00 AM - 12:00 PM	19 WorkKeys 8:30 AM – 12:30 PM	20 TASC (GED) 9:00 AM - 12:00 PM
23 Build Your Skills 2:00 – 3:30 PM	24 Interviewing Techniques 9:30 – 10:45 AM Transferrable Skills 2:15 - 3:45 PM	25 TASC (GED) 9:00 AM - 12:00 PM	26	27 TASC (GED) 9:00 AM - 12:00 PM
30	31			

**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:

To reach a navigator please call:
(315) 264-9902

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 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.

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 NY State 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.



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:



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

Annie Mahoney, Runaway Homeless Youth Coordinator, 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
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

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.

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

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.

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.
