



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 July 9, 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




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### July and August 2018 – Summer Office Hours

8am-4pm Monday – Friday

\*Staff available 4pm-5pm by appointment\*

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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 9 ([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 ([YTE](#)) & 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

Wegmans in Geneva is having a Hiring Event July, 17 from 3pm-6pm! To see their available positions or to apply: [wegmans.com/careers](http://wegmans.com/careers)

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>

## NYS Job Bank (<https://newyork.us.jobs/>) 225 Job Listings in Seneca County! See below for a sampling

Company	Job Title	Order #	Listing Date
ITT Corporation	Treasury Analyst	DE4976203	7/7/2018
Monro Muffler/Brake	Automotive Technician	DE4977546	7/7/2018
Xylem	OEM Application Engineer	DE4977527	7/7/2018
Eagle Auto Center, Inc.	Service Manager-Auto	NY1261887	7/5/2018
Eagle Auto Center, Inc.	Automotive Technician	NY1261888	7/5/2018
Compass Group, North America	COOK, GRILL (FULL-TIME)	DE4963456	7/4/2018
Hanesbrands Inc.	Customer Assistant - Hanesbrands - Waterloo, NY	DE4966347	7/4/2018
Robert Half	Commercial Credit Analyst	DE4960030	7/3/2018

Company	Job Title	Order #	Listing Date
Seneca Nursing and Rehab Center	P.M. Porter	NY1261871	7/3/2018
Seneca Nursing and Rehab Center	Food Assistant	NY1261872	7/3/2018
Hanesbrands Inc.	Customer Assistant - Maidenform	DE4957746	7/2/2018
Willard Drug Treatment Center	Cook	NY1261726	7/2/2018
Clarks Shoes	Part Time Sales Associate	DE4949148	6/30/2018
Clarks Shoes	Part Time Team Lead	DE4949146	6/30/2018
Hanesbrands Inc.	Key Carrier - Champion - Waterloo, NY	DE4951877	6/30/2018
maurices	sales associate	DE4949784	6/30/2018
Robert Half	HRIS Manager	DE4950714	6/30/2018
Kelly Services	Mechanical Technician	DE4944682	6/29/2018
RTS (Regional Transit Service)	Part-Time Bus Operators	NY1261499	6/29/2018
Schneider	Driver - Regional Intermodal Truck Driver - Class A CDL	DE4944964	6/29/2018
USIC	Utility Locator- Waterloo	DE4944109	6/29/2018
Xylem	Assistant Product Line Manager	DE4945959	6/29/2018
ITT Corporation	Service Desk Analyst	DE4938597	6/28/2018
Kate Spade & Company	sales associate - kate spade new york #5724	DE4938497	6/28/2018
Kelly Services	Executive Administrative Assistant	DE4938638	6/28/2018
New York State Civil Service	Nurse 2 Psychiatric,	DE4939365	6/28/2018
Tradesmen International, Inc.	Electrician	DE4938482	6/28/2018
Walmart	Asst Mgr-WM - Store 1705 - Seneca Falls, NY	DE4939074	6/28/2018
Xylem	Technical Support Customer Service Analyst	DE4940643	6/28/2018
Hunter Run Townhomes LLC	Maintenance Worker	NY1261140	6/26/2018
Geneva Homes	Skilled Laborer	NY1261005	6/25/2018
Willard Drug Treatment Center	Alcohol and Substance Abuse Assistant*	NY1261020	6/25/2018

## **Local Business Leads**

**del LAGO RESORT●CASINO - Join a Winning Team! - 69 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 (24) 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 (92) 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 (22) 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-gwlink.icims.com/jobs/intro?hashed=-435618621> Search this site by entering Clifton Springs in the location selection.

## Help Wanted Full Time

**Store Manager (Waterloo) - Eddie Bauer Outlet** - Drive store sales/KPIs, develop high performing team, demonstrate best clienteling practices, represent the brand. Experience Required: 3-5 years store management experience. Strong selling background, lift/move up to 25 lbs. Flexibility to work weekends, evenings, holidays. HS diploma or equivalent - bachelors/associates preferred. Eye for talent - ability to recruit, train, develop team. Apply online at [www.eddiebauer.com](http://www.eddiebauer.com)

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**Assistant Manager (Waterloo) - Van Heusen/Izod Golf** - Assistant Manager position with world renowned PVH retail in our Van Heusen store. Flexible hours, general discount (also includes Calvin Klein, Tommy Hilfiger, Warner, Speedo). Fast paced, successful retail apparel environment. Seeking a highly skilled, motivated, and energetic assistant manager to help run all aspects of a very successful and profitable retail business in the Waterloo, NY location. Candidate must function at a high level and understand that finding and developing talent is the cornerstone of success. Submit your resume to the store at 655 State Rt. 318, suite 23 Waterloo, NY 13165.

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**Salesperson (Waterloo) – Advanced Auto** - Entry level sales position capable of supporting the DIY business and achieve our sales and service objectives. The role has good knowledge of store systems, basic automotive system knowledge and basic part knowledge. The role has the basic ability to source from stores, hubs, pdq, and external suppliers. The role has in-depth knowledge of the store inventory and maintenance processes. Position can be part time or full time. MVR certification preferred. Primary Responsibilities: Provide GAS2 selling experience for DIY customer visits and phone calls, Achieve personal sales goal and help store achieve its sales goals, Provide DIY services including battery installation, testing, wiper installs, etc., Maintain store product and operational standards, Responsible for inventory processes including truck put away, shoot outs, cycle counts, Back stock, etc. Secondary Responsibilities: Store Cleanliness including floors, bathrooms, facing, dusting, parking lot, General stocking including truck stocking and back stock, Safely deliver parts to customers as needed. Success Factors: Basic driving and navigation ability, Ability to use delivery board system, Friendly communication, Ability to locate and stock parts, Safety knowledge and skills, Operating inventory systems and store equipment, Parts and automotive system knowledge skills, Operating POS and Parts lookup systems, Expert at testing and diagnostic equipment for DIY service. Apply online <https://www.advanceautoparts.jobs/en-US/job/salesperson/J3Q5CG5VJ7CY7GF1HJJ?source=Scrape&sourceType=INDEED>

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**Administrative Assistant (Geneva) – Casella Waste Systems** - Casella Waste Systems, Inc. [Nasdaq: CWST] is a regional solid waste, recycling and resource management services company that provides solid waste collection, transfer, disposal, recycling, and organics services. Casella operates facilities in 6 northeastern states, with just under 2000 employees, and annual revenues of approximately \$599 million. Casella Waste Systems, Inc. has opened a search for an Administrative Assistant to join our team located in Geneva, NY. Responsibilities & Duties: Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately, Answer, screen and forward incoming calls, Responsible for making collections calls, Receiving and sorting daily mail, Other clerical duties. Education, Experience & Certifications: Proficiency with MS applications including Word, Excel, and Outlook. Qualifications & Skills: Strong organizational, interpersonal and time management skills, Ability to prioritize effectively in a fast paced environment, Strong communication skills. Casella Attributes: Positive, team oriented attitude, Strong work ethic and self-sufficient, Open to personal and professional training and development. We offer excellent benefits including Medical, Dental, Vision, Disability Insurance, Life Insurance, Employee Stock Purchase Plan, and a 401(k) Plan. Casella Waste Systems, Inc. is an Equal Opportunity Employer. Apply online at <https://www.casella.com/available-careers/administrative-assistant-1>

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**Heavy Equipment Operator (Waterloo) – Seneca Meadows** - We are looking for a Heavy Equipment Operator to join the team at our Seneca Meadows Landfill location in Waterloo, NY. 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 is a full-time position. Apply today and Connect with Your Future! Successful candidates are those who seek to thrive in a drug free environment of operational excellence and accountability. We offer excellent benefits including: medical, dental, vision, flexible spending account, long term disability, life insurance, 401K retirement. Waste Connections is an Affirmative Action/Equal Opportunity Employer (Minorities/Female/Disabled/Veterans). [https://wasteconnections.wd1.myworkdayjobs.com/Careers/job/6270-Seneca-Landfill/Odor-Control-Technician\\_R-08643?source=Indeed](https://wasteconnections.wd1.myworkdayjobs.com/Careers/job/6270-Seneca-Landfill/Odor-Control-Technician_R-08643?source=Indeed)

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**Treasury Analyst (Seneca Falls) – ITT Corporation** - Our Seneca Falls, NY campus is currently recruiting for a Treasury Analyst to join our high performing finance and accounting team. This position offers a compelling benefits and compensation package while supporting long term career growth. This position will be directly involved in a wide variety of treasury duties including bank account administration, cash management, issuance and management of letter of credit portfolio, requests for certificate of insurance, cash forecasting, and other treasury responsibilities so as to provide senior management with the level of support and information required for their review purposes. Specific responsibilities will include: Supporting corporate cash management efforts, including preparation of US cash position and short term borrowing/investing recommendations, Supporting the administration of bank guarantee portfolio, enforcing policy and maintaining service levels to avoid negative cash flow impact, Partner with VC's to support value added services such as data analytics, continuous process improvement, service expansion, and other related duties. Ideal qualifications include: Minimum five years' experience in treasury related role, Experience using cash management software applications, Foundation in accounting and knowledge of accounting principles, Four year degree in related field such as finance or accounting, Proficiency with excel, SAP experience highly desirable, Leadership skills with supervisory experience desired, Excellent communication skills both oral and written ability to interface at an executive level, Ability to work and lead proactively in a team environment. Apply online at [https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25401&siteid=5485&PageType=JobDetails&jobid=1394362&codes=JBRD\\_INDEED#jobDetails=1394362\\_5485](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25401&siteid=5485&PageType=JobDetails&jobid=1394362&codes=JBRD_INDEED#jobDetails=1394362_5485)

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## **Help Wanted Full Time Continued**

**Second Grade Teacher (Waterloo) – Waterloo Central School District** - Effective August 29, 2018: Salary is Per WEA Contract of Agreement, NYS Childhood Education Certification OR NYS Early Childhood Education Certification, One or more years of experience working in a elementary setting preferred. TO APPLY SEND: Cover letter, Resume, College transcripts, 3 letters of reference, Proof of certification, Application (found at <https://www.waterloocsd.org/domain/31>) by 7/17/18 to: Jamie Excell, Confidential Secretary to the Superintendent, Waterloo Central School District, 109 Washington St., Waterloo, NY 13165. PLEASE NOTE: Only complete applications will be accepted!

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**Utility Locator (Waterloo) – USIC** - Are you looking to jump start your growth in your professional career? How about working for one of the fastest growing underground utility locating companies in the nation? If you are a quality conscious, hard-working individual who loves working outdoors, then you should consider a career at USIC! As we look to continue leading the industry in quality and safety, we need people to join our team who are problem solvers, confident, take pride in public safety and are comfortable in a fast paced, exciting work environment. From your first day with us, you will have a direct impact on the safety and protection of the local communities where we live and work. We are currently hiring throughout Waterloo, NY. The starting pay for this position is \$14.00 per hour. Our technicians spend their workdays on the go, working independently in the field using their company provided vehicle. You will utilize our state of the art ticket and claims management systems to ensure clear and complete mark-out services for the excavator or property owner at the work site. Your Responsibilities as a Locator: You will be responsible for the correct, safe and efficient locating of underground utilities including: telecommunications, electric power, cable TV, gas, water and sewer systems, Taking time to thoroughly search for underground utilities in an area, properly marking the location, completing the necessary paperwork and photographing each locate, You'll be working outdoors in all types of weather conditions and use a company provided laptop to document and close all tickets. <https://ejob.bz/ATS/PortalViewRequirement.do?reqGK=27085594>

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**Guest Services Manager (Geneva) – Holiday Inn Express** -Responsible for: the day-to-day operations of the Front Office, to include but not limited to: personnel, budget performance and financial controls. Essential Job Functions: Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. For this position specifically: Must be able to push or pull 60 pounds and lift and/or carry 30 pounds, Must be able to stand for eight hours, bend, stretch, reach, Must be able to see and hear, Must be able to speak and read English, the ability to communicate in another language may be helpful, Must display professionalism, honesty and trustworthiness at all times. Specific Responsibilities: Maintain a professional cohesive team by: hiring, training, coaching, counseling and developing the most qualified individuals, Promote positive morale and friendly attitudes, Complete administrative duties in a timely manner: schedules, payroll, inventories, orders, production controls, etc., Work within budgeted guidelines for maximum revenues and within labor models, Maintain safety and security practices, have thorough knowledge of emergency procedures, Ensure guests are provided with the highest quality product and service, Must be thoroughly familiar with the Associate Handbook, implement all the rules, policies and procedures established by the company; including, but not limited to, those contained in the Associate Handbook, Maintain or exceed all brand standards and guest service goals, Maintain certification from a brand approved responsible vendor training program, Utilize Service Recovery Log and other necessary communication logs from shift to shift. Respond to guest comments and issues in a timely manner, Other duties as assigned, and as staffing needs arise throughout the hotel. To apply online: <https://www.indeed.com/viewjob?jk=3a87233496e94e1d&q=holiday+inn+express&l=Waterloo%2C+NY&tk=1ci2903i250hcfpd&from=web&vjs=3>

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**Solar Project Manager (Phelps) – HALCO** – Qualifications: Candidates will be expected to: Have the physical ability and agility to safely maneuver on residential rooftops and be comfortable working on them for hours at a time, Possess a strong leadership skills, Understand how to provide customer service on a level that will both maintain our existing customer base and attract new clientele, Be organized, efficient and punctual, Possess the ability to work as part of a team in a fast-paced environment, Possess a valid NY State driver's license, Maintain a clean, professional appearance with a positive, goal-oriented attitude daily. Compensation: Competitive hourly wage will based on the individual's experience, skill set and potential. Benefits: Company-provided vehicle and gas card, Paid vacation, holiday, sick days, 401(k) available after 1yr of continuous employment with company match, Company-provided 3rd party supplementary disability policy, Full medical/dental packages available, Company-issued uniform. Apply online [https://www.halcoenergy.com/about-us/job-opportunities/5131-solar-project-manager.html?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](https://www.halcoenergy.com/about-us/job-opportunities/5131-solar-project-manager.html?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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**Cleaner (Waterloo) – Waterloo Central School** - Sweeps, dust mops, scrubs and mops floors and stairwells; vacuums carpets; cleans desks, countertops; chalk boards and other surfaces; cleans toilet room fixtures, walls, mirrors, floors, etc.; empties and cleans wastebaskets; provides support for building users, such as unlocking and relocking doors, setting up tables and chairs, etc.; cleans walks and steps of ice and snow; removes litter and debris from the grounds around building; moves furniture as necessary for routine cleaning; checks to ensure that lights are off, windows closed and doors locked; and notes/reports work items to be addressed by maintenance personnel. Qualifications: Experience in building cleaning work is desirable. Must have some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; and good physical condition. Apply online: <http://seneca-portal.mycivilservice.com/jobops>

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## Help Wanted Full Time Continued

**Maintenance, Shipping, Cast House, General Labor (Seneca Falls) – Scepter** – Complete application at 11 Lamb Rd., Seneca Falls, NY 13148. Monday – Friday, 8am -5pm.

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**Outside Sales Representative (Geneva) – Spectrum** - Full-time sales role good for students, grads, and people who appreciate flexibility, with potential for advancement and no ceiling on commission bonuses. A role that is ideal for flexible, goal-oriented communicators who thrive on meeting new people and being on the move. Benefits include paid comprehensive training and time off, excellent health packages, free Spectrum services, Education Assistance, unlimited mileage reimbursement and more. At first, you'll run through some virtual training programs, then jump right in to see how our expert Reps get business done. Our hands-on training philosophy lets you partner with established pros to learn how to close the deals in no time. Even after training you'll have the continuing support and encouragement of your peers and mentors whenever you need it. As a Spectrum Outside Sales Representative, you're guaranteed a steady paycheck from the moment you start training. But that's just the beginning: The potential for earning is unlimited. Commission bonuses grow with every new deal. And with our unlimited mileage reimbursement, we're looking out for you at every turn. There are so many outstanding benefits to working with Spectrum, like retirement savings, paid time off, child care reimbursement, travel reimbursement, and more. Apply online at [https://jobs.spectrum.com/job/-/4673/8574175?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](https://jobs.spectrum.com/job/-/4673/8574175?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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**Building Maintenance Mechanic (Waterloo) – Waterloo Central School** - The work involves responsibility for performing a variety of skilled mechanical and other maintenance, repair and construction related tasks which may be performed indoors or outdoors under adverse working conditions. Incumbents of this class, because of individual skill, training or experience, generally devote a greater part of their time to a particular specialized field, but they are required to work in various mechanical fields as the occasion demands. The work performed includes carpentry, masonry, plumbing, painting, heating or electrical installation, maintenance and repair. This class is distinguished from Maintenance Worker by the performance of skilled tasks a majority of the time. The incumbent may act as a lead worker within their area of expertise. Work is performed under general supervision with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required. Contract of Agreement. Qualifications: Two (2) years of experience in either general building construction, maintenance or repair work in one or more of the standard trades such as carpentry, plumbing, electrical work, masonry, etc. Special Requirement: Possession of a valid New York State Driver's License is required. Apply online: <http://seneca-portal.mycivilservice.com/jobopps>

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## Help Wanted Part Time

**Bank Teller (Waterloo) – Lyons National Bank** - If you are a Confident individual who exemplifies an Enthusiastic Personality with a Passion to provide Superior Customer Service, why not consider joining our team at LNB. LNB is a growth-oriented community bank who is committed to building strong customer relationships in providing quality products and exceptional service. The current average 29 hours per week, Part-Time Teller position available in our Seneca County Branch office requires a high school diploma or equivalent and preferably three to six months related experience. This position is responsible for performing a variety of duties to support the paying and receiving functions of the branch office; such as accepting deposits, cashing checks with approved authority and operating policy, and selling cashier checks, money orders, and certified checks. If you are interested in applying for this position please visit [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1976727&B\\_ID=91&fid=1&Adid=0&ssbgcolor=5B5B5B&SearchScreenID=3232&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1976727&B_ID=91&fid=1&Adid=0&ssbgcolor=5B5B5B&SearchScreenID=3232&CountryID=3&LanguageID=2) to apply online.

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**TIRE SALES & INSTALLATION TEAM MEMBER (Geneva) – BJ's** - Tire Sales & Installation Team Members are responsible for installing tires properly, efficiently and safely; mounting, dismounting, rotating and balancing tires. Team Members are also responsible for assisting members in the selection and purchase of tires with courteous and friendly customer service. This includes verifying tire size for the member's vehicle and completing the appropriate paperwork for the purchase of tires and for installation service. Additional responsibilities include but are not limited to: Complying with safety and cleanliness standards and utilizing tire bay equipment properly, repairing tires, assisting members in the selection and purchase of tires, Filling propane tanks, if certified and as needed, Maintaining a clean and professional tire bay and waiting area, Ensuring that knowledgeable service is provided to members at the tire desk, Utilizing special order tire programs where appropriate, Ensuring appropriate documentation is completed for each completed service and order, Merchandising tire displays and automotive products. Requirements: Strong interpersonal skills required, Prior tire installation experience helpful, Valid driver's license and the ability to drive a vehicle with both an automatic and manual transmission, Ability to lift over 30 pounds with assistance, Must be able to pass Michelin training levels one through four within three months of hire. Apply online [https://careers.bjs.com/job/Geneva-Tire-Sales-&-Installation-TM-%28Part-Time%29-Job-NY-14456/428718000/?feedId=223100&utm\\_source=Indeed&utm\\_campaign=BJ\\_s\\_Indeed](https://careers.bjs.com/job/Geneva-Tire-Sales-&-Installation-TM-%28Part-Time%29-Job-NY-14456/428718000/?feedId=223100&utm_source=Indeed&utm_campaign=BJ_s_Indeed)

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**Assistant Manager (Waterloo)- Chico's** - Job Duties: Open/close store, maintain presentation of store, coach & mentor sales associates. Will train the right candidate. Benefits: 40% associate discount. Apply online at <http://chicos.accesspi.piwebservices.com/info.asp?auth=Chicos0Survey1> or call the store at (315) 539-1357 and speak with a manager for more details.

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**Sales Associate (Waterloo) -Christopher & Banks** - Job Duties: Sales, customer service, cleaning, shipment. No experience Required. Apply at Waterloo Outlet Mall, 655 New York 318, Waterloo, NY 13165, suite 49. For more information call (315) 539-3861.

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## Help Wanted Part Time Continued

**Key Holder (Waterloo) - BonWorth** - Excellent customer service. Receive & verify shipments. Open and close store and run reports. Available nights, some holidays, and weekends. Experience in retail sales helpful, but willing to train. Apply in the BonWorth store, Waterloo Outlet Mall, 655 New York 318, Waterloo, NY 13165, located in suite 30.

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**Sales Associate (Waterloo) - Ann Taylor Factory Store** - Drives revenue and delights clients by providing exceptional service, through relationship building, product knowledge sharing. Achieve personal goals, which support store goals. Experience preferred but not required. Apply online at [www.anncareers.com](http://www.anncareers.com)

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**Sales Associate (Waterloo) - Harry and David** - Job Duties: Customer service, direct sales floor selling, cash registers, stock, store maintenance. Must have demonstrated sales ability, love helping others, and be sales driven. Benefits include great store discount, vacation & discretionary time after 90 days of employment. Apply online at <https://recruiting.adp.com/srccar/public/RTI.home?c=1110541&d=Retail#/>

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**Sales Associate (Waterloo) – Brooks Brothers** -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. Requirements include: A passion for the Brooks Brothers Brand and delivering outstanding customer service, Proven track record of increasing sales and consistently ranking as a top performer, Exceptional communication skills, Minimum of 1- 2 years of sales experience, preferably in luxury or designer apparel, Night and weekend availability is preferred. Brooks Brothers is proud to offer our Associates competitive compensation, a fulfilling work environment, unique and special benefits and a wide range of opportunities for personal and professional development. Apply online <http://recruit.hirebridge.com/v3/Jobs/JobDetails.aspx?hbid=20147251880706&cid=6166&locvalue=1720&source=Indeed.com>

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**Bus Operator (Waterloo) – RTS** - Drives bus or other revenue service vehicle to transport customers over specified routes to local points according to a time schedule. Pick up customers in response to radio or telephone relayed requests for service or on a pre-arranged schedule. Will assist customers with boarding and debarking the vehicle. Records activities on trip log, and reports malfunctions. Inspects vehicle before departure. Requirements: Valid NY State Commercial Driver's License (A, B, or C) preferred but not a requirement - WE WILL TRAIN YOU! (Must have CDL permit prior to start date), A minimum of five (5) years Class D auto driving experience with clean driving record, High School Diploma or GED, Clean Background Check, Ability to pass 19A medical examination and Federal drug test, Excellent Customer Service skills. No nights or weekends! No CDL? We will train you! Apply Online at <https://www.myrts.com/Work-for-RTS?JobID=21>

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**Salesperson (Waterloo) – Advanced Auto** - Entry level sales position capable of supporting the DIY business and achieve our sales and service objectives. The role has good knowledge of store systems, basic automotive system knowledge and basic part knowledge. The role has the basic ability to source from stores, hubs, pdq, and external suppliers. The role has in-depth knowledge of the store inventory and maintenance processes. Position can be part time or full time. MVR certification preferred. Primary Responsibilities: Provide GAS2 selling experience for DIY customer visits and phone calls, Achieve personal sales goal and help store achieve its sales goals, Provide DIY services including battery installation, testing, wiper installs, etc., Maintain store product and operational standards, Responsible for inventory processes including truck put away, shoot outs, cycle counts, Back stock, etc. Secondary Responsibilities: Store Cleanliness including floors, bathrooms, facing, dusting, parking lot, General stocking including truck stocking and back stock, Safely deliver parts to customers as needed. Success Factors: Basic driving and navigation ability, Ability to use delivery board system, Friendly communication, Ability to locate and stock parts, Safety knowledge and skills, Operating inventory systems and store equipment, Parts and automotive system knowledge skills, Operating POS and Parts lookup systems, Expert at testing and diagnostic equipment for DIY service. Apply online <https://www.advanceautoparts.jobs/en-US/job/salesperson/J3Q5CG5VJ7CY7GF1HJJ?source=Scrape&sourceType=INDEED>

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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.0nkfWS2v.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.0nkfWS2v.dpbs)

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## *Seneca County Civil Service Opportunities*

- **Continuous Recruitment:** Account Clerk; Account Clerk Typist; Caseworker & Caseworker Trainee; Clerk; Computer Support Specialist; Custodian; Occupational Therapist; Psychiatric Social Worker; Psychiatrist; Public Health Nurse; Senior Typist; Typist; Wastewater Treatment Plant Operator
- **Current Opening:** Addictions Counselor, Data Machine Operator (Stop DWI Dept.), Occupational Therapist 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 [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)*





***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.



## **RTS SENECA BUS OPERATOR [PART-TIME]**

### **OVERVIEW:**

Drives bus or other revenue service vehicle to transport customers over specified routes to local points according to a time schedule. Pick up customers in response to radio or telephone relayed requests for service or on a pre-arranged schedule. Will assist customers with boarding and debarking the vehicle. Records activities on trip log, and reports malfunctions. Inspects vehicle before departure.

**SALARY:** \$13.48/hr.

### **QUALIFICATIONS:**

- Valid NY State Commercial Driver's License (Class A, B, or C) with clean driving record.  
**NO CDL? WE WILL TRAIN YOU!** (Must have CDL permit prior to start)
- A minimum of five (5) years Class "D" auto driving experience
- High School Diploma or GED REQUIRED
- Criminal Background Check Conducted
- Ability to pass 19A medical examination and Federal drug test
- Excellent Customer Service skills are a must

This is a Union environment in association with the Amalgamated Transit Union, Local 282.

Equal Opportunity Employer.

**Apply Online: [myRTS.com/Work-for-RTS](http://myRTS.com/Work-for-RTS)**

**Apply in person: 1 DiPronio Drive, Waterloo, NY 13165**

**Call us! (315) 539-1844**

**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 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.



# **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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