



**ONTARIO COUNTY
FINGER LAKES WORKS
DEPT. OF WORKFORCE DEVELOPMENT
JOB LEADS: January 21st, 2019
Web Site: <http://www.co.ontario.ny.us/workforce>**

Quote of the week: "No matter what the weather, always bring your own sunshine." ~ Anthony J. D'Angelo

Ontario ARC's wide range of programs and services offers a variety of available positions, many of which provide the potential for a rewarding career in a compassionate, innovative working environment. Accepting applications for: **Direct Support Professionals (Day Programs & Residential); Driver; Facilities Assistant; Program Supervisor; Vocational Assessment Specialist; and more.** Offering **sign-on bonus, referral bonus, and paid training** for: **CNA, LPN, and RN.** To view jobs and to apply online at: **<http://ontarioarc.applicantpro.com/jobs>**

Bank Teller: Lyons National Bank, Canandaigua. Responsible for providing quality customer service while performing a variety of duties to support the paying and receiving function of the branch office; coordinating work within the department, as well as with other departments; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information and referring where appropriate. **Qualifications:** A high school diploma or equivalent with an emphasis in a business or accounting curriculum. Moderate reading, writing, and grammar skills; proficient analytical and mathematics skills; proficient communicative and interpersonal relations skills; proficient eye-hand coordination; ability to operate various office machines; basic PC and keyboarding skills; ability to lift approximately fifty (50) lbs. of coin; visual and auditory skills. Three (3) to six (6) months related experience and/or training preferred. Apply online at: **<https://www.bankwithlnb.com/careers#opportunities>**

CDL Truck Driver: Casella Waste, Geneva. Casella drivers are tough, work hard and are our front-line of customer service and extremely valued assets to the organization. Casella has invested heavily in ensuring our people get home to their families every night; it's no wonder we have the best safety record in the waste industry. Join the safest team in the nation and help Casella continue to provide best-in-class service to customers across the Northeast. The Truck Driver will perform pre- and post-trip inspections of assigned vehicle and documents checks utilizing the

standard DVIR (Driver Vehicle Inspection Report), communicates customer requests to Dispatch, completely empties all receptacles and leaves the customer's property clean and free of debris, follows route assignments as directed and completes end of day documentation and check out process. **Qualifications:** 1 year of experience operating a vehicle requiring a CDL or equivalent military driving within the last 5 years. Must hold a current Class A or B CDL with an air-brake endorsement and be at least 18 years of age and legally eligible to work in the United States. Capable motor coordination; arm, hand, legs and able to exert physical effort in handling (pushing, pulling, lifting, etc.) objects more than 75 pounds frequently. Apply online at:
<https://www.casella.com/available-careers/cdl-truck-driver-2000-sign-bonus-149>

Chief Financial Officer, Associate Executive Director: ARC, Canandaigua. Founded in 1954, Ontario ARC is a resource for people with disabilities or other challenges and their families, providing services and supports that encourage people to fulfill their potential. When you join our team, you'll be making a difference every day; in someone else's life and in your own. The Chief Financial Officer is a member of the senior management team, under the direction of the Executive Director. All financial oriented transactions for the organization are overseen by the CFO. The position requires frequent interaction and cooperation with all levels and divisions of the organization. Safeguards the agency's financial resources and oversees day-to-day management of the agency finance department. CFO develops and implements financial procedures to improve and maintain the financial health of the organization. Provides strong leadership in accordance with agency values and takes the lead role in finance department development. Promotes the highest standards of professionalism and quality in accordance with all laws, regulatory requirements, agency practices and philosophy. **Qualifications:** Bachelor's degree in Accounting, Finance or Business Administration. Over eight (8) years progressive, exempt-level finance or accounting experience, preferably not-for-profit, with a minimum of four (4) years in a supervisory capacity. Must have strong accounting and computer experience. **Ontario ARC Benefits:** Health, Dental, Vision, Life Insurance, Long-term & Short-term Disability Insurance, Matching 401(k) Retirement (up to 2%). Salary to be commensurate with education/work experience. Apply online at: **www.ontarioarc.org** (cover letter and resume can be uploaded) by noon on January 25, 2019.

Cleaner: FLACRA, Clifton Springs. Duties include all cleaning responsibilities required by facility and as directed by managers. Candidate must be able to work independently and with little supervision. Please mail resume and cover letter to: FLACRA HR, 28 East Main Street, Clifton Springs, NY 14432 OR apply online at:
<https://www.flacra.org/get-involved-with-flacra> and search job title and location.

Cleaner, Part-Time: ABM Industries, Farmington, Geneva. The Cleaner provides the cleaning and upkeep of an assigned area. The assigned area could be an aircraft, building, hospital or other facility. Cleaner must be flexible and willing to complete all tasks that are assigned. Duties may include cleaning and maintaining carpets and hard

surface floors by vacuuming, sweeping and mopping floors. Dusting furniture, pictures, ventilation, lights and blinds, emptying wastebaskets, cleaning windows, restrooms and other normal cleaning and maintenance duties. Must be flexible in other duties as assigned by supervisor. Mon-Fri 10:00am to 2:00pm shift. **Qualifications:** Must be dependable and able to complete assigned tasks efficiently with little or no supervision. Prior cleaning and janitorial experience is preferred. Apply online at:
<http://abm.jobs.jobaline.com/index.html>

Customer Service Teller: Citizens Bank, Canandaigua, New York. As the primary contact between our customers and the branch team, you will use great listening skills to engage closely with customers while processing customer service transactions accurately and efficiently. With an energetic attitude, you will get to know the customer, anticipate their needs, introduce them to financial products and services and make referrals to supporting branch colleagues as appropriate. This role is an opportunity to strengthen your consumer banking knowledge with paths to grow into other Retail, Business Banking and Wealth Management roles. As part of our team-oriented culture, you will be encouraged to develop new skills and grow into new career opportunities. **Qualifications:** High School degree or GED required. Minimum of 6 months cash handling experience in a retail or banking environment. Minimum of 6 months demonstrated customer experience, recommending and referring products and services to customers. Ability to work branch hours, which can include weekends and evenings. Apply online at: <https://jobs.citizensbank.com/job/canandaigua/customer-service-teller/288/10449928>

Finger Lakes Gaming & Racetrack is hiring! Full-time **Kitchen Supervisor, Full and Part-time Servers, Main Baker, Platinum Grill Cook, Housekeeper, HVAC Service Technician, Lounge Server, Prep Cook, Cleaning Attendant, Security Guards, Maintenance, and more.** For job descriptions and to apply online, visit:
<https://careers.delawarenorth.com/farmington-jobs>

Food Service Laborer: Victor Central School District. Full-time, 10-month position. Duties include loading and unloading daily trucks and delivery of food campus wide. Must possess and maintain a valid NYS driver's license. Must be physically capable of repetitive heavy lifting on a daily basis. Please send Ontario County Civil Service application by **January 15, 2019** to: Human Resources Office, Victor Central School, 953 High Street, Victor, NY 14564. Civil Service applications can be found at:
<http://www.co.ontario.ny.us/Jobs.aspx>

Food Service Helper: Honeoye Central School is looking to hire a Food Service Helper. Preference will be given to candidates with experience. Willing to train qualified and serious applicants. Position includes health and dental insurance, paid holidays, and other paid benefits. Serious inquiries only. Send letter of interest and resume by **January 25th** to: Jennifer Green, Honeoye Central School, PO Box 170, Honeoye, NY 14471. (585) 229-4125

Food Service: McDonald's Canandaigua & Geneva is hiring for: Crew; Overnights; Morning Shift; Closing Shifts; Custodial Person; Shift Manager. Apply online at: <https://restaurantjobs.mcdonalds.com/>

Extrusion Operator: Dolco Packaging, Bloomfield. Job duties include cutting and tagging rolls, keeping raw material feeders full, basic quality tests and data entry. Employees are expected to assist in the operation of all manufacturing process equipment. **Qualifications:** Thorough technical understanding of production equipment, facility equipment and utilities. Previous experience in manufacturing, a plus. Must adhere to all safety rules, cGMP, ISO and general conduct rules of the Company. Benefits include: Medical, Dental, and Vision, Life and Disability, 401(k) and Match, and Wellness Program including EAP. Apply online at: <https://tekni-plex.jobs.net/> and search Bloomfield, NY for the job title.

Healthcare: Clifton Springs Hospital is accepting online applications for: Behavioral Health Tech; RN; Nurse Practitioner; CNA; Medical Tech; Cook; Food Service Assoc.; LPN; Environmental Services; Supervisor of Food/Nutrition, and more. Apply online at: <https://careers.rochesterregional.org/>

Healthcare: Thompson Health is accepting online applications for: Cafeteria Associate, Clinical Secretary, Cook, Nurse Aide Certified, Nutrition Care Associate, Office Coordinator, Patient Access Professional, Physician, Rehab Scheduling Rep, CCC Social Worker, Stockroom Clerk/Courier; Wait Staff; and more. Apply online at: <https://www.thompsonhealth.com/Careers/Employment-Opportunities>

Healthcare: Geneva General/FL Health is accepting online application for: Admin. Asst.; Cook I; Housekeeping Aide; Inventory Control Clerk; Maintenance Manager; Medical Biller; Medical Records Assistant; Medical Technologist; ICU Nursing Assistant; Nutritional Services Aide; Patient Transporter/Service Tech; Phlebotomist; Registration Rep; RN; Secretary; Security Officer; Tech-Clerk; and more! For details and to apply online, visit: <http://www.flhealth.org> Visit us on **Wednesdays, 9 am – 5 pm**, for "Walk in Wednesdays". No appointment is necessary.

Healthcare: Horizons, 3132 State Route 21 South, Canandaigua. Now hiring for: Home Health Aide, Relief Supervisor in Charge, Housekeeper, Dietary Assistant, Medication Technician, and Personal Care Aide. Position responsibilities and qualifications listed online. Apply in person or online at: www.depaul.org/employment

Home Care Aide: All American Home Care, Canandaigua. All-American Home Care is a full-service Consumer Directed Personal Assistance Program home care agency, dedicated to providing services to seniors and people with disabilities to ensure that they

will remain independent in their own homes. No experience is necessary; just a desire to provide in-home care needs, to help people in any situation and ensuring they receive quality services with the utmost dignity and care. Responsibilities include assisting with cooking, cleaning, shopping, bathroom needs, transportation to appointments, dressing, and all other daily living activities. Benefits include 401-K, Health Insurance, Vacation time, shift differential for holidays. **Qualifications:** Must have New York State Driver's License and reliable transportation. Must be able to physically perform all tasks related to the position responsibilities. Apply online at: www.all-americanhomecare.com, click on Employment, and search job title and location.

Housing-Maintenance Technician I: National Church Residences. Housing Maintenance Technician is responsible for general building maintenance including preventative maintenance, minor repairs, completion of work orders. Additional duties include supervising and assisting outside service personnel and vendors as needed, reporting major repair and maintenance needs to supervisor, and maintaining accurate maintenance related documentation. **Qualifications:** High school graduate or equivalent and valid NYS Driver's License. Candidate must possess knowledge of janitorial equipment and maintenance procedures and have one to two years maintenance experience. Apply online at: <https://careers-ncr.icims.com/jobs/12603/housing-maintenance-technician-i/job>

Leasing Agent: Conifer Realty, Canandaigua. As a Leasing Agent at Conifer Realty you will be responsible for assisting in all operations of the leasing office. You will work to minimize vacancies, quickly lease apartments, promote good working resident and public relations, assure program compliance and perform office tasks as required. You will qualify new tenants, provide tours of the community, handle all details of move-outs and move-ins in accordance with inspection check lists, manage maintenance requests for timely completion, and ensure residents are provided with a clean, safe and well-maintained community. **Qualifications:** 1+ years prior apartment leasing management experience, preferably in affordable housing with Low-income Tax Credit compliance knowledge or experience preferred. Strong MSOffice skills (Word, Excel) for effective written communications and maintaining accurate records. Knowledge of accounting for collecting/tracking rents and posting to appropriate records. Minimum High School degree or GED equivalent required. Some college a plus. Apply online at: <https://www.careersatconifer.com> and scroll to job # **NY19102** to complete our application process and attach your resume.

Manufacturing: Seneca Foods in Geneva is hiring: Forklift Operators (2nd shift), Machine Operators (2nd shift), Industrial Maintenance Mechanic, Electrician, Case & Label Mechanic. Apply online at: <https://www.senecafoods.com/careers/current-openings>

Material Handler/Parts Washer: Gorbel, Victor. The Material Handler is responsible washing and drying parts and moving material around the factory to facilitate the flow of product through the various work stations. Coordinates material flow to insure packing and shipping are scheduled and completed accurately. Benefits include medical, dental, vision, life insurance, disability, paid time off package, 401k with company contribution, HSA and FSA options, educational assistance, onsite fitness center, and more.

Qualifications: High school diploma with at least one year in warehouse operations, ability to lift and push 50 lbs, ability to use hand tools requiring dexterity. Apply online at: <https://www.gorbel.com/about-us/careers/career-opportunities>. Fill out an employment application (**form fill on-line, print to add signature and date**).

Send your resume and application to: Gorbel Inc., Attention: HR Department, 600 Fishers Run, Fishers, NY 14453 or Email: careers@gorbel.com

Manufacturing Tech: Enalas Consulting, Victor. Responsible for manufacturing of goods produced in Rochester, NY. Including, but not limited to: CNC, woodshop, decal making, 3D printing. Position requires running basic shop tools such as drill press, sanders, band saw, table saw, oscillating saw, etc. Candidate must also run production orders on 3 Axis shop bot CNC machine, which includes taking CAD files, creating cutting files, cutting materials, finishing (sanding) materials. The Manufacturing Tech is also responsible for the general upkeep and cleaning of R&D facility. **Qualifications:** Minimum of high school diploma or equivalent. Technology certificate or A.S. degree preferred. The employee must frequently lift and/or move up to 75 pounds. Email resume and cover letter to: careers@enalasconsulting.com

Operator Associate: Pactiv, Canandaigua. The Operator Associate performs routine packing and operation of thermoforming equipment in a safe and effective manner on an as needed basis. This will include but not be limited to identifying and correcting quality deficiencies, basic maintenance, adjustment, and troubleshooting of equipment and processes. The Operator Associate will also direct and/or assist with coworker activities and perform other duties as assigned. **Qualifications:** Must have 2-3 years of experience in a Manufacturing environment or successfully completed CORE training for Operator Associate position. Demonstrated abilities as a team player, good cooperation, and communication skills are necessary and must be in good physical condition, able to lift 50 lbs. Email resume to: jyoungman@pactiv.com

Operators: Victor Insulators, 280 Maple Avenue, Victor. Immediate openings! All three shifts. Be a part a workforce that is supported by a union. Will accept trainees. Duties: Clay making operations such as mixing glazes, filter pressing, load/unload kilns, inspection, mechanical and electrical testing, assembly, packing operating powered industrial vehicles such as fork trucks and pallet jacks, lab functions, mechanical/electrical testing, glazing operations. Day shifts starts at \$12.53 hour plus benefits. Shift differential for off shifts. Apply in person or email: lpetrone@victorinsulators.com

Packer: Pactiv, Canandaigua. One of the world's largest manufacturers and distributors of food service and food packaging products is now hiring. Packers will manage all

aspects of product packaging for the production line while following all safety guidelines and wear PPE. Benefits include competitive pay with quick growth potential, full-time opportunities - 40 hours per work week with overtime possibilities, and medical/Dental/401k Description. **Qualifications:** High School Diploma or GED equivalent preferred and candidate will be required to complete pre-employment assessments. Email resume to: jyoungman@pactiv.com

Packer/Loader: Dolco Packaging, Bloomfield. Employees in this entry-level position are responsible for packaging, palletizing, unloading and sleeving product from production equipment. This is a training position for progression to other forming, printing, padding operations. Employees are expected to assist in the operation of all manufacturing process equipment. **Qualifications:** Some work experience in a manufacturing environment. Must adhere to all safety rules, cGMP, ISO and general conduct rules of the Company. Benefits include: Medical, Dental, and Vision, Life and Disability, 401(k) and Match, and Wellness Program including EAP. Apply online at: <https://tekni-plex.jobs.net/> and search Bloomfield, NY for the job title.

Plumber/HVAC Technician: D'Amico Mechanical, 68 Middle Street, Geneva. D'Amico is a local HVAC company looking for a Plumber/HVAC Technician. **Qualifications:** Minimum 3 Years' Experience in HVAC field with full knowledge of related job duties, tool and equipment usage. Must possess a clean NYS Driver's License. Candidate must be dependable, neat, and courteous. Pay based on skill level and experience. Resumes should be sent to: admin@damicoplumbinghvac.com OR applicants can apply in person.

Production: Berry, 200 East Main St., Macedon. Open interviews being held every Tuesday from 3 – 7pm. To learn more or apply online, visit: www.berryglobal.com

Production: Rochester Insulated Glass, Manchester. Leading glass manufacturer and distributor is looking for production workers, 1st shift, Mon-Fri, 40 hours plus OT. Job duties include loading/unloading of machines, safe handling of large pieces of glass, visual quality checks, and constant adherence to safety procedures. **Qualifications:** HS or GED and reliable transportation. Must be able to work well on a team. Prior manufacturing experience is a plus. Apply online at: www.Indeed.com and search company name and title.

Production Operator: Dolco Packaging, Bloomfield. Our Production Operators play a critical role in the production of extruded polystyrene foam sheet. These positions are responsible for packaging, palletizing, unloading, and sleeving product from production equipment. Production Operators are expected to assist in the operation of all manufacturing process equipment. **Qualifications:** Successful completion of the Packer I skills assessment and the Production Operator I assessment for either forming or printing. Prefer previous manufacturing or distribution experience. Must adhere to all

safety rules, cGMP, ISO and general conduct rules of the Company. Benefits include: Medical, Dental, and Vision, Life and Disability, 401(k) and Match, and Wellness Program including EAP. Apply online at: <https://tekni-plex.jobs.net/> and search Bloomfield, NY for the job title.

Production: Stalwart Industrial Packaging, Shortsville. Full time, entry level position available in the Shortsville/Manchester area. The work environment is a small, family-like, team environment. The primary job duties include assembling wood crates using saws, power tools, and related machinery. Opportunity available to work 10-hour days Monday-Thursday with OT on Friday OR traditional 8 hours each day. **Qualifications:** The ability to read a tape measure is necessary. Candidates must be able to handle physical demands of the job, which includes operating equipment, lifting and carrying materials, bending, pushing, pulling, etc. Prior experience using power tools is a plus. Email resume and application materials to: carol@stalwartip.com

Production: G.W. Lisk, Clifton Springs. Numerous positions are available including: Machinist, Quality Control Engineer, Quality Control Inspector, CNC Machinist, Valve Assembler/ Operator, and many more! The benefits include competitive pay, Employee Stock Ownership Program, Medical and Dental benefits, holiday cash bonuses, vacations and holidays, and education assistance. Apply online at: <http://www.gwlisk.com/lisk-careers/>

Property Maintenance: ManPower, Canandaigua/Rushville. Experienced Property Maintenance technician wanted for an established company for properties in Canandaigua & Rushville. Responsibilities include maintaining apartment units, common areas, and property as well as preparing apartments for new tenants. Full time hours, day shift 8:00-4:00pm Monday-Friday (Must have some flexibility) at \$14.00 hour. **Qualifications:** Must have experience with basic electrical, plumbing, carpentry, drywall, painting, flooring, and other building maintenance and repair requirement, such as snow removal and landscaping. Previous property maintenance experience is required. Candidates must be able to pass a background check and a drug screen. High School Diploma or equivalent. Must have own vehicle and own tools are preferred. Apply online at: <https://www.manpower.com> and search job title and location.

Repair and Tool Technician: Home Depot, Victor. Repair and Tool Technicians are responsible for the evaluation and repair of small engines, outdoor power equipment and handheld electrical devices. This position makes equipment recommendations and ensures that units are maintained. Technicians work in both our stores with Tool Rental Centers and in our repair centers. In a store, technicians will be expected to provide service to store customers in Tool Rental which includes writing customer contracts and invoices for equipment rental and tool repairs, checking to make sure tool is operating properly and demonstrating its proper use (as needed). **Qualifications:** Must be able to work varying shifts, which may include weekends, evenings, holidays. Candidate must be knowledgeable about tools and equipment and be skilled in troubleshooting and repair. Reliable transportation is required and some travel is necessary. Apply online at: <https://careers.homedepot.com> and search job title and store location.

Retail: Lowe's **Geneva** is hiring: CSA Front End, Sales, Seasonal Employee, and Delivery Coordinator. Lowe's **Canandaigua** is hiring: Seasonal Employees, Unloading Associate, Building Materials Associate, Customer Service Associate, Sales Specialist, and Merchandising Service Associate. For details and online application, visit: <https://careers.lowes.com/>

Retail: JCPenney in Roseland Plaza is now hiring! Current open positions include Cashier, Maintenance Associate, and Operations Associate. Candidates must have excellent customer service and problem-solving skills and be professional at all times. Apply online at: <https://jobs.jcp.com/>

Retail: Best Buy, Victor. When you join our team, you'll have the unique opportunity to speak with hundreds of customers each week, learn everything there is to know about our amazing company and share your insights to improve the customers' experiences. Through a comprehensive onboarding and training program, you will become an expert in all our product categories while learning about the latest cutting-edge technology. Best Buy currently has openings for **Customer Service Specialist, Inventory & Merchandising Specialist, and Sales Consultant**. **Qualifications:** Ability to work successfully as part of a team. Ability to work a flexible schedule inclusive of holidays, nights and weekends. Desire to provide an excellent shopping experience to all customers. Apply online at: <https://www.bestbuy-jobs.com>

Retail: Goodwill, Victor. Now hiring for Assistant Team Leader, Cashier, and Softlines Processor. If you want to work in a retail setting for a great company and know that what you do benefits others in need, apply today! Detailed job descriptions are available online. **Qualifications:** This position is required to work nights, weekends and holidays. High school diploma or GED preferred. Previous retail experience preferred. Apply online at: <https://recruiting.talentreef.com/finger-lakes-goodwill>

Retail: BJ's Wholesale Club, Geneva and Victor. BJ's is a store whose members have access to everything from food to clothing, electronics, and furniture. BJ's in Geneva currently has numerous openings for PT/FT/and Seasonal positions. There is a need for cashiers, cart retrievers, meat cutters, receiving clerks, forklift drivers, and many more. **Qualifications:** Prior retail experience preferred. Strong organizational skills and experience related to the position you are applying for is preferred. Apply online at: <https://careers.bjs.com/> and search **Geneva, NY**

Retail: Target, Victor. Currently hiring for numerous team member positions including Beauty, Carts, Guest Services, Cashier, Apparel, Food, and more. Apply online at: <https://corporate.target.com/careers>

Retail: Home Depot, Victor. The Home Depot is now hiring for numerous positions, including cashiers, lot associates, customer service, merchandising, and more. Must be able to work varying shifts, which may include weekends, evenings, holidays. Apply online at: <https://careers.homedepot.com> and search job title and store location.

Retail: Wal-Mart Canandaigua is hiring: Cashier, Assistant Manager Trainee, Department Managers, Cart Attendants/Janitorial, Fresh production deli/bakery, Stock (produce), Apparel associate, Sales floor associates. Flexible hours available. Must be able to work evenings, weekends, and holiday hours. Apply online at:
<https://careers.walmart.com>

Saw Operators: Service Steel, Farmington. Service Steel has been a leader in the steel tubing industry since 1920. They are growing at their facility in Farmington. Saw Operators are responsible for cutting and sizing materials according to specifications to fill customer orders. Second shift. Starting pay is now \$14.00/hour! **Qualifications:** Must be proficient with power tools and using a tape measure. Prior experience preferred, but not required. Must be able to handle physically demanding work, which includes bending, twisting, lifting, etc. Please submit cover letter and resume to:
dthompson@servicesteel.com

Security Officer: Securitas Security Services. Job location is Trolley Station Apartments, Canandaigua. Observes and reports activities and incidents at an assigned client site, providing for the security and safety of client property and personnel. Makes periodic tours to check for irregularities and to inspect protection devices and fire control equipment. Preserves order and may act to enforce regulations and directives for the site pertaining to personnel, visitors and premises. **Qualifications:** Must be able to meet and continue to meet any applicable state, county and municipal licensing requirements for Security Officers. Must be able to work Monday, Tuesday shifts 4:00pm to midnight and Friday, Saturday shift midnight to 8:00am. Training and certification can be provided by the company. Apply online at:
www.securitasjobs.com look for Rochester NY, and apply to security guard posting. Once applied, contact Porsha Shaw at 585-429-6767 ext. 0

Store Assistant Manager: Sherwin Williams, Canandaigua. This position will assist in managing a Sherwin-Williams paint store, servicing wholesale and retail customers. The position is responsible for supporting all aspects of store operations, including customer service, marketing, merchandising, inventory and store safety. This role will supervise and train store staff, and is responsible for contacting customers to generate sales leads. **Qualifications:** Must be 18 years old and have a valid driver's license. Candidate must be able to distinguish between colors of paint and be physically able to handle lifting and carrying stock as needed. Must have a High School diploma or equivalent. Apply online at: <https://jobsearch.sherwin.com/> and search job title and location.

Substitute & Per Diem Positions: Victor Central Schools hiring Bus Drivers, Bus Monitor, Evening Cleaner, Teachers and Substitutes. Interested applicants should apply in person at: Victor Schools, Human Resources, District Office, 953 High Street, Victor. Inquiries may be made to: Kris Hutt at (585) 924-3252 or email
HuttK@victorschools.org

Supervisor/Foreman Mechanic: D'Amico Mechanical, 68 Middle Street, Geneva.

D'Amico is a local HVAC company looking for a Supervisor/Foreman Mechanic.

Qualifications: Minimum 3 Years' Experience in HVAC field with prior supervisory experience and a clean NYS Driver's License. Candidate must be dependable, neat, and courteous. Pay based on skill level and experience. **To apply:** Resumes should be sent to: admin@damicoplumbingvac.com OR applicants can apply in person.

Team Members: Taco Bell in Farmington is hiring full-time and part-time team members for all positions and shifts. Apply online at: www.indusyumcareers.com

Vending Attendant: AVI Foodsystems, Bloomfield. Candidate will fill vending machines at customer locations, perform cleaning duties as assigned, complete daily duties/tasks within the scheduled work shift, and demonstrate creative thinking by suggesting alternative procedures to work flow or possible areas of improvement to immediate manager. Vending Attendant will communicate effectively with customers, follow proper guest service procedures whenever interacting with others by smiling and making eye contact, and will be responsible for ordering and inventory control of merchandise. Benefits include 401k, health insurance, and growth opportunities. **Qualifications:** Must be able to work efficiently in a fast-paced work environment and communicate effectively. Outgoing personality and ability to sell is a must. Apply online at: <https://www.avifoodsystems.com/career-opportunities/>

Warehouse Specialist/Delivery Driver: Nutrien Ag Solutions, 4685 Cty Rd 5, Hall. Nutrien is a leading agricultural input company specializing in dry & liquid fertilizer, agricultural chemicals and vineyard supplies. This exciting position comes with a competitive wage, health insurance, 401K, paid vacation time and other benefits. Duties will primarily consist of loading and unloading trucks, assembling customer orders, delivering orders to local farms and basic equipment maintenance. Many other duties may come up on the job, so please be willing to help in any way possible. This job will keep you moving and busy with little idle time. **Qualifications:** A valid CDL-B driver's license (or ability to obtain shortly after hire) with a clean driving record. You'll also need to be able to pass a drug screening and background check upon hiring. Forklift experience is a definite plus, but we can train the right person. You'll also need to be able to safely lift 50 lbs. We tend to be busiest in the spring/early summer seasons, so you'll need to be dependable and able to work overtime during this period. Please email your resume to: heather.bootes@nutrien.com or come fill out an application in person. Office phone number is (585) 526-5364.

**COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM
FOR FURTHER JOB LEADS**

3010 County Complex Drive, Canandaigua, NY 14424

Telephone: (585) 396-4020

Hours: Monday thru Friday 8:00 - 5:00

A proud partner of the  American Job Center network

Ontario County Department of Human Resources

3019 County Complex Drive, Canandaigua, NY 14424

(585) 396-4465 ~ www.co.ontario.ny.us

CURRENT EXAM & VACANCY INFORMATION

Exams Scheduled by N.Y.S. Civil Service:

<u>Exam Title</u>	<u>Last Filing Date</u>	<u>Exam Date</u>
Conservation District Manager	February 6, 2019	March 16, 2019
Conservation District Technician	February 6, 2019	March 16, 2019
Fiscal Manager	February 6, 2019	March 16, 2019
Human Resources & Payroll Coordinator	February 6, 2019	March 16, 2019
Senior Conservation District Technician	February 6, 2019	March 16, 2019

Current Vacancies – Examination to be scheduled at a later date.

Deputy Director of Real Property Tax Services (Ontario Co, Real Property Tax Service)

Continuous Recruitment Program: The examinations for these positions are conducted on the third Wednesday of every month with the last day to file being the first Wednesday of that same month:

Account Clerk-Typist/Finance Clerk I
Senior Network Analyst

Typist/Office Specialist I

Continuous Recruitment Training & Experience Exams: Applications accepted continuously and will be rated monthly.

Community Mental Health Nurse
Physical Therapist
Occupational Therapist
Supervising Psychologist

Technical Specialist (IS)
Physical Therapy Assistant
Occupational Therapy Assistant

Nurse Practitioner
Public Health Nurse
Psychiatrist

Current Non-Exam Vacancies - No Examination Required

Client Transportation Driver (On-Call, Sub)
Bus Driver, Substitute (Ontario Co, Aging)

Correction Officer, Part-Time

Applications and additional information can be found:

On the Ontario County website, Human Resources webpage at: www.co.ontario.ny.us

To receive email notification of examination announcements and job vacancy notices:

Sign up for **Notify Me**, found on the homepage of the County web site.

January 9, 2019

OPEN RECRUITMENT

For

**Maco Bag
Newark, NY**

on

Wednesday 1/23/19

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

**OPEN INTERVIEWS:
Every Tuesday and Thursday
9am - 3pm**

Hiring for:

**Solar Panel Installer
Warehouse/Manufacturing
Waste/Recycling
General Labor Positions
Truck Load/Unload
Construction Helper
Store Resets**

Available in the surrounding areas of
Canandaigua, Farmington, Victor, Geneva.

Pay for all positions \$11-13 hr.

Applicants can also call **585-328-6447** or

585-393-9250 for the details or to schedule an appointment



A TRUEBLUE COMPANY

**23 Coach St., Suite 4A • Canandaigua, NY 14424
Phone # 585-393-9250**

Coastal Staffing

Has many new positions available.

- **Machine Operator** - *Caledonia*
- **Production/Assembly** - *Avon*
- **P/T Industrial Cleaning** - *Avon*
- **Machine Operator** - *Bloomfield, Swingshift*
- **Production** - *Bloomfield, All Shifts*
- **Concrete Construction** - *Lima*
- **Electronic Assembly** - *Geneseo*

All jobs are Temp to Perm!

Coastal Staffing



275 East Main Street
Avon, NY 14414

226-3575



PLEASE POST

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL
Clifton Springs, New York 14432

January 17, 2019

VACANCY NOTICE

Anticipated Start Date: February 12, 2019

Food Service Helper – 3.5 hours per day
Salary: \$ 11.10 - \$11.35 per hour

Qualifications:

1. Must have High School Diploma or GED and NYS Education Dept. Fingerprint Clearance
2. Must meet minimum Civil Service qualifications.
3. Ability to work well with others.
4. Ability to follow directions.
5. Demonstrated ability to collaborate and problem solve while maintaining a professional and even temperament.
6. Ability to apply creative solutions to difficult problems.
7. Positive attitude.
8. Good attendance record.
9. Prior food service experience preferred, but not required.

Interested applicants for this position are asked to apply on line by Friday, February 1, 2019 at <http://phelpscliftonsprings.recruitfront.com/JobOpportunities> or Submit a letter of interest, district application, Ontario County Civil Service application and resume to:

Mary Jo Peake, Human Resources
Phelps-Clifton Springs Central School District
1490 State Route 488
Clifton Springs, New York 14432

Applications are available online on [our website](#) or in the District Office.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Patti Larche, compliance officer/coordinator, at plarche@midlakes.org. Mrs.

Larche can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).

PLEASE POST

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL
Clifton Springs, NY 14432

January 17, 2019

VACANCY NOTICE

1-Full Time Laborers
\$13.50-\$15.65 based on experience
with Benefits per Negotiated Agreement

Anticipated Start Date: February 12, 2019

Qualifications:

1. High School Diploma or GED
2. Must possess a Class D NYS Operator's License
3. Must meet Civil Service requirements
4. NYSED Fingerprint Clearance

General Job Description:

- Routine building cleaning and maintenance
- Ground maintenance activities (grass mowing, trimming, athletic field upkeep, etc.)
- Snow plowing, removal, salting, upkeep of roads and passageways
- Painting and maintenance of exterior/interior buildings, facilities and signage
- Various manual physical labor as needed for construction projects, including unloading/loading trucks, moving furniture, etc.

Interested applicants for this position are asked to apply on line by Friday, February 1, 2019 at <http://phelpscliftonsprings.recruitfront.com/JobOpportunities> or Submit a letter of interest, district application, Ontario County Civil Service application and resume to:

Mary Jo Peake, Human Resources
Phelps-Clifton Springs Central School District
1490 Route 488
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PLEASE POST
PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL
Clifton Springs, NY 14432
January 14, 2019

ANTICIPATED VACANCY
Effective January 22, 2019
1:2 Teacher Aide – 10 Month
Salary and Benefits per Negotiated Agreement

“To Create a Community of Learners and Leaders who Demonstrate the 21st Century Skills Necessary to Compete and Thrive in a Global Society”

If you believe in this vision, please continue.

We SUPPORT your decision to read beyond this point if you have:

- High School Diploma or GED
- Civil Service approved as Teacher Aide
- Fingerprint Clearance

We feel OPTIMISTIC then that you could:

- Ability to monitor a student with special needs within the general education classroom
- Ability to implement specific interventions identified as a need on a student's behavior intervention plan or IEP
- Ability to foster independent opportunities for students to socialize appropriately with peers
- Experience and understanding in implementing IEP goals as a member of a team
- Experience in working with different learning styles and learning needs
- Experience with the needs of students with disabilities (Autism, ADHD, sensory regulation) a plus
- Eagerness to learn and work with a variety of teachers and personnel

We feel you are an ACHIEVER and RESPECT your commitment to education therefore we would provide:

- Access to high quality professional learning opportunities
- Competitive compensation
- Medical and Dental Insurance
- Voluntary 403(b) Contribution
- Flexible Spending Account

Interested parties should apply on line by Friday, January 18, 2019 at:

<http://phelpscliftonsprings.recruitfront.com/JobOpportunities>

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Patti Larche, compliance officer/coordinator, at plarche@midlakes.org. Mrs. Larche can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY)



CAREER NAVIGATOR

AN INTENSIVE TRAINING PROGRAM FOR JOB SEARCH & SUCCESS

Jump start your job search with this 5-day interactive, strategic approach to proactively managing your future.

- Learn how to redefine your skills to fit existing and emerging industries and occupations.
- Design a job search strategy to fit your values, skills and goals.
- Learn the marketing techniques that will get your message out to the people that make the hiring decisions.
- Discover the increased power of working in teams, led by certified career professionals.
- Navigate the obstacles and challenges of the changing economy and learn the new rules of job search.
- Master the ability to successfully transition into new directions of employment and control future employment paths.

WHO SHOULD ENROLL IN CAREER NAVIGATOR?

Job Seekers who:

- Desire to stay in the same field and who want to learn how to compete.
- Require an industry and/or career change based upon their transferable skills.
- Want support in identifying new search strategies, tools and techniques.

ITINERARY:

- Day 1: Defining Strengths
- Day 2: Search Strategies
- Day 3: Branding and Marketing
- Day 4: Communication and Decision Making
- Day 5: Goal Setting and Accountability

DATES AND LOCATIONS:

Monday, February 25th through Friday March 1st, 2019 9 a.m. to 1 p.m.
Yates County Workforce Development, 417 Liberty St. Penn Yan
Lisa.Principio@dfa.state.ny.us or at 315-536-5140 Ext. 5

Monday, April 8th through Friday April 12, 2019 9am-1pm
Seneca County Workforce Development, 1 DiPronio Drive, Waterloo, NY 13165
dtam@co.seneca.ny.us or 315-539-1888

Monday, June 3rd through Friday, June 7th, 2019 9:00 am to 1 p.m.
Wayne County Fire Training Center, 1525 Nye Rd., Lyons, NY 14489
jsmith@co.wayne.ny.us or call 315-946-7707

Monday, August 19th through Friday August 23rd, 2019 from 9 a.m. to 1 p.m.
Location: Ontario County Safety Training Facility, County Road 48, Canandaigua
leeann.haust@dfa.state.ny.us or call (315) 789-1771 ext. 117
Joseph.Lopez@dfa.state.ny.us or call: 585-396-4033

TO ENROLL:

See a Finger Lakes Works One Stop Staff Person

Space is limited please be sure to make a reservation soon!

Sponsored By:

Finger Lakes Workforce Investment Board

Visit us online at: www.fingerlakesworks.com



Frequently Asked Questions about Career Navigator

I have already attended workshops at Finger Lakes Works or elsewhere, why do I need this?

Career Navigator will explore some of these topics in more depth. You will also have the opportunity to work on your own personal assessment and plan your job search within a group structure that will become an important support system throughout your search.

I don't think I need it. I didn't have a problem finding a job before.

Let's hope that's the case again! Today's market figures, however, point to a more extended and challenging search period. Why not arm yourself with the most effective skills and tools for creating a successful outcome in the current job market?

I don't know what I want to do.

It's very common, and a good idea, to reassess career options at this time. Career Navigator will walk you through the self assessment process, help you identify the skills you have that could be applied in another industry or occupation and give you the tools you need to explore those options so that you can make the best choices.

Will this get me a job?

No one can get you a job except you! Career Navigator will equip you to do the best job possible in that endeavor. CN is your launching pad to identify the tools and strategies that will prepare you to compete in today's job market.

Why do I need this? I have a good resume and/or I interview well.

Job search has changed and the strategies for successful job search are more than a resume or interview. Over 70% of job landings contain a component of networking.

I already have interviews lined up.

Are you getting interviews for jobs that you would take? Do you know how to be the candidate that is chosen from the interview? Do you know how to follow up after the interview process? Career Navigator will arm you with important interview, follow-up and negotiation techniques.

This layoff might be temporary.

In the event that it isn't, or that it occurs again, you can use this time to get the training you'll need, regardless. If other opportunities present themselves or In a future layoff, you'll be ready.

There aren't any jobs anyway, why should I bother.

You're right that most jobs aren't evident, but it doesn't mean they don't exist. In Career Navigator, you'll learn to find the "hidden job market." You'll learn how to get to the hiring managers *before* a job is even identified or posted. And you'll get the group support you'll need to be persistent in your search.

I am enrolled in training/school.

Getting new skills or updating your existing skills is good strategy. You'll still need to look for a job and you need job search skills. Career Navigator is the perfect way to begin the process even before you're done with school. Wouldn't it be great to have that new job waiting for you when you're finished?



Finger Lakes Hired, ACCES-VR and Finger Lakes Works! invite you to the 1st Advanced Manufacturing Recruiting for Careers Fair

Finger Lakes Hired is partnering with ACCES-VR to bring qualified businesses to your doorstep. Each job seeker will be selected by our agencies and is looking for either an Entry-Level, Mid-Level or High-Level Advanced Manufacturing position.

What to Expect

- You will have your own table set up to attract the businesses' attention.
- You will arrange your table in a way that will describe your career in Advanced Manufacturing or a career you are interested in.

What is the Process

As businesses enter the event, they will stop at tables based on the positions they are looking for and the tables that capture their eye. At that time, you will be able to speak with the business to sell your skill set. You will have your own table to set up to highlight your skills and accomplishments in the Advanced Manufacturing industry. When setting up your table, think of a regular job fair and the tables that capture your attention. Incorporate visuals to pull them in, achievements that validate your level of skill and prepare an elevator speech to keep them interested. Recruiting for Careers Fair is a closed event so only a certain number of candidates will be invited. What will you do to stand out from the crowd?

Incentives

Job seekers who attend this event will have the opportunity to speak 1 on 1 with businesses. In an age where applications are done online and the person to person seems to be a thing of the past, Recruiting for Careers Reverse Job Fair will set you up with a different opportunity to apply for positions.

Contacts

Recruiting for Careers Fair is a closed event and the orientation will be mandatory in order to attend. Please contact a Finger Lakes Hired or ACCES-VR Representative to acquire more information:

- Jeff Weise – Finger Lakes Hired – jweise@rochesterworks.org
- John Beiter – Finger Lakes Hired – jbeiter@rochesterworks.org
- Jennifer Geiger – ACCES-VR – Jennifer.geiger@NYSED.GOV



A proud partner of the **americanjobcenter** network

Ontario County Interview Day January 28th 2019 Monday at 11am*

**3010 County Complex Drive, Canandaigua
– conference room 4 on the 2nd floor**

* Please be 10-15 minutes early to guarantee your seat *



Arrive Prepared **No Documents = No Interview**

- Students must bring documents listed on the **“Documents Needed to Apply”** flier to have an interview. *If you are missing any documents, contact a counselor before coming for your interview.*
- Students that are 16 or 17 years of age must be accompanied by a parent or legal guardian. *No Exceptions.*
- Students must dress appropriately for their interview.

All students will begin filling out applications at 11 o'clock

Shortly thereafter, individual interviews will begin
Students will be interviewed in the order that they arrive – Sign In as soon as you arrive

Please Be Patient

There may be some “wait time” depending on the number of applicants that apply

DOCUMENTS

Needed to Apply You Must Bring These Documents to Your Interview

You can bring original documents and we will copy them for you

- SOCIAL SECURITY CARD** (THIS IS A MUST!)
- PROOF OF BIRTH** Birth certificate or driver's license or permit or state ID or INS documents.
- PROOF OF INCOME FOR INDIVIDUAL OR FAMILY:** Current or Most Recent Consecutive Paystubs totaling 1 month's pay & showing GROSS WAGES or tax information or social security benefits or pensions or alimony or Statement from Employer or Notarized Letter

OR DOCUMENTATION OF EXCLUDABLE INCOME: Public Assistance such as: (Supplemental Security Income (SSI) or Temporary Assistance for Needy Families (TANF) or Emergency Aid to the Elderly, Disabled and Children (EAEDC) or Temporary Cash Assistance (TCA) or Temporary Assistance Programs (TAP) or Food Stamp information.
- IMMUNIZATION RECORDS** (If you or your family do not have a copy, contact your doctor or last school attended).
- HEALTH INSURANCE CARD** (Bring your health insurance card if you have it) * Job Corps only provides **BASIC** medical and dental care for you, so if you are able to get it under a parent, you should. We have forms in our office to assist you. We want to keep you healthy!
- IF YOU ARE ON PRESCRIPTION MEDICATION**
Your doctor must fill out a **medical questionnaire**. You can get this form from the counselor at Orientation.
- SCHOOL RECORDS** HS Diploma, GED or last school transcript. If you were in special education (even if you have an IEP diploma), your Admission Counselor will discuss with you additional information we will need to process your application.
- IF YOU ARE 16 OR 17 AND STILL OFFICALLY ENROLLED IN SCHOOL**
We will need a **letter of recommendation from a school official**.

If you are having trouble obtaining any of these documents, speak with your counselor before you come for an interview

You will need to bring your original birth certificate and Social Security card once you enroll in Job Corps to sign up for Driver's Ed – at Job Corps you can obtain your permit and/or your license! OBTAINING YOUR LICENSE IS KEY TO SUCCESSFUL EMPLOYMENT.




**** INTERVIEW DAY CHECKLIST ****

- Bring DOCUMENTS
- DRESS appropriately for an interview
- ARRIVE approximately 10 minutes early for the interview
- BE PREPARED with a good attitude and a smile
- 16 – 17 Year Olds must be accompanied by a parent or legal guardian

**** You will be asked to reschedule if you fail to comply ****

Calendar of Events - FL Works Geneva

January 2019

Monday	Tuesday	Wednesday	Thursday	Friday
31 Career Club (Canandaigua) 9 - 11 am	1 Closed 	2 Jumpstart Your Job Search 2 - 3 pm	3 Jumpstart Your Job Search 11:30 am (Waterloo) Training Options 2:30 - 3:30 pm	4
7 Career Club (Canandaigua) 9 - 11 am Basic Computer Skills 10 am (Canandaigua)	8 WorkKeys (FL WIB) 9am - 1 pm Jumpstart Your Job Search 2 - 3 pm	9	10	11
14 Career Club (Canandaigua) 9 - 11 am Jumpstart Your Job Search 1 - 2 pm (Penn Yan) Jumpstart Your Job Search 2 - 3 pm	15 Training Options 2:30 - 3:30 pm	16 Resumes 101 2 - 3 pm  Understanding Online Applications 3 - 4:30 pm	17 Job Search Over 50 2 - 3:30 pm	18
21 Closed 	22 Jumpstart Your Job Search 2 - 3 pm WorkKeys (FL WIB) 9am - 1 pm	23 Navigating the Civil Service System 2 - 3:30 pm	24 Metrix eLearning 2pm	25
28 Career Club (Canandaigua) 9 - 11 am	29 Jumpstart Your Job Search 2 - 3 pm	30 Personal Skills For Success 9 am - 3 pm	31 Effective Interviewing Techniques 2 - 3:30 pm	

Please call ahead of time to reserve a space for workshops!

Geneva Career Center

70 Elizabeth Blackwell St.

Geneva, NY 14456

Phone: 315-789-1771

Email: geneva@labor.ny.gov

Health Care Information:

Mondays: United, Noon – 2 pm

Tuesdays: Fidelis, 1 pm – 3 pm

Wednesdays: Fidelis, 9 am – Noon

United, Noon – 2 pm

Thursdays: Your Care, 9 am – Noon

WORKSHOP DESCRIPTIONS

Career Club at Ontario County Complex - Canandaigua - Join others who are looking for work at this weekly job club. Get job leads and find out what businesses are looking for when they hire. This is an excellent opportunity to network with others, get insights, and support in your job search. Learn about available resources. (2 hrs)

Basic Computer Skills – Job seekers will be learning in a computer lab. This workshop covers very basic skills from mouse to keyboard skills and internet/online job searching as well as how to create open and save a Microsoft Word document. The workshop is geared toward the job seeker and how to do a basic job search. (2 hrs)

Cover & Job Search Letters - This instructional workshop will focus on how to write a Cover Letter (Yes, you do need one!). Other Job Search Letters that will be covered include: Thank You Letters, Follow-up Letters, Networking Letters, and Letters of Appreciation. (1.5 hrs)

Jump Start Your Job Search – This workshop will educate you about current tools and services available to help you organize and conduct an effective job search. (1 hr)

Resumes 101 - During this informational session, you will learn what revisions are necessary to create an effective, up-to-date resume. Learn how to highlight your accomplishments, past experiences, skills, abilities, qualifications and personal characteristics so a potential employer can easily see the assets you would bring to the business. (1.5 hrs)

Effective Interviewing Techniques - You got the interview, now what do you do? Register for this workshop! Learn what employers really want to know and what questions you should be able to answer before going into an interview. Learn the importance of making a good first impression and techniques regarding, appearance, body language, preparation, and attitude. (1.5 hrs)

Advanced Interviewing: Beyond the Basics - Tell me about yourself? What are your salary expectations? This interactive workshop provides the opportunity to: receive feedback on your interviewing skills, network, and reduce those interview jitters. Come prepared to answer interview questions. ***Prior attendance at the Interviewing Techniques workshop is required*** (2 hrs)

Job Search Over 50 - Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome challenges and use maturity to your advantage. (1.5 hrs)

Metrix E-Learning - If you are interested in upgrading your computer skills and would like to take online courses at your own pace, Metrix may be for you. Metrix is a self-directed online learning program you can access anywhere with high-speed internet. (1 hrs)

Navigating the Civil Service System - Explore job opportunities within the civil service system—working for the city, county, state, or federal governments. Learn how to use the websites and what to look for on civil service listings. (1.5 hrs)

Personal Skills for Success - Learn how to improve your personal skills that employers look for when hiring and promoting. This 1-day workshop will teach you how Self Awareness, Interpersonal and Work Communications, Work Discipline, and Working in Teams can help give you an edge over other interview candidates and get noticed by the employer! In addition, you will receive a Workforce Certificate of Completion for Soft Skills training which is recognized by local businesses. (4 hrs)

Social Media - Online networking can be one of your most valuable resources when job-searching. Take advantage of this opportunity to learn more about how to get the most out of LinkedIn, Facebook, and Twitter to build your professional network. Learn how to get recommendations, research employers, display your expertise, and get noticed. (1.5 hrs)

Training Options - Finger Lakes Works may have funds available to help people who need training either to change careers or to enhance skills necessary for advancement to a better job. Our “Training Options” workshop is an orientation that provides info on what is needed to access these funds available under the Workforce Innovation and Opportunity Act. (1 hrs)

Understanding Online Applications - Struggling to complete applications online? Do you have trouble attaching your resume to an application? Are you not getting any response from employers? This workshop provides the opportunity to learn how to navigate the online job search process and complete applications successfully. (1.5 hrs)

WorkKeys - Employers want workers who can read, apply math, locate information, and demonstrate “soft” skills. WorkKeys assesses reading, math and locating information, which qualify you for a Career Readiness Credential. This credential will assist you in showing employers you are a qualified candidate. (4 hrs)

January 2019 Calendar of Events

Ontario County Workforce Development
3010 County Complex Drive
Canandaigua, NY 14424
585-396-4020

Monday	Tuesday	Wednesday	Thursday	Friday
Dec 31 Career Club: 9 – 11 am	 Closed	ACCES VR: 1:30–2:30 pm		
** Computer Skills Workshop 10 am-12 pm Career Club: 9 – 11 am				
Career Club: 9 – 11 am	All-American Home Care: 10 am – 12 pm	ACCES VR: 1:30–2:30 pm		
 Closed				
Career Club: 9 – 11 am				

ACCESS-VR ORIENTATION: Assist individuals with disabilities to achieve and maintain employment & to support independent living through training, education, rehabilitation, & career development. To learn more, please attend an informal orientation session on 2nd floor, Room 4. Phone: (315) 789-0191

CAREER CLUB: Join us every Monday at 9:00am on 2nd floor, Room 8 for informal networking and support as you search for your new job opportunity.

**** COMPUTER SKILLS WORKSHOP:** This workshop covers basic computer skills. Please call (585) 396-4020 to reserve a spot, as space is limited.