



Seneca County Workforce Development & Youth Bureau
 Finger Lakes Works-Seneca
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Job Leads and Services prepared by Seneca County For the Week of March 18, 2019

For additional information on services visit us at:

www.co.seneca.ny.us/wdyb

Ctrl and Click to follow link

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

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Don't Miss Our Services!!

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

VITA.....Page 11 ([VITA](#))

Seneca County Civil Service Opportunities.....Page 3 ([Seneca County Civil Service Opportunities](#))

Metrix is an online learning system that helps you upgrade your skills to secure employment. More information on Page 16 ([MET](#))

SBDC (Small Business Development Center) First Wednesday of the month by appointment only. Page 14 ([SBDC](#))

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

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

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

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

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

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

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

HOT LEADS

Are you a foodie, inspired by fine dining? Why not check out what it's like behind the scenes? Portico by Fabio Viviani at del Lago Resort & Casino is hiring for the following positions: **Hostess, Bartender, Server, Server Assistant**. Apply online:

<https://dellagoresort.com/careers-vendors/>

Ciccino's- All locations (Geneva, Waterloo, Del Lago) Hiring Cooks, Prep Cooks, Pizza Cooks, Counter Personnel, and Cashiers. Stop in person or apply online at <http://www.ciccinos.com/employment/>

Advance Auto Part's (Waterloo)- This job posting is for any of the store hourly positions: Store Driver, Salesperson, Sales Pro, Retail Parts Pro, Commercial Parts Pro, Manager in Training, Assistant Store Manager. Apply at: <https://www.advanceautoparts.jobs/en-US/search?keywords=&location=13165>

NYS Job Bank (<https://myjobs.ny.gov>) 228 Job Listings in Seneca County! See below for a sampling

Company	Job Title	Order #	Listing Date
Compass Group, North America	COOK, GRILL (FULL-TIME)	DE6165828	3/16/2019
Hillside Family of Agencies	Environmental Services Worker	DE6166063	3/16/2019
Hillside Family of Agencies	Youth Care Professional I	DE6166065	3/16/2019
Carters/OshKosh	Part Time Sales Manager (PTS)	DE6159623	3/15/2019
Community Bank Systems Inc.	Teller 1 (or 2 with required experience) - Ovid Branch	DE6162569	3/15/2019

Company	Job Title	Order #	Listing Date
Gap Inc.	Keyholder Specialist (Part Time) - Waterloo Premium	DE6159952	3/15/2019
Hanesbrands Inc.	Part Time Key Carrier - Champion Waterloo NY	DE6162905	3/15/2019
Hanesbrands Inc.	Part Time Sales Associate - Maidenform Waterloo NY	DE6162904	3/15/2019
Hanesbrands Inc.	Part Time Key Carrier	DE6163235	3/15/2019
ITT Corporation	QA Welder Inspector	DE6160218	3/15/2019
Kelly Services	Material Handler - \$16, 2nd Shift, WATERLOO	DE6160283	3/15/2019
Kelly Services	MIG Welders, \$16, 2nd Shift, WATERLOO	DE6160304	3/15/2019
Tractor Supply Company	TM Receiver	DE6160422	3/15/2019
ITT Corporation	Senior Buyer, MRO Indirect Spend	DE6154260	3/14/2019
Seneca County	Social Welfare Examiner	NY1294395	3/14/2019
Lifetime Care & Home Care Plus	RN Registered Nurse - Southern Seneca County Fulltime	DE6150733	3/13/2019
Nike	Nike Finger Lakes Part-Time Athlete	DE6147865	3/13/2019
ALDI	Store Manager Trainee	DE6140842	3/12/2019
Caleres, Inc.	Assistant Sales Manager - Famous Footwear	DE6144455	3/12/2019
Caleres, Inc.	Seasonal Associate - Famous Footwear	DE6144335	3/12/2019
Caleres, Inc.	Sales Associate - Famous Footwear	DE6143534	3/12/2019
Gap Inc.	Product and Marketing Specialist - Waterloo	DE6141416	3/12/2019
ITT Corporation	Senior Commodity Manager Direct Spend	DE6141569	3/12/2019
ITT Corporation	Shipper	DE6141570	3/12/2019
ITT Corporation	Contract Administrator (Order Management)	DE6141571	3/12/2019
ITT Corporation	Designer- Packaging	DE6141572	3/12/2019
ITT Corporation	Industrial Electrician - 3rd Shift 10PM-6:30AM	DE6141574	3/12/2019
ITT Corporation	Packaging Helper	DE6141575	3/12/2019
Kelly Services	Human Resources Generalist	DE6141592	3/12/2019
Kelly Services	Human Resources Generalist	DE6141600	3/12/2019
National Park Service	Park Manager	DE6141919	3/12/2019
Arby's	Shift Manager - Hourly Supervisor	DE6134924	3/9/2019
ARG RESOURCES, LLC DBA Arby's	Restaurant General Manager / Assistant Manager	DE6134569	3/9/2019
ARG RESOURCES, LLC DBA Arby's	Restaurant Team Member	DE6134688	3/9/2019
Reebok International LTD	Part-Time Retail Team Leader - Waterloo 0060	DE6134581	3/9/2019
Get It Now!	Customer Account Representative	DE6127237	3/8/2019
Hillside Family of Agencies	Cafe Worker	DE6125454	3/8/2019
Home Choice	Customer Account Representative	DE6127217	3/8/2019
ITT Corporation	Chipper/Grinder	DE6125735	3/8/2019
ITT Corporation	Chipper/Grinder	DE6125736	3/8/2019
ITT Corporation	Chipper/Grinder	DE6125737	3/8/2019
Rent A Center	Customer Account Representative	DE6126338	3/8/2019
Carters/OshKosh	Seasonal Sales Associate	DE6119161	3/7/2019
Evans Chemetics LLP	Chemical Operator*	NY1293554	3/7/2019
ITT Corporation	Special Painter	DE6119770	3/7/2019
ITT Corporation	Chipper/Grinder	DE6119771	3/7/2019
New York State Civil Service	Residential Program Specialist, Elmira Psychiatric Center - Seneca Falls Community Residence	DE6120614	3/7/2019
Seneca County	Personnel Officer	NY1293598	3/7/2019

Company	Job Title	Order #	Listing Date
ITT Corporation	Salvage Technician	DE6114181	3/6/2019
Gap Inc.	Sales Associate - Waterloo Premium	DE6108337	3/5/2019
Gap Inc.	Sales Associate - Waterloo Premium	DE6108373	3/5/2019
Gap Inc.	Brand Associate - Waterloo	DE6108485	3/5/2019
M & T Bank	Branch Manager	DE6111203	3/5/2019

Local Business Leads

del LAGO RESORT●CASINO - Join a Winning Team! - 47 Positions open full and part time - visit:

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

ARC of Seneca Cayuga - There are (27) job openings from Clerical to Social work and beyond. Many of our positions involve providing direct support to disabled individuals. To learn more about this work, follow this link: <https://sencayarc.applicantpro.com>

Finger Lakes Health - There are (107) openings in Penn Yan, Geneva, and Waterloo for both Full and Part time. Patient care, administrative, food service and mechanical. For more information please visit their web site at <https://www.flhealth.org/careers/>

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

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

Sodexo USA has Full and Part time openings (13) in Geneva. Primarily at the Hobart and William Smith Campus. For more information: <http://sodexousa.jobs/geneva/new-york/usa/jobs/>

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

Seneca County Civil Service Opportunities

- **Continuous Recruitment:** Account Clerk; Account Clerk Typist; Caseworker & Caseworker Trainee; Clerk; Custodian; Psychiatric Social Worker; Psychiatrist; Public Health Nurse; Senior Typist; Typist; Wastewater Treatment Plant Operator
- **Current Opening:** Clerk (FT, Workforce Development), Interlaken Library Clerk (Part-Time), Social Welfare Examiner, Personnel Officer – Revised, Registered Professional Nurse School Substitute (Waterloo CSD), Registered Professional Nurse (part-time), School Bus Attendant Substitute (Waterloo CSD), School Bus Driver Substitute (Waterloo CSD), School Fitness Center Aide (Waterloo CSD), and Substance Abuse Counselor
- **Civil Service Exams:** Staff Resource Assistant- Exam date 5/11/19

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

Help Wanted Full Time

Meter Reader (Geneva & Auburn) – NYSEG- Primary Duties: Read and record electric meter indexes into computerized handheld systems. Responsible for accurate and timely meter readings of electric and gas. Report hazardous conditions, meter tampering, and meter conditions. Timely completion of assignments. Assist in ensuring data integrity and customer satisfaction. Adhere to safety policies and practices. Maintain current meter location records and maps. Responsible for the protection and maintenance of all assigned company equipment. Work field collections. Other duties as assigned. As the face of the company always perform tasks in a professional manner. Minimum Requirements: Must be at least 18 years of age. Must have high school diploma or GED. Must have a valid driver's license. Must be willing to work in various weather conditions including heat/cold, rain and snow. Must be willing to work extra hours as required, including storm work. Must be able to perform essential job functions, with or without reasonable accommodations. Must successfully complete background check, drug screen and audiogram. Must be particularly alert in observing hazards and avoiding accidents. Must be self-motivated. Must be a team player. Must be able to complete physically demanding tasks on a daily basis. Previous experience as a meter reader or experience driving a company vehicle a plus but not a requirement. This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/UILHoldings-Corporation/jobs/Meter-Reader-5f29c0b7327cb092?sldu=QwrRXXKrqZ3CNX5W09jEvZCOgIjHMX8i3TvwzvkIGNA0ukasJm2eCX5O3_6bkVgMYVLReJ4R6b-8ViIhX7sJCATKfR6bay_KQOEDiXvYhI2A&tk=1d68bgsijavl6802&adid=268991176&vjs=3

Forklift Operator (Geneva) – Oneida Business Enterprises Inc.- The Forklift Operator will provide a high level of service to ensure employee, customer, team member, and vendor satisfaction. The Forklift Operator does this by operating material handling equipment such as fork lift, side loader, and pallet movers to maintain inventories and schedule, move and inventory materials. Must be able to lift 50 lbs. Experience with specialized lifts such as roll clamps. Must be will to undergo a background check and drug test. Able to work in cold temperatures. Able to work in all weather conditions. Warehouse only heated to 40 degrees. Ensure safety standards are maintained at all times and that equipment operation is conducted based on established operating procedures. Reports to their supervisor for direction daily and promptly report any questions or problems including but not limited to delivery interruptions, short falls, and equipment maintenance. Experience with roll clamps. Must be able to pass background and drug test. 2 shifts available. Experience: forklift: 1 year (Preferred). Reach Truck: 1 year (Preferred). Forklift Operator: 1 year (Preferred). This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/Oneida-Business-Enterprises-Inc/jobs/Forklift-Operator-81f5484e32d288a3?sldu=QwrRXXKrqZ3CNX5W-09jEvUgmlRGuVIT5SW4h7eQLTnaQHCXRJdFk3q4eLu_-itnM4MF3DPlcOia-ix9NUGMtZw&tk=1d68bgsijavl6802&adid=225563017&vjs=3

Wash Bay Attendant (Phelps) Earl T. Wadhams- Education: High School Diploma; must be able to read, write and do basic math. Skills: Possess knowledge of safe operation of cleaning equipment. Must be able to safely jockey equipment into and out of the wash bay. License: Must maintain a valid driver's license. Physical Requirements: Ability and strength to walk, stand, stoop, squat, bend, climb and lift frequently during a workday. Must have the ability to lift and carry equipment and cleaning supplies weighing up to one hundred pounds. Wash tractors and trailers by soaping, degreasing, scrubbing, rinsing and or sanitizing. Transport equipment into and out of the wash bay. Sanitize milk trailers (inside), milk pumps and hoses. Transfer milk from trailer to trailer. Maintain paperwork. Monitor cleaning supplies. Keep bay clean and cleaning equipment neat and organized. Monitor water supply. Learn and adhere to all applicable company rules, policies and procedures. Immediately report any damage to facilities and equipment. Use tools provided correctly and return to their proper place when finished. Demonstrate safe work habits. Able to understand scope of work and complete with little or no supervision. Willingness to work in/around facility and grounds regarding sweeping, cleaning, assist mechanics as needed, mow lawn, building maintenance. Cleaning of tractors on inside as necessary. All personnel must be reliable, must report for duty on time, and must be available for overtime when required. All personnel must maintain a good working relationship with customers, vendors, co-workers and management. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Earl-T.-Wadhams/jobs/Wash-Bay-Attendant-e2b25ba9b7d1565b?sldu=QwrRXXKrqZ3CNX5W-09jEvfQ5ccthr2ViOuy95XC2Fbc2ZQIw0Ny7eC2rymUeaVEiipOakpAAAd6A0yID0pBnAQ&tk=1d68cstn1avl6803&adid=229524922&vjs=3>

Route Representative (Seneca Falls) – BonaDent- BonaDent Dental Laboratories is seeking a Full-time Route Representative to join our team in Seneca Falls, NY that will put your career Front & Center! We are dedicated to providing quality dental restorations and customer service, retaining the best employees, and to being the Dental Lab Industry's Anterior and Complex Case Specialists! Required Experience: Experience driving an SUV. Excellent Written/Verbal communication skills. Advanced knowledge of Microsoft Word, Outlook and Excel. Must possess the ability to project a professional company image through in-person interaction. Excellent attention to detail, enthusiasm and the ability to multitask.. Must have the ability to occasionally drive long distances, get in and out of vehicle up to 40 times per day, lift and carry up to 20 pounds occasionally, and the ability to walk-up and down several flights of stairs in a 6 hour period. Must have a valid NY Driver's License and allow a Driver's License Background Check. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/BonaDent-Dental-Laboratories/jobs/Route-Representative-716d8532a35bb67d?vjs=3>

Help Wanted Full Time Continued

Machine Operator/Forklift Operator (Geneva) – Guardian- The position will be responsible for the following: Operate, monitor, maintain and troubleshoot the production line. Understand and follow plant safety rules, and work safely at all times. Perform manual labor. Operate a forklift and crane. Operate hand held power tools. Complete all required documentation in accordance with Company standards. Ensure quality product is sent to customers by completing quality checks. Maintain reliable attendance. Maintain general housekeeping in all areas of production, including the break rooms and rest rooms. Other duties as assigned The background and experience requirements for this position are as follows: High school diploma or GED equivalent. 1 to 3 years or more previous manufacturing experience. Work holidays and/or weekends on a regular basis. Good verbal and written communication skills. Pass pre-employment physical and drug screen. Ability to stand for long periods of time Working Conditions: Glass Manufacturing/Production, Moving Equipment and machinery, Operate a computer with training, read a tape measure, read written instructions, operate an automated workstation, and solve elementary mathematical problems quickly, Stand or walk on concrete floor up to 12 hours. This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/ICSI/jobs/Machine-Operator-ForkliftOperator6f38f4f0c55df454?sldu=QwrRXKrqZ3CNX5WO9jEvdv5qka0HsjXUCFoulyRu2cn_1eclwzZnwayUgMU9lzMQ5xK AQIAzoviyEaUsXZWomBvc1-Y0SldIR65g8-oAI&tk=1d68ctgpnavl5802&adid=273552644&vjs=3

Customer Service (Waterloo) – Speedway LLC- Speedway is focused and dedicated to your success! We are committed to ensuring our employees receive proper training in order to provide excellent customer service to our customers on every visit. We offer full and part time opportunities that will work with your schedule. What you bring: Meeting and exceeding customer expectations on every visit. Maintaining a clean, safe environment to ensure the store is presentable. Food preparation including making one of our customer-favorites....coffee!. Ensuring proper preparation, presentation, and freshness of all foodservice products. Cash handling, fuel transactions, and promoting the Speedy Rewards loyalty program. Ability to follow proper health code guidelines. The ability to multi-task, perform repeated bending, standing, and reaching, and occasionally lifting up to 50 pounds. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=a99cd0c38bf9d5d8&tk=1d68e36nm40p2802&from=serp&vjs=3>

Sales Representative (Waterloo)—Verizon- What will you do? Develop customized consumer and business technology solutions. Provide concierge-level service. Master the art of sales. Expand your knowledge of mobile technologies. Cellular Sales is not only an incredible opportunity for the savvy sales veteran, we specialize in developing less experienced individuals wanting to achieve a new level of professional success. We are looking for highly motivated, service-oriented Sales Representatives to join our team and provide comprehensive technology solutions tailored to fit the individual needs of each customer. What essentials do you need? High school diploma or GED; college degree, *preferred*. Valid driver's license required to ensure reliable transportation to multiple locations within the area. Minimum 2 years of related work experience. Solid understanding of technology products and services. Ability to achieve goals and exceed expectations. Flexible scheduling availability. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=b7de3b0ed6b2ae2d&tk=1d68f82lrv15800&from=serp&vjs=3&advn=3964730429791338&adid=72042854&sldu=6BvzYMZLGYUgyrbSdN0cjAg->

Sales Trainee (Seneca Falls) -- Fucillo Automotive Group- As a Product Specialist you will: Spend time with customers to determine their need and discuss vehicle features and options. Test drive vehicles to demonstrate features, advantages, and benefits. Complete quotes, return emails and voicemails. Other administrative functions include running credit applications and processing transaction paperwork. Support online customers through our Internet Sales Department. Follow up with existing and potential customers to generate leads and close sales. Requirements: Customer service, Unrestricted schedule required (5 day work week), HS Diploma or GED, Able to pass background check, Valid Drivers License. This ad was found on ziprecruiter.com. For more information: www.fucillo.com

Assistant General Manager (Geneva) – Casella Waste Management- Responsibilities & Duties: Perform ongoing operational analysis to maximize utilization of company resources. Responsible for municipal contract management. Oversee driver scheduling for multiple routes and enforcing company safety regulations. Work with maintenance and customer service to manage containers to ensure maximum and efficient utilization. Work closely with customer service and sales to achieve service quality and responsiveness to highly demanding customers. Compliance with all applicable Federal, State and company Environmental and Risk Management Policies and Procedures Education, Experience & Certifications: Must meet all Federal Motor Carrier Safety Requirements and possess a clean safety record. Bachelor's degree in Business or Logistics along with five years of experience is preferred Qualifications & Skills: Ability to review and measure daily productivity to increase efficiencies is required Strong verbal, written and computer skills, Commitment to workplace safety, OSHA and DOT regulations is critical, Demonstrated leadership experience Casella Attributes: Positive, team oriented attitude Strong work ethic. This ad was found on ziprecruiter.com. For more information: <https://www.ziprecruiter.com/c/Casella-Waste-Systems/Jobs>

Quality Assurance Leader (Waterloo) – Deep Dairy Products LLC- We are seeking a Quality Assurance Manager to become an integral part of our team! You will develop and modify products related to dairy processing. Responsibilities: Devise and implement test strategies that adequately assess all processes, Investigate and recreate reported defects, Develop new Cheese and Milk Related products with our Head of R&D, Will help develop and expand a full testing lab. Qualifications: Undergraduate or Graduate Degree in one of the Sciences, Previous experience in Dairy Processing a very strong plus, Previous manufacturing experience a plus, Food Science degree is an absolute strong plus. This ad was found on ziprecruiter.com. For more information: <https://www.ziprecruiter.com/c/Deep-Dairy-Products/Jobs>

Help Wanted Full Time Continued

Custodian (Seneca Falls) – NYCC- Complete daily cleaning duties of all College buildings as assigned and scheduled by the supervisor to which one is designated to report to. Sweep, mop, and scrub floors, stairs, and other surfaces, using light and heavy floor machines and attachments. Scrub, strip, and polish floors using heavy (industrial type) floor powered scrubber and buffers. Vacuum carpets in offices and public areas. Shampoo carpets periodically using shampooing/extraction machine. Clean and dust furniture, exhibit cases, pictures, whiteboards, etc. Clean and service restrooms. Remove, wash/clean and replace venetian blinds. Clean light fixtures of dirt and flies. Clean windows, window sills, mirrors, and all other glass surfaces both interior and exterior. Empty trash receptacles and insert new trash liners. Remove collected trash to dumpster for disposal. Move heavy furniture, supplies and miscellaneous equipment as needed or directed. Collect recycling. Report items that are in need of repair (doors, furniture, lights toilets, etc.), and conditions that present a hazard to the College community and its visitors. Use cleaning products as instructed according to the manufacturer's instructions. Use personal protective equipment as required by product instructions, OSHA and any other regulatory agency requirements, or as instructed by supervisory personnel. This ad was found on https://www.nycc.edu/webdocs/hr/Custodian_Third%20shift.pdf

Head Cook (Geneva) – FLX Music Hall- We are seeking a Head Cook to join our team! You will thrive in a fast-paced environment and dedicate time to expanding our clientele base to establish the restaurant's brand and reputation. Responsibilities: Oversee day-to-day culinary operations. Coordinate food and kitchenware orders. Check freshness and quality of ingredients. Assist in the development of menu items. Standardize recipes and plate presentations. Work with management to create a memorable experience for guests. Qualifications: Previous experience in culinary arts, cooking, or other related fields. Knowledge of cost and labor systems. Passion for food and cooking techniques. Strong leadership qualities. Ability to thrive in a fast-paced environment This ad was found on the Finger Lakes Times.

Help Wanted Part Time

Night Auditor (Geneva) – Holiday Inn Express- 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. Support all accounting efforts made at the property level. Assist in training staff in proper accounting procedures. Review accounting items to spot weak areas in training and to follow up on these with those associates. Skills: Computer literate to thoroughly operate property management system. Abilities: Multi task, remain associate and guest service centric. Communicate with guests, co-workers receiving and transmitting mail, phone and written messages and relay pertinent information using communication log books. Assist with guest issues with professionalism, maintaining hospitable attitude. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=357fe5619e204210&l=13165&tk=1d68bgsjjavl6802&from=web&vjs=3>

Laundry Attendant (Geneva) -- Holiday Inn Express- Laundry Attendants have access to guestrooms and property, character traits of honesty and trustworthiness are essential to this position. Therefore, associates must pass the appropriate security clearance, per company policy. Experience in similar capacities: lodging, housing, hospitals, and care facilities all helpful, not mandatory. 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 understand English, the ability to communicate in another language may be helpful. Must display professionalism, honesty and trustworthiness at all times. Must be able to work alone, without direct supervision. Must be able to work as a team member. Comply with all standards. Be able to multi task, remain service centric. Communicate professionally with guests and co-workers. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=215409abd0f95ec6&l=13165&tk=1d68bgsjjavl6802&from=web&vjs=3>

Dishwasher (Geneva) – Ponderosa- Essential tasks: Works as a team with others to ensure clean and sanitized dishes for guests. Unloads dirty dishes from bus pans and places in racks. Follows all procedures for ware washing. Operates dish machine safely to clean and sanitize dishes and utensils. Checks all dishes for cleanliness. Sorts, stacks, and stores clean dishes, utensils, and small wares. Handles chemical products strictly according to procedures. Follows all safety, sanitation, and security procedures. Keeps kitchen area clean and organized, including counters, equipment, shelving, and floors. Follows directions and procedures. The Dishwasher will be required to perform the following physical actions during the course of the shift: standing, walking, stooping/bending, reaching, safely transporting up to 50 lbs., handling cleaning products. In addition, the Dishwasher will be exposed to and required to tolerate the heat, humidity, and cleaning materials used in the kitchen area as well as the cleaning materials used throughout the restaurant. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=4c1abb37d824e140&l=13165&tk=1d68bgsjjavl6802&from=web&vjs=3>

Help Wanted Part Time Continued

Package Delivery Driver (Geneva) – UPS- UPS is accepting applications for Part-time Package Delivery Drivers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills. Some UPS facilities may require the ability to drive a delivery vehicle with a standard (manual) transmission. Qualified applicants must have a valid driver's license issued in the state that they live. Package Delivery Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform. This ad was found on Indeed.com. For more information:

https://www.indeed.com/viewjob?jk=7e1612e057bbeed0&tk=1d68c5sa20gac000&from=serp&vjs=3&advn=545466118937104&adid=267461862&sjdu=teYnAu8OgCGxABCwWD3OBGSvNPsXXaEnWLRUq8268_SDTgeuCxxA_ApNnoI9CZ1Unm6wEXsv7LxaAscUwXaxJgd2m5vU8PydxLn056gY-IPsCkYOKIc1_8RrDcwgdy74yaNed_5XNGO888I823rIk0CcHARa5_rUz13KZgLDhaIGQvXwCrcJZK88ZJiNsiiBio6K9ubMf1cvK2clu6TGRGCxxXVLX6DeHkNRGrhuUQGDikD8pDqOGnXr9Dk86NOKchaptpyOgmttmBwgZuWdJ5AKeVJt9uWZVOctdtnug0

Swine Technician (Seneca Falls) – Seneca Ridge Swine- We are looking for an energetic, reliable person to join our team at a local swine farm. Hours vary from 5:00-2:00 but have occasional earlier/later start times. Full and part time positions available. Will need to work every other weekend and a light shift on holidays. Daily tasks include feeding, watering, AI breeding, assisting in births, pressure washing with general barn inside and outside upkeep and mechanical work, assisting with animal movements, and following standard operating procedures. Experience preferred but willing to train the right individual with the willingness to learn and tolerate a farm atmosphere. Must be able to lift 50lbs, multi-task, be a team player and provide your own transportation. If interested, please send resume. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Seneca-Ridge-Swine/jobs/Swine-Technician-8bcdcba0bc058f13?sjdu=QwrRXXKrqZ3CNX5W-09jEvUh7GLuEZFGxXeQm00-krUleLxq2BqLRVGSWQZzA6bvf-Jscaze9ICuS5bOPIfoOrQ&tk=1d68c581bav15803&adid=254800714&vjs=3>

Dishwasher (Geneva) – Kindred Fare- The stewarding team at Kindred Fare are responsible for cleaning and sanitizing all dishes and utensils and for maintaining the kitchen area in a clean and safe condition. You are responsible for being a team player and helping out with any task that may need to be completed. Your duties will consist of not only the cleaning and sanitizing of all dishes but also prep work, kitchen cleaning, stocking, etc. Here at kindred fare we work as a team to ensure we are providing the best service and eating experience possible. With our open kitchen concept, you will be interacting with guests regularly. You must maintain composure and professionalism at all times. Our chefs counter allows a unique dining experience where guests can interact with the kitchen employees throughout their meal. This gives the team a chance to engage with the customers while carrying themselves in a professional and personable manner. As a team member you are held to a high standard to ensure our guests always leave happy. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=9c29c68b364be041&l=13165&tk=1d68c581bav15803&from=web&vjs=3>

Cashier (Auburn) – Bass Pro Shops- Checkout customer's merchandise through the POS registers. Performs various Customer Service activities, to include greeting and acknowledging all customers in a prompt and friendly manner, handling merchandise with care. Position responsibilities: Supports a strong commitment to world class customer service and ensures a pleasant and productive shopping experience for all customers, Friendly and outgoing approach to all customers, Remains product knowledgeable, Aware of advertised sales, Stock and straighten shelves and pegs in the immediate area when not directly ringing up product . Provide a legendary experience for every customer, every time by assisting customers in making buying decisions by: identifying and evaluating customers' needs, making product recommendations based off of this analysis, promoting programs including, but not limited to CLUB Membership, VOC and In-Store Pick-up, Other duties, assignments and responsibilities as needed. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=b89808e88a82b4ad&tk=1d68dfnhv40p2802&from=serp&vjs=3>

Team Member (Seneca Falls) – Burger King- Responsibilities: Greets guests with a smile, receives orders, processes payments, and responds appropriately to customer issues. Operates cash register or point of sale devices, as needed, and uses value-added suggestive-selling techniques to generate additional sales opportunities. Verifies the accuracy of guests' orders. Prepares and packages food and drink products. Cleans kitchen area, counters, food preparation areas, and utensils. Cleans dining room, restrooms and exterior grounds. Maintains health and safety standards in work areas. Unloads and stocks inventory items as needed. Performs duties at multiple workstations (e.g., front counter, Drive-Thru, prep boards, expediter, etc.). Must be at least sixteen (16) years of age. Willing to accomplish all restaurant tasks. Comfortable working in a fast paced environment. Ability to interact productively with co-workers and function well in a team environment. Ability to resolve consumer issues with tact. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=01a9900ba318bb89&l=13165&tk=1d68dfnhv40p2802&from=web&vjs=3>

Tasting Room Server (Romulus) – Knapp Winery- Ideally, we are looking for people that can work for us nine months out of a year on a part-time basis. However, that might not be possible for you. If however you are a teacher and can work with us on Saturdays and Sundays all through the summer and some weekends during the year you are a good candidate; or a student that can work during the summer and maybe near enough to work occasional weekends in the fall; or you may have a job during the week and would like to supplement your income by working weekends. Knapp Winery might be the right place for you. We are willing to train people that are eager to learn. The position will include learning the POS system, day to day housekeeping and other retail room tasks. Qualifications are: Must be at least 21 years of age to pour wine to customers. Must be able to work weekends and holidays (Saturdays & Sundays required). Must be able to lift 40-50 lbs frequently as most wine cases weigh this much.. It can be a long day so you must be able to stand, walk, bend for extended periods of time. This ad was found on Indeed.com. For more information:

https://www.indeed.com/cmp/Knapp-Winery/jobs/Tasting-Room-Server-Season-469ea93163545a39?sjdu=QwrRXXKrqZ3CNX5WO9jEvd_kiNHuOT94d4EMKfUf0qYuwrPf7VFezONJND_v_Tgni64Yhy3P0fCoAiNzwhco96jTOZOMN8RqPdFRBUoh-Yk&tk=1d68dgs7v40p2802&adid=260495997&vjs=3

Help Wanted Part Time Continued

Guest Service Agent (Waterloo) – Quality Inn- The Guest Service Agent interacts with our guests and ensures they have a great experience when they stay at the property. Responsible for responding to guest calls or inquiries about room reservations, to provide information and reserve rooms for guests coming to the property. The Guest Service Agent will continue the arrival experience by ensuring clear communication with guests, obtaining all necessary information and providing the guest a room that meets their expectations. Well versed in promotions, events, pricing, and sales strategy to meet the guest's request. Answer incoming calls within three rings with appropriate greeting and assist with reservations, confirmations, and room need requests. Explain products, service and other information about the property as requested. Sell, process, enter and confirm room reservations using selling techniques and strategies. Maintain knowledge of current property events, activities, and hours of operation as well as dining options currently available. Ensure all brand required training is completed as directed. Greet guests warmly and perform registration procedures. Provide guests with appropriate room assignment, room keys, and directions to the room, while up-selling when appropriate. Verify payment for stay including incidental costs by obtaining credit information. Assist guests with issues and complaints, with empathy and a focus on guest satisfaction. Use supervisor support when necessary. Maintain accurate logs of mail, packages, parcels or other items for guest delivery. Accurate accounting of cash bank assigned to each agent. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Charter-One-Hotel-and-Resorts/jobs/Guest-Service-Agent-Front-Desk-03c82ae988373f29?vjs=3>

Receiver (Seneca Falls) – Tractor Supply Company- It is essential that you be available, flexible, adaptable, and service-oriented, as you must be able to fulfill all of the following requirements. Maintain regular and predictable attendance. Work scheduled shifts, and have the ability to work varied hours, days, nights, weekends, and overtime as dictated by business needs. Take the initiative to support selling initiatives (GURA): Greet the Customer. Uncover the Customers' needs. Recommend products. Ask for the Sale. This position is required to perform a combination of the following duties during 95 percent of their day. Although the mix may vary from one day to another, our business and staffing model makes it essential that every person in this position be able to perform all of the following duties accurately, efficiently and safely on a regular basis and without advance notice: Accountable for processing of inbound and outbound freight. Maintain accurate inventory control and adhere to loss prevention standards. Recovery of merchandise. Participate in mandatory freight process. Keep a clean, organized, and safe work area. Maintain, recover, stock, and tag assigned work areas including all merchandise displayed outside of the store. Operate cash register/computer following cash handling procedures as established by Tractor Supply Company. This ad was found on ziprecruiter.com. For more information: <https://www.ziprecruiter.com/c/Tractor-Supply/Jobs>

Lifeguard (Seneca Falls) – NYCC- Your first responsibility at all times is to protect the well being of each individual swimmer. Comply with and enforce all policies, procedures and regulations of the New York Chiropractic College and New York State Health Regulations. Present oneself in a professional manner at all times. Prevent accidents and minimize or eliminate hazardous conditions. Respond quickly to all emergency situations in the water or in surrounding areas. Administer any first aid needed by a victim of an accident. Educate patrons and inform them of the purpose and need for rules and regulations. Do not be distracted by anything that will cause you to perform your job inadequately. You must have full sight of all patrons at all times. Never leave the pool unattended; always lock the door when exiting the pool. **QUALIFICATIONS:** Current certification in CPR for the Professional Rescuer, Current certification in First Aid and Lifeguarding, Minimum of 15 years of age, Good physical swimming condition, Demonstrated lifeguarding ability. This ad was found on: <https://www.nycc.edu/webdocs/hr/lifeguard.pdf>

Retail Team Member (Seneca Falls) – NYCC Book Store- Key Areas of Responsibility: Answers phone and responds to inquiries or direct calls for appropriate resolution. Operates cash register tabulating transactions, accepting payments, giving change, bagging purchases and processing employee or faculty discounts as appropriate. Starts up and shuts down register, trouble shoots, counts down register, perform cashier audits, etc. Balances the cash drawer including checks and the credit card receipts and student charge slips. Observes safe money handling procedures and secure transaction practices when accepting cash payment, making change, accepting checks and credit card payments, and processing refunds/buybacks. Includes cashier integrity to safeguard register and drawer deposits. Test EAS security system daily and approach customers who set off EAS system investigating alarms, resolving issue and logging EAS activations. Receive, sort and open, as necessary, mail. May also take outgoing mail to mailbox or Post Office. Carry and shelve merchandise inventory; may also pull and package merchandise for return to vendors. Straightens merchandise, stocks shelves, prices merchandise and may assist in setting up displays and signs. May be required to mop, vacuum, clean shelves and take out trash. This ad was found on the Finger Lakes Times.

Health Care Positions

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

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

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

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

https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=366933&fwkMethod=L&fwkKey=2005_1706_0_0_171031144401_1509479041140_4191#sthash.0nkfWS2v.dpbs

ON-THE-JOB TRAINING GRANTS

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

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

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

PROCESS

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

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

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

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

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

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

**TAX RETURNS
PREPARED FREE FOR
SENECA COUNTY, NY RESIDENTS**



IRS trained & certified volunteers donating their time.
FREE of charge for low to moderate income taxpayers with
 an annual income within the 200% Federal Poverty Income Guidelines
January 28th, 2019 thru April 10th, 2019– By Appointment

Seneca County Workforce
 Development & Youth Bureau
 1 DiPronio Drive
 Waterloo, NY
 315.539.1905

Transportation issues?
 Call 315.539.1905

200% Federal Poverty Guidelines			
Family Size	Annual Income	Monthly Income	Weekly Income
1	\$24,280	\$2,023	\$467
2	\$32,920	\$2,743	\$633
3	\$41,560	\$3,463	\$799
4	\$50,200	\$4,183	\$965
5	\$58,840	\$4,903	\$1,132
6	\$67,480	\$5,623	\$1,298
7	\$76,120	\$6,343	\$1,464
8	\$84,760	\$7,063	\$1,630

As volunteers we are trained using IRS material to provide the following services:

Will Prepare:

- ⇒ Form 1040 EZ
- ⇒ Form 1040A
(With Schedule 1, 2, 3 & EIC)
- ⇒ Form 1040
(With Schedule A, B, EIC, & R)
- ⇒ Form 1040-V
- ⇒ Form 1040-ES
- ⇒ Form 2441
(Child and Dependent Care Credit)
- ⇒ Form 8863
(Education Credits)
- ⇒ Form 8812
(Additional Child Tax Credit)

Will NOT Prepare:

- ⇒ Schedule C
(Profit or Loss from Business)
- ⇒ Complicated & Advanced Schedule D
(Capital Gains and Losses)
- ⇒ Schedule E *(Rents and Losses)*
- ⇒ Form SS-5 *(Request for Social Security Number)*
- ⇒ Form 2106
(Employee Business Expenses)
- ⇒ Form 3903 *(Moving)*
- ⇒ Form 8606 *(Non-deductible IRA)*
- ⇒ Form 8615
(Minor's Investment Income)

Please see a paid preparer for assistance with complicated returns.



IRS e-file is the most accurate way to file a tax return.
 Get \$\$ back in less than half the usual time—even faster by Direct Deposit!
 You get proof that the IRS has accepted your return.
 You can pay your balance due return with a credit card, or ask us to debit it from your bank account.
 IRS e-file is fast, simple and secure.

IRS, VITA, e-file: Service that promises to deliver.



We recruit volunteers throughout the year. For more information, please call 315.539.1905.



**Earn it.
Keep it.
Save it.**

**SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS
MARCH 2019**

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



**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 MARCH 2019

WORKSHOPS:

Build Your Skills

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

Interviewing Techniques

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

Mock Interview (By Appointment)

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

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

What do employers want from me?? In this series, we touch on skills identified by regional businesses and industry leaders as critical to 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 workshop.

Small Business Development Center Appointments

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

Transferable Skills

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

WorkKeys

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

Jump Start Your Job Search

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

HEALTH INSURANCE: NY STATE OF HEALTH AFFORDABLE CARE ACT

Fidelis Care Outreach

Meet with a representative of Fidelis Care 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.

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

United Healthcare Outreach

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

Cancer Services Program

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



Business Start-Up & Expansion Consultation

Offered by

The New York Small Business Development Center

The 1st Wednesday of the month

Appointments Available from

9:00 a.m. – 4:30 p.m.

(Please allow 1 hour for first time appointments)

Located at:

Seneca County Workforce Development

& Youth Bureau

1 DiPronio Drive, Waterloo, NY

Thinking about starting or expanding your business?

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

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

In partnership:



Are you 16 – 24 years old?

Are you out of school with OR without a diploma?

Looking to make a positive change in your life?

Where can I
further my
education?

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

What careers
are in
demand?



How can I get
work
experience?

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

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

Annie Mahoney, Runaway Homeless Youth Coordinator

(315) 539-1791 amahoney@co.seneca.ny.us

Ryan DeVay, Employment & Training Youth Counselor

(315) 539-1914 rdevay@co.seneca.ny.us

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



(315) 539-1905 for general questions



Services:

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

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

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

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

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

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

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

Other Services

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

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

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

Housing Resources

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