



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 April 15, 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)

[Like us on Facebook](#)

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Don't Miss Our Services!!

Workforce Calendar.....Page 10 ([CAL](#))

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 15 ([MET](#))

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

TASC (Formerly GED) Classes offered right in our office! Page 15 ([TASC](#)) for more information.

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

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

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

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

Other Services See Page 15 ([SVC](#)) for more information.

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

HOT LEADS

Belhurst Castle is hiring all job positions including: Housekeeping, Laundry, Front Desk, Cleaners, Cooks, Restaurant Staff, Wine and Gift Shop Sales, and Ballroom Events. To apply please go to <https://www.belhurst.com/careers> or send your resume to matt@belhurst.com.

Cayuga Lake Wine Trail is hiring a part-time Administrative Assistant (~16 hours per week). The ideal candidate will have good communication, time management, organizational, customer service, prioritization, clerical and administrative skills. In charge of clerical and administrative tasks, wine tastings, social media, and other tasks as assigned. Located near Cayuga Lake in Romulus. To apply or learn more, send your resume to mslater@co.seneca.ny.us

NYS Job Bank (<https://myjobs.ny.gov>) 252 Job Listings in Seneca County! See below for a sampling

| Company | Job Title | Order # | Listing Date |
|----------------------------|---|-----------|--------------|
| Under Armour, Inc. | Seasonal Sales Teammate | DE6305263 | 4/14/2019 |
| Xylem | Engineering Co-Op R&D | DE6300542 | 4/13/2019 |
| Belcan | Data Analyst | DE6289633 | 4/12/2019 |
| ITT Corporation | Machinist | DE6291652 | 4/12/2019 |
| Kelly Services | Project Coordinator Administrator | DE6292486 | 4/12/2019 |
| Lively Run Goat Dairy, LLC | Assistant Cheese Maker | NY1297173 | 4/12/2019 |
| NOCO Energy Corp. | Propane Technician - \$2,000 Sign-on Bonus! | DE6296835 | 4/12/2019 |
| Seneca Security Service | Security Guard | NY1297222 | 4/12/2019 |
| Sheldrake Point Vineyards | Farmworkers and Laborers, Crop* | NY1297101 | 4/12/2019 |
| ABM Industries, Inc. | CLEANER FT | DE6285082 | 4/10/2019 |

| Company | Job Title | Order # | Listing Date |
|------------------------------|--|-----------|--------------|
| Hillside Family of Agencies | Cafe Worker | DE6282265 | 4/10/2019 |
| Columbia Sportswear Company | Part Time Sales Associate | DE6275883 | 4/9/2019 |
| M & T Bank | Branch Manager | DE6270792 | 4/7/2019 |
| Hallmark Cards Inc. | Part Time Retail Merchandiser | DE6269968 | 4/6/2019 |
| ITT Corporation | Special Painter | DE6266839 | 4/6/2019 |
| John Crane | Global Account Manager | DE6269971 | 4/6/2019 |
| Kelly Services | Electronic Test Technician | DE6267062 | 4/6/2019 |
| Kelly Services | Mechanical Designer | DE6267065 | 4/6/2019 |
| New York State Civil Service | Licensed Master Social Worker 1 | DE6267858 | 4/6/2019 |
| Under Armour, Inc. | Part - Time Stock Teammate | DE6265809 | 4/6/2019 |
| Under Armour, Inc. | Part - Time Sales Teammate | DE6265808 | 4/6/2019 |
| ITT Corporation | IT Project Manager | DE6260561 | 4/5/2019 |
| Xylem | Manager, Order-to-Cash | DE6262096 | 4/5/2019 |
| Air Methods Corporation | Pilot Rotor Wing | DE6257138 | 4/4/2019 |
| Hillside Family of Agencies | Driver Food Services | DE6253276 | 4/4/2019 |
| ITT Corporation | Shipper | DE6253506 | 4/4/2019 |
| ITT Corporation | Industrial Electrician - 2nd shift | DE6253507 | 4/4/2019 |
| Waste Connections, Inc | Heavy Equipment Operator | DE6254546 | 4/4/2019 |
| Waste Connections, Inc | HEAVY EQUIPMENT OPERATOR | DE6254541 | 4/4/2019 |
| ITT Corporation | QA Welder Inspector | DE6247606 | 4/3/2019 |
| Air Methods | Pilot Rotor Wing - | DE6242517 | 4/2/2019 |
| Five Star Bank | Branch Manager | DE6243968 | 4/2/2019 |
| New York State Civil Service | Dentist 3 | DE6242236 | 4/2/2019 |
| New York State Civil Service | Nurse 1 | DE6242234 | 4/2/2019 |
| Larson Medical Transport | Non Emergency Medical Transport Driver | DE6237128 | 4/1/2019 |

Local Business Leads

del LAGO RESORT●CASINO - Join a Winning Team! - 50 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 (29) 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 (101) 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 (4) 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-gwlink.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:** Registered Professional Nurse School Substitute (Waterloo CSD), Registered Professional Nurse (part-time), School Fitness Center Aide (Waterloo CSD), Summer Senior Food Service Helper (Waterloo CSD), School Bus Driver 2019-2020 (Romulus CSD), Personnel Officer, Part-Time Driver (Mental Health), School Secretary (Waterloo CSD)
- **Civil Service Exams:** Planner: Application Deadline 4/26/19, Exam date 6/1/19
Transportation Supervisor: Application Deadline 4/26/19, Exam date 6/1/19

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

Manufacturing Laborer (Romulus) – Western Ag Enterprises- Experience is not required. Training will be provided for all skills needed to fill positions. Work is repetitive and very heavy with small teams. General labor as needed. Manufacturing laborer requirements: Candidates must have a "can do" attitude and be flexible with their schedule. Must be willing to work overtime to get the job done and must be available on holidays and weekends as needed. Forklift experience is a plus. Employee must be able to work as a team member to complete production of orders. Lift 50 lbs, is physically fit and able to do labor work for 8+ hours daily. Assure all specifications for each order are met at the highest standard possible. Complete orders efficiently on a daily basis to guarantee timely shipment. Communicate effectively with all team members. Comply with company safety regulations. Handle material carefully to assure a quality product. Experience in similar position is a plus but not required. Good work ethic is a must, ability to work independently and as a team member, proactive, self-motivated, hardworking and a desire to go above and beyond. Willing to work overtime and weekends when necessary and can be easily trained. Experience: warehouse: 1 year (Preferred), General Labor: 1 year (Preferred), Manufacturing: 1 year (Preferred). This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/Western-AgEnterprises/jobs/ManufacturingLaboreeree0dcdfefea6d1?sjdu=Zzi_VW2ygsY1fzh3Ma9ZsE4zIT1NTXCwgFBhdjeTC3MCBICHTThgoeOM7j7DtdvfBNu_80bPgZqMbY4F6Bj16w&tk=1d8gg6t5d5oto802&adid=282318278&vjs=3

Automotive Parts Counter Person (Seneca Falls) – Fucillo Ford- Job Description: Meet and assist the customer in a courteous and professional manner providing them with the information they need. Answer telephone calls promptly and provide professional service ensuring the customer's needs are met. Ensure that incoming inventory is stocked in the correct location. Maintain the parts department in a clean and organized manner. Accurately price parts and accessories using the proper pricing source and keep the computer system up to date. Informing customers of any current specials. Demonstrates behaviors consistent with the Company's Values in all interactions with customers, co-workers and vendors. Qualifications: Parts experience preferred. Will consider service advisor or automotive sales background. One or more year's related experience in an automotive parts department preferred. One or more years of sales experience preferred. Excellent customer service skills. Professional appearance and work ethic. High school diploma or equivalent. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Fucillo-Ford-of-Seneca-Falls/jobs/Automotive-Part-Counter-Person-8b82093681b5a362?vjs=3>

General Manager (Waterloo) – Byrne Dairy- As a Store Manager, it will be up to you to create and build upon a positive and family-oriented culture and a profitable retail business environment, with the overall goal of helping us to continue to grow a successful organization. From overseeing financials and employee development to ensuring that the store is kept clean, you will take a direct and active role in all aspects of the day-to-day operations of your assigned store. As a Store Manager, you must be the type of motivated and positive individual who enjoys rolling up your sleeves and doing whatever it takes to get the job done. You must also be highly organized and detail-oriented with strong analytic and prioritization skills. It is also important that you display excellent verbal and written communication, interpersonal and customer-service skills. Specific Qualifications: Basic computer and internet proficiency. High School Diploma, Associate degree preferred. Minimum 2 years retail management experience. Experience preparing and administering performance management and a progressive discipline process, a plus. Ability to plan and achieve long and short term goals. Strong leadership abilities with proficiency in the coaching and development of employees. This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/Sonbyrne-Sales,-Inc.-Byrne-Dairy/jobs/General-Manager-09112b0f2a4cb25c?sjdu=QwrRXXRqZ3CNX5WO9jEvcQPCjdVaP65VvQY4vmHVX9X_q1ZO90VV9PNFaCtvjmBK8FqjJGsy3N1J1tq1-sBUg&tk=1d7ueou3j40pk803&adid=254771123&vjs=3

Help Wanted Full Time Continued

Sanitation Technician (Seneca Falls) – Martens Fresh- A Third Shift Sanitation Technician candidate is required, but not limited to the following: Highly reliable, Self-motivated, Stand for long periods of time (bending, twisting, lifting up to 75 pounds), 5 year + experience in sanitation in a processing food facility, Background in OSHA safety, HACCP, GMP's and SSOP's, Reliable transportation to and from work. Martens Fresh, LLC is a family owned and operated growing company who is seeking a Third Shift Sanitation Technician. Third Shift Sanitation Technician must have a flexible schedule and will be required to work the hours of 9:00 p.m. to 5:30 a.m., plus overtime and possibly on the weekends. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Martens-Fresh,-LLC/jobs/Sanitation-Technician-Third-Shift-d0b49d3a70413066?vjs=3>

Production Operator (Seneca Falls) – Sceptor- Sceptor New York, Inc an Aluminum Re-melting Facility has full time openings for Cast House Operators. Responsibilities Include, but are not limited to: Operate mobile equipment to stage raw materials for processing, and move finished goods to storage areas. Prepare casting lines for running finished products. Collect and prepare aluminum samples for lab analysis. Skim dross from molten sows, mark and remove finished sows from the casting line. Maintain housekeeping standards in area of responsibility. Job Skills and Qualifications: Experience with forklifts and front end loaders helpful, but not required. Willing to work in a hot environment. Valid driver's license. Pass drug screen. This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/Sceptor-NY-Inc/jobs/Production-Operator-5a3d2ff6b430a5df?sjdu=QwrRXKrqZ3CNX5W-O9jEvTHK_qwVIn-tz6nDN_ABftuaxKQmZAWteBMAF9oqEVLsuFT48FvBVq6fs3Tv6-QC7g&tk=1d8gil0bn535u803&adid=267662092&vjs=3

Cleaner (Clifton Springs) – Phelps Clifton Springs School District- The Phelps-Clifton Springs Central School District has an opening for a Full Time Night Cleaner commencing on or about June 25, 2019. The successful candidate's duties will include but not be limited to: Sweeping, mopping, vacuuming and waxing floors, Dust woodwork, furniture and other equipment, Wash walls and windows, Clean rest rooms, Arrange chairs, tables and other equipment for special use of buildings, Lock down and secure work area, Perform work as directed by building custodian and or supervisor. Job Qualifications: High School Diploma or GED, Must meet Civil Service requirements, Strong work ethic and the ability to work well with co-workers, Willingness to perform routine cleaning and other manual tasks, Cheerful can-do attitude and the ability to perform well without direct supervision. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=090d5865596018b0&tk=1d8gil0bn535u803&from=serp&vjs=3>

Administrative Assistant (Romulus) – Swedish Hill Winery- Swedish Hill Winery is looking for a full time Administrative Assistant. Responsibilities: Maintain accurate records for tax filings. File annual liquor license applications. Enter all shipping information into point of sale and shipping software. Compute employee hours for payroll. Count/enter/transfer/maintain accurate inventory records. File and maintain payables. Track prepaids and fuel usage. Work as part of a team to support all office operations. Support the tasting room giving wine tastings and tours when needed, Requirements: Must be able to work independently as well as part of a team. Strong organizational and time management skills, attention to detail a must! Must possess a positive, outgoing, and friendly personality. Knowledge of Quickbooks, Microsoft POS a plus. Must have excellent written, verbal and computer skills including Microsoft Word and Excel. Must have basic understanding of Accounting. Must be able to type minimum 50 WPM. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Swedish-Hill-Winery/jobs/Administrative-Assistant-f7d013cf6d900668?vjs=3>

Assistant Manager (Geneva) – Rent A Center- The role of Assistant Manager can mean different things at different places. Around here, it says you intend to create the most rewarding, enjoyable, and supportive environment for your customers and coworkers. You want to become part of a competitive team of passionate problem-solvers and lead them to new levels of success. Of course, you also manage inventory, provide superior customer service, and so much more. The bottom line is that you do more than grow revenue, you grow in your career. That's what being an Assistant Manager at Rent-A-Center is all about. Are you ALL in? Do you have what it takes? Must be at least 19 years of age. High school diploma or GED. Valid state driver's license and good record. This ad was found on Ziprecruiter.com. For more information: <https://www.ziprecruiter.com/c/Rent-A-Center/Jobs>

Entry Level Dental Technician (Waterloo) – Bonadent- BonaDent Dental Laboratories is currently seeking an energetic, team oriented individual who is attentive to detail, has excellent small-motor dexterity and loves working with their hands. Experience wood-working, crafting or ceramics is a plus. Ability and willingness to be an important contributor to a growing team is a must! BonaDent Dental Laboratories is an independent, full-service, family-owned laboratory that prides itself on the talent, dedication and expertise of our technical leaders and dental technicians. Recognized as “ The Anterior and Complex Case Specialists” BonaDent offers a dynamic work environment in a growing company with talented employees dedicated to providing the highest quality products and services to our clients. BonaDent offers opportunity for career development, customized rewards based on your level of skill, knowledge and leadership ability, and the chance to “Work with Best.” This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/BonaDent-Dental-Laboratories/jobs/Entry-Level-Dental-Technician-648a85dd714afef4?sjdu=QwrRXKrqZ3CNX5W-O9jEvQn0-2baGJGucqnr6BeYgPOPcgKUyo0L-rGo-CNJ2qM0sV01G0PxDo29sIkvGeti4FjN-vMXcBi5DyyG3-qsRc&tk=1d8glpn5f5uq5800&adid=24525139&vjs=3>

Help Wanted Full Time Continued

Shed Delivery Driver (Himrod) – Woodtex- Our sheds often require wide load / over-sized load permits and sometimes a flag car or police escort. Our drivers use a special piece of equipment called a ‘mule’ to position the shed into place in the customer’s yard. As you can tell by now, this is not your ordinary truck driving job. In this role your time will be split approximately: 50% driving, 50% moving and leveling the shed into the customers predetermined destination (typically their backyard). Your dispatcher will schedule all of your runs, get the proper permits and escorts and associated DOT paperwork. The rewards are many - working with a great team, earning great wages + bonuses, and seeing the delight on our customer’s faces when you deliver their shed, helping them ‘Make Room for Life’ with a Woodtex Shed! We have our own trucks and trailers, and we’re willing to train the right person. If you have some truck driving experience but haven’t hauled over-sized loads, we can work with you to train you and get you up to speed. Requirements: Valid CDL A, Must pass criminal background check and drug screening, Ability to deliver on an exceptional customer experience. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Wood-Tex/jobs/Shed-Delivery-Driver-84ba7cb46803023a?sldu=QwrRXKrqZ3CNX5WO9jEveq0rMLOk1UiyBvtNFlr6JPGCpvHR6ZDwDn2ftL7ypHMD07iiFFmCLX7Zg5vOPw&tk=1d8glqc4u5uq5800&adid=281333519&vjs=3>

Pharmacy Clerk (Ovid) – Kinney Drugs- Job Summary: Assist pharmacy staff in the triaging of incoming prescriptions, the delivery of filled prescriptions to the patients, and all cashier duties. Works under direct supervision of a pharmacist and follows standard procedures to accomplish assigned tasks. Responsibilities: Assist in the Triaging of incoming prescriptions. Verify and gather necessary patient information including name, address, phone number, date of birth, allergies, chronic conditions, request for non-safety caps and insurance information. Assess the workload, establish the prescription pick up time and queue the prescription for processing. Assist in the delivery of prescriptions to the patient, including obtaining patient signatures. Performing cash register duties within the Pharmacy Department. Provide quality customer service to all customers. Perform housekeeping duties necessary to maintain a professional environment, including replenishment of necessary vials and dispensing containers, labels and computer paper supplies. Maintain confidentiality regarding all patient information. Must keep current with all State and Federal requirements as related to conditions of employment. Perform all store clerk duties as needed. Responsible for completing all mandatory and regulatory training programs. Perform other duties as assigned. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=50d446e4bdbdc390&tk=1d8glqc4u5uq5800&from=serp&vjs=3>

Product Specialist (Ovid) – Fucillio Ford- Job Responsibilities: As an Entry Level Sales Trainee 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. Job Requirements: Must have a clean & valid driver’s license. Enthusiastic with high energy. Outgoing and friendly, especially while handling objections. Quality customer service skills and sales track record. Strong interpersonal and communications, in-person and over the phone. Capable of learning and using new software and systems. Persistent, competitive and outstanding work ethic. Focuses on the customer’s needs to enhance dealership sales. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Fuccillo-Ford-of-Seneca-Falls/jobs/Product-Specialist-8f20659aa968ef9e?vjs=3>

Branch Manager (Ovid) – Five Star Bank- Purpose. The Branch Manager is responsible for managing a team in maximizing opportunity within a defined branch market to acquire, grow and retain profitable customer relationships through the consistent delivery of the Five Star Bank experience. This position is also responsible for maintaining an operationally efficient and compliant branch. The distinction between the positions of Branch Manager 1 and Branch Manager 2 is based on the Branch Manager 2 position having responsibility for the supervision of more than one Branch location, or that the assigned Branch is located in a designated growth market. Responsible for the coaching, mentoring and development of a cross trained staff to achieve assigned branch goals. Provides training opportunities to ensure staff have the skills and resources to be successful. Ensures that Branch staff understand their role in the delivery of the Five Star Bank experience and positively supports changes in the work environment. Works with HR to attract, retain and develop high caliber people and teams with diverse capabilities. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=635f1dacef2b0650&tk=1d8glenn85uq5802&from=serp&vjs=3>

Assistant Store Manager (Ovid) – Fastrac Markets- This position is an Assistant to the Store Manager. Responsible for the overall maintenance and upkeep of a Fastrac store. From waiting and caring for Guest's to the stocking, cleaning and upkeep of the store. Must be flexible, motivated and have good common sense. Responsible to the Store Manager. Being as Fastrac is open 24/7/365, therefore depending on Assistant Manager's position, evenings, overnights, weekends may be part of your schedule. High School Diploma or equivalent This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=bc550774564264ab&tk=1d8glenn85uq5802&from=serp&vjs=3>

Help Wanted Part Time

Buying Assistant (Canoga) – Rylem- TOP 3 must-have skills, Attention to detail, Accuracy, Great communication, self-starter, Basic professional email writing, excel skills, How many years of experience are you looking for? 2-3 years experience. Retail is a plus, Reason for this request -- Looking for extra support for this role. Possibility of extension/conversion: Possibility of extension and might be conversion as an FTE. Typical day might look like - Supporting footwear team, handle internal team for resolution. Working on orders template and input. Confirming accuracy of the orders, data entry, data pulling. What's the work environment like where this person will sit? desk, open floor plan services to be performed. Order entry of new market POs that have deadlines for submission. Daily running of the business required skills, excel skills data entry into a web based system strong communication skills preferred skills, good people skills to deal with vendors enjoys fashion reorder entry, RTVs, new PO entry would miss deadlines, SIMs as the core team focuses on brand outreach and building growth strategies, market appointments. This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/RylemConsulting/jobs/BuyingAssistant3ca3af75f46424fb?sdu=Zzi_VW2ygsY1fzh3Ma9ZsE4zIT1NTXCwgFBhdjeTC3OZ2u7W9hPEGb_pEkTt_X5g5o2EH6OdTImpgihGsBabxA&tk=1d8gg6t5d5oto802&adid=5851055&vjs

Call Center Reps (Clyde) – DiSanto Propane- We are seeking a motivated person who possesses a strong work ethic and has a positive winning attitude to fulfill our Monday Call Center Rep position. Schedule & Hours: Monday's Only: 7:00AM to 5:00PM. Job Duties: Outbound Calling to Existing Accounts. Contributes to team effort by accomplishing related results as needed. Skills/Qualifications: Entry Level Customer Service Experience. Effective verbal and written communication skills. A strong desire to succeed coupled with a high level of enthusiasm, professionalism and a positive attitude. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/DiSanto-Propane/jobs/Call-Center-Representative-fac5dc733ff7709b?sdu=QwrRXKrqZ3CNX5WO9jEvRNglx3B3QzwrZTcNK04DwXk7gf2b6WQTn4BeYyWEkgMthGUpEsUblv3WUSMCXOOjLsjanil3Tns3QDPD7Jn7Y&tk=1d8gg6t5d5oto802&adid=282322993&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. Applicants with positive attitudes will advance to the front of the line. This ad was found on Indeed.com. For more information: https://www.indeed.com/cmp/Knapp-Winery/jobs/Tasting-Room-Server-Season-469ea93163545a39?sdu=QwrRXKrqZ3CNX5WO9jEvd_kiNHuOT94d4EMKfUf0qYuwrPf7VFezONJND_v_Tgni64Yhy3P0fCoAiNzwhco96jT0ZOMN8RqPdFRbUoh-Yk&tk=1d8gg6t5d5oto802&adid=260495997&vjs=3

Receptionist/Secretary (Waterloo) – Staffkings- Tuesday and Thursday Evenings: 4:30pm - 7pm. Provide Administrative Support. Perform routine clerical and administrative functions such as: Drafting correspondence, Scheduling Appointments, Organizing and maintaining paper and electronic files. Providing information to callers. Receiving Visitors, Arranging conference calls, Answer Inquiries, Obtain information for general public, customers, visitors and other interested parties. Qualifications: Must have a minimum of 1 year experience as a Receptionist and/or Secretary. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Staffkings/jobs/ReceptionistSecretaryee3924d2a7466bc1?sdu=QwrRXKrqZ3CNX5WO9jEvRNglx3B3QzwrZTcNK04DwUm4Zb8Tq4m89KDZTaB09Gf14RPI3C9HDeCGboc7i8QUSashIrmfOPTj7ovBMH3o&tk=1d8gil0bn535u803&adid=281105347&vjs=3>

Cleaning Technician (Waterloo) – Brophy Services, Inc.- We are looking for a dedicated, hard working individual that will be part of a team that loves to go to work. This position is Thursday - Saturday and occasional Sundays when the venue is hopping! Hours of Work: Includes working weekends and typically starts at 6pm till the team has completed the assignment. Your direct report is the Facilities Manager. You will work within a dedicated & professional team. The role can be physically demanding, manual handling training and OSHA guidance will be provided. Principle Responsibilities: To maintain the cleanliness of all areas of the venue to a high standard. This is to include cleaning of restrooms guest area, cleaning front of stage and guest area, wiping glass, tables and chairs and keeping the floor tidy and presentable. To work closely with the team to acquire an understanding of the cleaning needs of the building and all products and equipment used, in order to maintain the required standard, including compliance with relevant Health and Safety requirements. To take a flexible approach to the venues timetable and pattern of work which may require, with notice, additional hours to be worked, including Sundays and Holidays. This ad was found on Indeed.com. For more information: <https://www.indeed.com/cmp/Brophy-Services,-Inc./jobs/Cleaning-Technician-bec8b49a1b65eced?sdu=QwrRXKrqZ3CNX5WO9jEvRdtlzc5TDOUAA8stUgA5QH6hPb7JqO4rfdhyFZI1nrceaOnQKg2e9AvsUGPzcBA&tk=1d8gil0bn535u803&adid=267679451&vjs=3>

Help Wanted Part Time Continued

Retail Sales Associate (Waterloo) – Corningware- We are currently seeking a Sales Associate in one of our retail locations to help execute the day-to-day operations of the store and act as a product knowledge expert. The right individual for the job will have a natural entrepreneurial spirit and passion for delivering remarkable customer service. In return, we offer you the opportunity for promotional growth! Fulfill our Values in Store: Maintain safety by ensuring all store standards and operating procedures are executed. Develop and convey a working knowledge of brand products that can be utilized to inform and help customers select products talent. Assist in processing shipments, including unloading, inventory, ticketing, product placement and storage. Partner with team members to execute regular tasks, including, but not limited to, greeting customers, performing POS transactions, processing special orders, and wrapping and bagging customer purchases. Deliver remarkable customer service and create strong product presentations while driving sales. The Right Stuff: A budding entrepreneurial spirit. Interpersonal skills and a passion for customer service. Excellent written and verbal communication skills. Comfort with technology. General math skills. Dependability. Ability to be mobile on the sales floor for extended periods of time. Ability to lift 50+ pounds and climb up/down 8 feet on a ladder. Passion for kitchenware, tableware and food is highly desirable. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/viewjob?cmp=Corningware%2FCorelle%26More&t=P+T+Retail+Sales+Associate&jk=817896b90e3379bb&sjdu=QwrRXKrqZ3CNX5W->

Bartender (Seneca Falls) – Deerhead- The ideal candidate for this position has experience in the art of crafted cocktails bringing a creative chef like passion to the drinks, a mixologist if you will. Has a high school diploma or high school equivalency diploma (additional coursework or training in bartending preferred) and at least two years of experience in a high-volume bar. He or she has previous experience handling money and operating point-of-sales (POS) (Micros) and credit/debit card processing systems and can work a flexible schedule that includes days, nights, weekends, and holidays. Fluent English speaking and written communication skills, good time management skills, and professional dress, speech, and behavior are all required for this position. **QUALIFICATIONS:** High school diploma or high school equivalency diploma required; some post high school education or training preferred. Two years of relevant experience. Point-of-sale (cash register) and credit or debit card processing skills. Excellent communication skills, verbal and written. Able to bend, kneel, squat, stand, and lift heavy objects as needed. Able to work days, evenings, weekends, and holidays. Some bar management experience preferred for certain leadership roles within the bar. This ad was found on Indeed.com. For more information: <https://www.indeed.com/viewjob?jk=e2869a7e5af48cfa&tk=1d8gi10bn535u803&from=serp&vjs=3>

Winery Tasting Room Sales (Union Springs) – Heart & Hands Wine Co. - We are seeking part-time seasonal tasting room sales team members with a passion for wine and hospitality. Our team members are passionate about wine and hospitality, and love working with the public. The positions start in May and June 2018 and run through early September. Responsibilities: Provide guests with an outstanding, welcoming tasting experience. Conduct educational wine tastings for guests and Wine Club members. Effectively promote wine sales. Process sales and wine shipments via winery Point of Sales system. General upkeep of tasting room environment (stocking, light cleaning). Qualifications: Friendly and energetic, with a positive attitude. Some basic wine knowledge is needed, a strong interest in learning more about wine is a must. Hospitality, sales, or customer service experience is required. Work well in a team environment. Must be able to lift 40 lbs and work extended hours on your feet. Valid Driver's License required, as is reliable transportation. Must be at least 21 years of age. Must be available most weekends. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/cmp/Heart-&-Hands-Wine-Company/jobs/Winery-Tasting-Room-Sales-99add9cb9691188e?vjs=3>

Watercraft Steward (Seneca Falls) – Hobart and William Smith Colleges -The Watercraft Stewards will be responsible for public outreach and education on slowing and preventing the spread of aquatic invasive species. Under the supervision of Finger Lakes Institute (FLI) at Hobart and William Smith Colleges staff, Watercraft Stewards will offer watercraft inspections to boaters at public launches and provide boaters with information about aquatic invasive species and protocol for preventing their spread. Watercraft inspections entail removing plants and other organic material from boats and trailers and identifying aquatic invasive species. Watercraft Stewards will collect daily data from their interactions with boaters using tablets and electronic data-entry software. Weekly progress reports and data entry will be required that summarize this information. Training will be provided. Locations for these positions include: public boat launches on Hemlock, Canadice, Honeoye, Canandaigua, Seneca, Cayuga, Owasco and Otisco Lakes, and parts of the Erie Canal and Lake Ontario in Rochester, NY. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/cmp/Finger-Lakes-Institute---Hobart-and-William-Smith-Colleges/jobs/Watercraft-Steward-095d0c272eed49d0?vjs=3>

Operations Assistant Manager (Seneca Falls) – Dollar Tree- Principal Duties and Responsibilities: Assist with all store functions and day-to-day store activities as directed by the Store Manager. Able to perform all opening and closing procedures in the absence of the Store Manager. Assist the Store Manager in protecting and securing all company assets, including store cash. Adhere to all policies and procedures including safety guidelines. Maintain a professional and friendly environment with customers, subordinates and supervisors. Maintain all areas of the store, including the stockroom and sales floor, to company standards to include recovery. When the Store Manager is not on the premises, direct supervisory responsibility for all hourly Associates. Process all SSC Corporate directives including Pull and Hold/Destroy, Task Compliance, Key Survey information, requests and any additional communications related to store activities as delegated by the Store Manager. Assist the Store Manager on the receipt and return of DSD merchandise. Follow the VIP and DSD Policies and Procedures. Assist the Store Manager in ensuring proper staffing coverage on a daily basis. Assist the Store Manager in ensuring that the sales floor is sales effective on a daily basis. Assist in the management of cashiering activities to ensure all company cash handling. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/viewjob?jk=c05ea8768b27004a&tk=1d8gk0i0e5uq5802&from=serp&vjs=3>

Help Wanted Part Time Continued

Sales Associate (Waterloo) – Columbia- Sales Associates provide exceptional customer service and assist the Store Leadership Team in supporting our company mission: "Connecting Active People With Their Passions". Come join the adventure at Waterloo Premium Outlets. Responsibilities: Greet and engage customers in the store. Provide exceptional customer service by responding to customer questions or issues regarding product features, benefits, availability. Utilize sales skills and excellent customer service to drive store sales. Perform all required cash register transactions, such as sales and exchanges, efficiently and accurately. Assist in receiving shipments and distributing to sales floor as directed. Maintain store standards for visual merchandising, cleanliness and safety. Assist in other store functions as needed.

Requirements: High School Diploma or equivalent. Basic math and organizational skills required. Skills in operating a Point of Sales (POS) system are required. Previous retail sales experience and/or experience working in a customer service environment is strongly preferred. Ability to maintain a high professional standard of behavior, courtesy, and respect. This ad was found on ziprecruiter.com.

For more information: <https://www.ziprecruiter.com/c/Columbia-Sportswear/Jobs>

Sales Associate (Waterloo) – Polo Factory Store- Essential Duties & Responsibilities: Own sales and profit performance in assigned store, ensuring that sales and margin goals are met. Partner with Senior Management to develop operating budgets and monitor performance. Achieve store shrinkage goals and establish/implement new and existing loss prevention procedures. Own the recruitment, selection, supervision, and development of leadership team to maximize sales and profit performance. Coach and mentor staff to achieve optimal results; including succession planning for current and future positions. Promote and maintain an exceptional employee experience; lead by example at all times. Establish, monitor and work with all managers to ensure successful implementation of brand presentation. Direct the execution of promotional strategies and programs, assuring that they support marketing and profit objectives. Maintain a leadership role in community and charity events. Provide consistent feedback to buyers and planners to identify merchandise classifications of high sales or profit potential. This ad was found on Ziprecruiter.com. For more information:

<https://www.ziprecruiter.com/c/Ralph-Lauren/Jobs>

Lifeguard (Geneva) – Hobart and William Smith Colleges- Skill in the application of lifeguarding techniques. Maintain surveillance of swimmers. Maintain a safe environment in which the participants can swim. Provides emergency care and treatment as required until the arrival of emergency medical services. Maintain all New York State Department of Health Code regulations as set forth in the children's camp policy manual for aquatics and lifeguarding. RESPONSIBILITIES: Report to the pool, in swimsuit, five to ten minutes prior to the start of your shift. Unlock locker rooms. Be ready to begin guarding at the start of the shift. Observe all swimmers and be ready to give assistance if needed. Run regular buddy checks. Enforce pool rules. Close and lock the pool at the end of your shift.

QUALIFICATIONS: Must be at least 16 years of age. Possess current lifeguarding, first aid and CPR/AED certificates as issued by the American Red Cross or equivalent certifying agency. This ad was found on:

https://www.hws.edu/offices/hr/employment/sum_2019_Lifeguard.aspx

Lifeguard (Seneca Falls) – NYCC- Your first responsibility at all times is to protect the wellbeing 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>

Crew (Ovid) – McDonalds- Come join our team. Must be available for weekends. You want to be challenged And have fun. We think we can fit you in. For job openings, give us a try. Must be 18 years or older. REQUIREMENTS: It's time you worked for someone who will give you the tools to learn, grow and be what you want to be - both personally and professionally. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. As a Crew Person, you may be responsible for: Greeting customers with a smile Taking accurate food orders.

Preparing all of McDonald's World Famous food . Partnering with other Crew and Managers to meet target goals during your shift.

Restaurant Cleanliness. Ensuring items are well stocked. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/viewjob?jk=3818254bb804d4ec&l=ovid%2C+ny&tk=1d8glrhkh5uq5803&from=web&vjs=3>

Health Care Positions

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

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

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

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

https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=366933&fwkMethod=L&fwkKey=2005_1706_0_0_171031144401_1509479041140_4191#sthash.OnkfWS2v.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 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

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

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|--|---|--|---|
| <p align="center">1</p> | <p align="center">2</p> | <p align="center">3</p> | <p align="center">4</p> | <p align="center">5</p> |
| <p>Career Navigator 9:00 AM – 1:00 PM Build Your Skills 2:30 – 4:00 PM</p> | <p>Career Navigator 9:00 AM – 1:00 PM Transferable Skills 2:15 - 3:45 PM</p> | <p>TASC (GED) 9:00 AM - 12:00 PM SBDC 10:00 AM - 4:00 PM</p> | <p>Resume Session 9:15-10:45 AM Jump Start Your Job Search 11:30 AM Fatherhood 5:30 – 7:30 PM</p> | <p>TASC (GED) 9:00 AM - 12:00 PM</p> |
| <p align="center">8</p> | <p align="center">9</p> | <p align="center">10</p> | <p align="center">11</p> | <p align="center">12</p> |
| <p>Career Navigator 9:00 AM – 1:00 PM Build Your Skills 2:30 – 4:00 PM</p> | <p>Career Navigator 9:00 AM – 1:00 PM Transferable Skills 2:15 - 3:45 PM</p> | <p>Career Navigator 9:00 AM – 1:00 PM TASC (GED) 9:00 AM - 12:00 PM</p> | <p>Career Navigator 9:00 AM – 1:00 PM Fatherhood 5:30 – 7:30 PM</p> | <p>Career Navigator 9:00 AM – 1:00 PM TASC (GED) 9:00 AM - 12:00 PM</p> |
| <p align="center">15</p> | <p align="center">16</p> | <p align="center">17</p> | <p align="center">18</p> | <p align="center">19</p> |
| | <p>TASC (GED) 9:00 AM - 12:00 PM</p> | <p>TASC (GED) 9:00 AM - 12:00 PM Motherhood 11:00 AM - 12:30 PM</p> | <p>Workers Fatherhood 8:30 AM - 12:00 PM 5:30 – 7:30 PM</p> | <p>TASC (GED) 9:00 AM - 12:00 PM</p> |
| <p align="center">22</p> | <p align="center">23</p> | <p align="center">24</p> | <p align="center">25</p> | <p align="center">26</p> |
| | <p>Resume Session 9:15-10:45 AM Transferable Skills 2:15 - 3:45 PM</p> | <p>TASC (GED) 9:00 AM - 12:00 PM Motherhood 11:00 AM - 12:30 PM</p> | <p>Build Your Skills 9:00 – 10:30 AM Fatherhood 5:30 – 7:30 PM</p> | <p>TASC (GED) 9:00 AM - 12:00 PM</p> |
| <p align="center">29</p> | <p align="center">30</p> | | | |

**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 APRIL 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.

\$2AY NYState of Health - Need help with health insurance? Do you have questions about the Affordable Care Act? Have a question about accessing health care, or prescriptions? Just ask (100% free of cost)! My name is Lacy Paige, I am a Certified Navigator for the New York State of Health and would be happy to review your options with you! I will help guide you through the application process. I assist Seneca County residents. Feel free to call 315-539-1848 with any questions you have. If you would like an appointment to meet with me call 1-800-346-2211.

United Healthcare Outreach

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

Cancer Services Program

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



Business Start-Up & Expansion Consultation

Offered by

The New York Small Business Development Center

The 1st Wednesday of the month

Appointments Available from

9:00 a.m. – 4:30 p.m.

(Please allow 1 hour for first time appointments)

Located at:

Seneca County Workforce Development

& Youth Bureau

1 DiPronio Drive, Waterloo, NY

Thinking about starting or expanding your business?

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

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

In partnership:





Ready to join the Waterloo Retail Team?

Now Hiring For:

Part Time Stock Teammates

Part Time Sales Teammates

LEARN MORE AND APPLY:

<https://careers.underarmour.com/search-jobs/Waterloo?orgIds=7686&alp=6252001-5128638-5143380&alt=4>

Follow #LifeatUA



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, Deputy Director for Youth Services
(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:

“Assess” 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 anyplace 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 Seneca County Workforce Development & Youth Bureau 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
