

Visit our website weekly for updated job leads! Updates available by noon on Mondays. [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

## Yates County Job Leads September 23, 2019

### AUTOMOTIVE/DRIVERS

#### Auto Detailer (Stanley, NY)

- Remedy Staffing has a great opportunity for those with auto detailing experience in the Stanley, NY area. The right applicant will have experience detailing vehicles inside and outside. \$11.50/hr. 6:30am - 3:00pm Wed – Sun. Some computer skills. Be able to read and write English. Valid driver license preferred. Dependable transportation. No HSD/GED required. Apply Today! [www.remedystaff.com](http://www.remedystaff.com) 315-781-6200 Workforce Development 9/23/19

#### Bus Operators (Penn Yan, NY)

- Yates Transit Service, Inc. is seeking full-time and substitute Bus Operators. Full Time Bus Operators - \$13.50 an hour. Substitute Bus Operators - \$12.50 per hour. Contact the Operations Manager, Lisa Minns, Yates Transit Service, Inc., 240 North Avenue, Penn Yan, NY 14527. Phone: 315-694-7700. [www.yatestransitservice.com](http://www.yatestransitservice.com) Workforce Development 9/19/19

#### CDL Drivers (Dundee, NY)

- Cardinal Disposal is looking for full time CDL class A and B drivers. We are locally owned and operated. We are looking for some positive team players to grow with us. \*\*Employee Benefits: 1 residential trash pick-up service. After 90 days paid holidays: (6) New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. Paid Time Off: Start accruing at start date. 1 year = 6 days (48 hours), 2 years = 12 days (96 hours), 3 years = 14 days (112 hours), 4 years = 16 days (128 hours), 5 years = 18 days (144 hours), 6 years = 19 days (152 hours), 7 years = 20 days (160 hours). Health Insurance (Excellus) pays 50% of single policy. Approximate weekly cost: \$43.19 for employee. Dental Insurance (Guardian) pays 25% of single policy. Approximate weekly cost: \$5.05 for employee. After 1 year: IRA company match up to 3%. Experience - truck driving: 1 year (Preferred) License - CDL (Preferred) To apply, contact the employer in person, by telephone, by email, or on-line: Mary Ann Lewandowski, 635 Shannon Corners, Dundee, NY 14837. Phone: (607) 243-7568. Email: [maryann@cardinaldisposal.com](mailto:maryann@cardinaldisposal.com). Web-site: <https://protect2.fireeye.com/url?k=95fd3122-c9d9c743-95ffc817-0cc47a6d17e0-27295d5499c7b695&u=http://www.cardinaldisposal.com/>. Workforce Development 9/16/19

#### Mechanic (Dundee, NY)

- Cardinal Disposal has a fleet of over 15 trucks that need maintenance, roadside assistance and repair. We are looking for an experienced diesel mechanic that has knowledge in repairing multiple brands, understands all systems of a diesel truck including engine repair and rebuilding, cooling, braking, transmissions, suspension, diagnostics, electrical and safety components. We will train you on the workings of the actual trash compaction units and hydraulic components. \*\*Employee Benefits: 1 residential trash pick-up service. After 90 days paid holidays: (6) New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Paid Time Off: Start accruing at start date. 1 year = 6 days (48 hours), 2 years = 12 days (96 hours), 3 years = 14 days (112 hours), 4 years = 16 days (128 hours), 5 years = 18 days (144 hours), 6 years = 19 days (152 hours), 7 years = 20 days (160 hours). Health Insurance (Excellus) pays 50% of single policy. Approximate weekly cost: \$39.99 for employee. Dental Insurance (Guardian) pays 25% of single policy. Approximate weekly cost: \$4.94 for employee. After 1 year: IRA company match up to 3%. Interested applicants may email resumes to: [maryann@cardinaldisposal.com](mailto:maryann@cardinaldisposal.com) Workforce Development 9/16/19

### **Automotive Technician (Penn Yan, NY)**

- Friendly Dodge Chrysler Jeep is accepting resumes to hire experienced Dodge Chrysler Jeep Ram Automotive Technicians. Experienced Auto Technicians of All Levels are encouraged to apply! A - B - C level Technicians - Lube, Tire and Express Techs to work in our busy service department! We are seeking an energetic, multi-tasking, organized, personable, hard-working Technician with verifiable references and their own tools. Friendly Dodge Chrysler Jeep, 2499 State Route 14A, Penn Yan, NY 14527. Submit your resume to this job posting or stop by and ask for Kenny. Please include your name, address, email address and phone number on your resume. Craigslist post id: 6977275896 9/12/19

### **Counter Sales - Automotive (Penn Yan, NY)**

- Parts Plus (Genuine Parts) has an opening for Automotive Counter Sales person. As an Automotive Counter Parts Sales person, you are looked at as the "face of the retail store" and the go to person as soon as our customers enter our retail stores. This is the right opportunity for you if you: Genuinely enjoy helping our retail and wholesale customers with their auto parts and service questions. Have gained your parts experience by working in the automotive industry or have gained your experience tinkering with/repairing cars & trucks through the years. You are willing to learn all things automotive if you don't have the background in automotive parts. A Day in the life: Provide auto parts answers and solutions for our retail and wholesale customers. Bring customer focus and high energy to our stores. Welcome retail customers into our retail stores and engage to provide a positive consumer experience. Use technology (computer), cash register, telephone, and paper catalog system. Use your parts knowledge to assist other team members to answer questions for customers. What you'll need: Previous experience in a parts store or automotive industry or at least a willingness to learn all things auto parts. High School Diploma or GED. Technical or Trade school courses or degree. Excellent verbal and written communication skills. Valid NYS Driver's License. And if you have this, even better: Background and/or passion for automotive industry, heavy equipment, farm industry, diesel, marine, or dealership. Experience in a parts store, auction, retail store, auto body/collision. Knowledge of cataloging and/or inventory management systems, a plus. ASE Certifications. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=20&vjk=3237ca42070a3181>

Indeed 9/9/19

### **Sales Professionals (Penn Yan, NY)**

- Business is booming at Friendly Dodge Chrysler Jeep in Penn Yan, NY and we are accepting resumes to hire: Sales Professionals with strong Sales or Customer Service Background. Product Specialists / Client Advisors / Internet Sales Associates. Interviews with our Managers are by appointment only – Submit your resume today! We are looking for professional, outgoing, hardworking individuals. We truly care about the wellbeing of our employees and their families, and we promote from within! We promote a workplace of integrity and respect. We care about our customers and it shows! Our management team, hot new products, lower interest rates and huge factory incentives have created a tremendous increase in our business. Submit your resume to this posting. No phone calls or drop ins please. Interviews are by appointment only. Please submit a current resume with personalized cover letter and salary expectations/ requirements. 2499 State Route 14A, Penn Yan, NY 14527.

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&sort=date&start=10&advn=703711781680130&vjk=a1686b32cbfec00a>

Indeed 9/4/19

### **Motor Route Carrier (Penn Yan, NY)**

- Penn Yan Motor Route Carrier needed to deliver the Chronicle Ad-Viser on Saturday or Sunday. Must have a good car and valid NYS driver's license. Must be dependable and reliable. Call Bob at 315-536-4422. The Chronicle-Express, 138 Main Street, Penn Yan • 315-536-4422 Chronicle Express 9/4/19

### **Automotive Counter Sales Trainee (Penn Yan, NY)**

- NAPA Auto Parts is seeking an Automotive Counter Sales Trainee. This position is the ideal position for energetic people who have a passion for automotive parts, believe in taking care of the customer, and want to learn. As an Automotive Counter Sales Trainee, you will learn to deliver exceptional NAPA Know How service to our Wholesale customers and help Retail customers with their auto parts questions, do-it-yourself projects and auto parts needs. Ability to operate a cash register and navigate computer and paper catalog systems. Diversified role will balance time based on customer need between deliveries, in store customer service, inventory and other store duties. Passion for delivering customer care in a strong team environment. Requirements include: Excellent verbal and written communication skills. Motivated to train and learn. Ability to thrive and have fun in a busy, fast-paced retail environment. Minimum 18 years of age. Valid driver license and reliable transportation. Prior experience in the retail industry, preferably an automotive parts department, dealership, or retail establishment. High school diploma or GED. Able to work retail hours including weekends and holidays. Able to

process cash, checks, and credit card transactions. Capable of lifting and moving items of up to 45 pounds. To apply go to:  
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=40&advn=6082998169555039&vjk=d7c86c0df15bab6c>

Indeed 8/27/19

## **CUSTOMER SERVICE/SALES**

### **Cashier & Meat Department (Penn Yan, NY)**

- Morgan's Grocery is looking for some part time help in the Meat Department and Cashier. Must be available nights and weekends. Applications available at the cash registers. 100 Hamilton St., Penn Yan, NY. Facebook 9/18/19

### **Stockroom/Custodian (Penn Yan, NY)**

- Stage Stores has an opening for Stockroom/Custodian. Responsibilities: Alert management when shipments arrive and accompany management in receiving/unloading freight. Prepare receiving area. Assist management with scanning in all freight on the Palm Pilot and identify damaged/tampered boxes. Assist freight carrier driver with properly staging cartons by colored label. Stage and sort merchandise. Determine with store management what merchandise is a priority to be processed. Perform merchandise processing techniques (i.e., batch processing, speed hanging, flip and clip). Relay merchandise to the sales floor based upon store management direction and the Twenty Minute Rule. Pick up hangers/sensor tags from cash wraps as needed. Remove sensor tags received on Store-to-Store Transfers that are inappropriate for store. Process outgoing Store-To-Store Transfers, Recalls and Damages. The receiving associate must achieve company merchandise processing standards by completing 10 cartons per hour. Aid management in moving fixtures and other floor moves when needed. Help assemble or breakdown new/old fixtures as needed. Aid in hanging outside banners or in-store signs. Vacuum and spot-clean carpet. Clean restrooms, store entrance, associate break room, Team-One area and fitting rooms, Trash pickup/disposal outside. Sweep and mop floors where and when appropriate. Dust in high, out of reach areas. Replace light bulbs as needed. Identify ballasts in need of repair to management. Maintain and organize sign holders/signs. Maintain cleaning supply dock. Clean all interior/exterior glass and windows. Check exterior sidewalk for cleanliness daily. Schedule: The start time for the Custodian associate is generally one hour prior to store opening. The Custodian is to vacuum and perform other major cleaning before customers begin entering the store. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=a8e56eed67fb376a>

Indeed 9/14/19

### **Sales Associate (Penn Yan, NY)**

- Stage Stores is seeking Sales Associates. Objective: To greet and assist customers with the selection of merchandise. Responsibilities: Customer Service. Smile and greet each customer promptly. Interrupt store tasks to greet, assist, and answer questions for customers. Suggest additional merchandise to customers on sales floor, at wrap stations, and in fitting rooms. Follow-up on customers in fitting rooms to see if they need additional service. Thank the customer by name and invite them to come back at the close of each sale. Handle all returns/ exchanges according to company policies/procedures, including Always Say Yes. Maintain the store and all wrap stations in a clean, neat, and organized manner. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=b9a4e334517fcb6f>

Indeed 9/14/19

### **Various Positions (Hall, NY)**

- Seedway, LLC is accepting applications for the following positions: Warehouse Laborer; Driver; Supply Chain Manager; Customer Service Representative; Seed Lab Technician; Credit Assistant; Receptionist; Assistant Warehouse Manager; Production Assistant. For complete job descriptions and to apply go to:

<https://www.seedway.com>

Workforce Development 9/12/19

### **Service Advisor (Penn Yan, NY)**

- Morgan Marine is seeking a Service Advisor. A Service Advisor is often our first point of contact for service customers via telephone and in person. In this role, you will prepare written estimates for service work and parts and act as a liaison between customers, manufacturer representatives, and service technicians. Job Duties/Responsibilities: Follow all safety rules and regulations while performing work assignments. Must have outgoing, friendly personality and superior communication and customer service skills. Initiate repair orders, schedule appointments, communicate with customers, prepare customer billing, and maintain customer service records. Must be customer service, yet goal-oriented, maintaining a sales-focused approach in an effort to increase service revenue. Initiate & submit manufacturer warranty claims and parts returns promptly. Helps maintains the service library with up-to-date information. Maintains a clean and safe work area. Completes other duties as assigned. Requirements: A high school diploma or equivalent. Professional appearance and positive attitude to all customers. Ability to communicate at a high level, both verbally and in writing. Organizational and

computer skills are required for the position. Be team-oriented, self-motivated, and process driven. Customer service or sales-related background: marine, auto, food service, or sporting goods. Have a valid state driver's license. Must be able to lift 50 pounds. Ability to pass a pre-employment background. Pay \$14-\$17/hr, depending on experience. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=5468115c93cd75b8> Indeed 9/12/19

#### **Store Associate (Penn Yan, NY)**

- ALDI is looking for full time and part time Store Associates. Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. Position Type: Part-Time Starting Wage: \$13.50/hour plus a pay increase within the first year of employment. Duties and Responsibilities: Must be able to perform duties with or without reasonable accommodation. Assists management in achieving store appearance and maintenance standards. Assists customers with problems or concerns, and contacts management as appropriate regarding customers with problems or concerns. Provides feedback to management on all products, inventory losses, scanning errors, and general issues that could impact productivity. Processes customer purchases, performs general cleaning duties, and stocks shelves and displays neatly to maximize visibility and sales. Other duties as assigned. Education and Experience: High School Diploma or equivalent preferred. Prior work experience in a retail environment preferred. A combination of education and experience providing equivalent knowledge. Job Qualifications: Knowledge/Skills/Abilities: Provides prompt and courteous customer service. Ability to operate a cash register efficiently and accurately. Ability to safely and properly operate equipment, including electric/manual hand jack, floor scrubber, and cardboard baler. Ability to perform general cleaning duties to company standards. Ability to interpret and apply company policies and procedures. Excellent verbal and written communication skills. Physical Demands: Ability to stock merchandise from store receiving to shelving. Ability to place product, weighing up to 45 pounds, on shelving at various heights. Regularly required to sit, stand, bend, reach, push, pull, lift, carry, and walk about the store. For complete details go to: <https://www.indeed.com/l-Finger-Lakes,-NY-jobs.html?vjk=885f4c20435eb595> Indeed 9/12/19

#### **Sales Floor Associate (Penn Yan, NY)**

- Dollar Tree is seeking Sales Floor Associates. Summary of Position: Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties. Assist in the merchandising of the store. Fully cross-trained to assist with cash register operations, customer service and stock replenishment. Principal Duties and Responsibilities: Handle all sales transactions while operating assigned cash register. Maintains security of all cash. Protects all company assets. Maintains a high level of good customer service. Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors. Receives merchandise. Assist with unloading trucks. Works in a safe manner. Adheres to and upholds policies and procedures. Minimum Requirements/Qualifications: General math skills to allow for cash accounting. Strong verbal communication skills to allow for proper interaction with customers. High level of integrity and honesty; will be responsible for handling cash. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=553387177c878398> Indeed 9/9/19

#### **Shift Lead (Penn Yan, NY)**

- Walgreens has an opening for Shift Lead. Job Description: Opens and closes the store in the absence of store management, including all required systems start-ups, required cash handling, and ensuring the floor and stock room are ready for the business day. Responsible for opening back door of store for deliveries. Completes product returns, order voids, customer refunds, cash drops to the safe, and provides change as requested to cash registers. Models and delivers a distinctive and delightful customer experience. Assists with and coaches other team members to work with warehouse and vendor ordering process as the orders are created, reviewed, and received, including opening the backdoor for vendor deliveries. Responsible and accountable for registering all related sales on assigned cash register, including records of scanning errors, price verifications, items not on file, price modifications, and voids. Assist with bookkeeping activities, including cash report, cash counts, ledgers, and bill payment as necessary or as requested. Assists with separation of food items (e.g., raw foods from pre-cooked) and product placement as specified by policies/procedures (e.g., raw and frozen meats on bottom shelves). For consumable items, assists in stock rotation, using the first in, first out method and restock outs. Has working knowledge of store systems and store equipment. Assist at Pharmacy out window as requested. Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products). Responsible for bag checks of team members before leaving the store. For complete details and to apply go to: <https://nlx.jobsyn.org/7edaf49742424e2183b8dd89857e0c83161> OSOS 9/8/19

### **Shift Manager (Penn Yan, NY)**

- ALDI is looking for a full time Shift Manager. Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. Position Type: Full-Time Starting Wage: \$18.25/manager hour worked plus a pay increase within the first year of employment. Duties and Responsibilities: Must be able to perform duties with or without reasonable accommodation. Alternates between Shift Manager and Store Associate duties on a rotating basis as established by store management. Supervises daily job responsibilities of store personnel in the absence of management. Ensures store personnel comply with all established company policies and procedures. Assists store management with achieving the store payroll and total loss budget. Supervises the day-to-day operations of their team, escalating issues to the appropriate level of support and/or leadership when necessary. Other duties as assigned. Education and Experience: High School Diploma or equivalent preferred. Prior work experience in a retail environment preferred. For a complete list of Duties and Responsibilities and to apply go to: <https://nlx.jobsyn.org/85aa4d8d480040edac2391dc470eec76161> OSOS 9/8/19

### **Parts Sales Pro (Hall, NY)**

- LandPro Equipment has an opening for a Parts Sales Pro. Purpose: Responsible for selling, receiving, and delivery of parts and accessories. In addition, performs in-store customer service, overall organizational promotion, and stocking duties. Responsibilities: Promotes and sells products and/or services to meet customer needs. Supplies Service Technicians with parts as required. Assists with preparing and maintaining merchandise displays. Verifies receipting-in of shipments and assists with placing Machine Down and Stock Orders in their proper inventory locations. Assists in keeping parts department clean and orderly. Follows up on shortages and expedites issues by reporting to the manager. Assists in maintaining all departmental tools, equipment, and vehicles are in good working order. Requirements: Experience, Education, Skills and Knowledge: Basic data entry/keyboarding skills. Basic parts and machinery knowledge. Ability to use the John Deere Parts Catalog computer application. Ability to work in a team environment. Ability to lift items weighing up to 75 lbs. High School diploma or equivalent experience. Fork lift license preferred. To apply go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&sort=date&start=60&vjk=a40a9e610e6f428f> Indeed 9/5/19

### **Gas Station Clerk (Penn Yan, NY)**

- Penn Yan Express Stop is hiring most all shifts. 5-9 Saturday/Sunday's. Stop in to fill out an application. 101 North Ave, Penn Yan, New York 14527. Facebook 9/4/19

### **Team Leader (Penn Yan, NY)**

- Tractor Supply Company has an opening for Team Leader. This position is responsible for assisting the Store Manager and Assistant Store Manager with the execution of operational, sales, and merchandising objectives by providing outstanding customer service. This position is also responsible for promoting a safe and productive work environment for all Team Members, customers, and vendors, as well as training Team Members on the appropriate application of policies and procedures. 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. Uphold and promote a safe and productive work environment by following and enforcing policies and procedures. Take the initiative to support selling. Experience: Retail experience and/or farming, ranching, pet/equine, or welding knowledge is strongly preferred. Supervisory experience preferred. Must be at least 18 years of age and possess a valid driver's license. Education: High school diploma or equivalent is preferred, but not required. Regardless of education level, you must be able to read, write, and count accurately. To apply, go to: <https://nlx.jobsyn.org/3d6d4db07108478a8fee18617b4f6c18161> OSOS 9/4/19

## **EDUCATION/SCHOOLS**

### **Substitute Teacher & Tutor Training**

- Substitute Teachers & one-on-one tutors are needed throughout Ontario, Wayne, Seneca and Yates Counties and within our W-FL BOCES programs. As a substitute teacher/tutor, you choose the district and grade levels you prefer. Qualifications for: Substitutes - vary per district; Tutors – include at least 2 years of college. W-FL BOCES will offer this two-day training for from 9am-3pm on October 2 & 3 at the Conference Center in Newark. Check out

<https://www.smores.com/a8xmc-substitute-teacher-tutor.training> for further details and instructions on how to register. For more information call 315-332-7354 or email: [Annette.Hauenstein@wfboces.org](mailto:Annette.Hauenstein@wfboces.org) or [Christine.Bennett@fboces.org](mailto:Christine.Bennett@fboces.org)

Finger Lakes Times 9/22/19

#### Health/PE Teacher (Penn Yan, NY)

- Penn Yan Central School District has a new half-time (.5 FTE) position at the Elementary School. Job Qualifications: NYS Health and Physical Education Certification required. Position Start Date: 10/01/2019. Application Deadline: 09/29/2019.

For more information and to apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=f9a4d616efdf019>

Indeed 9/23/19

#### Substitute (Rushville, NY)

- This is to sub throughout the District. We have a Primary building (UPK-2), Intermediate building (grades 3-5), Middle School (grades 6-8) and High School. You can note on the application if you want to sub at certain grade levels. \$90.00 per day. Job Qualifications: NYS Teacher certification preferred. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=10&vjk=b99cfc90fdbbf7b4>

Indeed 9/23/19

#### Teaching Assistant (Penn Yan, NY)

- Penn Yan Central School District is currently seeking a full time Elementary Teaching Assistant for the 2019-2020 school year. Application Deadline is 9/29/19. To apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=20&vjk=7e2131cb46942864>

Indeed 9/17/19

#### Various Positions (Dundee, NY)

- Dundee Central School is currently seeking qualified candidates for the following positions: Substitute Teachers; Substitute Teacher Aides; Substitute Food Service Helpers; Substitute Cleaners and Substitute Bus Drivers. For more information visit our website at [http://dundeecs.org/staff/job\\_opportunities](http://dundeecs.org/staff/job_opportunities). Staff application can be found at:

<http://dundeecs.org/staff/applications>. Please apply to Kelly Houck, 55 Water St. Dundee, NY 14837

Facebook 9/12/19

#### Teaching Assistant (Dundee, NY)

- Dundee Central School has an opening for Teaching Assistant. Salary Range: As per contract. Requirements: New York State Certification. Start Date: ASAP. How to apply: Interested applicants should submit: Letter of Intent, Resume, References, Placement Folder, Transcript. Application may be downloaded from website at: <http://dundeecs.org/staff/applications>. Respond By: September 27, 2019. Correspond With: Dundee Central School, 55 Water Street, Dundee, New York 14837-1099. (607) 243-5534. Selected Candidates will be contacted for interviews.

Dundee Observer 8/28/19

#### Multiple Positions- Keuka College (Keuka Park, NY)

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit <https://keuka.edu/hr>

Workforce Development 9/16/19

## HEALTHCARE/HUMAN SERVICES

#### RN Case Manager (Dundee, NY)

- Lifetime Care is seeking a full time RN Case Manager. The RN Case Manager is responsible for the delivery of comprehensive nursing care to a set of assigned patients at a specific point in time. This involves the assessment of patient and family needs and the development, implementation and evaluation of an appropriate Plan of Care, making changes in response to changing patient needs. The RN Case Manager identifies appropriate interdisciplinary services needed, coordinates those services and supervises Private Duty Nurses (PDN) as applicable. Consistently demonstrates high standards of integrity by supporting the Lifetime Healthcare Companies mission and values and adhering to the Corporate Code of Conduct. Maintains high regard for member privacy in accordance with the corporate privacy policies and procedures. Regular and reliable attendance is expected and required. For complete details and to apply go to:

<https://recruiting.ultipro.com/EXC1006EHP/JobBoard/06b719af-daa0-40f4-8734-e330f26f401e/Opportunity/OpportunityDetail?opportunityId=3c0d4c1b-f22c-44eb-8c95-010da7c7c1c8&sourceId=cfb282a2-9f11-4a43-a0f4-c3ea31d4c165>

OSOS 9/23/19

### **Peer Outreach Coach (Geneva, NY)**

- Lakeview Health Services has an opening for Peer Outreach Coach. Individual will perform a wide range of recovery-based services, vocational/educational training, skills training, driving a company owned bus or van, transporting consumers to and from activities based on a pre-determined schedule, and reporting functions related to the day-to-day operations of the Psychosocial Club/Drop-in programs. Individual should strive to create a healing environment that respects the perspectives and experiences of the individuals, families, staff and communities we serve by practicing safe, respectful communication as well as respecting individuals' boundaries and differences. Peer also provides outreach services to help individuals link with the club program. Qualifications: High School Diploma and/or a minimum of 2 years of experience working with special needs consumers in a recovery-based or vocational/rehabilitative setting. Completion of the Peer Certification Program is required within one (1) year of hire date. Possession of the CPRP credential is a plus. Must have a valid driver license or be eligible for the appropriate NY State driver license at time of application. Lived experience with mental health services. Shift Schedule: M-F 8:30am–4:30pm or 9am–5pm. Hiring Range: \$12.50 – 14.26/hr. plus benefits. Internal applicants please submit an internal application to your manager for approval. External applicants please visit our web site at: [www.lakeviewhs.org](http://www.lakeviewhs.org).  
Workforce Development 9/21/19

### **Recovery Coach (Penn Yan, NY)**

- Lakeview Health Services has an opening for Recovery Coach. Individuals should strive to create a healing environment that respects the perspectives and experiences of the individuals, families, staff and communities we serve by practicing safe, respectful communication as well as respecting individuals' boundaries and differences. Qualifications: Any combination of education and/or experience providing the necessary skill and knowledge for successful performance would be qualifying. High School Diploma with a minimum 2 years' experience working with special needs consumers in a recovery based or vocational/rehabilitative setting. Possession of the CPRP credential is a plus. Must have a valid driver license or be eligible for the appropriate NYS driver license at time of application. \$12.50-\$14.26 per hour, plus benefits. Internal applicants please submit an internal application to your manager for approval. External applicants please visit our website at: [www.lakeviewhs.org](http://www.lakeviewhs.org).  
Workforce Development 9/21/19

### **Direct Support Professionals (Penn Yan, NY)**

- Catholic Charities Community Services is currently recruiting for several positions in the Penn Yan, NY area for Direct Support positions in our Residential houses. The position will support and help in the instruction and other necessary activities needed to promote and maintain the independence and self-determination for individuals with intellectual/developmental and mental disabilities. Qualifications: High School Diploma or equivalent. One year practical experience working with individuals with developmental disabilities preferred. Valid NYS Driver's License as you may need to help transport individuals to programs, appointments or other activities. For specific duties and to apply, contact the employer, by email, or online: Email: [jacqueline.andersen@dor.org](mailto:jacqueline.andersen@dor.org); Website: <https://www.cccsrochester.org/join-our-team/apply>.  
Workforce Development 9/13/19

### **CNA (Penn Yan, NY)**

- The Penn Yan Manor Nursing Home has openings for evening shift CNA's and Nurse Aide Trainees. We proudly offer competitive pay and benefits. Paid personal and vacation time, Health, Dental and Life Insurance, 401K, Paid Holidays & more! To apply stop into our Business Office, print an application from our website or visit our ad on Indeed. 655 N Main St, Penn Yan, NY 14527. 315-536-2311. [www.pennyanmanor.com](http://www.pennyanmanor.com)  
Chronicle Express 9/11/19

### **Dental Hygienist (Penn Yan, NY)**

- Finger Lakes Community Health is looking for Dental Hygienists. Remove tartar, stains, and plaque from teeth. Take dental X-rays. Report findings to dentists. To apply, contact the employer by mail, or online: Jill Rapp, PO Box 423, 14 Maiden Lane, Penn Yan, NY 14527. Web-site: <https://nlx.jobsyn.org/4f6060e7dbf7487789de3ca7738cdf7d161>  
OSOS 9/10/19

### **Youth Services Provider (Penn Yan, NY)**

- Want to make a difference in a young person's life? Become a Youth Services Provider at Pathways, Inc. You would be a primary support to assist youth in various aspects of their life by paving the way to success that is both person-centered and strength based. Hours vary according to the needs of the individual served. Hours are primarily in the evenings and on weekends. For more information and to apply contact: Carolyn Little M.S., Manager of Youth Services, Pathways, Inc., 33 Denison Parkway West, Corning, NY 14830. 607-937-4551.  
Workforce Development 9/6/19

### **Direct Support Professional (Geneva, NY)**

- Lochland Inc. is accepting applications for the position of Direct Support Professional. The Direct Support Professional works directly with adults who have intellectual and developmental disabilities in their home to ensure their safety and well-being, to promote their independence, have fun through integration in the community with outings to dinner, movies, bowling and lots more! Skills and Abilities: Candidates must possess a positive attitude and lots of energy to have fun! A High School Diploma or GED and a valid New York State Driver's License, plus reliable transportation, and the ability to obtain agency certifications, and flexibility in schedule are required. A background check is required prior to hire. Candidates must have good verbal and written communication skills, basic computer knowledge, but most importantly, a positive attitude. New Employee Hiring Rate: \$11.51 Part Time & Full Time. Benefits Available: Up to 176 hours paid time earned the first year with increases over time, 5% matching 401K, health insurance assistance, dental insurance, disability insurance, life insurance, cancer insurance. Submit Resume to: Lochland, Inc., Ms. Julie Chiccino, 1065 Lochland Road, Geneva, NY 14456 or E-mail: [jchiccino@lochlandinc.org](mailto:jchiccino@lochlandinc.org) Workforce Development 8/29/19

### **Pro Action of Steuben and Yates – Multiple Positions**

#### **Substitute Opportunities**

- Classroom Substitutes for Specific Locations
- Substitute Drivers

#### **Temporary Opportunities**

- Alternate Certifier
- HEAP Processors

#### **Full Time Opportunities**

- Subsidy Timesheet Processor
- Mobile Family Resource Center Coordinator
- Registered Dietitian with Child Care Aware® of Steuben and Schuyler
- Teaching Assistants
- Working toward a career as a Certified Teacher? Come gain experience with us!
- Receptionist Positions at Steuben County Community Services
- Infant/Toddler Support Staff
- Certified Teacher at Cooktown Head Start in Bath
- Head Start Classroom Support Staff Penn Yan
- Head Start Multi-Site Support Staff
- Head Start Birth to Five Education Coordinator
- Family Resource Center Assistant – Bath (30 hours/week)
- Home Visitor – Head Start/Early Head Start
- Energy Programs Construction Laborer
- Early Childhood Education Specialist
- Infant and Toddler Specialist
- Parent-Child Educator/Home Visitor: Canisteo-Greenwood and Jasper-Troupsburg
- Parent-Child Educator/Home Visitor – Steuben County

#### **Part Time Opportunities**

- Senior Nutrition Program Site Coordinator – Corning
- Senior Nutrition Program Site Coordinator – Bath
- Project Care Van Driver
- Parent-Child Educator/Home Visitor – Yates County

For full descriptions and to apply for any of the positions listed above, please visit: <http://proactioninc.org/job-opportunities/>  
Workforce Development 9/23/19

### **Finger Lakes Health- Multiple Positions (Penn Yan, NY)**

- Ambulance Driver - SSH
- Adult Day Care Aide – SSH
- Case Managers, Health Homes - SSH
- CNA LTC - Homestead



- Critical Care Tech - SSH
- ED Crisis Evaluator – SSH
- EMT Basic - SSH
- Graduate Practical Nurse-GPN – Homestead
- LMSW Social Work–Outpatient Counselor – JDK
- Long Term Care Clinical Leader- Neuro Behavioral Unit - Homestead
- LPN Clinic – FLH Medical
- LPN Clinic – Dundee Health
- LPN LTC - Homestead
- LPN Internal Medicine – FLH Medical
- LPN Physical Practice – FLH
- Medic 55 – SSH
- Medical Records Coder I - SSH
- Nutritional Services Aide - SSH
- Physical Therapy Assistant -SSH
- Radiology Tech – SSH
- Rehab Aide – Acute - SSH
- Registration Representative - SSH
- RN Clinical Leader – Homestead
- RN Bedside – Med/Surg Acute - SSH
- RN Bedside – Unit I – Homestead
- RN Bedside – Unit 2 - Homestead
- RN Bedside – Unit 3 - Homestead
- RN Bedside - Emergency Dept. – SSH
- Security Officer – SSH
- Sonographer - SSH

For a more detailed description and to apply for any of the jobs listed above, please visit:

[https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp\\_job\\_categories.cfm](https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp_job_categories.cfm)

Workforce Development 9/23/19

#### **Arc of Yates- Multiple Positions (Penn Yan, NY)**

- Classroom/Day Care Aide – Keuka Lake School – Full time \$11.10
- Custodian – Part Time - \$11.10 per hour
- Direct Support Professionals – Days Full time \$11.10 per hour
- Educational Associate - \$11.10-12.00 per hour – DRIVE Program
- Floor Care Technician – As Needed - \$11.10 per hour
- LPN – Part Time - \$17.00 - \$18.00 per hour
- Overnight Residential Direct Support Professional - \$12.50 per hour
- Residential Direct Support Professional - \$11.10 - 13.50 per hour
- Substitute Direct Support Professionals - \$11.10 per hour
- Temporary Production Associate - \$11.10 per hour

For more details and to apply for any of the jobs listed above, please visit <http://www.arcofyates.org/>

Workforce Development 9/23/19

## **HOSPITALITY/RESTAURANT**

#### **Various Positions (Penn Yan, NY)**

- Finger Lakes Premier Properties has several openings. \* Owner Services Representative \* Housekeeper \* Reservation Administrator \* Residential Maintenance Laborer \* Keuka College Facilities Manager. For job descriptions, qualifications and to apply go to: <https://www.indeed.com/cmp/Finger-Lakes-Premier-Properties/jobs>

Indeed 9/23/19

### Various Positions (Penn Yan, NY)

- Microtel Inn & Suites has several openings. \* General Manager \* Guest Services Manager \* Front Desk Agent \* Night Auditor \* Breakfast Attendant \* Executive Housekeeper \* Housekeeping \* Houseperson \* Laundry Attendant \* Maintenance \* Assistant Executive Housekeeper. For details or to apply go to <https://www.indeed.com/> Indeed 9/23/19

### Cook (Keuka Park, NY)

- The AVI Foodsystems operation at Keuka College is now hiring friendly, service-oriented people to join our dining team. If you have a passion for service and are looking for an opportunity that also provides a great work/life balance, we want to talk with you! We are currently seeking a Full-time Cook whose responsibilities will include: Prepare and cook food for service. Ensure the cleanliness of the kitchen. Manage food inventory. Maintain a safe work environment. Encourage good customer relations through product promotion. Job Requirements: Culinary experience is a plus. Strong work ethic. Excellent communication skills. Exceptional food presentation skills. Ability to maintain positive attitude. Benefits: AVI offers: A family culture and atmosphere. Competitive compensation. Health, dental, vision, and life insurance for full-time team members. 401(k) with generous company match. Paid vacations and holidays. Immense training and growth opportunities. For more information please contact: [jobs@avifoodsystems.com](mailto:jobs@avifoodsystems.com). To apply go to: <https://nlx.jobsyn.org/9632429bda714a57a53b170220928805161>. OSOS 9/19/19

### Day Crew and Closing Crew (Penn Yan, NY)

- McDonald's is looking for Day Crew and Closing Crew - Come join our team. Must be available for weekends. Must be 18 years or older. Starting wage \$12.75 per hour. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. 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. For complete details and to apply go to: <https://nlx.jobsyn.org/7eb0bbc6c72f4b65b8c1458979d71225161> Indeed 9/14/19

### Shift Managers (Penn Yan, NY)

- McDonald's is seeking Shift Managers. A Shift Manager provides leadership to crew and other managers during a shift to ensure great Quality, Service and Cleanliness to customers. Shifts include daytime and nighttime shifts. Shift Managers perform a variety of tasks, which may include planning for each shift, monitoring performance during the shift, taking action to ensure the team is meeting McDonald's standards, monitoring safety, security, and profitability, and communicating with the next Shift Manager to help prepare him/her to run a great shift, too. For complete details and to apply go to: <https://nlx.jobsyn.org/4d6d6789ede048d1be720277f346a5d6161> Indeed 9/14/19

### Food Service Supervisor (Keuka Park, NY)

- The AVI Foodsystems operation at Keuka College in Keuka Park, NY is now hiring friendly, service-oriented people to join our dining team. If you have a passion for service and are looking for an opportunity that also provides a great work/life balance, we want to talk with you! We are currently seeking a Full-time Evening Food Service Supervisor whose responsibilities will include: Plan, organize, and direct the work of hourly team members engaged in the storage, preparation, and serving of food. Assist in preparation of budget estimates and justifications for the food service program and maintains cost controls; plans and directs the ordering, receiving, and accounting of all food products, supplies, and equipment for food operation. Review and evaluate existing operational methods and procedures of food service program for effectiveness and efficiency, initiating changes as necessary to ensure compliance with federal, state, and county laws, rules, and regulations. Interview, select, manage, and develop hourly team members. Oversee the food safety aspects of the food service department to ensure full compliance with federal, state and other regulatory agencies. Participate in the development and adherence of policies and procedures that direct food preparation, distribution and service, purchasing, sanitation, safety practices, performance improvement, and staff education and development. Perform duties and responsibilities as necessary. Job Requirements: 3-5 years of food service chef/management experience. A formal culinary degree is welcomed, but not required. Must have prior experience leading, motivating and developing teams. Proven ability in meeting and maintaining budget goals. The ability to communicate effectively in both written and verbal form with clients and support staff. The ability to plan, organize, and direct the work of others. The ability to organize tasks and work independently. Benefits: AVI offers: A family culture and atmosphere. Competitive compensation. Health, dental, vision, and life insurance for full-time team members. 401(k) with generous company match. Paid vacations and holidays. Immense training and growth opportunities. We conduct pre-employment drug testing. EOE For more information please contact: [jobs@avifoodsystems.com](mailto:jobs@avifoodsystems.com) or go to: <https://nlx.jobsyn.org/4f8ea512ec6c41e09f7c9f9a4d07108d161> OSOS 9/6/19

### **Hotel Receptionist (Keuka Park, NY)**

- Esperanza Mansion is seeking a Hotel Receptionist at the Front Desk working with guest reservations and computerized PMS system. Event coordination and other office duties. Must have strong computer skills, excellent phone and customer service skills. Must be organized and dependable, able to work days, evenings and weekends. To apply please go to our Facebook page. Facebook 9/1/19

### **Porter/Dishwasher Supervisor (Keuka Park, NY)**

- Esperanza Mansion is seeking a Porter/Dishwasher Supervisor. Experienced individual to work in and manage dish-room and staff. Must be experienced in restaurant kitchen environment and dependable, organized and have leadership qualities. Afternoons and evenings, Wednesday to Sunday. Top paying position - Full time. To apply please go to our Facebook page. Facebook 9/1/19

## **OFFICE WORK/MANAGEMENT**

### **Receptionist (Penn Yan, NY)**

- H&R Block is seeking customer-centric seasonal **\*\*Receptionists\*\*** who can work in multiple locations with a flexible schedule during the tax season from January to April. As a Receptionist in an H&R Block office, you'll be an integral part of showcasing our passion and pride and delivering on our purpose: To provide help and inspire confidence in our clients and communities everywhere. After successfully working this tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement. What you'll do: Greet clients in a personalized, friendly, and inviting manner. Match clients with the best-suited tax professional for their needs. Schedule clients how they would like to be scheduled. Handle client exits by ensuring all current and future needs are met. Maintain office cleanliness and organization of resources with team members. Other duties assigned. Minimum Qualifications: High School Diploma or equivalent. Experience working in a fast-paced environment. Previous experience in a customer service environment. It would be even better if you also had: Sales and/or marketing experience. Ability to multi-task. Strong organizational and time-management skills. Knowledge of cash register operation. Knowledge and experience with a Windows based computer system. Bilingual candidates strongly encouraged to apply. To apply, contact the employer online: <https://nlx.jobsyn.org/1b3c05bdffd14c0f897f35800907bffb161> OSOS 9/23/19

### **Acquisition Tax Professional (Penn Yan, NY)**

- As a representative of H&R Block, you are responsible for preparing complete and accurate tax returns, introducing clients to and offering other H&R Block financial products and services with the goal of helping clients achieve their financial objectives. This job title includes the Certification Level/Titles referenced in the H&R Block Tax Professional Certification Program. Essential Duties and Responsibilities: 1. Prior to beginning the tax interview, confirm that the client received a copy of H&R Block's Privacy Policy as required under the Gramm-Leach-Bliley Act. If the client didn't receive the Privacy Policy, provide a copy to the client. 2. Conduct tax interviews and research tax questions for the purpose of preparing complete and accurate returns. Review completed tax forms for accuracy and compliance with the District General Manager's instructions. Refer more complex returns to a more experienced Tax Professional in accordance with the District General Manager's instructions. 3. Provide tax information to clients as it relates to tax preparation and refer any unresolved client concerns in accordance with the District General Manager's instructions. 4. Finalize tax returns so client can either request electronic filing or make arrangements to pick up completed return at the tax office. 5. Communicate the fee for products and services in accordance with established company schedule of charges. Collect necessary fees and submit fees and related documentation in accordance with the District Manager's instructions. 6. Assist in transitioning acquired clients to H&R Block brand. 7. Provide any additional research or follow-up necessary to change or update returns and contact client of the required changes. 8. Promote and provide additional or alternative tax and financial products, which the company may make available. 9. Take initiative to seek new clients by asking current clients for referrals and actively develop and execute client acquisition plans. 10. Remain current with company policies and procedures related to tax preparation and offering other financial products. Read other business publications, as recommended by the District Manager's instructions. 11. Prepare any additional administrative forms as required by H&R Block. 12. Attend training required for the position. 13. Assist in maintaining proper office appearance and cleanliness. Ensure that workstation is neat and clean at all times. 14. May perform duties of other office support positions. As necessary, assist in opening the office and participate in the end of the day processes related to accounting, office appearance, and office closing. 15. Other duties, as assigned. Minimum Qualifications: Education: These skills are typically acquired through the completion of a high

school diploma or equivalent. Additional course work in math is preferred. Experience: These skills are typically acquired through the successful completion of the H&R Block Income Tax Course or equivalent and have passed the examination with a grade of 80% or better. Associate must participate in the 18-hour continuing education requirement in order to be considered for rehire. Must have good verbal and written communication skills and effectively communicate in person. Previous experience in a customer service environment is helpful. Preferred: Ability to communicate tax and financial advice clearly and effectively with the public in a variety of situations including but not limited to public speaking engagements. To apply, contact the employer online:

<https://nlx.jobsyn.org/c044960b0b694db29de38c288ceedace161>

OSOS 9/23/19

#### **NEOP Coordinator (Penn Yan, NY)**

- Pro Action of Steuben and Yates, Inc. is the Community Action Agency for Steuben and Yates Counties, working to combat the causes and conditions of poverty at the local level. We work to build a community of resilient individuals and families who can meet their basic needs, overcome adversity and prosper. NOEP Coordinator - Yates County: Pro Action of Steuben and Yates, Inc. is accepting applications for Nutrition Outreach and Education Program (NOEP) Coordinator at the Yates County Office Building in Penn Yan. This position is eligible for Pro Action's comprehensive benefits that include health, dental and vision insurance, a retirement plan with employer contributions, generous paid time off, sick leave and paid holidays and more. The NOEP Coordinator is responsible for community outreach related to the Supplemental Nutrition Assistance Program (SNAP) and assisting households in determining their eligibility and completing the SNAP application process. Will maintain collaborative community relationships and conduct presentations about the benefits of SNAP at community agencies. Will submit comprehensive quarterly reports using the NOEP online contract management system. Must have strong customer service skills, good public speaking and presentation skills, be detail oriented and able to manage multiple deadlines and priorities. Must be able to learn and apply technical knowledge of the Supplemental Nutrition Assistance Program. Computer skills and a valid driver's license meeting agency standards are required. This position requires an Associate Degree in Human Services, Social Work or a related field or a High School Diploma and minimum of 5 years of related experience. A comparable combination of education and experience may be considered. Please apply by October 7, 2019. Please submit a letter of interest, resume and completed employment application to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to:

[jobs@proactioninc.org](mailto:jobs@proactioninc.org).

OSOS 9/21/19

#### **Sr. Teller 1 (Penn Yan, NY)**

- Community Bank has an opening for a part time Sr. Teller 1 (or 2 with Required Experience). A Teller is responsible to create and deliver a positive customer experience while conducting financial transactions. This position requires an individual with a positive attitude, who is a team player, and who is able to actively listen for customer financial needs in order to refer them to the appropriate bank product or bank representative. A Teller must be able to adapt well to the changing workplace environment such as customer service complaints; maintain the security of customer information; prioritize items of significance; and maintain responsibility for assigned cash drawer. Prior cash handling or customer service preferred but not required. 24 hours per week, some Saturday hours required. Education and training: High School Diploma or GED required. Skills: Basic math and computer skills. Documentation skills with attention to detail. Professional and friendly interpersonal and communication skills. Clear thinking and ability to stay focused. For a complete list of responsibilities go to: <https://nlx.jobsyn.org/af800f75e8854f5ea4cc90f7598c7817161>

OSOS 9/12/19

#### **Customer Relations Specialist (Penn Yan, NY)**

- Suburban Propane is currently looking for a Customer Relations Specialist to play a pivotal role in helping to support excellent customer service, customer retention and new customer acquisition. As a Customer Relations Specialist, you will serve as a main point of contact for our customers by handling inbound and outbound sales and service related calls which involve resolving issues, determining customer needs, offering appropriate products and services, closing sales and maintaining accurate customer records. Responsibilities: Handle a high volume of incoming calls ensuring customer service quality, efficiency, and accuracy at all times. Maintain an in-depth knowledge of Suburban Propane products and services, customer account and billing processes, new customer information, and various policies and procedures related to product delivery and service. Utilize a proactive sales approach with every customer interaction to uncover additional sales and service opportunities. Present a professional, confident and enthusiastic image to develop trusting relationships with all customers. Effectively manage customer account data which includes setting up new accounts and maintaining related data. Qualifications: Minimum of 3 years of experience in a customer service role. Minimum of a High School diploma or GED preferred. Solid computer skills including Microsoft Office, data entry and the ability to run and analyze reports. Ability

to multi-task and prioritize assignments in a team environment. As part of our pre-employment hiring process background checks and drug screens are performed. To apply go to: <https://nlx.jobsyn.org/3dec39151d23410b8caf73ae6c38096e161>

OSOS 9/10/19

#### **Sales Executive (Penn Yan, NY)**

- The Chronicle-Express is currently accepting resumés for Part Time Multi-Media Sales Executive for New Business Development and Special Sections. Looking for energetic, motivated individual to develop and sell print and digital advertising opportunities for local businesses. Will specialize in new business growth and special supplemental products. Must have: Excellent communication and organizational skills, strong computer skills, valid driver's license and reliable vehicle. Work 15 to 20 hours, three days/week, approximately 9:00am-2:30pm. Hours can be flexible. Hourly wage plus potential for commission. Mileage reimbursement monthly. Please send resume to: [CandyScutt@Chronicle-Express.com](mailto:CandyScutt@Chronicle-Express.com).

Chronicle Express 8/27/19

#### **Production Assistant & Independent Sales Executive (Penn Yan, NY)**

- WYLF is seeking a part time Production Assistant & Independent Sales Executive. The Production Assistant is responsible for commercial production. Reviewing and recording commercials, voicing and editing commercials, downloading programs for air, loading commercials and programs in a timely fashion into the broadcast automation system, making transmitter readings, and other duties as needed. Qualifications: High School Diploma. Radio & sales experience a plus. Very good computer skills, good speaking voice & writing skills needed. Must have reliable transportation. Looking for a reliable & long term employee. May combine with Sales Executive for greater income. Independent Sales Executive: Develop new clients for radio advertising. Build relationships with advertisers & provide excellent customer service. Copywriting skills, good organization and follow up, contract negotiation. Requirements: Previous sales experience & High School diploma. Professional appearance and presentation. Good computer skills. Contact: [admin@wylf.com](mailto:admin@wylf.com)

Chronicle Express 8/27/19

#### **Administrative Assistant (Penn Yan, NY)**

- Full time, 12 month opening in Penn Yan estate paralegal office. The work involves responsibility for a variety of clerical and office tasks and proficient use of a computer- specifically MS Word and MS Excel. Applicants are expected to act and dress in a professional manner, and must be accurate, detail oriented, organized, and possess good public interpersonal skills. Confidentiality is essential. An aptitude for numbers is required. There is opportunity for professional growth. Each applicant must have a high school diploma or equivalent, and/or paid clerical experience. Knowledge of legal terminology helpful but not required. Send resume and cover letter to [rachaelrobak@gmail.com](mailto:rachaelrobak@gmail.com). All interested candidates must complete a series of short, online assessments targeted at the skills needed for the position. Must be punctual. Must maintain confidentiality. Must refrain from using cell phone and social media during work hours. Must demonstrate appropriate conservative dress, and communication skills with clients.

Workforce Development 8/26/19

## **LABOR/AGRICULTURAL**

#### **General Laborer (Penn Yan, NY)**

- Ribble's has a full time position available for a general laborer. All applicants must have a valid drivers license and reliable transportation. CDL is a plus. Expected hours of work: 8am-5pm M-F. This is a physical outdoor job. Must be able to work in most weather conditions. Experience in construction or general labor a plus but not mandatory. Pay based on experience and license. Starting at \$14/hr. more for CDL. Please provide your resume or feel free to stop in the office for an application at 249.5 Lake St., Penn Yan, NY. Craigslist post id post id: 6984591719 9/23/19

#### **Horse Farm Help (Penn Yan, NY)**

- Torrey Ridge Farm is seeking a part time person to assist with fall cleaning of barns and weaning. Must be able to lift 50 lbs and have own transportation. To apply go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&vjk=03b16603811d38a5>

Indeed 9/23/19

#### **Compounding/Machine Operators (Penn Yan & Dundee, NY)**

- Remedy Intelligent Staffing has a great opportunity for those with Compounding and/or Machine Operation experience in the Penn Yan, NY area. Work for us weighing or measuring materials, ingredients, or products. Compound (Compounder) or process ingredients according to formulas. Read work orders to determine production specifications. Monitor equipment to ensure safe and efficient operation. Mix or blend (batching) ingredients by starting machines and mixing for specified times.

Dump or pour specified amounts of materials into machinery or equipment. Collect samples of materials or products for laboratory testing. Operate machines to blend any of a wide variety of materials, etc. 3rd shift positions, 12 hour shifts, \$15.75/hour to start. OT available. Pay raise every 6 months. Benefits and Paid Holidays. Great company, you will be proud to work for. Apply Today! [www.remedystaff.com](http://www.remedystaff.com). 315-781-6200. Workforce Development 9/23/19

#### **Sorters (Stanley, NY)**

- Remedy Intelligent Staffing is looking for sorters in a local Stanley, NY recycling company. No experience required. 1st shift, 6am – 4:30pm, \$12.00. 10 hour days, 4 days/week! Monday – Thursday. Apply Today, work tomorrow! To apply go to: [www.remedystaff.com](http://www.remedystaff.com) 315-781-6200 Workforce Development 9/23/19

#### **Packer/Inspectors (Penn Yan/Dundee, NY)**

- Remedy Intelligent Staffing is looking for dedicated workers to prove themselves through great attendance and performance. This will give you great opportunity to grow within the company. Local thriving Penn Yan/Dundee company looking for Packer/Inspectors. 40 hours/week with opportunity for OT. \$12.25-12.50 Based on Shift. 8 hour shifts. Uniforms provided, discount ticket sales on-site, free coffee, water, ice cream and yogurt! Benefits and 401K available upon hire. Apply Today! [www.remedystaff.com](http://www.remedystaff.com) 315-781-6200 Workforce Development 9/23/19

#### **Team Assembler (Penn Yan, NY)**

- Remedy Intelligent Staffing is seeking a Team Assembler with construction or carpentry experience to become an integral part of our Penn Yan, NY team! You will perform assembly line tasks as well as identify areas of improvement to increase efficiency. Pay rates starts at \$12.85/hr. Responsibilities: Work with a team to assemble entire products or components. Rotate through tasks for specific production processes. Maintain a clean and orderly work area. Using hand power tools to assemble large parts. Working with metal and fiberglass parts. Able to follow directions and work at a steady pace. Qualifications: Previous experience in manufacturing, assembly, construction, carpentry or other related fields. Familiarity with assembly/carpentry tools and equipment. Ability to handle physical workload. Ability to work well in teams. Ability to thrive in a fast-paced environment. Lifting 50 lbs. HSE or GED. Apply Today! [www.remedystaff.com](http://www.remedystaff.com) 315-781-6200 Workforce Development 9/23/19

#### **Forklift Operators (Penn Yan/Dundee, NY)**

- Remedy Staffing is looking for dedicated workers to prove themselves through great attendance and performance. This will give you great opportunity to grow within the company. Local thriving Penn Yan/Dundee company looking for experienced Forklift Operators. 40 hours/week with opportunity for OT. \$13-13.50 Based on Shift. 8 hour shifts. Uniforms provided, discount ticket sales on-site, free coffee, water, ice cream and yogurt! Benefits and 401K available upon hire. Apply Today! [www.remedystaff.com](http://www.remedystaff.com) 315-781-6200 Workforce Development 9/23/19

#### **Package Handlers (Geneva, NY)**

- UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 - 4 hours each day and workdays can vary such as (Monday Friday) or (Tuesday Saturday) or (Sunday Thursday) depending on the building needs. Package Handlers typically do not work on holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17½ - 20 hours per week. Shift: Sunrise (3:30 AM - 9:00 AM). To apply go to: <https://fingerlakes.craigslist.org/lab/d/congers-part-time-warehouse-worker-ups/6976155206.html>

Craigslist post id: 6976155 9/11/19

#### **Cleaner (Dundee, NY)**

- Town of Starkey seeks a Cleaner for weekly light cleaning. Flexible schedule. If interested, please send resume/letter of interest and references to 40 Seneca St, Dundee, NY 14837. Contact Town Clerk at 607-243-5410 for more information. Dundee Observer 9/4/19

## **SKILLED/MANUFACTURING**

#### **Various Positions (Penn Yan, NY)**

- Connect-A-Service is now hiring field assistants. Openings available for reliable workers for multi-tasking (yardwork, docks, cleaning, assisting on skilled jobs). Driver's license helpful. Also, seeking skilled responsible individual with carpentry,

plumbing, electrical capabilities. Good work ethic; own tools and driver's license helpful. Applications a must at Connect-A-Service. To apply, contact the employer in person, by telephone, or by email: Human Resources, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. Phone: (315) 536-4733. Email: [connectaserviceinc@gmail.com](mailto:connectaserviceinc@gmail.com) OSOS 9/23/19

#### **Facility Maintenance (Penn Yan, NY)**

- Penn Yan Aero is looking for a Building Maintenance Technician to handle the skilled maintenance, upkeep and repair work necessary to maintain and operate our facilities. Duties include, but are not limited to, maintenance of electrical, mechanical, heating and plumbing systems not under maintenance service contracts; lawn maintenance, snow removal, gates, walls, partitions, ceilings, doors, stairs, and installing and repairing windows and locks. Responsibilities: Performs preventative maintenance and repairs including but not limited to belt adjustments, oiling, greasing and cleaning of equipment or replacement of various types of mechanical and electrical equipment. Performs re-lamping, both indoor and outdoor. Conducts daily/weekly tours as well as upkeep of mechanical spaces, public areas, roofs, and building grounds. Responds to emergency situations and traces, troubleshoots, or direct repairs problems. Conducts general housekeeping and upkeep to mechanical/electrical rooms including sweeping, mopping and painting. Requirements: Must be certified by a physician as medically capable of performing the duties prescribed for this position. Must consent to and pass a drug screen, physical examination including a hearing test, and criminal background check as conditions of employment. 5+ years of maintenance experience (Preferred). 1+ years of maintenance experience in commercial, industrial, or manufacturing environment (Required). H.S. diploma or equivalency. Electrical training or certifications. Demonstrated working knowledge and experience with the various systems involved in a complex building operation including mechanics, carpentry, electrical, 3 phase electrical, and plumbing. Ability to lift and move up to 50 pounds on a regular basis and work with heights and ladders. Valid New York State driver's license, reliable transportation and own proper tools. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=50&vjk=48471a6e64979f30>

Indeed 9/19/19

#### **Piston Engine Cylinder Technician (Penn Yan, NY)**

- Penn Yan Aero has an opening for Piston Engine Cylinder Technician. Responsibilities: Disassembly, cleaning, inspection and measuring components of new and used engine cylinder assemblies. As well as machining, quality control checks and final fitting of valves, pistons and rings. Duties also include the following correct procedures and methods used to produce high-quality engines and data entry. Applicant can have initial A&P schooling experience but can also include farm/tractor experience as well as automotive/gas/diesel experience. To be successful in this position: Have mechanical aptitude. Experience with reading and understanding engineering drawings, work instructions and specifications. Can verify component conformance using precision gauges, micrometers and other measuring instruments. Ability to speak effectively and write effectively and neatly. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Reliable transportation. Lift 25-50lbs several times a day. Stand on feet for 8 hours a day. Requirements: Minimum of a High School diploma or GED required. Must have the ability to work in a team environment and communicate clearly and concisely. Machining (Preferred). CK10 Honing experience (Helpful). Measuring (Required). Piloting experience (Helpful). Some computer experience (Helpful). Relevant certifications/experiences. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=40&vjk=2d761ee0fa68ab60>

Indeed 9/18/19

#### **Piston Aircraft Engine Builder (Penn Yan, NY)**

- Penn Yan Aero is seeking a Piston Aircraft Engine Builder. Are you a mechanic, machinist, automotive technician, machine builder, farmer or gun smith who takes great pride in your work? Do you want to work for a company that has been manufacturing aircraft engines for customers around the world for 75 years? Your experience and mechanical abilities are needed in the General Aviation world! Responsibilities: Assembling and rebuilding piston aircraft engines including quality control checks and final fitting of new parts, component sub-assembly as well as tear-down, inspection and measuring components of used engines. Duties also include following correct procedures and methods used to produce high-quality engines and data entry. Applicant must have more than initial A&P schooling experience but can include farm/tractor experience as well as automotive/gas/diesel experience. To be successful in this position: Have a high level of mechanical aptitude. Experience with reading and understanding engineering drawings, models, work instructions and specifications. Experience working with tight tolerances. Can verify component conformance using precision gauges, micrometers and other measuring instruments. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or manual form. Reliable transportation. Lift 25-50lbs several times a day. Stand on feet for 8 hours a day. **Requirements:** High

School diploma or GED required. Internal Combustion Engine Technology courses desired. 3+ years of engine building experience or certified motorcycle/automotive dealership service technician. Must understand internal combustion engine principles, fuel injection systems, carburetors, ignition systems and have the familiarity with engine tear-down, cleaning, and inspection and rebuilding engines. Maybe you don't meet these requirements but are interested in learning or gaining experience in this field...we still want to hear from you. Everyone has to start somewhere and we are willing to train the right person. For complete details and to apply go to:

<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=30&vjk=64a42735cb1301c4>

Indeed 9/18/19

#### **Working Supervisor (Penn Yan, NY)**

- Yates County has an opening for Working Supervisor. **DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the efficient and economical use of employees, materials and equipment in maintenance and construction activities in the Department of Public Works and Highway Departments. The work is performed under general supervision with considerable leeway permitted in carrying out the details of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of Heavy Equipment Operators, Motor Equipment Operators and Laborers. Does related work as required. **TYPICAL WORK ACTIVITIES:** Leads and participates in the activities of work crews and the use of materials and equipment in the maintenance of streets, parking lots, roads and highways; Leads and participates in snow removal and ice control activities; Leads and participates in cutting, trimming and removal of trees, brush and shrubs, and setting of guide posts; Leads and participates in the cleaning of ditches, culverts and basins; Coordinates the use and distribution of equipment between the various maintenance projects; Performs semi-skilled mechanical repairs on automotive equipment; Assists in planning maintenance schedules and work load's; Operates various types of road construction and maintenance equipment as needed; May lead and/or participate in the preparation of maintenance and construction schedules, cost estimates, annual budget proposals, progress reports and records; Performs other duties as assigned. **MINIMUM QUALIFICATIONS:** a) Graduation from high school, or possession of a high school equivalency diploma; AND b) Four (4) years of experience in road or street construction and/or maintenance. **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Must possess a NYS CDL License, Class B or higher at the time of appointment and must maintain said license in good standing throughout employment in the position. To apply go to: <https://www.yatescounty.org/203/Personnel>. Workforce Development 9/12/19

#### **Facility Maintenance Technician (Penn Yan, NY)**

- Conifer Realty LLC has an opening for a part time Facility Maintenance Technician. Position: Facility Maintenance Technician-Part-Time 20 Hours/Week. Immediate opening, Monday-Friday 8AM-12PM. Indoor and outdoor maintenance of Conifer's conveniently located apartment community at Meadowside Apartments I & II, located in the village of Penn Yan, NY. Candidates must be skilled in drywall repair, painting, light plumbing, basic electrical; HVAC experience strongly preferred. Minimum 1-2+ years prior experience, preferably in apartment maintenance helpful. Position is also responsible for grounds maintenance and snow removal. Must be able to adapt to changing work priorities. Strong customer service skills required. Able to manage costs with some prior budget experience helpful. Will be responsible to cover on-call emergencies on a rotational basis, which are not frequent, including an occasional call on a Saturday or Sunday. Reliable transportation and valid drivers' license desired. Background check and drug screen conducted. View Conifer's apartment community's website here: <https://coniferllc.com/properties/meadowside-i-apartments/>. Full benefit package for part-time positions includes short-term disability, paid time off, paid holidays if it's your regular scheduled work day, and 401K with company match. Go to website link [www.careersatconifer.com](http://www.careersatconifer.com) and scroll to job # NY19239 to complete the required online application and attach your resume. OSOS 9/7/19

#### **CNC Machinist (Penn Yan, NY)**

- Castner's Performance Systems has a machinist job available; PAY \$16-26/Hr: strong lathe skills, manual, cnc lathe, and mill programming. Mastercam a plus! This is a full time position with an established privately held company. Castner's Performance offers flexible hours, promotes a team environment, and a benefits package. Applicant must be within commuting distance of Penn Yan, NY. We need a committed applicant with a strong work ethic and excellent organizational skills. If you can learn in a fast-paced dynamic environment, this position can offer a rewarding chance to increase your experience and knowledge. Hours: Flexible M-F, currently working 40 plus hours, overtime as needed. Experience: 3+ years solid tool room, prototype, manual machining, manual or CNC experience, or machine operator. Confidence needed in running manual lathe and mill is required. Experience in conversational programming any CNC mills and lathes is desired. Mazatrol programming on multi axis lathes is desired. Mastercam programming desired but not required. Diplomatic communication with our CAD department and assembly staff is a must. Ability to set-up, change tools, offsets and make adjustments necessary. Prototype and tool design experience is a desired. Must be able to read and interpret blueprints, as



well as understand mechanical assemblies. Ability to inspect parts to print and various process requirements using a variety of inspection equipment. Must be reliable and self-motivated with adequate transportation. Must have tool box with basic machinist tools. Proficient Math Skills. Must be Organized. This is a set-up & run position. You WILL be running a machine as well as assisting operators. Deburring, grinding, tapping, finish hand work, cutting stock and other prep and finish work is included with this position. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&sort=date&start=10&advn=1795691611361842&vjk=7fb2e3ab04603cbd> Indeed 9/5/19

**KanPak - Multiple Positions (Penn Yan, NY)**

- Downline Packer - Production - F/T - 3rd shift Production
- First Shift Lead – Food Manufacturing
- Maintenance Tech – 3rd shift – Food Plant
- Operator - 3rd shift
- Production - Downline Packer - F/T - 2nd shift Production
- Quality Control (QC) Auditor-Line - 2nd shift
- Warehouse - Forklift Operator - all shifts
- Wastewater Treatment Operator – 3rd shift

To apply for any of the jobs listed above, please visit: <http://www.hirebridge.com/v3/jobs/list.aspx?cid=7799>

Workforce Development 9/23/19

**Job Leads for Surrounding Counties**

Yates County Job Leads: [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

Ontario County Job Leads: <http://www.co.ontario.ny.us/93/Workforce-Development>

Seneca County Job Leads: <http://www.co.seneca.ny.us/departments/dhs-administration/workforce-department/job-leads/>

Wayne County Job Leads: <http://web.co.wayne.ny.us/workforce-development/workforce-development-job-seeker/>

**Yates County is an Equal Opportunity Employer.** You can apply by mail, in person or online for Current Positions in Yates County, Upcoming Exams or Continuous Recruitment Exams. A non-refundable examination fee is required for all exams.

To receive automatic e-mail notification when a specific Civil Service exam or job announcement will be offered, please register with our automatic e-mail notification service. [Click Here](#) to download a printable application.

**How to Take a Civil Service Exam**

The New York State Constitution states that public employees must be hired for jobs on the basis of merit and fitness. The Constitution also states that, for most jobs, merit and fitness must be measured by examination. [Click here](#) for information from the New York State Department of Civil Service on how to take a Civil Service written test. *Please note, not all exams listed below are for the County of Yates. Each exam announcement will identify the jurisdiction for which the exam is offered.*

**Upcoming Exams**

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
---	---	------	----------------------	-----------	--------------

## Competitive Class Positions

The competitive class of civil service consists of positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations. These examinations are either open competitive, that is, open to all applicants meeting the minimum qualifications for the position; or, promotional, for those individuals already serving in a lower position within the same jurisdiction as the existing vacancy.

Provisional appointments may be made to positions in the competitive class if no list of eligible candidates exists. All provisional appointees are subject to passing a competitive examination and be reachable on any list established as a result of such an examination.

**OC = Open Competitive** - exams open to the public.

**PROM = Promotional** - exams for current employees.

## Current Vacancies

Name (click to view job description)	Application Deadline	Apply Online
	09/19/19	<a href="#">APPLY</a>
<a href="#">BUS DRIVER - FT - MARCUS WHITMAN CENTRAL SCHOOL</a>	09/30/19	<a href="#">APPLY</a>
<a href="#">BUS MONITOR - FT - MARCUS WHITMAN CENTRAL SCHOOL</a>	09/30/19	<a href="#">APPLY</a>
		<a href="#">APPLY</a>
		<a href="#">APPLY</a>
<a href="#">SENIOR ACCOUNT CLERK TYPIST - SOCIAL SERVICE DEPARTMENT</a>	09/26/19	<a href="#">APPLY</a>
<a href="#">TEACHER'S AIDE - DUNDEE SCHOOL FULL/PART TIME-INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION</a>	12/31/19	<a href="#">APPLY</a>
<a href="#">TEACHER'S AIDE - MARCUS WHITMAN SCHOOL FULL/PART TIME-INCLUDE HIGH SCHOOL DIPLOMA/TRANSCRIPT WITH APPLICATION</a>	12/31/19	<a href="#">APPLY</a>

## Continuous Recruitment Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
YC-5	<a href="#">ACCOUNT CLERK TYPIST</a>	CR	N/A	N/A	<a href="#">APPLY</a>
YC-6	<a href="#">CASEWORKER</a>	CR	N/A	N/A	<a href="#">APPLY</a>
YC-3	<a href="#">CLERK</a>	CR	N/A	N/A	<a href="#">APPLY</a>
19070	<a href="#">COMPUTER AIDE</a>	CR	N/A	N/A	<a href="#">APPLY</a>
18842	<a href="#">COMPUTER TECHNICAL SPECIALIST</a>	CR	N/A	N/A	<a href="#">APPLY</a>
	<a href="#">CORRECTIONS OFFICE/COURT SECURITY (PART TIME)</a>	CR	N/A	N/A	<a href="#">APPLY</a>

	CORRECTIONS OFFICER (PART TIME)	CR	N/A	N/A	<a href="#">APPLY</a>
YC-11	CUSTODIAN	CR	N/A	N/A	<a href="#">APPLY</a>
YC-10	CUSTODIAN (PROMOTIONAL)	CR	N/A	N/A	<a href="#">APPLY</a>
	DEPUTY SHERIFF (PART TIME)	CR	N/A	N/A	<a href="#">APPLY</a>
	DISPATCHER (PART TIME)	CR	N/A	N/A	<a href="#">APPLY</a>
YC-4	KEYBOARD SPECIALIST	CR	N/A	N/A	<a href="#">APPLY</a>
	MARINE PATROL OFFICE (PART TIME)	CR	N/A	N/A	<a href="#">APPLY</a>
YC-9	OFFICE ASSISTANT I	CR	N/A	N/A	<a href="#">APPLY</a>
	PHYSICAL THERAPIST	CR	N/A	N/A	<a href="#">APPLY</a>
YC-8	SENIOR TYPIST/SENIOR KEYBOARD SPECIALIST	CR	N/A	N/A	<a href="#">APPLY</a>
19208	SYSTEMS ANALYST (EXAM REQUIRED)	CR	N/A	N/A	<a href="#">APPLY</a>
YC-12	WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER	CR	N/A	N/A	<a href="#">APPLY</a>

Positions can be applied for at any time, and the eligible list will be used to fill vacancies as they occur. The Personnel Officer of Yates County reserves the right to terminate continuous recruitment and re-establish a periodic, announced-date type of examination.

**OC = Open Competitive** - exams open to the public. **PROM = Promotional** – exams for current employees. For complete details and to apply, please visit: <https://www.yatescounty.org/203/Personnel>

## September 2019

### September 2019: Yates County Workforce Development Calendar of Events

**\*Important Notice:** This calendar is to be used for Temporary Cash Assistance applicants & recipient's activities. You may request copies at the WFD front-desk.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2  <b>Labor Day OFFICE CLOSED</b>	3  <b>Monthly Exempt Meeting: 11am</b>	4  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	5	6	7
8	9  <b>HSE:</b> 9am-12pm	10	11  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	12	13	14
15	16  <b>HSE:</b> 9am-12pm  <b>Jump Start:</b> 1pm	17	18  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	19	20	21
22	23  <b>HSE:</b> 9am-12pm	24	25  <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	26	27	28
29	30  <b>HSE:</b> 9am-12pm					

**\*Notes:**

\*HSE: High School Equivalency

\*Monthly Exemption Meetings: Held every 1<sup>st</sup> Tuesday of the month at Workforce Development.



**Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph.: (315)536-5140 & Fax: (315)531-3456**

## October 2019

### October 2019: Yates County Workforce Development Calendar of Events

**\*Important Notice: This calendar is to be used for Temporary Cash Assistance applicants & recipient's activities. You may request copies at the WFD front-desk.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>HSE:</b> 9am-12pm	1	2 <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	3	4	5
6	<b>HSE:</b> 9am-12pm	8	9 <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	10	11	12
13	<b>Holiday</b> <b>OFFICE CLOSED</b>	15	16 <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	17	18	19
20	<b>HSE:</b> 9am-12pm	22	<b>23</b> <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	24	25	26
27	<b>HSE:</b> 9am-12pm	29	<b>30</b> <b>HSE:</b> 9am-12pm <b>JRT</b> 12:30pm – 1:30pm <b>Life Skills</b> 1:30pm-2:30pm	31		

**\*Notes:**

\*HSE: High School Equivalency

\*Monthly Exemption Meetings: Held every 1<sup>st</sup> Tuesday of the month at Workforce Development.



Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph.: (315)536-5140 & Fax: (315)531-3456

# Apply Online!

Join the 2020 Census Team!

[2020census.gov/jobs](https://2020census.gov/jobs)

**1-855-JOB-2020**

**(1-855-562-2020)**

Federal Relay Service: (800) 877-8339 TTY / ASCII

[www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay)

The Federal Relay Service (FedRelay) provides telecommunications services to allow individuals who are deaf, hard of hearing, and/or have speech disabilities to conduct official business with and within the federal government.

The U.S. Census Bureau is an Equal Opportunity Employer.



**Walk-in  
WEDNESDAYS  
9 am - 5 pm**

# **OPEN JOB INTERVIEWS**

Finger Lakes Health will be hosting “Walk-In Wednesday” open interviews every Wednesday for all open positions. Applicants can view a list of open positions by visiting <https://www.flhealth.org/careers/>.

Walk-In Interviews will be held every Wednesday from 9 a.m. – 5 p.m. (no appointment is necessary) at the following locations:

**Human Resources office at Soldiers & Sailors Memorial Hospital, 418 North Main Street, Penn Yan**

Human Resources office, 789 Pre-Emption Road, Finger Lakes Health Commons, Geneva

Human Resources office at Huntington Living Center, 369 East Main Street, Waterloo.

Applicants are encouraged to bring their resume, a summary of their work experience or apply on-line in advance at <https://www.flhealth.org/careers/>



ADVANCING WORKFORCE  
DEVELOPMENT FOR  
MATURE WORKERS  
SINCE 1983

**Are you unemployed, age 55+ and looking for training?** *Associates for Training and Development (A4TD)* administers the Senior Community Service Employment Program (SCSEP), which helps mature people get back into the workforce by providing paid occupational skills and workplace experience training.

**Designed specifically for income-qualified workers age 55+**, the purpose of the SCSEP is to provide training and skill-building opportunities to program participants while providing much needed community service to local non-profits and public agencies. Some examples of training sites include: hospitals, libraries, senior centers, schools, town clerks, museums and more. These agencies provide internship opportunities where program participants learn updated job skills. In addition to on-site training, each participant receives career assessments, technology skills updates, supportive services referrals, and career counseling.

If you are looking to train for available jobs, learn updated job search skills and connect with local employers, we can help.

Please call our local SCSEP office at **585-500-8484**

**Ask for Joe Scoglio or Judy Rizzo also Email your Resume to:**  
**Rochester@a4td.org or Jscoglio@a4td.org**

**Visit our website and apply online at [www.a4td.org](http://www.a4td.org).**