



Seneca County Workforce Development & Youth Bureau
 Finger Lakes Works-Seneca
 1 DiPronio Drive, Waterloo, NY 13165
 (315) 539-1905; 1-800-688-7188
 Fax – (315) 539-3857



Job Leads and Services prepared by Seneca County For the Week of September 14, 2020

For additional information on services visit us at:

bit.ly/Seneca_County_Job_Leads

Ctrl and Click to follow link

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

[Like us on Facebook](#)

Ctrl and Click to follow link



Email - wdyb@co.seneca.ny.us

Don't Miss Our Services!!

****Seneca County Workforce Development and Youth Bureau is Now Open****

See Page 2 for Information

Workforce Calendar.....Page --- [\(CAL\)](#) - (Tentatively Workshops and TASC Classes are not available)

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 16 [\(SBDC\)](#)

TASC (Formerly GED) Classes offered right in our office! Page 17 [\(TASC\)](#) for more information.

A4TD (Associates For Training & Development) Are you age 55+ and looking for a job? See Page 18 [\(A4TD\)](#) for more information.

Affordable Care Act See Page 18 [\(ACA\)](#) for more information.

Youth Services See Page 17 [\(YTE\)](#) & 18 [\(YTH\)](#) for more information.

CNA/HHA See Page 12 [\(FLH\)](#)

Other Services See Page 18 [\(SVC\)](#) for more information.

*****Healthcare Information – Page 4*****

Seneca County Civil Service Opportunities

- **Continuous Recruitment:** Account Clerk; Caseworker & Caseworker Trainee; Clerk; Computer Support Specialist; Custodian; Data Entry Machine Operator; Occupational Therapist; Psychiatric Social Worker; Psychiatrist; Public Health Nurse; Senior Typist; Typist; Wastewater Treatment Plant Operator
- **Current Opening:** Senior Public Health Educator

- **Civil Service Exams:**

- Deputy Sheriff/Police Officer

Application Due:

Exam Date:

September 26, 2020

- PC Support Specialist

Exam Date:

September 30, 2020

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

Seneca County Workforce Development and Youth Bureau is Now Open

The Career Center will be open Monday to Friday from 8:30 to 5 p.m. by appointment for Seneca County residents. All Workforce customers will be greeted and welcomed at the Department of Social Services Reception Area located on the 2nd floor.

Residents are highly encouraged call 315-539-1800 to schedule their appointment. Residents not making an appointment risk not being seen due to COVID-19 room occupancy restrictions. COVID-19 protocols have been put on place to ensure your safety and the safety of staff.

Please visit www.co.seneca.ny.us/gov/services/workforce/ to access our current local and regional job leads, and sign-up for our weekly Job Leads and Services Newsletter at wfyb@co.seneca.ny.us to stay informed.

We thank you for allowing Workforce to serve you remotely during the crises.

High School Equivalency - HSE; GED/TASC

The Career Center is open for High School Equivalency-HSE/GED/TASC every Wednesday and Friday from 9 a.m. to 12 noon. All students will be greeted and welcomed at the Department of Social Services Reception Area located on the 2nd floor, and then directed to the Career Center. Please contact the instructor at 315-573-0893 if you have any questions. COVID-19 protocols have been put on place to ensure everyone's safety.

HOT LEADS

Dollar General (Geneva, Ovid & Waterloo) – Retail Career Positions are available. Please visit <https://www.dollargeneral.com/> to find your opportunity.

Mozaic (formerly Arc of Seneca/Cayuga); <https://mozaic.applicantpro.com/jobs/>. Currently Job Openings include: Human Services Assistant/FT - Day Service (Waterloo) - Human Services Assistant/FT - Day Services (Cayuga) - Human Services Assistant/FT - Overnight Residential (Auburn). **These positions are also referred to by the agency as *Direct Care*: Positions are listed as FT; PT positions are available.** Requirements - High School/GED preferred; Valid and Clean NYS Driver's License preferred. Benefits Include: Medical, Dental and Vision; 5 weeks paid time off in your 1st year of employment; 403-B plan, etc

Avicolli's in Seneca Falls is hiring for **multiple positions**. They are looking for hard working and reliable employees. Please stop into the restaurant at 170 Fall Street, Seneca Falls, NY 13148 or call them at (315) 568-2233 to inquire

Remedy Staffing is **now hiring** in many positions and many locations. Please stop in to their office at 430 Exchange Street, Geneva NY 14456 or call Jill Vanostrand at (315) 781 – 6200.

Deep Dairy is now hiring for a **Full-Time Production Machine Mechanic**. Day shift, 8am-4:30pm, with option for over-time. For additional information contact Nick Felice at 315-573-9721.

Deep Dairy is now hiring for a **Full-Time Production Worker**. For additional information contact Workforce at 315-539-1905.

McDonald's is now hiring **Crew Members**. Crew Person - Come join our day working 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 16 years or older. Starting wage \$13.75 per hour. **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 more information:
https://mcdonalds.jibeapply.com/main/jobs/D81EED88-C27A-4394-9FE0-A9820187958D?lang=en-us&utm_source=Indeed.com&utm_medium=organic&sourceType=PREMIUM_POST_SITE

The Gap Outlet is looking for part time employees, Very flexible. Contact Kate Chapman – Phone - 315.539.3100. Email: Katherine_Chapman@stores.gap.com

Seneca Nursing and Rehabilitation Center is now hiring **Nurses & CNAs**. Willing to take brand new graduates! Start your career with us! Must have the ability to build rapport with patients, strong problem solving and critical thinking skills, and the ability to thrive in a fast-paced environment. Ask us about our sign on bonus! Why Work Here? Homelike, family-oriented Facility located in Waterloo Competitive salary and benefit package. Apply online at:
<http://www.hurlbutcare.com/employment-opportunities/job-openings>

D'Amico Plumbing & Heating Co., Inc. - Now hiring: **Plumber/HVAC Technician**. Full-Time. Minimum 3 years' experience preferred, but willing to accept some with basic knowledge. Musts: Clean Driver's License, Dependable, Neat, Courteous. Pay based on skill level. **Apply: In person at 68 Middle street, Geneva, NY; Via email at sheila@damicoplumbinghvac.com; Via phone at (315) 789-7062.**

TA-Petro - Now hiring: **All Positions!** Located by exit 41 off the thruway. **Current employees available for carpooling!** “Together, we have a strong sense of community where each of us has the opportunity for personal growth, to do work that matters, and work in a place where our results are rewarded. TA-Petro has a wide array of jobs available in our many service stations and rest areas throughout the United States.” Follow this link **to apply:** <https://ta-petro.jobs.net/en-US/search?facetcountry=us&facetcitystate=waterloo,ny>

Lochland School Inc. - Now hiring: **Direct Care Professionals** (CNAs). 32+ hours/week. Located in Geneva on Seneca Lake. Apply via email by sending your resume to Julie Chiccino at jchiccino@lochlandinc.org

Tallmadge Tire of Waterloo Now hiring: **TWO Full-Time Tire Service** mechanics. Duties include: tire service and other light mechanical work on cars, large trucks, farm equipment like tractors, etc. Some experience with cars preferred but willing to train the right candidate. **Great hours:** Monday through Friday, day shift, with some Saturdays. Great benefits: Paid Vacation Time, Paid Holidays, Health Insurance and more! Pay rate is negotiable. **Apply** in person at Tallmadge Tire of Waterloo: 1285 State Route 318, Waterloo.

Western AG Enterprises, Inc.: Now hiring **Manufacturing Laborers**. Weekdays, Full-Time. Multiple positions to fill. Willing to train! No experience needed. Forklift experience is a plus. Duties Include: Efficiently complete production of orders to standards, lift 50 lbs, work for 8+ hours daily, communicate effectively with team, comply with safety regulations, etc. Located in Romulus, NY. To apply or learn more, send your resume to Becky Mazzoli at becky@westernag.com

Explore the possibilities of On-the-Job Training (OJT) and inquire about eligibility for other training / funding opportunities through our office. See Page 13 for more information

NY State of Health, The Official Health Plan Marketplace

<https://nystateofhealth.ny.gov>

You and your family have many low cost, quality health insurance options available through the Individual Marketplace.

Seneca County Navigators to Assist You:

- Finger Lakes Community Health – (315) 781-8448; 1 (800) 346-2211
- Community Action Programs Cayuga/Seneca – (315) 539-5647

FLCC's Career Coach is live and fully functional - including resume builder. It's free and anyone in the region can create their account. The permanent link for this is: <https://flcc.emsicc.com/>

Additionally, if you are not familiar with FLCC's online courses we can now fund them through our ITA programs:

**Ed2Go Programs are on the ETPL and can be promoted to all
Our permanent link to the online catalog is: www.flcc.edu/workforce/online**

<http://fingerlakes.skillupamerica.org/>

NYS Job Bank (<https://myjobs.ny.gov>) 135 Job Listings in Seneca County! See below for a sampling

<u>Company</u>	<u>Job Title</u>	<u>Order #</u>	<u>Listing Date</u>
Carter's/OshKosh	Customer Service Lead/Keyholder	DE8434922	9/13/2020
TravelCenters of America	Truck Service Oil / Lube Technician	DE8435833	9/13/2020
ALDI	Full-Time Store Associate	DE8430042	9/12/2020
Kelly Services	Janitor	DE8431056	9/12/2020
Kelly Services	Payroll Analyst	DE8431053	9/12/2020
Reebok International LTD	Retail Store Associate	DE8433364	9/12/2020
TravelCenters of America	Porter	DE8432140	9/12/2020
Xylem	Customer Service Representative	DE8432031	9/12/2020
Columbia Sportswear Company	Part-time Sales Associate	DE8424492	9/11/2020
ITT INC.	IT Project Manager	DE8425204	9/11/2020
TravelCenters of America	Technician-Mechanic	DE8426600	9/11/2020
Hanesbrands Inc.	Part-Time Sales Associate -	DE8421637	9/10/2020
ITT INC.	Supply Chain Support - Commodity Management	DE8419498	9/10/2020
J.Crew	Seasonal Sales Associate	DE8419526	9/10/2020
Pine Tree Farms, Inc.	Production, Assembly & Packaging	NY1351145	9/8/2020
Pine Tree Farms, Inc.	Production, Assembly & Packaging	NY1351151	9/8/2020
TravelCenters of America	Deli Clerk (1)	DE8409256	9/6/2020
SymphonyIRI Group	Part-Time Field Service Rep	DE8407687	9/5/2020
Columbia Sportswear Company	part-time sales associate	DE8397939	9/4/2020
Kinney Drugs	Pharmacy Clerk	DE8398806	9/4/2020
KPH Healthcare Services, Inc.	Pharmacy Clerk	DE8398800	9/4/2020
Advance Auto Parts	Salesperson	DE8392240	9/3/2020
Allied Universal	Security Officer	DE8386533	9/2/2020
Reebok International LTD	Retail Team Leader	DE8390035	9/2/2020
Walgreens	Customer Service Associate	DE8389002	9/2/2020
Advance Auto Parts	Store Hourly	DE8379830	8/31/2020
Advance Auto Parts	Driver	DE8379806	8/31/2020
J.Crew	Sales Associate	DE8374244	8/29/2020
Under Armour, Inc.	Part - Time Sales Teammate	DE8375544	8/29/2020
Under Armour, Inc.	Part - Time Stock Teammate	DE8375543	8/29/2020
DEFENDERS	Sales Representative	DE8367844	8/28/2020
Xylem	Sales Operations Pricing Analyst	DE8369583	8/28/2020
Retail Brand Alliance, Inc	Store Manager	DE8363677	8/27/2020

<u>Company</u>	<u>Job Title</u>	<u>Order #</u>	<u>Listing Date</u>
Hanesbrands Inc.	Part-Time Sales Associate	DE8354957	8/25/2020
TravelCenters of America	Assistant General Manager	DE8350243	8/24/2020
Luxottica	Sales Associate	DE8338899	8/21/2020
The Gap, Inc.	Brand Associate	DE8338123	8/21/2020
The Gap, Inc.	Brand Associate	DE8338138	8/21/2020
Pine Tree Farms Inc.	Production Worker	DE8335232	8/20/2020
SymphonyIRI Group	Part-Time Field Service Rep	DE8335219	8/20/2020
Walgreens	Pharmacy Technician / Pharm Tech Apprenticeship	DE8334378	8/20/2020
New York State Civil Service	Cleaner	DE8327905	8/19/2020
Acosta Sales & Marketing	Retail Service Merchandiser	DE8322387	8/18/2020
Scepter New York, Inc.	Cast House Floor Production	NY1348230	8/18/2020
Scepter New York, Inc.	Shipping / Receiving	NY1348232	8/18/2020
Evans Chemetics LLP	Chemical Operator	NY1348162	8/17/2020
Lamoreaux Landing	Tasting Room Server / Hostess	NY1348131	8/17/2020

Local Business Leads

del LAGO RESORT●CASINO - Join a Winning Team! - 0 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.

Mozaic (Formerly ARC of Seneca Cayuga) - There are (8) 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://mozaic.applicantpro.com/jobs/>

Finger Lakes Health -There are (114) 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 (2) in Geneva. Primarily at the Hobart and William Smith Campus. For more information: https://external-careers-sodexo.icims.com/jobs/search?pr=1&searchLocation=-12816-&searchRelation=keyword_all&schemaId=&o=

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

Help Wanted Full Time

Front of House Manager (Geneva) – Kindred Fare - Job Summary: To oversee restaurant operations and personnel during an assigned shift. To ensure company standards are met according to recipes, procedures, quality, timeliness and taking care of the guest. Job Responsibilities: Supervise employees during scheduled shifts - Adhere to company's cash handling procedures - Oversee marketing and restaurant promotions - Opening and closing the restaurant - Conduct ongoing development adhering to all processes that are in place as it relates to coaching, guiding, and managing performance of your team - Manage restaurant budget - Meet or exceed all restaurant performance objectives - Responsible for keeping the restaurant clean and maintained at all times - Handle all Guest comments and issues - Ongoing development of Staff Managers and Managers and ability to hold the team accountable - Adheres to all standard operating procedures - Appreciates, recognizes, trains, develops and mentors Staff Members and Managers. Builds morale through personal and professional growth. Mentors through the highest standards of service and systems. Creates a culture that inspires all staff to maintain the highest Guest value standards in the industry. Develops people through one on one development to support execution. Embraces a culture that is like a family; supporting the Guest and working towards the same goals. All products made from scratch and served fresh starting with the best ingredients, proven recipes and addictive taste profiles. Understands and executes all menu items through standards to recipes. Has a deep understanding of cost control and product quality. Create exceptional Guest service through ensuring the value of the meal outweighs the price on the check. Treats all Guests like they are a Guest in your own home. Sells the brand by believing in the brand, embraces culture through creating Guest advocates. Achieves financial results through systems and standards. Develops greater financial trends through business metrics, consistent focus on sales, COG, labor and total operating expenses. Operates like- new restaurants; clean, sparkling and sanitary. Embraces our display kitchen and encompasses an on- stage mentality. Restaurant is in pristine condition from Guest point of view. Has highest level of sanitation practices. Knowledge, Skills & Abilities: Ability to handle multiple tasks and balance fluctuating workload - Ability to work and communicate well with others - Attention to detail and ability to take initiative a must - Responsible behavior and professional image - Must have a positive attitude and a strong commitment to the company Standards - Safe food handling and safety is always a top priority - Must be a team player. Educational Requirements: College Degree Preferred - 5 years of work or related experience preferred - Must be able to work a flexible schedule of nights, days, weekends and holidays. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&vjk=69921ef91ceb03fd>

Guest Relations Representative (Geneva) – Finger Lakes Health - Our Guest Relations Representatives welcome, assist and provide information to patients and families arriving at Geneva General Hospital. They enhance the positive image of Geneva General Hospital by delivering exceptional service to patients, family and visitors. Education: Minimum: High School education required. Preferred: College coursework or vocational training preferred. Experience: Minimum: Customer Service experience. Preferred: Previous healthcare and/or Emergency Room experience. Certifications: BLS required through the RQI system during clinical orientation, CPI certification obtained within 90 days of hire. Other: Minimum: Must have a pleasant upbeat demeanor and a positive attitude. Exceptional interpersonal communication skills and the ability to mitigate negative customer experiences as necessary. (Service Recovery skills). Demonstrated ability to present and promote the organization in a positive manner and share positive information about Geneva General Hospital with members of the community. Demonstrated problem solving skills. Prior experience in building strong customer relations and providing exceptional customer service. Valid NYS driver's license clear of violations in the past five years. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&vjk=2aa5f63b0d4b2a06>

Automotive Delivery Specialist (Geneva) – Friendly Ford - Friendly Ford in Geneva, NY is accepting resumes to hire a Delivery Specialist. Unlike other businesses that have been negatively affected by COVID-19, the car business is booming and we want to meet you now! Be a part of something huge. We will train you. No experience required! Spend your time in an exciting, professional environment! Are you the go-to person amongst your friends and family for all things tech? Do you love utilizing new technologies in your life and teaching people about amazing new technologies? Then becoming one of our highly skilled Technology Specialists is the opportunity for you. As technology becomes more and more ingrained in our daily lives, so too do the technological expectations of our clients. From initial communications through the internet, live chat and social media to using all of the advanced technologies in their new Ford, our customers have high expectations of our ability to deliver. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&vjk=81da9058502074ca&advn=703711781680130>

Access Associate (Clifton Springs) – Clifton Springs Hospital and Clinic - As an Access Associate, you will be responsible for many administrative support duties, such as greeting patients, performing check-in and check-out procedures and processing payments. This position requires a warm and inviting disposition, as you will be the first point of contact for our patients and their families. STATUS: Full Time - DEPARTMENT: ENT - SCHEDULE: Days – ATTRIBUTES: 2 year degree or equivalent combination of education and work experience preferred - Intermediate computer skills - Excellent customer service and communication skills. RESPONSIBILITIES: Customer Service. Manage incoming calls while providing necessary information; greeting patients providing direction as needed and scheduling patient appointments - Registration & Verification. Complete the registration process for patients as defined by departmental policy; verify insurance eligibility/coverage and obtain necessary precertification/authorization when applicable - Billing & Payments. Collect and process payments when applicable. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&start=10&vjk=b02b698761ff73b0>

Help Wanted Full Time Continued

Payroll Analyst (Seneca Falls) – Kelly Services - Kelly Services is a leader in the staffing industry. In partnership with a large company in Seneca Falls NY, we are seeking qualified candidates for an open payroll coordinator position. This assignment will last 5-6 months. Full time Monday thru Friday. No Weekends or holidays. The role of a payroll coordinator will consist of the below: Process all aspects of a weekly, biweekly, multi-state payroll for 2,500 plus employees in a payroll services environment. Ability to work closely with business partners i.e. H/R to insure accuracy of all employee data. Analysis of weekly payroll data to ensure accuracy when processing payroll. This includes employee data, taxes, and employee elections and benefits. Assists in maintaining payroll records and reconciliation for general ledger and assists in reporting payroll information to management, Please call or email for consideration and to answer any questions - ALISA PEZZINO - GTS RECRUITER - KELLY SERVICES - 315 530 1090 -

alisa.pezzino@kellyservices.com. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&start=20&advn=6111343572945211&vjk=39ba8cb2987306c7>

Rehab Coach (Seneca Falls) – Lakeview Health Services - Description: Counsel, support, and aid individuals recovering from mental illness in skills and activities of daily living in a Community Residence setting; assists residents with individualized goals around their personal, medical, shopping and budgeting needs; performs associated administrative tasks. 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: High School Diploma with two (2) years of relevant experience or an Associate's Degree in Human Services or related field or Bachelor's Degree (preferred). Must have a valid NYS Driver License as driving is an essential function of this job. Shift Schedule: Tues- Sat 7:30a- 4pm. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&start=20&vjk=3a619d809674ef7d>

Customer Service Representative (Seneca Falls) – Xylem - Xylem seeks to hire a Customer Service Representative to support our customers. The CSR will interface with customers to handle inquiries on product availability and quotes, coordinate order management with internal departments and provide general assistance to the Sales organization. This role will be based out of the Seneca Falls, NY office. Primary contact for customers and Sales for pumps/parts business. This position will provide superior customer support in all areas by handling accurate information related to all products and programs, deliveries and resolution of problems for customers. The COS adds value to our products through superior customer service in quotations, order entry, follow-up, and order expediting process for our pumps/parts business while developing a close supportive relationship with customers, Territory Managers, Market Development Managers and Regional Managers Sales Team. Essential Duties/Principal Responsibilities: Receives order input and ascertains product specification, clarifies customer order language condensing where possible - Edits customer orders and assigns codes for statistical tabulation and commodity identification. - Assigns method of shipment, tag information and product pricing Communicates with customers through verbal, written and personal contact concerning delivery issues and complaints such as material shortages, incorrect shipments, lost material, incorrect pricing and product availability. Interfaces with necessary departments to effect solutions Phone Etiquette - Understand the catalog and products so proper actions can be taken to meet customer requirements - Generates inter-departmental inquiries regarding availability of delinquent product and requests to expedite - Proficient use of MS office - Handles and process customer complaints and determine requirements to resolve them. Follows up on Recall/Warranty related matters by keeping a close track of documentation and status updates. Perform daily, weekly and monthly ERP review and maintenance functions to insure all ERP information is accurate Participate in special projects to create best practices, improve processes, create training tools or to support Xylem initiatives - Deliver results. A COS possesses the ability to build collaborative relationships with customers, team members and other departments to consistently meet customer needs and concerns. They stay focused, achieve goals and are motivated by timely outcomes. Build through teamwork. A COS acts as liaison between the customer and the facility. The COS establishes good interpersonal relationships to further effective communication with other departments and deliver results quickly and satisfactorily. Lead with Character. A COS leads by example and is always honest, credible and trustworthy. They keep their word and follow through on commitments. Inspire Commitment. The COS is a facilitator who is able to motivate others toward common goals. They help people feel valued, appreciated and included, and in the process, gain the commitment of others. Create the Future. The COS provides appropriate training and guidance to team members where necessary. They are continually learning and working toward self-improvement. They are unafraid to drive changes that ensure improvements to work tasks. Minimum Qualifications: Education, Experience, Skills, Abilities, License/Certification: BS or BA in Statistics, Finance, Business Administration or Marketing related field - Network software capable: MS office - Effective verbal/written communication skills. Phone etiquette - Ability to handle multiple tasks and time management - Comfortable in a fast paced environment, welcoming change and growth - Ability to process a high volume of transactions with proficiency, accuracy and integrity - Strong commitment to working with a team, providing excellent customer service and maintaining professionalism - Demonstrated quantitative, analytical and problem solving background - Ability to drive change and meet deliverables. Preferred Qualifications: 2-4 years of Customer Service exposure - Knowledge of business operating systems i.e. SAP or ERP system - Customer service experience in a technical product line, B2B ideally. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&start=20&vjk=bad3a773c6aa4a23>

Help Wanted Full Time Continued

Customer Account Representative (Waterloo) – Rent A Center - The role of Customer Account Representative can mean different things at different places. Around here, it signifies that you are on the move. If you like sitting behind a desk, watching the clock, then this isn't the role for you. But if you're just as likely to break a sweat as you are to smash a sales goal, then apply today. We're seeking driven individuals capable of managing different accounts while treating each customer as though they were your only one. Of course, you also help ensure customer accounts stay up to date and adhere to company standards. The bottom line is that you are seeking more than a job. You are seeking a career. That's what being a Customer Account Representative at Rent-A-Center is all about. Are you ALL in? Why should you work at RAC? Move your career to the center of an industry-leading company. Creating opportunity for others is what we're all about. That's why we make a point to promote from within. Endless growth potential? The chance to work with top brands and top talent? Yeah, you can do all that here. And then some. We have thousands of employees. But we take care of them one by one. How would you like to have Sundays off? Yes, every Sunday. We offer a comprehensive and competitive benefits package that includes everything from health insurance to a 401(k) and generous paid time off. But you'll find the real benefits to joining us come from within. Everything we do is about enriching people's lives. Yours included. You can work your way to the future you want. We'll help you own it. Rent-A-Center will consider all qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring ordinance. Do you have what it takes? Must be at least 19 years of age (18 in HI and OR) - High school diploma or GED - Valid state driver's license and good driving record. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&start=20&vjk=d816ea53d04a5d9>

Overnight Maintenance Associate (Waterloo) – Wal-Mart - Essential Functions-Cleans all areas of the facility both inside and outside (for example, floors, windows, restrooms, trash receptacles, dock area) utilizing tools, machines, and company -approved chemicals and performs routine maintenance on machines and other equipment in accordance with the companies policies and procedures. Physical Activities - Grasps, turns, and manipulates objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Moves, lifts, carries, and places merchandise and supplies weighing up to 25 lbs without assistance. This Job Is: A job for which military experienced candidates are encouraged to apply - Open to applicants who do not have a high school diploma/GED - A "Fair Chance" job (you or the employer follow Fair Chance hiring practices when performing background checks) - A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more - A good job for someone just entering the workforce or returning to the workforce with limited experience and education - A job for which all ages, including older job seekers, are encouraged to apply - Open to applicants who do not have a college diploma. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&start=20&vjk=519161f40a4811ad>

Maintenance Helper (Geneva) – Full Steam Staffing - A company in the Geneva NY area is seeking a Maintenance Helper! This is a full time position! Monday-Friday with overtime as needed. This is a 1st shift opportunity! Pay rate varies based on experience. Responsibilities: Installing and repairing equipment – Painting - Cleaning work area - Lawn care - Basic maintenance tasks. Requirements: 1 year preferred of maintenance experience - Reliable transportation - Steel toed boots. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&start=60&advn=9190569162152158&vjk=57d190d1f5dcac75>

Store Associate (Seneca Falls) – ALDI - We're ALDI, one of America's favorite grocers. We've grown a lot in the past few years, expanding our reach and customer base all around the country. Whether it's in customer service or our exceptional products, we owe our success to the efficiencies we create in every corner of our company and the people at each level who make that happen. Our store employees are the face of the ALDI shopping experience. Their hard work makes it possible to uphold our company philosophy, providing quality products at the best possible price. Their smiles and pleasant demeanors keep customers coming back time and time again. 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. It's an opportunity to get more out of your career and grow in an exciting environment. Duties and Responsibilities: Must be able to perform duties with or without reasonable accommodation. Assists management in achieving store appearance and maintenance standards. Identifies and rectifies hazards and/or equipment in need of maintenance to provide a safe environment. Assists management in achieving payroll and total loss goals. 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. Participates in taking store inventory counts according to guidelines. Complies with all established company policies and procedures. Collaborates with team members and communicates relevant information to direct leader. Upholds the security and confidentiality of documents and data within area of responsibility. Other duties as assigned. Performs within ALDI ACTS Competencies. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&start=60&vjk=0e8242c6f833199f>

Help Wanted Part Time

Sales Associate (Seneca Falls) – Rescue Mission Alliance - Are you someone that enjoys looking for those hidden treasures? Do you shop at thrift stores, garage sales or auctions? Turn that hobby into a career by joining our team as a Sales Associate. The eligible candidate will play an integral part in our mission to share hope, end hunger and homelessness, change lives and strengthen communities' one person at a time. As a Sales Associate, you will be responsible to provide outstanding customer service that will make the customer feel welcome while providing an exceptional shopping experience. The Seneca Falls Thrifty Shopper promotes flexibility, which allows our sales associates to meet the needs of personal and work obligations. Therefore, regular, dependable attendance and punctuality are essential to the success of our team. Requirements: Customer service, processing transactions, cash handling, processing donations, cleaning, opening/closing - Ability to work in an unsupervised atmosphere - Ability to work flexible hours, including weekends, evenings and days - Customer-service oriented - Excellent verbal communication skills - Manages time efficiently - Ability to manage multiple tasks simultaneously - Ability to lift up to 50lbs ****Nights and weekends required**** We offer a comprehensive benefit package that includes health, dental, vision, 401(K), paid time off, life insurance, supplemental sickness, accident and cancer insurance and much more. Please visit our website at www.ishopthrifty.org to learn more. Rescue Mission is an Equal Opportunity Employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law. Since 1887, the Rescue Mission has put love into action through food, shelter, clothing and help. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&start=10&vjk=10d1eccaba664522>

Retail Sales Associate (Waterloo) – AutoZone - AutoZone's Part-Time Retail Sales Associates drive sales through superior customer service by exceeding customer expectations and providing a WOW! Customer Service experience. While assisting customers, the Retail Sales Associate will perform daily assigned duties and remain compliant with company procedures in accordance to AutoZone expectations by Living the Pledge every day. Position Responsibilities: Provides WOW! Customer Service - Ensures assigned store tasks are completed in a timely manner on assigned shift - Operates cash registers and follows established cash handling procedures - Follows company policies and loss prevention procedures - Maintains a safe working environment including PPE (Personal Protective Equipment) - Maintains store appearance and merchandising standards as directed - Ensures that merchandise is restocked and placed in their respective areas - Utilizes ZNET to help customers locate merchandise or find suitable alternatives - Maintains product knowledge and current promotions through AutoZone systems and information sources - Practices GOTTCChA and assists with the installation of wipers blades, batteries and light bulbs - Utilizes OBDII to read codes from customer's automobiles - Ability to diagnose automobile problems and recommend solutions - Communicates with managers regarding customer concerns and employee matters - Actively engaged in developing more effective customer service skills - Provides honest and trustworthy advice to customers regarding the best products that fit the customers' expectations . Position Requirements: High School diploma or equivalent - Basic knowledge of automotive parts is required - Excellent communication and decision making skills - Ability to lift, load, and deliver merchandise - Ability to work a flexible schedule to meet the business needs, including holidays, evenings and weekend shifts. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&start=40&vjk=3f4b8675a3fa2fad>

Team Member (Waterloo) – Mrs. Fields Cookies & Pretzel Maker - Mrs. Fields/TCBY/Pretzelmaker located at Waterloo Outlet mall is hiring PT and FT Team members. Must be comfortable in high pace environment. Must have friendly, outgoing personality - Believe in "customer first" and provide exceptional service so every customer leaves with a smile! Be able to suggestive sell add-on products - Maintain clean and neat store environment at all times. Able to work independently and take direction from supervisor = Growth opportunity if looking for more than just a PT job. PT positions also available. Great for High school or college students and can work-around school schedule. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&advn=3726032653068254&vjk=5c539d39d3cef5f3>

Jewelry Sales Associate (Waterloo) – Kay Jewelers - Do you thrive on building personal relationships that will last a lifetime? Join our team today to help our customers celebrate life and express love! Your role at Kay Jewelers: As a part of our Sales Team you are responsible for providing a superior experience to our valued customers. In addition, you will: Engage customers in conversation to understand their needs and desires - Ability to present merchandise and share detailed information regarding features and benefits of products - Provide information regarding extended service plans and financing options - Meet individual and team sales goals/ We think you'd be great for this role if you have: A desire to help our customers celebrate the special moments in their lives - Strong customer service, sales, retail and/or jewelry experience - Flexible availability to work during "peak" retail hours such as nights, weekends, and holidays - A positive, customer-focused approach in delivering an exceptional customer experience - Strong communication and relational skills. We put our People First by offering the following benefits: Base pay plus commission on sales - Medical, dental, vision and prescription insurance (full-time team members) - 401(k) - Paid Time Off (full-time and part-time team members) - Paid holidays (full-time team members) - Tuition reimbursement, including DCA courses based on position - Training — Associate Training System, Management Training System, District Manager in Training, career development and more - Merchandise discounts - Incentive trips and contests. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&sort=date&vjk=5da5a26aafb66b0>

Help Wanted Part Time Continued

Customer Service Lead/Keyholder (Waterloo) – Carter’s - Love babies and kids? Looking for a flexible, friendly place to grow your career? Consider the possibilities as a Customer Service Lead/Keyholder at Carter's. Carter's, Inc. is the largest branded marketer in North America of baby and young children's apparel and related products, with 30+ consecutive years of sales growth. Based on the belief that childhood is a celebration, our brands are all about creating products for children that are distinguished by quality and creativity. Come grow your career with us! Why you'll love working for Carter's: 30% discount on 3 great brands: Carter's, OshKosh, and Skip Hop - Full-time and Part-time benefits - Flexible schedules - Development programs - Many more special and unique benefits - What you'll do: Establish and maintain customer focus; model service standards, build customer loyalty, and share key product information - Invest in people; communicate professionally and effectively with team members and assist in training - Execute operational procedures; open and close store and registers, cover meals and breaks, and drive operational compliance - Have fun creating memorable shopping experiences for all of our customers - Grow your career and drive Carters success with your passion. What you'll need: High school diploma or GED and 3 years of relevant work experience or equivalent combination of education and relevant work experience; retail/specialty apparel knowledge and experience preferred - Ability to communicate effectively with customers, team, and supervisor - Ability to handle multiple tasks concurrently - Basic computer skills - Ability to lift 40 pounds on a regular basis - Ability to work shifts to meet the needs of the business including days, nights, weekends and holidays as scheduled; minimum number of hours are not guaranteed. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q=carters&l=Waterloo%2C%20NY&radius=15&sort=date&vjk=d7ec36f78f459c71>

Shop/Lab Technician (Geneva) – Hobart & William Smith Colleges - Under the direction of the department chair, the Shop/Lab Technician would conduct safety training for students, train and supervise student teaching assistants (TA's), design and build improvements to the woodshop and maintain the machinery/working spaces of the Elliott Wood Shop and Metal shop. RESPONSIBILITIES: In the Elliott Wood/Metal Shops: Train and certify students to use machines properly and safely - Guide and assist students with fabrication questions on their projects, serving as a consultant for Department of Art and Architecture courses that integrate student projects fabricated in shop/s - Assist with materials orders for student projects - Monitor and assist students while they are working to keep shop clean, safe, and healthy - Inventory and maintain on-hand course materials - Maintain inventory of equipment; place orders for maintaining inventory of machines; perform research for requests for new equipment - Design/construct/maintain materials/tools storage spaces, spearhead improvement projects for woodshop and metal shop, particularly around safety and organization - Maintain tools and machines in both shops - Keep space conducive to custodial cleaning duties; supervise regular cleanups, maintain order in spaces - Maintain ventilation system (troubleshoot, supervise collection pickup) - Assist in hiring Student shop Assistants (SSAs); supervise SSAs in all their work and projects - Conduct and train SSA's during weekly studio/machine maintenance sessions, both to ensure proper upkeep and preventative maintenance of machinery - Help to maintain digital fabrication equipment (3D printer and laser cutter). This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?!=Waterloo%2C%20NY&radius=15&sort=date&start=40&vjk=dfa127641cdc6810>

Sales Associate (Waterloo) – Columbia - As a Retail Associate you'll serve as a brand ambassador and ensure exceptional in-store experiences through positive customer interaction. Within this role you will employ your natural problem solving and sales abilities to answer customer questions and make compelling product recommendations while supporting Columbia Sportswear Companies values to enhance customer service and teamwork. HOW YOU'LL MAKE A DIFFERENCE: Provide exceptional customer service by responding to consumer questions or issues regarding product features, benefits and availability; engage with consumers to understand their needs and preferences (e.g., demonstrate and explain merchandise, make suggestions on suitable options for consumers etc.). Maintain store standards for visual merchandising, cleanliness, safety; retrieves merchandise from sales floor, stock room, or other inventory locations. Perform all required cash register transactions (e.g., sales, returns, exchanges, connecting consumer to loyalty program) efficiently and accurately. Contribute to store profitability by receiving, handling, replenishing and processing incoming and outgoing product flow in the stores accurately and efficient. YOU HAVE: No specific education required (High School Diploma or GED preferred) - 2 (or less) years of experience in position or specialization - Skill operating a Point of Sales (POS) system, other in-store computerized systems, and telephone. JOB CONDITIONS: Frequently in a more active environment (i.e., requires ability to constantly move about) that can be physical or strenuous in nature (frequently adjusting/moving items weighing up to 40 lbs.), may frequently use specialized equipment, may have exposure to dust and noise - Occasionally requires the ability to work in place - Ability to clearly communicate with others - Availability to work a flexible, often changing retail schedule to support needs of the business which may change seasonally and in response to business trends or forecasts. This ad was found on Indeed.com. For more information: <https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=15&jt=parttime&sort=date&start=10&vjk=1ee563b6d9e8ad11>

Health Care Positions

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

mary.granger@flhealth.org

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

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

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

ON-THE-JOB TRAINING GRANTS

**Missing a skill or two that you need to land your dream job?
Seneca County businesses can hire, train and upgrade the skills of workers that do not meet the minimum qualifications for a job using a grant from your local Workforce Development Office.**

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

PROCESS

- **Contact John Vrabel at (315) 539-1904 or jvrabel@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 email Tammy Smithers @ tsmithers@co.seneca.ny.us

Jobs @ Henkel



Henkel "Drive-Thru" Career Event

WHEN: September 22nd, 10:00am to 1:00pm
WHERE: 300 Forge Avenue, Geneva NY 14456
RSVP: www.events.indeed.com/event/53196/

Event Details

Stop by to chat with the Henkel Team for 5 to 30 minutes about our current openings, drop off your resume or fill out an application - all from the comfortable of your own vehicle. We will be offering refreshments and snacks, as well as a free gift of Henkel product for attendees!

Looking for new employees to join our team immediately!

A variety of positions and shifts are available and pay ranges from \$13 to \$24/hour depending on the position.

- Compounders, Mixers, Sanitizers, Packers, Expeditors, Quality Technicians, Quality Analysts, Warehouse Workers, Material Handlers, Injection Molders, Silk Screen Technicians, Facilities Maintenance, Machine Mechanics, Machine Operators, Production Technicians, Line Coordinators

About Henkel

Henkel is a leading manufacturer of well-known beauty care brands like Dial® soap, Schwarzkopf, Alterna, Kenra, Pravana, Sexy Hair, Joico and Zotos hair products, got2b styling and others. Henkel has invested nearly \$23 million to expand hand soap and sanitizer production at U.S. facilities. To support new lines and production, the company will be creating 180 new permanent jobs at the Geneva plant and providing new equipment and a series of improvements. Henkel acquired the Geneva facility in 2018, formerly Zotos Professional.

Henkel & COVID-19

At Henkel, our top priority is the safety and health of employees. As we produce and distribute the products which are vital to our communities' well-being, we have implemented additional precautionary measures to ensure a safe working environment for everyone during this time.

www.henkel-northamerica.com/careers

Persil

TECHNOHAIR

Schwarzkopf

Dial

ARCTITE

all

★ sexyhair

ZOTOS
PROFESSIONAL

Henkel

The value of Skill Up- Finger Lakes during the Covid-19 pandemic. Below is a link to a You Tube video explaining the program: <https://youtu.be/NftvGRoDXds>

METRIX LEARNING

Due to this ongoing concern about COVID-19, Finger Lakes Works customers are being urged to access virtual services without leaving their homes. The career center offers Metrix Learning®, a FREE online learning platform to all unemployed and underemployed individuals.

**SIGN UP AND GET ACCESS IMMEDIATELY
THROUGH VIRTUAL REGISTRATION!**

GO TO: <http://fingerlakes.skillupamerica.org/>

Get Access to over 5000+ courses in popular industries like IT, Business, Healthcare, and more from the comfort of your own home. Topics include:

- Healthcare
 - o Disease Prevention
 - o Treating Illness
 - o Nursing Courses
- Administrative
 - o Microsoft Office
 - o QuickBooks
 - o Adobe
- Working from Home
 - o Contributing as a Virtual Team Member
 - o Exploring Virtual Collaboration
 - o Effective Team Building
- Customer Service
 - o Customer Service over the Phone
 - o Contacting Customers via Email
 - o Understanding the Digital Customer

www.metrixlearning.com



Business Start-Up & Expansion Consultation

Offered by

The New York Small Business Development Center

The 1st Wednesday of the month

Appointments Available from

9:00 a.m. – 4:30 p.m.

(Please allow 1 hour for first time appointments)

Located at:

**Seneca County Workforce Development
& Youth Bureau**

1 DiPronio Drive, Waterloo, NY

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

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

In partnership:



Are you 16 – 24 years old?

Are you out of school with OR without a diploma?

Looking to make a positive change in your life?

**Where can I
further my
education?**

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

**What careers
are in
demand?**



**How can I get
work
experience?**

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

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

Annie Mahoney, 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



Veterans Services: **Veterans Priority of Service** - We are proud to offer [Priority of Service](#) to veterans and their eligible spouses; **Veterans Services:** <https://labor.ny.gov/formsdocs/factsheets/pdfs/p652.pdf>

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.

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.

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.

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 charge)!

Call Finger Lakes Community Health 315-781-8448 or **Cayuga Seneca Community Action Agency** 315-539-5647. For navigators in other counties, some covering Seneca, call 800-346-2211.

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.

Housing Resources

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