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Yates County Job Leads January 17, 2022

AUTOMOTIVE/DRIVERS

CDL Bus Driver (Penn Yan, NY)

- **Mozaic** is hiring for a **CDL Certified Bus Driver** with a P endorsement. This position will ensure individuals with disabilities receive safe, reliable transportation supports from their home to various day programs, employment sites, or other fixed routes. Full Time, Part Time, and Substitute positions available! **Required Experience:** Experience working with Individuals with Disabilities preferred. **Required Education:** High School diploma or GED Certificate preferred. CDL, minimum class C, with passenger endorsement. **Other Requirements:** Must meet the requirements for 19A Certification. **To apply** go to: <https://mozaic.applicantpro.com/jobs/2070750.html> 1/10/22

CDL Driver (Dundee, NY)

- **Cardinal Disposal** is currently seeking CDL A or CDL B drivers. Home on Weekends! We are locally owned and operated. We are looking for positive team players to grow with us. **Responsibilities & Duties:** Performs pre- and post-trip inspections of assigned vehicle. Follows route assignments as directed and completes end of day documentation and check out procedures. Completely empties all containers and leaves the customer's property clean and free of debris. Performs all duties as scheduled by Dispatcher and assisting other drivers as directed to meet customer needs. Notifies Dispatcher/Safety Coordinator of any incidents, accidents, or property damage. Works with Dispatcher to improve route efficiencies. Operates vehicle and performs all tasks in accordance with Cardinal Disposal Safety Rules, OSHA, and DOT as well as all local, state, and federal laws. **Education, Experience & Certifications:** Holds a current Class A CDL. Clean driving record. **Qualifications & Skills:** Must be at least 22 years of age and legally eligible to work in the United States. Capable motor coordination (arm, hand, legs). Able to exert physical effort in handling (pushing, pulling, lifting, etc.) objects more than 75 pounds frequently. Have a minimum of two years of U.S. driving experience. Have a minimum of two years commercial driving experience. For a complete list of benefits and **to apply** go to: www.cardinaldisposal.com or stop in at 635 Shannon Corners Road, Dundee. Give us a call 607-243-7568. 1/10/22

Diesel Technician/Mechanic (Dundee, NY)

- **Cardinal Disposal** is seeking applicants for the position of **Diesel Technician/Mechanic**. **Job Description:** The Diesel Technician maintains diesel equipment, completes inspections and preventive maintenance requirements, corrects vehicle deficiencies, completes adjustments and alignments, and maintains records to ensure we are able to keep our level of commitment to safety and customer service. We are currently seeking to fill the positions below: Technician B: Demonstrates the ability to identify operating issues including examining, test driving and troubleshooting electrical and mechanical problems using standard testing procedures and computer diagnostic equipment. Technician also demonstrates the ability to correct any operating issues that are found. Technician A: Demonstrates the ability to inspect, troubleshoot, and repair vehicle brakes, suspension, steering, tires, rims, hubs, PTO, hydraulics, engine, cooling, starting, ignition, charging, lighting systems, fuel and air intake systems, heating, ventilation, and cooling systems to ensure vehicles are in safe and dependable operating condition. Master Technician: Demonstrates the ability to inspect, troubleshoot, and repair all vehicle and equipment systems. Can rebuild and replace engines, engine components, transmissions, drive line and rear-ends, mechanical systems, electrical systems, and hydraulic components. Visit <http://www.cardinaldisposal.com/> to fill out our online application. 1/10/22

Delivery Pro (Hall, NY)

- **LandPro Equipment LLC** has an opening for **Delivery Pro**. We are looking for ambitious, driven individuals to join the LandPro team. If you have a passion for helping those who work hard for their Land, come join us and be a part of the premier brand in the Agriculture and Turf equipment industry. **Responsibilities:** Transports equipment to/from customers

and/or between dealer facilities. Supports the sales department with equipment delivery as needed. Maintains records of pickup and deliveries and obtains necessary signatures and receipts. Maintains all required certifications in line with DOT, OSHA, and company policy. Accounts for all time and for all distance traveled in performing assigned duties. May need to maintain assigned trucks and related equipment in good condition. May instruct customers on basic equipment operating procedures as required. Responsible for other duties as assigned by your manager. **Requirements: Experience, Education, Skills, and Knowledge:** 1+ years' experience as a rollback driver and/or with pickup truck & trailer. CDL preferred but not necessary. Ability to lift items weighing upwards to 75 lbs. repeatedly. High school diploma or equivalent experience. **To apply** go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=60&vjk=bc4c01a1c51ea58b> Indeed 1/7/22

Fleet Mechanic (Dundee, NY)

- **Cardinal Disposal** is accepting applications for the position of **Fleet Mechanic**. **Essential Duties & Responsibilities:** Perform mechanical repairs and preventative maintenance on all company fleet vehicles. Troubleshoot, diagnose, and complete repairs on all types of vehicles. Complete documentation. Responds to service calls. Maintain tools. Clean work area. Visit www.Cardinaldisposal.com to fill out our online application. Facebook 1/6/22

Maintenance Mechanic (Penn Yan, NY)

- Come work at **Keuka Taxi, LLC**. We are looking to hire an experienced **Maintenance Mechanic** to help us keep growing. If you're hard-working and dedicated, Keuka Taxi, LLC is an ideal place to get ahead. Apply today! **Responsibilities:** Install, assemble and test new machines and equipment. Schedule and perform routine preventative maintenance and service for each piece of equipment. Inspect machines regularly for signs of malfunctions, including visual and sound inspections. Use a variety of power and hand tools to perform job functions. Complete repairs and parts replacements. Work effectively with other team members. Repair, install, adjust or maintain machines or vehicles. Complete written record of work performed. **Qualifications:** Successful trade or vocational school completion. Associate degree in mechanical, electrical or engineering specialties (preferred). 2 years' experience in one or more of the building trades. Valid driver's license. Strong mechanical and manufacturing experience. Ability to walk, stand, and lift heavy objects for an extended period of time. Excellent written and verbal communication skills. Ability to act competently in emergencies. Working knowledge of two or more trades. Facebook 1/5/22

Diesel Techs and Trailer Mechanics (Phelps, NY)

- **Wadhams Enterprises** is accepting resumes for both **DIESEL TECH and TRAILER MECHANIC** at their Phelps Terminal. This is a full time position with NEW pay scale, health, dental, vision benefits, 401k and much more!! **Duties include:** All phases of inspection. Preventive maintenance. Equipment repair. We are looking for people with experience in a full service heavy equipment shop environment. You will be involved with diagnosis of mechanical problems and making the proper mechanical repairs on all forms of Heavy Duty Equipment. A NYS Inspectors license is a plus as is a CDL A or B license but not required. We provide a wide range of up to date major shop tools for the technicians use. As well as up to date diagnostic computer equipment. You will need to provide a good basic set of tools. **Call Recruiting** at 800-334-1314 X1178. <https://fingerlakes.craigslist.org/trp/d/phelps-diesel-techs-and-trailer/7428873012.html>

Craigslist post id: 7428873012 1/5/22



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CDL-A DELIVERY DRIVERS

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\$10,000
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CUSTOMER SERVICE/SALES

Parts Counter Person (Hall, NY)

- **LandPro Equipment LLC has an opening for a full time Parts Counter Person. Purpose:** Responsible for receiving, selling, and delivery of parts and accessories. In addition, performs other in-store customer services, stocking duties, and overall organizational promotion. **Requirements: Experience, Education, Skills, and Knowledge:** Basic knowledge of data entry/ keyboarding skills and email. Basic parts and machinery knowledge. Ability to use the John Deere Parts Catalog computer application. Ability to work independently and in a team environment. Ability to lift items weighing up to 75 lbs. High School Diploma or equivalent experience. Forklift operation experience/certification preferred. LandPro is committed to ensuring that all applicants can successfully submit an application for consideration. If you for any reason wish to discuss potential accommodations to help you complete your application for employment, please call Kim Gaylord at 585-226-9680 and I would be happy to assist you. **To apply go to:** <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=70&vjk=54d2fd3f00d6dc39> Indeed 1/14/22

Customer Service Representative (Hall, NY)

- **Seedway, LLC has an opening for Customer Service Representative. Purpose and Summary Statement:** Performs a variety of clerical duties, as well as provides customer service to office visitors and telephone calls. **Essential Job Functions:** Performs order entry in Seedway's JD Edwards's system and processes data entry related to credit status, acknowledgements and product and price verification. Must be willing to work in a positive, collaborative manner with team, and present a cheerful, pleasant, positive outlook (or interface) with customers. Answers telephone, determines the nature of business and directs call to the correct department or destination. Communicates with customers, salespersons, and other individuals to answer questions, disseminate or explain information, take orders and address complaints. Organizes and processes incoming work, enters orders from mail-ins, internet, faxed in and walk in customers. Operates office machines such as photocopiers, printers, and personal computers. **Other Job Functions:** Follows GROWMARK's Code of Conduct and Corporate Compliance Program, Environmental Health and Safety, OSHA and DOT policies and procedures, as they apply. Performs all other duties as assigned. **Requirements:** Requires a high school diploma (some level of secondary education preferred), or the equivalent thereof, and 1 – 3 years or more of clerical related work experience to demonstrate knowledge of professional communication skills, typing proficiency and Microsoft Office programs. Must have and maintain a valid driver's license and satisfactory driving record. Demonstrates essential abilities including business knowledge, collaboration, communication, customer focus, decision making and skill development. Ability and willingness to participate in required training that may include education on GROWMARK's policies and procedures and additional training as it relates to the requirements of the position. **To apply go to:** <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=10&vjk=346e13f3e46d7853> Indeed 1/12/22

Store Associate (Penn Yan, NY)

- **ALDI has openings for full time Store Associates.** As a Store Associate, you'll be responsible for merchandising and stocking product, cashiering, and cleaning to keep the store looking its best. You'll enhance the customer shopping experience by working collaboratively with the ALDI team and providing exceptional customer service. **Average Hours:** 32-40 hours per week. **Duties and Responsibilities:** Must be able to perform duties with or without reasonable accommodation. Processes customer purchases, perform general cleaning duties, stocks shelves and merchandise displays neatly. Provide exceptional customer service, assisting customers with their shopping experience. Complies with all established company policies and procedures while upholding the security and confidentiality of documents and data. Other duties as assigned. **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. Must be able to perform duties with or without reasonable accommodation. **Qualifications:** Ability to provide 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. **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. **To apply go to:** <https://nlx.jobsyn.org/69978460db714146bee08a5504b1497e161> OSOS 1/7/22

Automotive F&I/Finance Manager (Penn Yan, NY)

- **Friendly Dodge Chrysler Jeep** is accepting resumes to hire an **Automotive F&I/Finance Manager.** **Requirements** include but are not limited to: Automotive dealership finance management experience. Strong closing skills. Proven track record in desk management. Verifiable references. We are looking for professional, outgoing, hardworking individuals, who want to enjoy

their job. We truly care about the wellbeing of our employees and their families, and we promote from within! Our business is booming and we need to fill these positions now! Tell us when you can interview and when you can start!

Submit your resume to this job posting.

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=80&vjk=f00e3dc3b071bf98&advn=703711781680130>

Indeed 1/7/22

Automotive Sales Associate (Penn Yan, NY)

- **Friendly Dodge Chrysler Jeep** is accepting resumes to hire **Automotive Sales Associates** for our New, Internet & Pre-owned vehicle departments. We are ranked number one by our customers in sales, customer satisfaction, service & parts. We will train you to be successful in the auto industry! Guaranteed income plus lucrative incentives starting the day you're hired. 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.

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=40&vjk=a827948de6bdb099&advn=703711781680130>

Indeed 1/7/22

Overnight Sales Associate (Penn Yan, NY)

- **Byrne Dairy & Deli** has an opening for **Overnight Sales Associate**. **Purpose of Position:** The Sales Associate provides excellent customer service, follows company policies and procedures and sells products to individuals at Byrne Dairy & Deli retail stores. **Job Responsibilities:** Ensuring customer loyalty by providing exceptional customer service, responding to customers questions and resolving their problems and needs in a friendly, accurate and timely manner. Using suggestive selling techniques. Following company policy and procedure and all laws governing alcohol beverages and tobacco sales. Following all company safety and security policies, looking for and eliminating safety hazards. Operating cash register and all point-of-sale equipment efficiently. Handling cash and safe drops in accordance with company policies. Cleaning grocery shelves, parking lots, restrooms, store interior and store exterior. Stocking products on shelves, in coolers and freezers. Preparing food products (pizza, deli sandwiches, salads, soft and hard ice cream cones). Reporting to work on time and when needed adjusting to changes in work schedule. **Job Requirements:** As a Sales associate, you must be the type of motivated and positive individual who enjoys rolling up your sleeves and doing whatever it takes to get the job done. It is also important that you display excellent customer-service skills. High School diploma. Ability to stand up to 8 hours a day. Ability to read and interpret documents such as policies and procedures. Ability to speak effectively before customers and employees. Point-of-Sale experience, a plus. Experience in food service, a plus. **Physical Demands:** While performing the duties of this job, the employee is regularly required to stand and walk. The employee is occasionally required to climb or balance on a ladder and stoop, kneel, or crouch when stocking and cleaning shelves. The employee must be able to lift and/or move up to 50 pounds. The employee must be able to work in varying temperatures. Working in coolers and freezers. **To apply** go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=30&vjk=476251bd6c6db6df0>

Indeed 1/7/22

Various Positions (Penn Yan, NY)

- **CVS Health** is accepting applications for the following positions: **Shift Supervisor Trainee** (Req #545252BR); **Store Associate** (Req #22857BR); **Pharmacy Tech** (Req #18687BR). **To apply** go to: <https://jobs.cvshealth.com>

1/7/22

Customer Service Representative (Penn Yan, NY)

- **Family Dollar** is seeking motivated individuals to support our Stores. **General Summary:** As a Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise. **Principle Duties and Responsibilities:** Provides customer engagement in positive and approachable manner. Assists in maintaining a clean, well-stocked store for customers during their shopping experience. Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor. Independently stocks shelves and recovers merchandise in the store. Accurately handles customer funds and processes transactions using the POS system. Remains constantly aware of customer activity to ensure a safe and secure shopping environment. Performs all other duties as assigned in order to maintain an effective and profitable store operation. **Position Requirements: Education:** Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned. **Experience:** Prefer experience working in retail, hotel, restaurant, grocery or drug store environments. **Physical Requirements:** Ability to regularly lift up to 40lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling and repetitive lifting, with or without reasonable accommodation. **To apply** go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=60&vjk=a2356d0f2c6824fd>

Indeed 1/2/22

EDUCATION/SCHOOLS

Special Education Teacher (Penn Yan, NY)

- **Mozaic** (a chapter of The ARC) is looking for a **Special Education Teacher! Primary Duties and Responsibilities:** The Special Education Teacher is responsible for the education of the children's goals as identified on their Individual Educational Plan (IEP). The Teacher is the Team Leader and Coordinator for the child's program, including lesson plans, conducting team meetings and completing required paperwork. Supervising Teacher responsibility consists of direct supervision of other classroom teachers and attend meetings acting as Keuka Lake School representative as required. **Minimum Qualifications:** Must have a valid NYS Bachelor's of Science in Special Education degree. Must be fingerprinted and cleared through the State Clearance Registry; must have at least 30 hours of training every two years as required by the New York State Office of Children and Family Services. **Additional Requirements:** Must obtain a Master's Degree and permanent certification in a pertinent field within 5 years (if not already obtained). Participates in any Agency required training. Must be free of the communicable disease of tuberculosis and agree to annual PPD testing. Must be cleared by the Office of Children and Family Services to work with children. **To apply** go to: <https://nlx.jobsyn.org/e04391189cbd4e5e9e02d194b32a1040161>

OSOS 1/7/22

Various Positions (Penn Yan, NY)

- **Penn Yan Central School District accepting applications for the following positions:**
 - ❖ Teaching Assistant – Middle School (Position Start Date 2/28/22)
 - ❖ English Teacher – Middle School Level
 - ❖ English Teacher Long Term Sub (Position Start Date 2/1/22)
 - ❖ School Psychologist Intern 2022-23
 - ❖ Reading Teacher Long Term Sub (Approx. dates 3/28/22-6/22/22)
 - ❖ Custodian

To apply go to: <https://www.indeed.com/cmp/Penn-Yan-Central-School-District/jobs#>

Indeed 1/14/22

Various Positions (Rushville, NY)

- **Marcus Whitman Central School District is accepting applications for the following positions:**
 - ❖ Substitute Teachers UPK-12 (Application Deadline 6/30/22)
 - ❖ Full Time Teachers Aide (Application Deadline 1/28/22)
 - ❖ Automotive Mechanic (Application Deadline 1/28/22)

To apply go to: <https://www.indeed.com/jobs?q=marcus%20whitman&l=Finger%20Lakes%2C%20NY>

Indeed 1/14/22

Classroom and Daycare Aide (Penn Yan, NY)

- **Mozaic** is hiring for a **Classroom and Daycare Aide** for Keuka Lake School in Yates County. This position assists in providing direct and indirect special education/general education and carry over therapy services to preschool children with and without disabilities. **Required Experience:** one (1) year working with children with developmental disabilities preferred. **Required Education:** High School Diploma or GED. **Other Requirements:** Ability to lift and move 50lbs. **Hours:** Mon-Fri 8am-3pm. **To apply** go to: <https://www.indeed.com/l-Penn-Yan,-NY-jobs.html?vjk=cfd26a9dd009de7c>

Indeed 12/20/21

HEALTHCARE/HUMAN SERVICES

Case Manager (Penn Yan, NY)

- **Case Manager – Yates County OFA: Pro Action's Yates County Office for the Aging (OFA)** is seeking an individual to share responsibility for case management functions for the Expanded In-Home Services for the Elderly, Caregiver Support, Home Delivered Meal programs. As part of the team providing programs and services to enhance the quality of life for older adults, the case manager will conduct screenings and intakes for various services provided by OFA. You will also conduct assessments and reassessments of existing customers and monitor changes to their needs, goals, and service options. Implementing care plans and working collaboratively with other service providers will be part of your daily responsibilities, as will maintaining accurate records and case notes for all consumers and being responsible for timely and accurate data entry, and error free reports. You will also coordinate other programming including the Dundee Mobile Food Pantry and the Telephone Reassurance Program. **Requirements:** The successful Case Manager will enjoy working with the elderly population and be good at working collaboratively with others. Must be able to utilize software for accurate data entry and reporting purposes. Excellent verbal and written communication skills are required for this position. The successful

applicant will be able to effectively present information and respond to questions from clients and their families, groups, and the public. This position requires a driver's license that meets agency standards and consistent, reliable transportation. **Education and experience required** for this position include a bachelor's degree in Human Services or Nursing or a related field, with at least one year of full-time, paid experience. May also possess four years of full-time, paid experience as a Teacher in an accredited school, Case Manager in a Community Action or other Human Services program – or – four years as a Community Services Worker or Case Aide in a local Social Services District in New York State. A satisfactory, equivalent combination of these educational and experiential requirements may be considered. **Summary:** Please apply by submitting a letter of interest, resume, completed employment application and copies of unofficial transcripts to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 – or email to: Jobs@proactioninc.org. 1/14/22

Community Pre-Vocational Staff Member (Geneva, NY)

- **Lochland Inc.** is currently hiring a full-time **Community Pre-Vocational Staff Member** to support individuals in the development of work skills in preparation for community employment and oversee assigned worksites to ensure quality and quantity of work completion; this can be delivered in a group or individual setting. **Position Requirements:** High School Diploma or GED. One year of work experience providing vocational or pre-vocational services to individuals with disabilities (OPWDD). Excellent communications skills both verbal and written required. Able to lift up to 50lbs and physical agility to work with and/or assist an individual with developmental disabilities in a variety of circumstances and environments. Valid NYS Driver's license which meets agency standards. Acceptable results of all background checks including a criminal conviction background check. **Pay:** \$17.00 - \$19.00 per hour. **Education:** High school or equivalent (Preferred). **Experience:** Pre Vocation: 1 year (Preferred). Direct support: 1 year (Preferred). **To apply** go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=80&vjk=cd490854d6fb9510&advn=8399705305967089> Indeed 1/12/22

Certified Nursing Assistant (Penn Yan, NY)

- **The Penn Yan Manor** is accepting applications for **Certified Nursing Assistants**. **Qualified applicants** should be flexible, reliable, compassionate and preferably have experience in a long term care setting. Applicants must have a current NYS CNA Certification. Urine drug screen and NYSDOH Criminal Record Background Check required. **Pay: \$14.00-18.50/hour**. **Please respond** to this ad with your resume, pick up an application in our business office or print an application from our website: www.pennyanmanor.com. <https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=40&vjk=3fa25f3d9872c7e0&advn=7288738140674192> Indeed 1/10/22

Skills Coordinator (Yates County, NY)

- **Mozaic** is hiring for a **Skills Coordinator in Yates County**. This position provides supervision and training for individuals served in the activities of daily living and community integration in individual and small group situations. You will implement individual goals and services recommended by the treatment team according to methods, time frames, etc. outlined in the Individual Service Plan which promotes the wellbeing, independence, productivity and community integration of individuals, as well as the protection of their individual rights. **Required Experience:** Three (3) years' experience, or an equivalent combination of work experience and education. **Required Education:** High School Diploma or GED. **Other Requirements:** Current and acceptable valid NYS driver's license. **Benefits Include:** Medical, Dental and Vision. 4 Weeks PTO w/ 8 Paid Holidays. 403-B plan. Many other competitive benefits. **Hours:** M-F 8am-4pm w/flexibility. **To apply**, contact the employer at <https://nlx.jobsyn.org/9053c4cc7e8c4210ba164a63033cb524161>. OSOS 1/10/22

Family Support Worker (Penn Yan, NY)

- **Catholic Charities** of Steuben is currently looking for a full time **Family Support Worker** in their Penn Yan office. The Family Support Worker will fulfill the home visiting function within the SHAPE program. This Family Support worker will have a caseload that involves working in our program to support the Families and Children in our program. Someone with past case and or family support management would be a great fit! **QUALIFICATIONS:** Bachelor's degree in Social Work or related field preferred, Associates Degree required. Prior experience is preferred. Some education/human services experience, either through employment or educational internships including working with Mental Health or Child Welfare. **Schedule:** Monday to Friday. Education: Associate (Preferred). **License/Certification:** Driver's License (Preferred). For more information and **to apply** go to: <https://www.indeed.com/jobs?q=family%20support&l=Penn%20Yan%2C%20NY&vjk=5e9e08354a7d7bad> Indeed 1/10/22

Per Diem Direct Support Professional (Penn Yan, NY)

- **Mozaic** (a chapter of the ARC) is looking for **Per Diem Direct Support Professional (DSPs)** to work with individuals with disabilities and help them achieve their goals! DSPs promote positive self-esteem of individuals in a home setting or in the

community through consistent positive interactions, support, encouragement, and unconditional respect of individuals' rights. We have full-time and relief positions available! **Duties and Responsibilities:** Provides services to individuals as planned in their Life Plan/Individual Service Plan (ISP). Plans and coordinates daily activities according to the individual's goals. Acts as an advocate for individuals. Assists with Activities of Daily Living Skills such as showering, bathing, toileting, cooking and more. Assists and supports individuals with community integration. Respects the individual's right to privacy and confidentiality by appropriate use of written and verbal communication. **Are you qualified?** High School Diploma/GED preferred. Experience working with individuals with disabilities preferred, but not needed. Basic computer skills. Valid and clean NYS driver's license (3 years' experience) preferred. Ability to use discretion in handling confidential information. Ability to communicate and work effectively within a team environment. **Benefits for Per Diem Staff:** Flexible Schedules. Paid Sick Leave. Daily pay option instead of bi-weekly. **Starting wage** is \$13.75/hour+ depending on experience, plus shift differential pay. **To apply** go to:

<https://www.indeed.com/jobs?q=Full%20Time&l=Penn%20Yan%2C%20NY&start=10&vjk=5ddadd02d7f1c1bf>

Indeed 1/10/22

Lakeview Health Services - Various Positions (Finger Lakes, NY)

- Lakeview is dedicated to helping those we serve identify and achieve personally meaningful life goals and to realize their full potential. We provide safe, affordable housing and support to persons recovering from mental illness and health care coordination services to individuals with chronic mental and physical health challenges. Lakeview Health Services has multiple openings in the Finger Lakes with newly increased wages starting at a minimum of \$15/hr. plus (depending on Education & Experience). Many positions also include a sign on bonus! Full Time, Part Time & Per Diem.
 - Rehab Coaches/Assistants
 - Medicaid Billing Specialist
 - Peer Outreach Coach
 - Awake Overnight Front Desk

Please **apply** directly at: <https://www.lakeviewhs.org>

1/10/22

Case Manager (Penn Yan, NY)

- **The Cancer Services Program of the Finger Lakes Region** is hiring a **Case Manager**. The Case Manager serves as the clinical staff person overseeing the clinical work of the program. The position is responsible for all case management related to the patients' cancer screenings, diagnoses and treatments and works with patients to identify and overcome barriers to screening and follow-up care. The Case Manager will monitor and supervise patient progress throughout the program and during follow up. Upon abnormal finding or cancer diagnosis, the Case Manager can help to enroll the patient in the Medicaid Cancer Treatment Program (MCTP). Job #233552: Senior Community Liaison, Case Manager - CCHP - Cancer Services Program of the Finger Lakes Region (CSP-FLR), Full Time - Bilingual Preferred. **REQUIREMENTS:** Bachelor's Degree and 3 years related community experience or equivalent combination of education and experience. Preferred experience in community relations, community organizing, or community health promotion efforts; previous work demonstrating the ability to work with grass roots and public interest groups and community coalitions. Experience in clinical or human service setting with familiarity with medical terminology pertaining to cancer screening, diagnosis and treatment. Excellent presentation and communication skills, including written communication. Excellent customer service, organizational time management, and interpersonal skills. Ability to work independently and as part of a team; ability to work effectively with people of different cultural and economic backgrounds. Use computer programs proficiently, including use of the Internet, Microsoft Word and Excel, and PowerPoint, database management and data entry programs. Ability to ensure the security and confidentiality of all client information and maintain HIPAA protocols. Bilingual in Spanish is desirable. Must maintain DQE certification once obtained. Ability and willingness to travel regionally throughout the CSP- FLR six county area on a monthly basis. Interested applicants can apply using the job number in URM system. <https://www.rochester.edu/human-resources/careers/>

1/7/22

Various Positions (Penn Yan, NY)

- **Finger Lakes Health** has openings at Soldiers & Sailors Memorial Hospital in their Nutritional Services department! The department is open from 5am – 8pm, and requires availability to work every other weekend and rotate holidays (premium holiday pay is provided). Their Nutritional Services Aides help assemble and deliver trays and work in the dishroom. Full Time, Part Time (benefit eligible), and Per Diem (late afternoon hours, great for high schoolers!) are available. **Pay** starts at \$14.00/hour with no previous experience. **They also have Cook positions available**, Full Time and Part Time. These positions are also benefit eligible and require the weekend/holiday rotation. The Cook I position (prep cook) starts at \$15.50 and the Cook II position starts at \$16.00, both rates are with no previous related experience. Please complete an online application at www.FLHealth.org, under Careers, or call 315-787-4039 for the Human Resources Department. 1/7/22

Community Outreach Specialist (Penn Yan, NY)

- **The Council on Alcoholism and Addictions of The Finger Lakes** is accepting applications for a full time **Community Outreach Specialist**. **Full Job Description:** The Community Outreach Specialist for the Screening Brief Intervention and Referral to Treatment (SBIRT) Program (Ontario and Yates Counties) will be responsible to implement screening, brief intervention and referral to treatment services for at-risk individuals (children, adolescents and/or adults) in primary care and a variety community health settings with a targeted focus on screening for underage drinking opioid use and other substance use. Position requires ability to travel and an outgoing, creative team player with flexibility, excellent oral and written communication skills, good organizational skills with attention to detail and ability to development relationships. Bachelor's Degree in Health Education, Chemical Dependency Counseling, Nursing required. A minimum of 2 years experience in teaching, working with youth, counseling or human services preferably with a background in alcohol/drug misuse prevention education and basic knowledge of OASAS Prevention Guidelines is a plus. **Pay:** From \$37,000.00 per year. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=60&vjk=10430dd86d0eb0b4&advn=9568772375938349>
Indeed 1/6/22

Outpatient Clinic Director (Penn Yan, NY)

- **FLACRA** has an opening for **Outpatient Clinic Director**. **Job Details:** The **Outpatient Clinic Director** is responsible for the daily operation of the outpatient unit. The Director will assure agency & program compliance and fidelity in strategic business goals. **Duties:** Facilitates motivational team building and group supervision. Provides direct supervision to staff on a regular basis by various audits and observations. Complete staff evaluations as prescribed by the agency. Lead and participate in general, staff, in-service and supervisory meetings held by the Agency. Maintain required reporting, records and statistics as directed. Develops and maintain positive and effective relationships with community groups, referral sources and service agencies. Recruits, screens and interviews prospective staff. Assess staff training needs and assist in the development of those needs. Participate in community presentations and training programs. Assess staff training needs and assist in the development of those needs. Training of all new direct reports. Assure coordination of care. **Minimum Qualifications:** Bachelor's Degree in Health/Human Services and three years' experience. Valid NYS Drivers' License. Must have minimum of one year supervisory or management experience, three years preferred and be a Qualified Health Professional. Master's Degree preferred. **To apply** go to: <https://nlx.jobsyn.org/89bd9820128b4b2ea7e26c76a101ec96161>

OSOS 1/3/22

Care Coordination Program Supervisor (Penn Yan, NY)

- **Catholic Family Center** has an opening for **Care Coordination Program Supervisor**. **Requirements:** Bachelors Degree in human services or related field and a minimum of four years of relevant experience working with persons with disabilities and/or chronic illnesses and at least three years of supervisory experience, preferred. A combination of experience and education may be substituted at the discretion of the Executive Director. Bilingual (English/Spanish) is required for some positions. If position requires bilingual skills to be used, additional compensation will be offered. Possession a valid NYS Drivers license and a driver's record considered acceptable by agency and insurance carrier. Continuous use of a reliable, registered and insured vehicle. Ability to meet the following physical requirements with or without reasonable accommodation: Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle; Stand, sit, walk, bend, stoop, kneel, and reach; Climb up or down stairs; Able to reach above or below shoulders; Occasionally lift or move objects weighing up to 10 lbs.; Sitting at a desk or in a vehicle for long periods of time to perform certain job functions; Be able to read write and interpret written documents. For a complete list of duties and requirements and to apply go to: <https://www.cfcrochester.org/>

1/3/22

Planning Coordinator (Penn Yan, NY)

- **Mozaic** (a chapter of The ARC) is looking for a **Planning Coordinator!** **Primary Duties and Responsibilities:** Oversees all aspects of the Staff Action Plans for the people we support and is responsible for regulatory compliance and quality assurance of their assigned caseload. This includes the development of the Staff Action Plans, suggestions of daily activities and services for designated caseload, and ensuring regular documentation regarding the response of the person to the plan. Evaluates and provides ongoing training to designated staff. **Minimum Qualifications:** High School Diploma and three years of experience working with people with intellectual and/or developmental disabilities or an Associate's Degree with 1 year experience. A valid NYS driver's license is required. To apply go to:

<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=50&vjk=11ef83c1ab744662>

Indeed 1/3/22

Direct Support Assistant (Penn Yan, NY)

- **NYS Office for People with Developmental Disabilities** is accepting applications for full time **Direct Support Assistants**. Direct Support Assistants provide a wide variety of person centered supports and services to individuals with

developmental disabilities. These supports and services involve advocating for, encouraging, guiding and teaching individuals in expressing personal choice, developing daily living skills and habits, taking care of their personal needs, assuring community integration, ensuring for their health and safety, and maintaining a healthy, safe home environment. The supports and services performed depend upon the specific abilities of the individuals being served and the nature of the setting where the activities are performed. Training is provided. **Qualifications:** High school or equivalent (Preferred). Driver's License (Preferred). **Pay:** \$37,507.00 - \$46,103.00 per year. **To apply** go to: <https://www.indeed.com/viewjob?cmp=NYS-Office-For-People-With-Developmental-Disabilities&t=Direct+Support+Assistant&jk=49e8939b640a674a&q=Full+Time&vjs=3> Indeed 1/3/22

Direct Support Professional (Geneva, NY)

- **Lochland** accepts applications ongoing for the Position of **Direct Support Professional**. **Position Mission:** 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:** \$16.25 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: Julie Chiccino jchiccino@lochlandinc.org. <https://lochlandinc.org/employment/> 1/3/22

Direct Support Professional (Penn Yan, NY)

- **Catholic Charities Community Services** is currently recruiting for **Direct Support Professional (DSP)** positions! These are a great opportunity for someone that wants to work 1:1 and in a group setting with individuals with Developmental Disabilities. The rumors are true.....Our pay rates have increased to \$15/hour to start with increases with increased hours and med certification!! We have locations in Penn Yan and have full-time, part-time, and relief DSP positions open, with day, evening, and overnight shifts available. This is a great opportunity for someone looking for a new start with an amazing organization or looking for a job to help out individuals in a residential setting. **Education:** High school or equivalent (Required). **Experience:** Direct support: 1 year (Preferred). **License/ Certification:** New York State Driver's License (Required). For a list of duties and **to apply** go to: https://www.indeed.com/jobs?l=Penn%20Yan%2C%20NY&from=mobRdr&utm_source=%2Fm%2F&utm_medium=redir&utm_campaign=dt&vjk=9d3894f79295fab8 Indeed 1/3/22

Various Positions (Penn Yan, NY)

- **Mozaic** is accepting applications for the following positions: * **CDL Bus Driver** * **Classroom and Daycare Aide** * **Community Support Supervisor** * **Direct Support Professional-Residential** * **Direct Support Professional-Day/Community Services** * **KLS Receptionist** * **Overnight Residential Support** * **Per Diam Direct Support Professional** * **Planning Coordinator** * **Relief Classroom and Daycare Aide** * **Skills Coordinator** * **Special Education Teacher**. For a complete list of job descriptions and **to apply** go to: <https://www.mozaic.org/jointheteam> 1/14/22

Various Positions (Penn Yan, NY)

- **Catholic Charities Community Services** is currently recruiting in the fields of * **Administrative** * **Care Coordination** * **Community Support** * **Developmental Disabilities Services** * **Self-Directed Services** * **Supportive Services** in the Penn Yan area. For a complete list of duties and **to apply** go to: <https://www.cccsrochester.org/> 1/14/22

Pro Action of Steuben and Yates – Multiple Positions

- Case Manager – Yates County OFA – Penn Yan
- Education/Technical Assistance Specialist - Bath
- Employment Development Specialist - Bath
- Energy Programs Construction Foreman – Bath
- Energy Programs Construction Laborer – Bath
- Energy Programs Manager - Bath
- Executive Assistant/Special Projects Coordinator - Bath

- Fiscal Assistant – Child Support Unit – Bath
- Home Visitor Specialist – Bath
- Van Driver - Bath

For full descriptions and **to apply** for any of the positions listed above, please visit: <https://proactioninc.org/contact-proaction/>
Workforce Development 1/14/22

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

- Activities Aide – Homestead
- Care Manager - SSH
- Clerk/Receptionist – JDK
- CNA or Certified Nurse Aide Training Program – Homestead
- Cook I – SSH
- Dietician – SSH
- EMT Basic – SSH
- Housekeeping Aide - SSH
- LMSW Social Worker Therapist – SSH
- LPN - Homestead
- LPN-LTC – Homestead
- LPN – Physician Practice – Lifecare Medical Assoc. - SSH
- LPN – Physician Practice – Dundee Family Health Center
- LPN – Urgent Care – SSH
- Mechanic I - SSH
- Mechanic II – SSH
- Medic 55 – SSH
- Medical Assistant – Lifecare Medical Assoc. – SSH
- Medical Secretary - SSH
- Medical Technologist – SSH
- Nutritional Services Aide - SSH
- Nutritional Services Manager – SSH
- Outpatient Counselor - LMSW or LMHC – JDK
- Patient Access Rep I – SSH
- Patient Care Tech – SSH
- Patient Financial Service Rep - SSH
- Phlebotomist – SSH
- Physical Therapist - SSH
- Physical Therapy Assistant – SSH
- Radiology Tech II – SSH
- RN - Homestead
- RN - SSH
- RN – Clinic – SSH
- RN Bedside - Emergency Dept. – SSH
- RN Bedside – Med/Surg Acute – SSH
- RN Bedside – Unit 1 – Homestead
- RN – Clinical Leader - SSH
- RN-MDS Coordinator/Long Term Care Clinical Reimbursement Nurse – Homestead
- Radiology Tech II- SSH
- Safety Screen Associate – SSH
- Scheduler - 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
Workforce Development 1/14/22

HOSPITALITY/RESTAURANT

Jail Cook Manager (Penn Yan, NY)

- **Yates County** is seeking applications for **Jail Cook Manager**. This work involves responsibility for the menu planning, purchasing of food and supplies, preparation and cooking of food on a large scale, as well as responsibility for laundry operations at the Yates County Jail. For more information or **to apply** please visit, <https://mycivilservice.yatescounty.org/>. **Application deadline is January 27, 2022.** Yates County Personnel 1/13/22

Various Positions (Keuka Park, NY)

- **AVI Foodsystems, Inc.** has openings for the following positions at Keuka College: * **Food Service Worker** * **Dishwasher** * **Sous Chef** * **Food Service Supervisor**. For job descriptions, qualifications and **to apply** go to: <https://www.avifoodsystems.com/career-opportunities/> 1/14/22

Various Positions (Penn Yan, NY)

- **Microtel Inn & Suites** has the following positions available: * **Housekeeping** * **Night Auditor** * **Maintenance** * **General Manager** * **Executive Housekeeper** * **Assistant Executive Housekeeper** * **Maintenance**. For more information and **to apply** please go to: <https://www.indeed.com/cmp/Microtel-Inn-&-Suites/jobs?l=Penn+Yan%2C+NY>. 1/14/22

LABOR

Building Maintenance Helper (Penn Yan, NY)

- **Yates County** is seeking applicants for **Building Maintenance Helper**. An employee in this class performs unskilled manual work in performing a variety of tasks connected with the operation, maintenance and cleaning of buildings and related equipment. For more information or **to apply**, please visit <https://mycivilservice.yatescounty.org/>. **Application deadline is January 27, 2022.** Yates County Personnel 1/13/22

Animal Control Officer (Yates County)

- **The Yates County Sheriff's Office** is seeking applicants for **Part-Time Animal Control Officer**. **Position Details:** The Part-Time Animal Control Officer is needed to work Sunday and Monday. The person hired will also need to cover days the Animal Control Officer is unavailable (sick, vacation, etc.). On-call ability is preferred. Work vehicle and cellphone provided, while working. Eligible for NYS Retirement. For more information or **to apply**, please visit <https://mycivilservice.yatescounty.org/>. **Application deadline January 27, 2022.** Yates County Personnel 1/13/22

General Laborer/Wildlife Control (Penn Yan, NY)

- **Wildlife Control of the Finger Lakes** is looking for a hard worker to train in animal exclusion work. Must be comfortable at heights, working in confined spaces, and not be afraid to get dirty. This is a great opportunity to get in on the ground floor of the Wildlife Control business and grow your skill set. Must be able to lift and carry 75 pounds. General carpentry and roofing experience is preferred. Must have a clean and valid NYS driver's license. Job requires working night and weekends as necessary. **Pay:** \$15.50 - \$20.00 per hour. **Education:** High school or equivalent (Preferred). **License/Certification:** Driver's License (Required). **To apply** go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=70&vjk=52311b628782cde1> Indeed 1/12/22

Lead Technician (Penn Yan, NY)

- **Clean and Green** is seeking a motivated individual to join our team; to lead our Window Cleaning crew. We provide both residential & commercial exterior house washing services in the Finger Lakes and we aim to have a personable, positive & professional individual to join our fleet. Our goal is to provide an excellent experience for each customer. An ideal candidate must have a strong work ethic, great customer communication skills, attention to detail and a healthy positive attitude. We currently need seasonal full-time help that can be flexible with the increasing demand of the skill. Position includes competitive pay, truck & equipment. **Pay:** From \$18.00 per hour. Driver's License (Required). **To apply** go to: <https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=130&vjk=2bdbdeeb3e885b75&advn=3382251821474848> Indeed 1/12/22

Custodian (Penn Yan, NY)

- **Penn Yan Central School District** has an opening for a full time **Custodian**. Anticipated night, 8 hours per day, 12 months per year, salary is \$18.64/hour + .50/hour night shift differential. **Education:** High school or equivalent (Required).

Experience: Cleaning: 1 year (Required). **License/Certification:** Driver's License (Preferred). Applicants should **apply to** Yates County Personnel Department at: mycivilservice.yatescounty.org as well as sending a letter of interest to Howard Dennis, Superintendent of Schools, Penn Yan CSD, One School Drive, Penn Yan, NY 14527. **Application deadline is January 21, 2022.**
<https://www.indeed.com/jobs?q&l=Finger%20Lakes%2C%20NY&start=110&vjk=d6866dd27a9f3cf3> Indeed 1/11/22

Various Positions (Penn Yan, NY)

- Start the year off with a new career opportunity! **Williamson Building and Remodeling LLC** is looking for motivated people to join our growing team! Check out <https://wbrny.com/> for more info. Facebook 1/7/22

Various Positions (Penn Yan, NY)

- **Finger Lakes Premier Properties** is accepting applications for the following positions: **Maintenance Laborer; Housekeeping; Home Care Maintenance; Residential Handyman; Janitor; Maintenance Technician.** For more information and to **apply** go to: <https://www.indeed.com/jobs?q=finger%20Lakes%20Premier&l=Penn%20Yan%2C%20NY&vjk=65190e6d2b7a6a00> Indeed 1/6/22

Maintenance Worker (Penn Yan, NY)

- **The Village of Penn Yan** is accepting applications **for Wastewater Treatment Plant Maintenance Worker.** The work involves responsibility for the performance of unskilled manual work in completing a variety of tasks in the operation, maintenance and cleaning of buildings and related wastewater control facility equipment. Miscellaneous minor repair work may be performed independently but does not require the same degree of proficiency and ability as that called for in the more skilled position of Maintenance Mechanic. General directions are received in connection with assignments and supervision is received from the Wastewater Treatment Plant Operator or Maintenance Mechanic while work is in progress and upon completion. Does related work as required. Full time; \$21.67/hour. Interested applicants should apply by Friday, January 21, 2022 by submitting an application to the Yates County Personnel Office at 417 Liberty Street, Penn Yan, NY 14527 or online at <https://mycivilservice.yatescounty.org/jobopps>. 12/30/21

Various Positions (Seneca Lake, NY)

- **Camp Whitman on Seneca Lake** is looking for a few new superheroes to join this amazing team this coming summer. Do you know someone interested in a life-changing, soul-filling, challenging and FUN experience this summer? We are now taking applications on our website at <https://www.campwhitman.org/employment>. Facebook 12/30/21

OFFICE WORK/MANAGEMENT

Program Assistant (Bath, NY)

- **Pro Action's Birth-to-5 Head Start Program** is looking for a full-time **Program Assistant** to provide support that will ensure that all areas of the program maintain 100% compliance with Head Start Performance Standards and all other applicable program regulations. The Program Assistant will provide clerical support to the Head Start Director and other staff that includes taking meeting minutes and managing program files and forms. Human Resources and Licensing support will be provided as the Program Assistant facilitates the process of required background checks for applicants, collects staff credentials and required data, and monitors and maintains staff training records. Accuracy and proficiency with data entry will be required as the Program Assistant works with various Managers to ensure that information is filed in the correct databases. Will provide requested reports for the purpose of tracking the enrollment of children/families and the training hours of staff. **Requirements:** An Associate Degree or High School diploma and experience in an office setting is required for this position. Familiarity with clerical tasks, record keeping, and other administrative functions is required. Must be proficient in Microsoft Office and data entry/compilation/reporting and be highly organized and able to manage multiple projects and priorities simultaneously. The Program Assistant is required to maintain working knowledge of Head Start Performance Standards, local written plans and policies and Pro Action policies and procedures. Knowledge of NYS Office of Children and Family Services Day Care Regulations must also be maintained. This position requires successful background checks and maintaining a driver's license that meets agency standards. **Summary:** Apply by submitting 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@p4roactioninc.org 1/14/22

Social Welfare Examiner (Penn Yan, NY)

- **Yates County** is seeking applicants for **Social Welfare Examiner.** This position involves responsibility for determining the eligibility of individuals for various social services programs, and for processing the assistance to be granted in accordance

with established policies and procedures. For more information or to apply, please visit <https://mycivilservice.yatescounty.org/>. **Application deadline is January 27, 2022.**

Yates County Personnel 1/13/22

Teller (Penn Yan, NY)

- **Wayne Bank** is accepting applications for a full time **Teller position**. **Duties:** Represents the bank in a courteous, professional manner, and provides prompt, efficient and accurate service when processing transactions. Cross-sells bank services when appropriate and makes referrals to appropriate business partners. Strictly adheres to all current laws, security measures and organizational policies/procedures to ensure compliance with all regulatory requirements. **Skills:** Excellent communication, organizational, interpersonal skills and basic computer knowledge. **Experience:** Prior sales and cash handling experience preferred but not required. **Education:** High School Diploma or equivalent. **To apply** go to: <https://www.indeed.com/jobs?q=wayne%20bank&l=Finger%20Lakes%2C%20NY&vjk=f65086ecd3da57a5> Indeed 12/30/21

Receptionist (Penn Yan, NY)

- Joining **H&R Block** as a seasonal **Receptionist** means you'll relentlessly focus on how to wow clients now, and in the future. You'll need the ability to work a flexible schedule in multiple, fast-paced locations during the tax season from January to April. If the typical year-round 9-5 isn't for you, this seasonal position provides the freedom, flexibility, and extra earnings you'll need to embrace what makes your life uniquely yours. After successfully working this tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement. **Day to day, you'll...** 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 as they exit ensuring all current and future needs are met. Maintain office cleanliness and organization of resources with team members. Other duties as assigned. **What you'll bring to the team...** 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. Point of sale experience. Knowledge and experience with a Windows based computer system. Bilingual candidates strongly encouraged to apply! **To apply** go to: <https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=40&vjk=700cfae1d0272f01> Indeed 12/30/21

Associate Team Lead (Penn Yan, NY)

- **H&R Block** is seeking an **Associate Team Leader** to serve as onsite point of contact for tax office associates and clients, ensuring quality and consistent execution that will allow us to promote the value of H&R Block. Execute and hold all tax office associates accountable to Standard Operating Procedures (SOP) execution and client service experience, with escalation to the Multi-Unit Team Leader and District General Manager as necessary. Serve as point of contact for onsite escalated client service concerns+ Ensure clients are scheduled properly and conflicts are resolved, with escalation to the Multi-Unit Team Leader and District General Manager as necessary. Lead the office from the front desk, providing phone coverage and engaging with clients to deliver an outstanding experience. Lead daily activities to ensure that all tax office associates are scheduled, and work is completed according to deadlines, with attention to quality standards, priorities and overall goals. Lead daily huddles and communicate essential information to office associates. https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25515&siteid=5616&jobid=2712937#jobDetails=3194391_5616 12/30/21

Accelerated Tax Associate (Penn Yan, NY)

- **H&R Block** is seeking an **Accelerated Tax Associate**. **Job Responsibilities:** Conduct face-to-face tax interviews with clients+ Prepare complete and accurate tax returns+ Generate business growth, increase client retention, and offer additional products and services+ Provide IRS audit support+ Support office priorities through teamwork and collaboration. You'll complete...Eight hours of paid training and the Tax Associate certification in addition to required new tax professional training. Tax Specialist Certification Exam by 1/21/2022. It would be even better if you also had previous experience in a customer service environment plus sales and/or marketing experience. Bilingual candidates are strongly encouraged to apply. **Job Requirements:** Ability to work a minimum of 35 hours weekly throughout tax season and 40 hours during peak weeks. Ability to work in multiple locations within a designated group of offices. High school diploma or equivalent. **To apply** visit: https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25515&siteid=5616&jobid=3208800#jobDetails=3208800_5616 12/30/21

Tax Professional II (Penn Yan, NY)

- **H&R Block** is looking for a **Tax Professional**. **Job Responsibilities:** Conduct face-to-face tax interviews with clients, Prepare complete and accurate tax returns, Generate business growth, increase client retention, and offer additional products and services, Provide clients with IRS audit support, mentor, and support. **Job Requirements:** Bachelor's degree in Accounting or related field, CPA or Enrolled Agent certification. Experience completing complex returns (individual, trust, partnership)

and 5+ years of experience in accounting, finance, bookkeeping or tax. Experience conducting virtual tax interviews, Tax planning and audit support experience. Sales and/or marketing experience. Bilingual candidates strongly encouraged to apply. **To apply** visit: <https://nlx.jobsyn.org/Ofa73a19e09f464191682ef18ac32ad0161> 12/30/21

Office Assistant (Rushville, NY)

- **Second Look Maintenance, Inc** is currently seeking a competent **Office Assistant** to help with the organization and running of the daily administrative operations of our company. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results. **Skills:** Proven experience as a back-office assistant, office assistant or in another relevant administrative role. Working knowledge of office equipment and general software knowledge. Thorough understanding of office management procedures. Excellent organizational and time management skills. Analytical abilities and aptitude in problem-solving. Excellent written and verbal communication skills. Proficiency in MS Office or equivalent. Quick books knowledge helpful. General landscape knowledge helpful (but not required). **Schedule:** 18 +/- hours per week. 6 hour shifts. **Education:** High school or equivalent (Preferred). **Experience:** Customer service: 1 year (Preferred). **To apply** go to: <https://www.indeed.com/l-Penn-Yan,-NY-jobs.html?vjk=74b0afac24bf0386> Indeed 12/27/21

SKILLED

Lineworker (Penn Yan, NY)

- **The Village of Penn Yan** is accepting applications for **Lineworker**. A Lineworker is a skilled position in the construction, maintenance and repair of electrical overhead and underground distribution systems, including the rebuilding and maintenance of electrical substations. The work requires climbing poles and towers under all kinds of weather conditions and rigid observance of safety precautions to protect the lives of themselves and others. The Lineworker is expected to follow both verbal and written instruction from the Line Crew Chief and is expected to work independently or with others to carry out those instructions. Does related work as required. **Minimum Qualifications:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education; AND four (4) years of full-time or equivalent part-time paid work experience as an Apprentice Lineworker on electric distribution systems; OR One (1) year of full-time or equivalent part-time paid work experience as an Electric Utility Lineworker. **Special Requirements:** Possession of a valid NYS Commercial Driver's License (CDL), at time of application, and such license must be maintained in good standing throughout the tenure of employment in the position. Must be a trained Qualified Electric Person (QEP) at time of appointment. **Compensation Rate:** \$39.87-\$43.97 dependent on experience. Interested applicants should **apply by Friday, January 21, 2022** by submitting an application to the Yates County Personnel Office at 417 Liberty Street, Penn Yan, NY 14527 or online at <https://mycivilservice.yatescounty.org/jobopps>. 12/30/21

Apprentice Lineworker (Penn Yan, NY)

- **The Village of Penn Yan** is accepting applications for the **Apprentice Lineworker for the Municipal Electric Department** position. This is a trainee position over the course of four (4) years. The applicant must be able to perform manual work in support of the Penn Yan Municipal Electric Line Crew as they complete the 4-year training program. The work requires working in all kinds of weather conditions and rigid observance of safety precautions to protect the lives of themselves and others and is performed under the direct supervision of the Line Crew Chief or Senior Lineworker. **Compensation rate** is \$27.10 - \$31.31, dependent on years of experience and offers a competitive benefits package. Keys to success include working effectively with a team, following safety protocol, being respectful to others and having integrity and pride in your work. **Minimum qualifications** include two years of experience as a laborer or helper in general construction trades. This is a full time Civil Service position that is 40 hours per week and subject to Civil Service rules for eligibility. Interested applicants should **apply by Friday, January 21, 2022** by submitting an application to the Yates County Personnel Office at 417 Liberty Street, Penn Yan, NY 14527 or online at <https://mycivilservice.yatescounty.org/jobopps>. Indeed 12/23/21

Production and Service Coordinator (Penn Yan, NY)

- **Coach and Equipment** has an opening for **Production and Service Coordinator**. **Job Summary:** Provide support and coordination of Coach Bus Sales production and service operations including support for CBS shop employees. Production and Service Coordinator will assist the Production Manager in planning, implementing, and monitoring production activities, ensuring contract requirements, product specifications, and deadlines are met. **Minimum Education/Skills/Work Experience:** The ideal candidate should possess the following: Strong leadership qualities. Highly organized. Exceptional interpersonal and communication skills. Meticulous attention to detail. A qualified candidate should have 1-2 years of experience a production role, preferably in a supervisory capacity and an associate degree, or some combination of

education and experience as listed. For a list of Responsibilities/Key Tasks and to apply go to:
<https://www.indeed.com/jobs?q&l=Penn%20Yan%2C%20NY&start=30&vjk=b393bea194f3eda0>

Indeed 12/21/21

Flight Line Position (Penn Yan, NY)

- **Seneca Flight Operations** is an aircraft charter company and is the Fixed Base Operator based at the Penn Yan Airport. We have been in business since 1956 and operate all aspects of the airport including mowing in the summer, plowing runways and taxiways in the winter and airport maintenance on airport buildings, lights and infrastructure. We currently have a **full-time flight line position** available. **Duties** include but not limited to maintaining aircraft and airport facilities, meeting customer needs with our Hertz car rental program, fuel quality control and providing superior service to customers. Hours vary based on need and will include evenings and weekends. The candidate must have the ability to operate a computer and the ability to be trained on proprietary Hertz Rental car software. The candidate must have a valid NYS driver license (preferably Class B or C but not required) and will have the ability to operate the following equipment: Aircraft tug; Highway grade snowplow/snow blower. Farm grade tractor with plow and/or mower attachments. Forklift. Candidate will be required to learn FAA requirements for airport fueling operations including proper fuel maintenance and receiving techniques. Candidate must have ability to do limited work on fleet aircraft under the strict supervision and direction of certified aircraft mechanics. Since we are a certified Part 135 Air charter carrier and safety is our #1 goal, we require pre-employment drug testing and random drug and alcohol screening while employed. To best service the needs of our customers, the candidate should live within 30 minutes of the airport as there are instances that require a call in during evenings, weekends and/or holidays. **Starting Pay** is \$15 per hour increasing to \$16 per hour upon successful completion of 90 day probationary period. **Interested parties should forward resume to** info@senecaflight.com.

Craigslst post id: 7423602557 12/21/21

SKILLED/MANUFACTURING

Quality Systems Specialist (Penn Yan, NY)

- **KanPak** is seeking an energetic, skilled **Quality Systems Specialist** to join our team! **Job Summary:** Oversee regulatory and customer standards to ensure operational compliance. Ensure company quality standards are consistently maintained by conducting internal audits, advising management on new processes needed and implementing the processes and training needed to meet regulatory and customer standards. **Responsibilities:** Responsible for interpreting regulatory and customer standards and implementing necessary policies and programs to meet regulatory and customer requirements. Will arrange and conduct facility audits, product mock recovery events, regular reviews with Management on changes to customer or regulatory requirements. Conduct root cause analysis and corrective action implementation related to non-conforming events or customer complaints. This analysis may include written reports for internal and external use. Constantly fill in and perform all the responsibilities of the Quality Assurance Manager in the absence of the incumbent. Provide technical support to Product Development and Operations in conducting process capabilities, Quality Assurance standards, quality procedures, food safety, and food security requirements. Participate on cross-functional teams as Quality Assurance liaison. Develop and conduct training for plant food safety and quality Initiatives. Minimum Qualifications: Education and experience equivalent to: Education/Certification: BS Degree in Food Science, Microbiology, Chemistry or other Technical disciplines. Additional Management or Technical education preferred. Experience: 5-years in Quality Assurance or related Technical discipline (in a Senior Technician or management capacity) in the Food Industry. 3 - 5 years in QA and/or Manufacturing in a supervisory capacity preferred. **To apply**, contact the employer on-line: <https://nlx.jobsyn.org/164f8d94b99c47638218308fd3658c71161>

OSOS 12/30/21

Bus Assembly (Penn Yan, NY)

- **Coach and Equipment** is accepting applications for **Bus Assembly** positions. **Responsibilities:** The candidate may perform assembly and installation work directly on the bus, or indirectly by assembling components that are to be installed in a bus or stripping the chassis in preparation for production line operations. Direct work on a bus includes, for example, some or all of the following installation tasks: floor frames, sheet metal sub-floors, plywood flooring; side, end, and roof structures; side skirts, door frames, wire harnesses, headers, moldings, clearance lights, rain gutters, doors, door operation hardware, window glass, mirrors, floor rubber, seats, handrails, stanchions, modesty panels, emergency kits, etc. Indirect work includes, for example, some or all of the following assembly operations: seats and seat belts, light fixtures and electrical control plates, wire harnesses, rear heater hose assembly, upholstered panels, etc. Dismantling the chassis and preparing it for production line operations is a function of this position. He/she uses and maintains all the safety and personal protective devices that are required in the performance of the various tasks that he/she performs. The candidate maintains all tools and equipment that he/she uses in good operating order and brings to the attention of his/her supervisor any tools and equipment that malfunction and may need repair. The Bus Assembly position carries out all tasks that are assigned by his/her Supervisor for which he/she is qualified. **Minimum Education/Work Experience:** This is a temp to hire entry-level

position. The applicant is expected to have basic employment skills and ability to work with their hands. No prior skills or technical training are needed, but the applicant must have a basic mechanical aptitude. **To apply** go to:

www.remedystaffing.com or www.coachandequipment.com.

Workforce Development 12/30/21

Welder C (Penn Yan, NY)

- **Coach and Equipment** is accepting applications for **Welder** positions. **Responsibilities:** Ensures that all required safety equipment and personal protective devices utilized and in proper operating order and material condition. Sets up the Mig welder to ensure a flawless bead and strong metallic bond. In the Fabrication Department the Welder C places steel components to be assembled by welding into a stationary fixture and welds the parts together. Such structures include side, roof, and end frames. The Welder C carries out all tasks for which he/she is qualified as assigned by the Fabrication Department supervisor. On the Production Line (East), the Welder C, with the assistance of a co-worker and using an overhead hoist, sets the bus body side structures on the bus chassis, aligns the sides, clamps in place and tack welds the side structures to the floor frame and to the chassis. The incumbent carries out all bus building and welding tasks for which he/she may be qualified as assigned by the Production Line (East) supervisor. Inspects his/her welding work for any defects and re-welds as needed. Grinds smooth any rough welding spots using a portable grinder. Follows good housekeeping practices to keep his/her workstation clean and hazard free. Notifies his/her supervisor if welding machinery is malfunctioning, cannot be adjusted, and may need repair. **Minimum Education/Work Experience:** This is an entry-level position. A candidate for the Welder C position must satisfactorily demonstrate his/her ability to set up and operate a Mig welding machine. **To apply** go to: www.remedystaffing.com or www.coachandequipment.com.

Workforce Development 12/30/21

Packers (Penn Yan, NY)

- **Silgan Plastics** is hiring **Packers-Day & Night Shifts-8:00am-8:00pm; 8:00pm-8:00AM. **Stay Bonus-up to \$4,000.00!!!!**** **Duties** include inspecting and packing bottles at standard rate on assigned line(s). Responsible for general housekeeping. Assisting in scrap removal and grinding. Will pull plastic. May be required to operate a punch, load a conveyor or flamer and pack either blank or decorated bottles. May be required to tape and unitize cartons. **Major Responsibilities:** Promote a safe working environment. Understands and adheres to all Silgan safety policies and procedures to prevent injury to self and co-workers. Monitor ware for quality defects and promptly inform the operator and/or the coordinator. Pack at standard rate. Operate a punch. Load conveyors and flamers. Practice housekeeping on assigned line(s) and around machine including mopping if necessary. Remove scrap from around the line. Grind and pull plastic as needed. Make and unitize cartons as assigned. Initial and date box labels. Make out unit tickets. Do any other work as assigned by the Supervisor. **Education:** Preferred: High School or GED. **Experience:** Required: 1 year's manufacturing experience. **Skills:** Required: Must be dependable, have a good attendance record and be able to understand bottle specifications to assure proper bottle inspection. **Hourly compensation:** Day Shift-\$14.57 hourly plus benefits. Night Shift-\$15.57 hourly plus benefits. **To apply** go to: <https://www.indeed.com/jobs?q=silgan&l=Penn+Yan%2C+NY>

Indeed 12/30/21

Quality Control Technician (Penn Yan, NY)

- **Ferro Corporation** is seeking a **Quality Control Technician. Job Description:** The primary function of this position is to perform testing in the Quality Control Main and Polishing Labs on raw materials, in-process materials and finished product as required by ISO procedures. **Essential Responsibilities:** Performs job duties in compliance with Environmental, Health and Safety policies and practices. Adheres to Ferro's Core Values and Behaviors. Performs testing of raw materials in accordance with raw materials specifications. Performs in-process and finished goods testing based on ISO9000 control plans. Performs equipment calibrations and maintenance as required to assure instrumentation is in top working order. Reports in-process test data into NWA Quality Analyst SPC software and monitors for zone rule violations. Reports raw material and finished goods data on job tickets and monitors for specification compliance. Samples incoming raw materials as required. Assists in maintenance of raw material and finished product retains. Supports special testing requests for Engineering, R&D and AT as requested. Updates training as required to maintain proficiency in Main and Polishing Lab test methods. **Required Qualifications:** Associates Degree in Science related field preferred. Minimum of 1 – 3 years of experience in working in a chemical laboratory. Demonstrated ability to perform chemical testing using similar or relative equipment. Ability to follow documented procedures and standards. Strong computer skills. Good project management skills. Able to work 12 hour shifts with the majority of that time being spent standing or walking. Competencies: Able to multi-task and work under time constraints. Able to work independently with minimal supervision. Must be able to test and report data with minimal errors. **To apply** contact Melanie Gruber at 315-227-5238 or go to:

https://ferro.wd1.myworkdayjobs.com/en-US/ferrocareers/job/US---Penn-Yan-NY/Quality-Control-Technician_REQ213664

12/30/21

Production Operator (Penn Yan, NY)

- **Ferro Corporation** has openings for full time **Production Operator**. **Responsibilities Related to the Job:** Ensure compliance with all safety rules and use of proper PPE. Follow all standard operating procedures. Ability to read and understand all necessary production instructions, spreadsheets, and reports. Operate the following equipment: Kilns (Rotary and Tunnel), Jet Mills, Blender, Mixers, Dryers, Forklift, Screening equipment, Pulverizers, Sweco Mills, Ball Mills, Bottling, Palletizer. **Required Qualifications and Knowledge:** High school diploma, or equivalency. 2+ years in manufacturing environment. Knowledge of Lean Principles a plus. Strong computer Skills – Word and Excel. **Physical Demands:** Ability to walk, sit, stand, bend, lift and move continually during a 12-hour shift. Able to climb stairs. Is subject to lifting 55 lbs. Works in non-temperature controlled environment. Regularly exposed to dust, odors, oil, and fumes. Material present in workplace (typically contained in raw material): Ba, Ca, Sr, CeOx, A12O3, and other trace elements or compound of PbO, NiO. Additional chemicals in some production areas: Acetic and Sulfuric Acid, Sodium Hypochlorite, all handled with protective equipment. All noise exposure is below 85 db TWA. The wearing of the following PPE required: hard hat, safety shoes, safety glasses with side shields and hearing protection. Respirator, gloves, coat, face shield required based on exposure. May be required to perform work-necessitating entry into confined spaces or at elevations requiring fall protection. **Competencies/Job Skills:** Strong attention to detail and accuracy. Effective communication skills, both verbal and written. Ability to prioritize, organize, and multitask under time constraints. Able to thrive in team atmosphere. **To apply** contact Melanie Gruber at 315-227-5238. Or go to: https://ferro.wd1.myworkdayjobs.com/en-US/ferrocareers/job/US---Penn-Yan-NY/Production-Operator_REQ213698 12/30/21

Various Positions (Penn Yan, NY)

- **Remedy Staffing** is accepting applications for the following positions: * **Painter/Undercoater** * **Welder** * **Large Parts Assembly** * **Packer** * **Forklift Driver** * **Bus Assembly Technician** * **Production** * **Kitter** * **Recycling Sorter** * **513-Assembly**. For current job listings and **to apply** go to: <https://www.remedystaffing.com/> 1/14/22

Various Positions (Penn Yan, NY)

- **KanPak** is seeking energetic applicants for the following positions: * **Kitting Technician** * **Quality Systems Specialist** * **Sanitation** * **Production Supervisor** * **Wastewater Plant Operator** * **Facilities Maintenance-Buildings & Grounds** * **Project Engineer** * **Quality Control In-line Tech** * **Forklift Operator** * **Downline Packer** * **Maintenance Technician**. For complete job listings and **to apply** go to: <https://resume-goldenstatefoods.icims.com/jobs/search?ss=1&searchLocation=12781-12816-Penn+Yan> 1/14/22

Job Leads for Surrounding Counties

Yates County Job Leads: www.yatescounty.org/wfdjobs

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

Seneca County Job Leads: <https://www.co.seneca.ny.us/gov/services/workforce/job-leads/>

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

CIVIL SERVICE EMPLOYMENT PORTAL

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.

Current Vacancies

Name (click to view job description)	Application Deadline	Apply Online
ANIMAL CONTROL OFFICER - PT - \$17.34/HOUR	01/27/22	APPLY
APPRENTICE LINeworker - FT - VILL PY - \$27.10 - \$31.31 DEPENDENT ON EXPERIENCE	01/21/22	APPLY
AUTOMOTIVE MECHANIC - FT - MARCUS WHITMAN SCHOOL - \$16.98/HOUR	01/28/22	APPLY
BUILDING MAINTENANCE HELPER - FT - \$16.80/HOUR - YATES COUNTY OFFICE BUILDING	01/27/22	APPLY
CLEANER - FT - DUNDEE SCHOOL - \$13.20 WITH \$.35 NIGHT SHIFT DIFFERENTIAL	01/21/22	APPLY
CORRECTION OFFICER/COURT SECURITY - FT - \$24.84/HOUR	01/27/22	APPLY
CUSTODIAN - FT NIGHTS (8 HOURS/DAY/12 MONTHS/YEAR) \$18.64 + \$.50 SHIFT DIFFERENTIAL - PENN YAN CENTRAL SCHOOL - MUST PAY THE EXAM FEE (\$17.00) AT THE TIME OF APPLICATION AND TAKE THE EXAM AFTER APPROVAL	01/21/22	APPLY
DEPUTY SHERIFF LIEUTENANT - FT - PROMO - \$29.04/HOUR	01/27/22	APPLY
JAIL COOK - FULL TIME - \$15.27/HOUR	01/27/22	APPLY
JAIL COOK MANAGER - FT - \$19.07/HOUR	01/27/22	APPLY
LINEWORKER - FT - VILL PY - \$39.87 - \$43.97 DEPENDENT ON EXPERIENCE	01/21/22	APPLY
PUBLIC HEALTH NURSE	01/17/22	APPLY
SOCIAL WELFARE EXAMINER - FT - YATES COUNTY DSS - \$19.52/HOUR	01/27/22	APPLY
TEACHER'S AIDE - FT - 10 MO. \$12.75/HOUR - MARCUS WHITMAN SCHOOLS	01/31/22	APPLY
WASTEWATER TREATMENT PLANT MAINTENANCE WORKER - FT - VILL PY - \$21.67/HOUR	01/21/22	APPLY

Upcoming Exams

#	Name (click to view job description)	Type	Application Deadline	Exam Date	Apply Online
68898	MOTOR VEHICLE CASHIER	OC	02/01/22	03/05/22	APPLY

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. This is a list of all current exams within Yates County. For all exams, please see the General Conditions. Please follow the application guidelines. *Please note, not all exams listed are for the County of Yates. Each exam announcement will identify the jurisdiction for which the exam is offered.*

Continuous Recruitment Exams

#	Name (click to view job description)	Type	Apply Online
YC-14	ACCOUNT CLERK	CR	APPLY
YC-13	ACCOUNT CLERK TYPIST	CR	APPLY
YC-6	CASEWORKER	CR	APPLY
YC-3	CLERK	CR	APPLY
19070	COMPUTER AIDE	CR	APPLY
18842	COMPUTER TECHNICAL SPECIALIST	CR	APPLY
YC-11	CUSTODIAN	CR	APPLY
YC-10	CUSTODIAN (PROMOTIONAL)	CR	APPLY
YC-4	KEYBOARD SPECIALIST	CR	APPLY
YC-9	OFFICE ASSISTANT I	CR	APPLY
21240	SENIOR COMPUTER TECHNICAL SPECIALIST	CR	APPLY
YC-8	SENIOR TYPIST/SENIOR KEYBOARD SPECIALIST	CR	APPLY
19208	SYSTEMS ANALYST (EXAM REQUIRED)	CR	APPLY
YC-12	WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER	CR	APPLY

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.

<https://mycivilservice.yatescounty.org/jobopps>.

JANUARY 2022

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
	3 HSE 9am-12pm	4	5 HSE 5pm-8pm *See Note Below	6	7	8
9	10 HSE 9am-12pm	11	12 HSE 5pm-8pm *See Note Below	13	14	15
16	17 NO HSE HOLIDAY OFFICE CLOSED	18	19 HSE 5pm-8pm *See Note Below	20	21	22
23	24 HSE 9am-12pm	25	26 HSE 5pm-8pm *See Note Below	27	28	29
30	31 HSE 9am-12pm					

***Notes:**

***HSE: High School Equivalency**

For entry into the Building – Call or Text: 315.694.1043





**YATES COUNTY WORKFORCE
DEVELOPMENT OFFICE**

*417 Liberty Street
Penn Yan, NY 14527*

HIGH SCHOOL EQUIVALENCY CLASSES

Formerly GED

**MONDAYS | 9AM - 12PM
WEDNESDAYS | 5PM - 8PM**

Offered in Partnership with FLCC Adult Basic Education Office

**FOR MORE INFORMATION CONTACT THE
WORKFORCE OFFICE AT 315.536.5140, EXT. 4**





ADVANCING WORKFORCE
DEVELOPMENT FOR
MATURE WORKERS
SINCE 1983

Mature Job-Seekers Wanted- Join a Paid Work Training Program!

We are a multi-state non-profit organization whose mission is to provide job training and employment services to workers age 55+. We seek candidates who are interested in paid part-time training opportunities where they can grow their skills, gain updated experience, and become competitive for employment, all while contributing to the needs of their local community.

We provide paid training opportunities in the areas of: Food Preparation, Retail Sales, Customer Service, Healthcare and more. Participants in our program are assigned to local nonprofits for 20 hours each week where they contribute to that organization, learn new things, and are paid for their time.

Qualifications: Candidates must want to work and be ready to learn new things. The position is funded by a federal jobs training program called the Senior Community Service Employment Program (SCSEP). **Candidates must meet eligibility requirements including being age 55+, unemployed, and within income eligibility guidelines.** Please only apply if you meet all criteria. To apply online, complete our easy online application at <http://a4td.org/>
Contact (585) 445-3898 for more information.

We are an Equal Employment Opportunity Employer/Program.