



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 February 1, 2021

For additional information on services visit us at:  
<https://www.co.seneca.ny.us/gov/services/workforce/job-leads/>  
 (Includes job leads from Seneca, Ontario, Wayne and Yates Counties)  
 Email - [wdyb@co.seneca.ny.us](mailto:wdyb@co.seneca.ny.us) Like us on Facebook



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### Seneca County Workforce Development and Youth Bureau

The Career Center is open Monday to Friday from 8:30 to 5 p.m. by appointment for Seneca County residents. All Career Center customers will be greeted and welcomed at the Department of Social Services (DSS) prior to visiting Workforce.

Residents are highly encouraged to call (315) 539-1800 to schedule their appointment. Residents not making an appointment risk not being seen due to COVID-19 room occupancy restrictions.

Sign-up for our weekly “Job Leads and Services” Newsletter by emailing [wdyb@co.seneca.ny.us](mailto:wdyb@co.seneca.ny.us) .

### Career Center Accessibility/Assistive Technology - Page 12

### Seneca County Civil Service Opportunities

- **Continuous Recruitment:** Account Clerk; Caseworker & Caseworker Trainee; Clerk; Computer Support Specialist; Custodian; Data Base Clerk; Data Base Machine Operator, Occupational Therapist; Psychiatric Nurse; Psychiatric Social Worker; Psychiatrist; Public Health Nurse; Senior Typist; Typist; Water and Wastewater Treatment Plant Operator (Trainee)
- **Current Opening:** Bookkeeper, Employment and Training Assistant; Employment and Training Counselor; Mental Health Clinical Therapist, Motor Vehicle Bureau Supervisor, Motor Vehicle License Clerk, Psychiatric Social Worker II; Public Health Nurse; Real Property Tax Services Aid, Registered Nurse (PT); Sr Account Clerk, Senior Psychiatric Social Worker; Senior Public Health Educator, Staff Resources Assistant
- **Civil Service Exams:** Human Resources Specialist School (deadline 02/12/21); Corrections Lieutenant (deadline 02/12/21)
- **Seneca County Municipality Opportunities:** Town, Village, School and Seneca County (Many opportunities are posted on the portal.)

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

## **JOB LEADS**

**NY State Job Bank:** (Here are three preferred NY State Job Bank links. Which link are you most comfortable using?)

<https://newyork.usnlx.com/>

<https://labor.ny.gov/jobs/regional.shtm>

<https://nyhirenow.usnlx.com/>

### **Employers to Consider \*\*\***

- **Production** - Evans Chemetics, Deep Dairy Products, Scepter Inc, Seneca Dairy Systems, Western Ag, Waterloo Container, Tarjac, Bonadent Dental Laboratories, Danaren Dental Laboratory, Bonavista Foods Inc. and ITT/Goulds Pumps; Henkel (formerly Zotos), Elderlee, Real Eats, KanPak and Seneca Foods
- **Retail** - Waterloo Premium Outlets (most stores are hiring), Petro Stopping Center, Lowes, Walmart, Tops Friendly Markets, Tractor Supply, Thrifty Shopper, Dollar Tree, Byrne Dairy, Circle K, Speedway, Fastrac, Express Mart, Kwik-Fill; Wegmans
- **Healthcare/related** - Seneca Nursing and Rehab, Mozaic, Finger Lakes Health; Lochland School and NYS Office For People With Developmental Disabilities (OPWDD)
- **Government** - Seneca County (county, towns, villages and schools)(page 1)
- **Staffing Agencies** - Many positions are temp to hire - get your foot in the door with a great employer!
  - Geneva - Remedy Intelligent Staffing and Full Steam Staffing
  - Canandaigua/ Newark - Adecco Staffing and Kelly Services

Do you have questions about these employers??? Please call Workforce Development at (315) 539-1905.

**Remedy Staffing/Geneva** - <https://www.remedystaffing.com/locations/geneva-ny/67185-6149> . Is now hiring in many positions and many locations. There are **49** positions available. (**Many Diverse Employment Opportunities!**) Please visit their fantastic website then call a Partnership Specialist at (315) 781-6200.

**Full Steam Staffing** - 501 Exchange St, Geneva (315) 325-4341

**ADECCO Staffing** - ADECCO Staffing/Canandaigua (585) 396-1990; ADECCO Staffing/Newark (315) 331-8532; apply online at <https://www.adeccousa.com/>

**Kelly Services** - Kelly Services/Canandaigua (585) 394-8500; Kelly Services/Newark (315) 331-8551

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

**Scepter** - <http://www.scepterinc.com/index.php> - If you're interested in an hourly position, please call (315) 568-4225.

- Current Openings: Cast House Production Operator; Maintenance

If you're interested in a salaried position, please contact our human resources at [HumanResources@scepterinc.com](mailto:HumanResources@scepterinc.com)

**Mozaic** - Current Job Openings (**23**) include: Administrator of Quality Improvement, Bus Driver/CDL, CDL Bus Driver Operator, Custodial Crew Leader, Direct Support Professional (DSP)/related positions, LPN, Overnight Residential Support, Per Diem DSP, Residential DSP, Textile Worker, etc. Please visit <https://mozaic.applicantpro.com/jobs/> to review position requirements, education and their competitive benefits, etc.

**TA-Petro** - Now hiring: **11** 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 (general managerial/truck services, truck advisor, mechanics, technicians, service advisors, general manager/store, server/cashier, store cashier, cooks, store cashiers, dishwashers, deli clerk, porter, etc.) jobs available." Follow this link to apply:

<https://ta-petro.jobs.net/en-US/search?facetcountry=us&facetcitystate=waterloo.ny>

**del LAGO Resort and Casino - Join a Winning Team!** - <https://dellagoresort.com/careers-vendors/> . Currently there are **6** current opening reflected on their website – Hotel Manager, Court Room Attendant, Sportsbook Writer, Restaurant Manger Portico, Human Resources Business Partner, and Player Development Executive –Bilingual (Mandarin) Join our Talent Community and we will keep you posted. Stay connected with us.

**Finger Lakes Health** -There are **116** Full and/or Part time openings in their facilities that include Waterloo, Geneva, Clyde, Penn Yan, Clifton Springs, etc. Patient care, administrative, food service, housekeeping, mechanical, patient transporter, safety screening, etc. Positions in Waterloo include: RNs, LPNs, CNAs, Housekeeping Aid, Nutritional Services Aid and Safety Screening Associate. For more information please visit their web site at <https://www.flhealth.org/careers/>

**ITT/Goulds Pumps** - <https://www.itt.com/career>, search by *NY, Seneca Falls* for local opportunities. Currently **6** job opportunities. Includes: Junior Network Administrator, Sr. Manager, Production Supervisors, HR Generalist and Senior Recruiter

Company	Job Title	Order #	Listing Date
ITT INC.	Demand Planning Analyst	DE9082585	1/29/2021
Mozaic	Direct Support Professional III	DE9082706	1/29/2021
Mozaic	Direct Support Professional - Community Support Day	DE9082705	1/29/2021
Walgreens	Pharmacy Technician / Pharm Tech Apprenticeship	DE9081925	1/29/2021
Walgreens	Customer Service Associate	DE9081929	1/29/2021
ALDI	Full-Time Store Manager Trainee	DE9074103	1/28/2021
Finger Lakes Health	RN-Clinical Leader	DE9077632	1/28/2021
TravelCenters of America	Grill / Prep Cook	DE9077706	1/28/2021
TravelCenters of America	Grill / Prep Cook	DE9077684	1/28/2021
CareerStaff Unlimited	Registered Nurse - RN - Correctional Facility	DE9066177	1/27/2021
H&R Block	Receptionist	DE9067421	1/27/2021
Mozaic	Textile Worker	DE9067873	1/27/2021
Mozaic	Textile Worker	DE9067878	1/27/2021
Mozaic	Overnight Residential Support	DE9067874	1/27/2021
Waste Connections	HEAVY EQUIPMENT OPERATOR	DE9068350	1/27/2021
Advance Auto Parts	Sales	DE9059835	1/26/2021
del Lago Resort Casino	Restaurant Manager Portico	DE9060626	1/26/2021
del Lago Resort Casino	Hotel Manager	DE9060627	1/26/2021
TravelCenters of America	Dishwasher	DE9062339	1/26/2021
KPH Healthcare Services	Delivery Driver-Retail	DE9057549	1/25/2021
Waste Connections	HEAVY EQUIPMENT OPERATOR	DE9050302	1/23/2021
CPS Recruitment	Bookkeeper - Office Administrator (54810)	DE9046992	1/22/2021
Kinney Drugs	Pharmacy Clerk (109/114)	DE9043464	1/22/2021
Advance Auto Parts	General Manager Store #7139	DE9035205	1/21/2021
D.E. Miller Co.	General Laborer	NY1357156	1/21/2021
Deep Dairy Products LLC	Production Workers	NY1357150	1/21/2021
NY State Civil Service	Nurse 2 Psychiatric or Nurse 1 (Dick Van Dyke Addiction Treatment Center)	DE9037837	1/21/2021
NYState Civil Service	Service and Repair Mechanic-Seneca Region 3	DE9037850	1/21/2021
SELECT EUROCARS INC	Auto Technician/Auto Mechanic	NY1357146	1/21/2021
TravelCenters of America	General Manager- Store	DE9038421	1/21/2021
Kelly Services	Office Assistant	DE9029806	1/20/2021
TravelCenters of America	Truck Service Oil / Lube Technician	DE9031227	1/20/2021
Mozaic	Bus Driver w/ CDL - Seneca County	DE9026143	1/19/2021
TravelCenters of America	Server / Cashier	DE9026645	1/19/2021
TravelCenters of America	Technician-Mechanic	DE9026648	1/19/2021

**Note: Your NY State Job Bank job postings by County:** Ontario County - **960** Seneca County - **124**  
 Wayne County - **388** Yates County - **64**

**Recommended NY State Job Bank Links:** Includes *Advanced Search Tools* for your search. You can also create an account, post your resume and more.

<https://newyork.usnlx.com/>      <https://labor.ny.gov/jobs/regional.shtm>      <https://nvhirenow.usnlx.com/>

### Help Wanted - Full Time

**Seneca Dairy Systems (Seneca Falls) – Welder (Full Time, Mon-Fri ):** Order Number: pending - Minimum Experience Required: No experience requirement provided. Job Description: Welding dairy gates and other AG products. Willing to train candidates for the job. If welding is not your strong point, there are many other opportunities for the motivated candidate. Basic welding skills are a plus and motivated candidates will have management opportunities. Pay: \$15.00 - \$18.00 Hourly Benefits: Health Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension. To apply, Please email Earl Martin at: [emartin@senecadairysystems.com](mailto:emartin@senecadairysystems.com)

**Seneca Dairy Systems (Seneca Falls) – Machine Operator (Full Time, Mon-Fri ):** Order Number: pending - Minimum Experience Required: No experience requirement provided. Job Description: Machine Operator Machines include: presses, robots, CNC Cutters and small tools. We will train you for the job and if this job is not your strong point, we will work with the right candidate to find a position within the company. There are many other opportunities for the self motivated candidate. Pay: \$15.00 - \$18.00 Hourly Benefits: Health Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension To apply, Please email Earl Martin at: [emartin@senecadairysystems.com](mailto:emartin@senecadairysystems.com)

**Ferrellgas - Local Propane Truck Driver FT (Ovid)** - NY1356697, Ferrellgas is searching for a customer-focused and safety-conscious full time propane delivery driver to join our team! Ferrellgas truck drivers are critical to our success as they are the face of our company in their daily interactions with our current and future customers. As full-time driver on our team, you will pick up and deliver propane to residential and industrial customers in a safe and efficient manner. Ferrellgas delivery drivers can expect to work local routes and be home every night; however, on-call rotations for after hours and weekend emergency deliveries may be needed. **ESSENTIAL DUTIES INCLUDE:** Loads, secures, transports, delivers, and unloads propane to and from specified destinations; Provides exceptional customer service by supplying service information and answering inquires; Inspects vehicle and notifies supervisor of needed equipment, supplies, or routine maintenance; Maintains compliance with all DOT requirements. **EXPERIENCE:** Previous truck driving experience, preferred; Class A or B CDL, Hazmat and Tanker Endorsement, or obtain quickly; High school diploma or equivalent; Good driving record; Physically able to lift up to 60 pounds, in all weather conditions. **BENEFITS INCLUDE:** Medical, Dental, Vision, and Prescription Insurance Plans; 401(k) plan with generous company match; Paid time off (including holidays; Paid training and tuition reimbursement; Bonus potential; Propane discounts; Employee Stock Ownership Plan (ESOP). **TO APPLY:** Please visit the Ferrellgas website at <https://www.ferrellgas.com/ferrellgas-jobs/career-detail/?id=13597> and complete the brief online application at APPLY Now.

**Scepter - Production Laborer - Forklift Operator FT (Seneca Falls)** - Scepter is hiring full time positions for our Aluminum Re-Melting Facility. New hires will be trained on how to operator a forklift, front-end loader, and other heavy equipment throughout their time in the Cast House. No prior experience is required. **Requirements:** Drug Screen and Back Ground Screening, Work Rotating shifts, Valid U.S. Photo ID. Indeed - For more Information: <https://www.indeed.com/jobs?l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&vjk=341dc8f74cea642>

**Lochland School Inc. - Direct Care Professionals** - Located in Geneva on Seneca Lake. The job description and employment application are available at <http://www.lochlandinc.org/employment.php> . Contact is Julie Chiccino at [jchiccino@lochlandinc.org](mailto:jchiccino@lochlandinc.org)

**Sodexo – Food Service/Various Positions (Geneva)** - Please visit the NY State Job Bank

**United States Postal Service - City Carrier Assistant FT (Waterloo)** - Delivers and collects mail on foot or by vehicle under varying road and weather conditions in a prescribed area; maintains professional and effective public relations with customers and others, requiring a general familiarity with postal laws, regulations, products and geography of the area. Schedule: Monday to Friday, Weekends; Benefits: Health insurance; Pay: \$17.29 per hour. Indeed - For more Information: <https://www.indeed.com/jobs?l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&vjk=f28aed6861e8d2f8>

**Phelps Veterinary Hospital Kennel Assistant FT/PT (Phelps)** - We are seeking a Kennel Attendant position at Phelps Veterinary Hospital, to join our team to care for our boarding pets, help with our medical patients, and keep our facilities clean. We are looking for candidates who love animals unconditionally and are committed to our mission of providing the absolute best care for our patients. This position requires physical activities, so candidates must be able to lift at least 50 pounds. Schedule: Monday to Friday. Indeed - For more Information: <https://www.indeed.com/jobs?l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&vjk=d5c8ee054372e923&advn=5135793596015364>

**Classy Chassy Carwash - Car Wash Attendant FT/PT (Seneca Falls)** - Provide Exceptional Service to Customers, Sell Unlimited Memberships; Requirements: Must have flexible schedule, Must be willing to work weekends and certain holidays, Must be willing to work in team atmosphere, Customer Service Skills; must have dependable source of transportation; Schedule: Holidays, Monday to Friday, On call, Weekends; Pay: From \$13.00 per hour, Commission pay and Tips. Indeed - For more Information: <https://www.indeed.com/jobs?l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&vjk=7c197899834ecc41>

**J.Crew Factory - Sales Associate, FT/PT (Waterloo)** – Provide an engaging and efficient checkout experience, etc. Assist in processing and replenishing – our customers should always see us at our best. Must be 18 years of age. Indeed - For more Information: <https://www.indeed.com/jobs?q&l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=7&start=10&vjk=0270a9352770a443>

### **Help Wanted - Full Time (Cont'd)**

**KanPak - Package Handler – FT/Temp (PennYan)** - Our Downline Packer associates are responsible for product coming off the line from the time it is filled until it has been boxed and stacked onto pallets, ready to go to the warehouse for storage. Shifts: 1st Shift - 7am - 3pm. \$13.50 / hour starting pay rate; 2nd Shift - 3pm - 11pm. \$13.75 / hour starting pay rate; 3rd Shift - 11pm - 7am - \$14.00 / hour starting pay rate. We operate 24 / 7, 7 days per week. This opportunity will require flexibility to work weekends and overtime. Indeed - For more Information:

[https://www.indeed.com/jobs?l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&vjk=10033a57e58e13d9&advn=39443136688\\_1593](https://www.indeed.com/jobs?l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&vjk=10033a57e58e13d9&advn=39443136688_1593)

**Byrne Dairy Sales Associate FT (Seneca Falls)** The Sales Associate provides excellent customer service, follows company policies and procedures and sells products to individuals at Byrne Dairy 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 beverage 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 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, subs, sandwiches, salads, soft and hard ice cream products. Indeed - For more Information:

<https://www.indeed.com/jobs?l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&vjk=d58c19bf0454658a>

**Walgreens - Customer Service Associate FT (Waterloo)** - Customer Experience: Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience, Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.). Basic Qualifications: Requires willingness to work flexible schedule, including evenings and weekend hours. Preferred Qualifications: Prefer six months of experience in a retail environment. Indeed - For more Information:

<https://www.indeed.com/jobs?l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&vjk=8a4b0f57095d7a45>

**Agri Business Child Development - Family Community Service Assistant FT (Seneca Falls)** - Agri-Business Child Development (ABCD) is committed to support Head Start and New York State agriculture by providing the highest quality early childhood education. Under the direction of the Family Community Services Coordinator is responsible for the on-going recruitment and enrollment of center children and for the implementation of Social Services and Parent Involvement areas of the program. If you value a career in an educational community of extraordinary professionals, join ours! Responsibilities: Assist in the ongoing recruitment plan throughout the year of eligible children for the ABCD program including children with disabilities, maintain funded enrollment. Indeed - For more Information:

<https://www.indeed.com/jobs?l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&vjk=a5e92780d4ca1552>

**Maybury Farms LLC Grain Mill Laborer FT (Waterloo)** - We are seeking a full-time employee, to work at grain grinding facility. The individual must have welding experience and be able to climb 150 feet. Mechanical and electrical experience is a plus. The individual should have good communication skills and good customer service skills. Climbing up and down ladders is also required. Pay is negotiable. Work Environment(s) May Include: Confined spaces, Elevated work areas, Dirt/fumes, Fast pace, Inclement weather, Loud/noisy; Schedule: Monday to Friday; Education: High school or equivalent (Preferred). Indeed - For more Information:

<https://www.indeed.com/jobs?q&l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&start=10&vjk=d71012aeba3b2eaa>

**Henkel - Receiving Worker - 2nd shift FT (Geneva)** - Your role - unload materials and items received, Put away items received to designated areas of the warehouse, Check in non-inventory items in the system(MAPICS) and distribute them to internal departments, Support warehousing operations as required, Assure and maintain accuracy of inventory of the warehouse, Must know and follow all Safety and ISO procedures and work instructions relating to their position, Have knowledge of MAPICS and High-Jump systems. Has a thorough understanding and command of transactions related to their job. Benefits Start Day One! Indeed - For more Information:

<https://www.indeed.com/jobs?q&l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&start=10&vjk=b01f7d50ed68b5c2&advn=6127286369432439>

**RealEats America Culinary Production FT (Geneva)** - Real Eats, a subscription-based meal delivery service located in Geneva, has an opportunity to join our culinary production team. We are seeking enthusiastic talent interested in working in a fast-paced and rapidly growing environment. If you love food, eating clean, and helping America eat better we'd love to have you on our team! The ideal candidate is experienced, organized, operates with a sense of urgency, and works clean. A valid ServSafe certification is preferred. This is a full-time position with competitive compensation including medical and dental benefits. Interested applicants, please respond with a resume and professional references for consideration. Anticipated Schedule: Fri - Mon, 12pm - 10pm. Indeed - For more Information:

<https://www.indeed.com/jobs?q&l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&start=10&vjk=26a3e22c1e6a1ef7>

**RealEats Facility Steward/Cleaner FT/PT (Geneva)** Responsible for: Cleaning, sanitizing, and organization of cookware, Removal or garbage and recycling, Maintaining general facility cleanliness as directed by management 8 hour shift; Day shift, Monday to Friday, Night shift, Overtime, Weekends, Indeed - For more Information:

<https://www.indeed.com/jobs?q&l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&start=20&vjk=4d7bc9a171eb515a>

### **Help Wanted - Full Time (Cont'd)**

**Agri Business Child Development - Maintenance FT (Seneca Falls)** - Position Duties and Responsibilities: Daily cleaning of the facility as well as checking for safety issues, Cleans and sanitizes bathrooms and kitchen on a daily basis, Performs simple routine repair and maintenance tasks, Participates in center staff meeting and training sessions as required. No minimum educational background required; Previous maintenance experience preferred, Must be 18 years of age, Valid driver's license and ability to travel, Familiar with floor care and painting procedures. Indeed - For more Information:

<https://www.indeed.com/jobs?q&l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=3&start=20&vjk=b852942049e6112f>

**ZipRecruiter - Truck Drivers (Numerous Positions in our Region)** - <https://www.ziprecruiter.com>

### **Frazier Industrial Company (Waterloo)**

- **Fabricators FT** - ZipRecruiter - For more Information - [https://www.ziprecruiter.com/jobs/frazier-industrial-company-b48d3edc/fabricators-2nd-shift-41b7f667?lvk=hVUq4zx-C4ITCqBqaf\\_vmw.--LttMqPEDV](https://www.ziprecruiter.com/jobs/frazier-industrial-company-b48d3edc/fabricators-2nd-shift-41b7f667?lvk=hVUq4zx-C4ITCqBqaf_vmw.--LttMqPEDV)
- **Painters FT** - ZipRecruiter - For more Information - <https://www.ziprecruiter.com/jobs/frazier-industrial-company-b48d3edc/painter-3rd-shift-ab7467ca?lvk=hXi577zHOcylwThHvaZzQ.--LttLkutOR>

### **Farmerville Creamery- Process Assistant FT/PT (Interlaken)** We are a growing manufacturer of Dairy products.

We process Cheese, Fluid Milk and Yogurt; Job Details: Fast paced environment, Assist in production, Assist in cleaning equipment, floors and walls, Prep and palletize product for shipment; Job Requirements: Must be a team player, Ability to multitask, Self-motivated to get the job done, Must be able to lift 50lbs, Ability to trouble shoot problems, Legible hand writing. Craigslist - For more Information: <https://fingerlakes.craigslist.org/fbh/d/interlaken-process-assistant/7270195786.html>

**NYS Office For People With Developmental Disabilities - Direct Support Assistant Trainee FT (Seneca Falls)** - 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. Education: High school or equivalent (Preferred), License/Certification: Driver's License (Preferred), Work Location: Multiple locations; Pay: \$32,972.00 - \$45,200.00 per year. Indeed - For more Information: <https://www.indeed.com/jobs?q&l=Seneca%20Falls%2C%20NY&jt=fulltime&fromage=7&vjk=9000c5277bcee50a>

**Phelps Veterinary Hospital - Receptionist Ft (Phelps)** - Phelps Veterinary Hospital is seeking a full-time experienced receptionist. Must love animals and working with clients. Responsibilities include answering phones, appointment scheduling, patient check-in and check-out, handling cash, cleaning. Qualifications are excellent communication skills, detail oriented, reliable, and flexible with strong work ethic. This position requires standing for long periods of time and to lift up to 40 lbs. Currently our office hours are 8am to 5pm Monday thru Friday, in the future there may be evenings and occasional Saturday. For More Information: <https://regionalhelpwanted.com/finger-lakes/jobs-receptionist-phelps-veterinary-hospital-phelps-ny/123114351/>

### **Help Wanted – Part Time**

**Sinicropi Florist and Gift Shop - Floral Designer PT (Seneca Falls)** - Seeking experienced floral designer who is enthusiastic and enjoys working in a team setting. Primary responsibilities - Arrange both real and artificial flowers for display, Fill special orders for holidays or other occasions, Make traditional corsages, bouquets, wreaths, and wedding decorations, as well as high style and European designs, Create original design to customer specifications. For more Information: Flexible schedule, Day shift, Holidays, Monday to Friday, Weekends; High school or equivalent (Preferred); Floral design: 2 years (Preferred); Shift Availability: Day Shift (Preferred) Indeed - For more Information:

<https://www.indeed.com/jobs?!=Seneca%20Falls%2C%20NY&radius=10&advn=6634735174954507&vjk=232f7bdfce18db72>

**Walmart - Online Grocery Pickup PT (Waterloo)** - Provides customer service by acknowledging the customer when in their area; identifying customer needs; assisting with purchasing decisions; locating merchandise; resolving customer issues and concerns; and promoting products and services, while maintaining a safe shopping environment. Fulfills customer orders by reviewing orders; locating, carefully selecting, and preparing merchandise; reviewing, coordinating, and consolidating customer orders to ensure efficient fulfillment; ensuring the accuracy of orders prior to pick up by customer; following up on out-of-stock merchandise; and ensuring accurate reporting of inventory levels. Schedule: 8 hour shift, Holidays, Weekends; Pay: \$14.00 - \$15.00 per hour. Indeed - For more Information: <https://www.indeed.com/jobs?q&l=Seneca%20Falls%2C%20NY&jt=parttime&fromage=3&vjk=f205f192b1e4f4e3>

### **Youth Employment - Under the Age of 18**

The following Employers hire youth between 16-17 years of age;

- McDonalds, Kentucky Fried Chicken (KFC), Burger King (BK) ... **Under Construction**

We will make a special annotation if an Employer will hire a youth between 14-15 years of age.

SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS  
FEBRUARY 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3 HSE/GED/TASC 9am-12pm	4	5 HSE/GED/TASC 9am-12pm
8	9	10 HSE/GED/TASC 9am-12pm	11	12 HSE/GED/TASC 9am-12pm
15 <b>HOLIDAY</b> President's Day Office Closed	16	17 HSE/GED/TASC 9am-12pm	18	19 HSE/GED/TASC 9am-12pm
22 Career Navigator Virtual Workshop 9-1pm Mon-Fri (See Job Leads and flyer)	23 Career Navigator →	24 Career Navigator →	25 Career Navigator →	26 Career Navigator →
28				

**Seneca County Workforce Development & Youth Bureau**  
1 DiPronio Drive, Waterloo, NY 13165  
Phone: (315) 539-1905  
Fax: (315) 539-3857  
(Please call ahead to register for training sessions)



**Health Care and Insurance Enrollment Info:**  
**NY State of Health Navigator:**  
By Appointment, (800) 346-2211  
**Finger Lakes Community Health:**  
(315) 78A-1-8448  
**Cayuga Seneca Community Action Agency:** (315) 539-5647  
**Cancer Services Program:**  
Deanna Herrington  
By Appointment; (315) 462-0602

SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS  
FEBRUARY 2021

**WORKSHOPS:**

**Build Your Skills**

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

**Interviewing Techniques**

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

**Mock Interview (By Appointment)**

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

**Personal Skills for Success** A one day experience with lunch provided you will learn: What do employers want from me?? In this series, we touch on skills identified by regional businesses and industry leaders as critical to quality employees, skills they look for when hiring.

1. Self-Awareness – Emotional IQ, learning to be more aware of and in charge of your feelings and emotions.
2. Communication – how using the right words for a situation makes a difference.
3. Employer Expectations – social media etiquette, professionalism in the workplace, enthusiasm and attitude, and creativity and problem solving.

**Resume Session**

This workshop is designed both for job seekers who have never had a resume and for those whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up to date and accurate. Please call for information and to reserve your seat in this workshop.

**Small Business Development Center Appointments**

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

**Transferrable Skills**

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

**WorkKeys**

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

**Jump Start Your Job Search**

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

**HEALTH INSURANCE: NY STATE OF HEALTH AFFORDABLE CARE ACT**

**\$24Y NY State of Health** - Need help with health insurance? Do you have questions about the Affordable Care Act? Have a question about accessing health care, or prescriptions? Just ask (100% free of cost)! My name is Lacy Paige, I am a Certified Navigator for the New York State of Health and would be happy to review your options with you! I will help guide you through the application process. I assist Seneca County residents. Feel free to call 315-539-1848 with any questions you have. If you would like an appointment to meet with me call 1-800-346-2211.

**Cancer Services Program**

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

**Seneca CAP Health Benefits Program**

Carrie Smalser represents the CAP Health Benefits Program, she has an office on-site at 25 Center St. Waterloo, but also sets up at various locations around Seneca County. She can be reached at 315-539-5647 ext. 325 or [csmalser@caphelps.org](mailto:csmalser@caphelps.org)

## **Training, Online Learning, etc.**

### **Training: Would you like free training that will lead to a successful CAREER?**

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

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

If you are excited about starting a new career, have any questions, or would like to schedule an appointment with a career counselor, please email Ryan DeVay at [rdevay@co.seneca.ny.us](mailto:rdevay@co.seneca.ny.us).

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**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 email Ryan DeVay at [rdevay@co.seneca.ny.us](mailto:rdevay@co.seneca.ny.us).

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**Coursera: Online Platform, NY Launches Free Online Platform - Learn New Job Skills, Earn Certificates & Advance Their Careers** *Future-proof your career through thousands of free, online upskilling programs* - NY State announced the availability of free online courses through Coursera by launching a platform for New Yorkers to help them “learn new skills, earn certificates, and advance their careers at no cost.” According to the state, roughly 4,000 courses would be made available—with a focus on advanced manufacturing, technology, and health care. Many of these programs are pathways to certifications, professional certificates and can help elevate your career. For Additional Information: <https://labor.ny.gov/careerservices/coursera/coursera.shtm>

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**“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, Bank Teller Skills, and more. If you already have a skill and would like to earn a certificate to back up your knowledge the Prove-It! E-Learning program is perfect for you. Prove-It! can be completed anywhere with a computer and a high speed internet connection. To sign up for your free 90 day subscription simply stop in and register with the Seneca County Workforce Development.

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### **On-The-Job Training**

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](mailto: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.

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**Finger Lakes Health - Certified Nurse Assistant (CNA) Training Opportunity** - Finger Lakes Health is proud to offer a CNA Training Program that is approved by the NY State Department of Health. Many CNAs use their education and experience as a beginning in the healthcare field. By taking advantage of opportunities for growth in their chosen career, many continue their education, becoming licensed practical nurses (LPNs) and registered nurses (RNs).

Each program consists of classroom, lab and clinical instruction totaling 138 hours. Classes are held Mon-Fri during the day and each program is four weeks in length. After successful completion of the training program, you will be eligible to take the New York State certification examinations. When training is complete you may be employed as a CNA at Finger Lakes Health Long Term Care Facilities located in Geneva, Penn Yan or Waterloo. Our CNA Program is a “Paid 4-week Training program.”

For more information contact: Human Resources, Mary Granger: [Mary.granger@flhealth.org](mailto:Mary.granger@flhealth.org); (315) 787-4039



## Workforce & Career Solutions

[www.flcc.edu/workforce](http://www.flcc.edu/workforce)

### Healthcare Careers



Courses exceed NYS requirements and have placement rates of over 90%!

- Certified Nursing Assistant
- Home Health Aide
- Phlebotomy Technician
- Medical Administrative Assistant

*Want to learn more?*

*Come to an orientation session*  
[flcc.edu/workforce](http://flcc.edu/workforce) > [Healthcare](#)  
 or email us: [workforce@flcc.edu](mailto:workforce@flcc.edu)

### Online Course Catalog



Through partnerships with nationally-recognized providers, a wide variety of online courses and trainings are available to you.

- NYS Real Estate Prep Course
- Accounting, Medical Coding,
- Quickbooks, SQL, MS Office,
- CompTIA, and Cybersecurity

*Found at:*

[www.flcc.edu/workforce/online/](http://www.flcc.edu/workforce/online/)

### Manufacturing Careers



Gain current skills in the fast growing Advanced Manufacturing field.

- Advanced Manufacturing Machinist
- Foundations in Manufacturing
- Certified Production Technician

*Come to an orientation session*

[flcc.edu/workforce](http://flcc.edu/workforce) > [Manufacturing](#)  
 or email us: [workforce@flcc.edu](mailto:workforce@flcc.edu)

### Workforce Development



Onsite, customized employee training focused on job specific skills, teambuilding or advancement skills. Safety, conflict resolution, customer service, and supervisory skills are common topics.

*For a full list of available business training email us* [workforce@flcc.edu](mailto:workforce@flcc.edu)  
 or [flcc.edu/workforce](http://flcc.edu/workforce) > [Workforce Development](#)

### Community Education



Learn locally! Educational opportunities are available at FLCC's campus centers throughout the Finger Lakes region.

[flcc.edu/workforce](http://flcc.edu/workforce)

### Professional Development



Gain transportable skills and recognized credentials in a variety of career fields. Learning takes place on your time and at your pace!

[Request more information](#)

or

by email: [workforce@flcc.edu](mailto:workforce@flcc.edu)

*Funding is available for most classes. Attend an orientation session to learn more!*

W&CS Orientation Sessions			
Dates	Orientation	Location	Register
1/13/2021 at 9:00am	Manufacturing Information Session	WebEx Virtual Session*	Register for an Orientation Session at: <a href="http://www.flcc.edu/workforce">www.flcc.edu/workforce</a> click on "Health Care" or "Manufacturing" and "Orientation Sessions"
1/20/2021 at 9:00am	Phlebotomy Technician Orientation	WebEx Virtual Session*	
2/3/2021 at 9:00am	Phlebotomy Technician Orientation	WebEx Virtual Session*	
2/3/2021 at 1:00pm	Medical Admin. Assistant Orientation	WebEx Virtual Session*	
2/3/2021 at 9:00am	CNA/HHA Orientation	WebEx Virtual Session*	
2/10/2021 at 1:00pm	Manufacturing Information Session	WebEx Virtual Session*	
2/17/2021 at 9:00am	Phlebotomy Technician Orientation	WebEx Virtual Session*	
2/17/2021 at 1:00pm	Medical Admin. Assistant Orientation	WebEx Virtual Session*	
2/24/2021 at 9:00am	Phlebotomy Technician Orientation	WebEx Virtual Session*	
2/24/2021 at 1:00pm	Medical Admin. Assistant Orientation	WebEx Virtual Session*	
3/3/2021 at 9:00am	CNA/HHA Orientation	WebEx Virtual Session*	
3/10/2021 at 9:00am	Manufacturing Information Session	WebEx Virtual Session*	

W&CS Training Classes			
Dates	Class	Location	Learn more
2/8/2021-2/26/2021 M-F, 8am to 4:30pm	Home Health Aide Training Class	Home Care Plus & The Terrace at Newark	Visit our website at: <a href="http://www.flcc.edu/workforce">www.flcc.edu/workforce</a> and click on "Health Care" or "Manufacturing" for more information about these programs
2/17/2021-3/25/2021 M-F, 8am to 4:30pm	Certified Nurse Aide Training Class	FLCC Geneva Campus & M.M. Ewing Care Ctr.	
Feb 2021, Date TBA** Call for dates	Certified Production Technician	Virtual Classroom In-Person Labs	
Feb 2021, Date TBA** Call for dates	Foundations in Manufacturing	Virtual Classroom In-Person Labs	
3/8/2021 – 5/5/2021 M,T,W; 5:30pm to 9pm	Phlebotomy Technician Program Hybrid - Online	FLCC Geneva Campus & Clinical Location	
3/15/2021 – 5/3/2021 M,W; 6pm to 9:30pm	Medical Administrative Assistant Program – Online Instruction	Online Instruction & Clinical Location	
Fall 2021, Date TBA** Call for dates	Advanced Manufacturing Machinist	TBA **	

**Notes:**

Attendance at an orientation session is required prior to acceptance into all classes. If you do not see one that is convenient to you, contact us at [workforce@flcc.edu](mailto:workforce@flcc.edu), call (585) 785-1670, or check our website for additional dates.

\* These are currently virtual meetings. You will receive login/call-in instructions via email after you register.

\*\* If you are interested in these trainings, email Andrea Badger at [Andrea.Badger@flcc.edu](mailto:Andrea.Badger@flcc.edu) and we will inform you when dates and times are announced.

# 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](http://www.metrixlearning.com)

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

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**Additional Workforce and Partner Services:**

**Career Center Accessibility/Assistive Technology** - Our Career Center is equipped a computer work station with hardware devices and software by which a disabled or impaired person can access our computer system successfully. It includes the following technology: Large desktop monitor, alternate/ergonomic keyboard, large print keyboard, ambidextrous tracking ball mouse, YX HD DeskSet/CCTV and photo scanner; voice recognition software, monitor magnification software, text-to-speech communication aids, etc.

Career Centers are in compliance with the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) by providing individuals with disabilities with physical and programmatic accessibility to facilities, programs, services, technology and materials.

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**Veterans Services: Veterans Priority of Service** - We are proud to offer **Priority of Service** to veterans and their eligible spouses; for more information please visit: <https://labor.ny.gov/vets/vetintropage.shtm>; <https://labor.ny.gov/formsdocs/factsheets/pdfs/p652.pdf>

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**Youth Employment Programs:** In-School (ISY) and Out-of-School (OSY) Programs - Services for eligible youth who face barriers to employment. The program is designed to help today's youth access employment, education, training and support services to succeed in the labor market. For additional information call 315.539-1905 and ask for Annie (see flyer)

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**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. Classes are offered at Seneca County Workforce Development and Youth Bureau every Wednesday and Friday from 9 am to 12 noon. Additional support by Literacy Volunteers of Seneca County is available. Volunteers offer one-to-one tutoring at no cost to adults seeking help to improve reading, writing or English language skills. (see flyer)

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**ACCES-VR:** Assists individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development. For more information on programs/services check out these short videos:

- [Overview of ACCES-VR Services: Your Journey to Employment Begins Today](#)
- [How to Apply for ACCES-VR Services](#)
- [Do You Want A Job that Requires a College Degree](#)

To apply or for more information on eligibility please visit: <http://www.acces.nysed.gov/vr/apply-vocational-rehabilitation-services>

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**Associates for Training and Development (A4TD): Are you Age 55+ and looking for a job?** 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. Please visit [www.A4td.org](http://www.A4td.org) and go to Get Started. (see flyer)

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**Job Corps:** 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.

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**WorkKeys:** 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.

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**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

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**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/>

**Our permanent link to the online catalog is:** [www.flcc.edu/workforce/online](http://www.flcc.edu/workforce/online)

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**NY State of Health, The Official Health Plan Marketplace:** You and your family have many low cost, quality health insurance options available through the Individual Marketplace. <https://nystateofhealth.ny.gov> Seneca County Navigators:

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



A proud partner of the AmericanJobCenter® network.

## Finger Lakes WIOA Youth Programs:

### In-School Youth (ISY) & Out-of-School Youth (OSY)

#### ISY Eligibility (Seneca & Yates)

- **Low Income, 14 to 21 years old, AND** at least one of the following:
- **Pregnant or Parenting**
- **Disability** (including Learning Dis.)
- **Offender** (involved in any stage of juvenile or adult justice system)
- **Homeless or Runaway** (couch surfing)
- **Foster Care** (involved in any stage of the foster care system or in an out-of-home placement)
- **Basic Skills Deficient** (at or below 8<sup>th</sup> grade reading or math level OR non-passing grades/report card)
- **English Language Learner**

#### **What the Youth Program can offer... all for FREE!**

- ✓ 1:1 Career Counseling
- ✓ Career Interest Assessments
- ✓ Local Labor Market Information
- ✓ Resume Development
- ✓ Interviewing Skills
- ✓ Information and Funding for Local Training Opportunities
- ✓ Financial Literacy
- ✓ Soft Skills Training
- ✓ Paid Work Experiences
- ✓ Supportive Service Funds – Driving Lessons, Work Clothing, Child Care, Housing Needs, etc.
- ✓ AND MORE!

#### OSY Eligibility (Ontario, Yates, Seneca, & Wayne)

- **16 to 24 years old, AND** at least one of the following:
- **High School Dropout**
- **Pregnant or Parenting**
- **Disability** (including IEP or 504 plan while they attended school)
- **Offender** (involved in any stage of the juvenile or adult justice system)
- **Homeless or Runaway** (couch surfing)
- **Foster Care** (involved in any stage of the foster care system or aged out)
- **Low Income AND**
  - **High School Diploma/HSE recipient AND Basic Skills Deficient;**
  - **English Language Learner; or**
  - **Youth who needs additional assistance - Poor Work History** (less than 1 year with same employer), **At risk for Substance Abuse,** **Underemployed** (working less than full-time and/or not earning enough to be self-sufficient), **Non-custodial Parent,** **Parent/Guardian is or has been Incarcerated during youth's lifetime,** **Veteran, or a Victim of Physical, Sexual, or Domestic Violence Abuse.**

Contact Information :  
Annie Mahoney  
Deputy Director, Youth Services  
Seneca County Workforce Development  
and  
Youth Bureau  
[AMahoney@co.seneca.ny.us](mailto:AMahoney@co.seneca.ny.us)  
315.539.1791



# SUCCESS IS WITHIN REACH!

**WATERLOO LOCATION IS  
ACCEPTING NEW STUDENTS**

**READY TO EARN A  
HIGH SCHOOL EQUIVALENCY DIPLOMA**

[wflboces.org/adult-and-continuing-education](http://wflboces.org/adult-and-continuing-education)

#### LOCATION

Seneca Co. Workforce Dev.  
2nd Floor  
1 DiPronio Drive, Waterloo

#### CLASS TIMES

Wednesday: 9:00 ~ 12:00 PM  
Friday: 9:00 ~ 12:00 PM

**Call or text 315-573-0893 for more information**



# **Business Start-Up & Expansion Consultation**

*Offered by*

**The New York Small Business Development Center**

## **Appointments (Telephone or ZOOM)**

**Scheduled at a Time  
convenient to  
You and the Advisor!**

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 [wdyb@co.seneca.ny.us](mailto:wdyb@co.seneca.ny.us)

*In partnership:*





## **Mature Workers Wanted!**

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, and Healthcare. 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/>

For more information, contact Charlene Higgins, Rochester Regional Coordinator at [chiggins@a4td.org](mailto:chiggins@a4td.org) or (585) 703-8594.

We are an Equal Employment Opportunity Employer/Program.





## VIRTUAL CAREER NAVIGATOR

### AN INTENSIVE TRAINING PROGRAM FOR JOB SEARCH & SUCCESS

Jump start your job search with this **on-line**, 5-day interactive, strategic approach to proactively managing your future.

- Learn how to redefine your skills to fit existing and emerging industries and occupations.
- Design a job search strategy to fit your values, skills and goals.
- Learn the marketing techniques that will get your message out to the people that make the hiring decisions.
- Discover the increased power of working in teams, led by certified career professionals.
- Navigate the obstacles and challenges of the changing economy and learn the new rules of job search.
- Master the ability to successfully transition into new directions of employment and control future employment paths.

#### WHO SHOULD ENROLL IN CAREER NAVIGATOR?

Job Seekers who:

- Desire to stay in the same field and who want to learn how to compete.
- Require an industry and/or career change based upon their transferable skills.
- Want support in identifying new search strategies, tools and techniques.

#### ITINERARY:

- Day 1: Defining Strengths
- Day 2: Search Strategies
- Day 3: Branding and Marketing
- Day 4: Communication and Decision Making
- Day 5: Goal Setting and Accountability

#### DATES AND LOCATIONS:

**Monday, February 22<sup>nd</sup> through Friday, February 26<sup>th</sup> 9:00 am-1:00 pm**

**This program will be presented on-line through Zoom Meeting Platform. To register contact the career center nearest you (see list below). Once you are registered you will receive an invitation e-mailed to you with log-on instructions. And, you will be mailed a workbook/manual to be used in the program.**

Ontario County Workforce Development, 3010 County Complex Drive, Canandaigua, NY  
[LeeAnn.Haust@dfa.state.ny.us](mailto:LeeAnn.Haust@dfa.state.ny.us) or call 315-789-1771

Seneca County Workforce Development, 1 DiPronio Drive, Waterloo, NY  
[rdevay@co.seneca.ny.us](mailto:rdevay@co.seneca.ny.us) or call 315-539-1914

Wayne County Workforce Development, 1525 Nye Road, Lyons, NY  
[jwsmith@co.wayne.ny.us](mailto:jwsmith@co.wayne.ny.us) or call 315-946-7707

Yates County Workforce Development, 417 Liberty Street, Penn Yan, NY  
[Lisa.Principio@dfa.state.ny.us](mailto:Lisa.Principio@dfa.state.ny.us) or call 315-536-5140, ext. 5

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## Frequently Asked Questions about Career Navigator

### **I have already attended workshops at Finger Lakes Works or elsewhere, why do I need this?**

Career Navigator will explore some of these topics in more depth. You will also have the opportunity to work on your own personal assessment and plan your job search within a group structure that will become an important support system throughout your search.

### **I don't think I need it. I didn't have a problem finding a job before.**

Let's hope that's the case again! Today's market figures, however, point to a more extended and challenging search period. Why not arm yourself with the most effective skills and tools for creating a successful outcome in the current job market?

### **I don't know what I want to do.**

It's very common, and a good idea, to reassess career options at this time. Career Navigator will walk you through the self assessment process, help you identify the skills you have that could be applied in another industry or occupation and give you the tools you need to explore those options so that you can make the best choices.

### **Will this get me a job?**

No one can get you a job except you! Career Navigator will equip you to do the best job possible in that endeavor. CN is your launching pad to identify the tools and strategies that will prepare you to compete in today's job market.

### **Why do I need this? I have a good resume and/or I interview well.**

Job search has changed and the strategies for successful job search are more than a resume or interview. Over 70% of job landings contain a component of networking.

### **I already have interviews lined up.**

Are you getting interviews for jobs that you would take? Do you know how to be the candidate that is chosen from the interview? Do you know how to follow up after the interview process? Career Navigator will arm you with important interview, follow-up and negotiation techniques.

### **This layoff might be temporary.**

In the event that it isn't, or that it occurs again, you can use this time to get the training you'll need, regardless. If other opportunities present themselves or in a future layoff, you'll be ready.

### **There aren't any jobs anyway, why should I bother.**

You're right that most jobs aren't evident, but it doesn't mean they don't exist. In Career Navigator, you'll learn to find the "hidden job market." You'll learn how to get to the hiring managers *before* a job is even identified or posted. And you'll get the group support you'll need to be persistent in your search.

### **I am enrolled in training/school.**

Getting new skills or updating your existing skills is good strategy. You'll still need to look for a job and you need job search skills. Career Navigator is the perfect way to begin the process even before you're done with school. Wouldn't it be great to have that new job waiting for you when you're finished?

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