



**ONTARIO COUNTY  
FINGER LAKES WORKS  
DEPT. OF WORKFORCE DEVELOPMENT  
JOB LEADS: January 8, 2018**

Web Site: <http://www.co.ontario.ny.us/workforce>

**Quote of the week: "Uncertainty will always be part of the taking charge process."  
~ Harold Geneen**

**Ontario ARC's** wide range of programs and services offers a variety of available positions, many of which provide the potential for a rewarding career in a compassionate, yet innovative working environment. Accepting applications for: **Accounts Receivable Specialist; Community Hab; Day Hab Assistant; Employment Specialist; Enclave Supervisor; Hab Specialist; Program Sub; Service Coordinator; and Skills Instructor.**

Apply online at: <http://ontarioarc.applicantpro.com/internaljobs>

**Bristol Mountain:** 5662 Route 64, Canandaigua. Now hiring for all departments: Chefs, Cooks, Cashiers, Dishwashers, Bartender, Janitorial, Ticket Sales, Lift Operations, Café Staff, Rental shop, Retail store, Tuning center, Snowmaking, and more. Please apply in person or online at: [www.bristolmountain.com](http://www.bristolmountain.com)

**Bus Operators; Part-Time:** RTS Ontario, 2930 County Road 48, Canandaigua. Applicants must possess a High School Diploma or GED, a valid NY State Commercial driver's license, Class C or higher, with passenger endorsement, and a clean driving record. Must have a minimum of 5 years Class D auto driving experience; applicant will be required to pass a physical and drug test, and a criminal background check is conducted. Hourly rate is \$14.30; no weekends or split shifts; scheduling up to 29 hours per week.

**Bus Drivers, Substitute Bus Monitors, Mechanic:** Bloomfield Central School is seeking a skilled auto mechanic, substitute bus drivers, and substitute bus monitors. Must meet Ontario County Civil Service requirements. Please send Bloomfield Support application found at: [bloomfieldcsd.org](http://bloomfieldcsd.org)

**Cashier/Customer Service:** Glow Golf, Victor. Part-time position with hours ranging between 3-10 hours per week. These are night and weekend hours. If you're able to work in multiple stores (Victor and Henrietta), you will receive up to 30 hours. Starting pay is \$10.40 per hour. Must have reliable transportation, be reliable and responsible, able to work alone, and have good customer service skills. Apply online at: <http://www.opryglowgolf.com/jobs.htm>

**Cleaners:** CleanCraft is hiring cleaners in the Canandaigua area. Part time, Monday – Friday, 5:30 pm – 9:30 pm. Starting pay is \$10.15 per hour. Must have own transportation and be able to pass a background check and drug screen. Apply online at: [www.cleancraft.applicantpro.com](http://www.cleancraft.applicantpro.com) or call (585) 351-2627.

**Compliance Manager:** This is an excellent opportunity for a person with excellent organizational, communication, and time-management skills. As a Compliance Manager for EWASTE+, you would be responsible for coordinating all efforts related to maintenance and management of our current certifications and our company-wide Quality, Environment, Health & Safety management system (QEH&S). Candidates who have a working knowledge of R2/RIOS and NAID certification standards are of particular interest to us. Requirements: Bachelor's Degree; Minimum of 5 years' experience implementing and establishing company compliance/performance requirements; Experience with R2 and/or ISO 9001 & 14001 standards; Strong verbal and written communications with ability to effectively communicate at multiple levels in the organization; Excellent writing skills and verbal skills; Work effectively within a team in a fast-paced changing environment; and Multi-task, prioritize and meet deadlines in timely manner. Ability to travel to other locations and/or suppliers (approximately 10%) is required, and the ability to pass a criminal background check and drug screen. To apply, email cover letter and resume to: [employment@rochestercomputer.com](mailto:employment@rochestercomputer.com)

**Crew Member:** Express Mart: Locations in Canandaigua, Geneva, Phelps, Newark, Farmington, Shortsville, Macedon. Full and part-time openings with flexible scheduling. Weekly employee incentive bonuses with opportunity for advancement. We offer health and dental insurance, and 401K retirement plan. Apply at your local Express Mart or online at: [www.expressmart.com/careers](http://www.expressmart.com/careers)

**Customer Service Associate:** Auto Wash, Canandaigua. Now hiring full-time and part-time associates. Duties include washing and drying cars, cleaning and basic maintenance of car wash equipment, and upkeep of company landscaping. Must have weekend availability, be a team player, and demonstrate a willingness to learn. Starting wage is \$10.40 per hour plus tips. Apply online at: [www.autowashcarwash.com](http://www.autowashcarwash.com)

**Food Service:** Victor Thruway Travel Plaza is hiring! Restaurants include Tim Horton's, Villa Pizza, and Checkers. Multiple part time and full time openings, including days, evening, overnights, weekends and holidays. Open positions are Cashiers, Food Prep and Cleaners. Starting hourly wage is \$11.00 hour. Complete an application in person at 7029 Aldridge Road, Victor.

**Healthcare:** Thompson Health is accepting online applications for: Patient Registration Rep, Lab Clinical Service Tech, Cafeteria Associate, LPN, RN and more! For details and to apply online, visit: [www.thompsonhealth.com](http://www.thompsonhealth.com)

**Healthcare:** Geneva General/FL Health is accepting online application for: **Athletic Trainer; Administrative Assistant; Financial Aid Counselor; HVAC/Mechanic III; Host/Hostess; LPN; Medical Biller; Medical Office Assistant; Nursing Assistant; Nutritional Services Aide; Patient Care Tech; Radiology Tech; Secretary;** and more! For details and to apply online, visit: <http://www.flhealth.org>  
Visit us on **Wednesdays, 9 am – 5 pm**, for "Walk in Wednesdays". No appointment is necessary.

**Healthcare:** Quail Summit, overlooking beautiful Canandaigua Lake, is seeking Home Health Aides and Personal Care Aides for immediate hire. Full and part time openings on all three shifts, including weekends. Must be NYS certified. Please contact Carol for an immediate interview at: (585) 396-1010 or email [charrison@quailsummit.com](mailto:charrison@quailsummit.com)

**Healthcare:** Exciting opportunity to work for a rewarding, and one of the fastest growing teams. Interim Healthcare of NY "Is UNDER NEW MANAGEMENT" and currently hiring for all shifts. We are looking for **Certified Home Health** and **Personal Care Aides** for immediate start in the Canandaigua area. We have many openings with flexible work schedules to fit your needs. We offer options to work every other weekend. A sample of some of available shifts are: Canandaigua- (Sat) 8a-4p, (Sun) 4pm-12am, (Mon) 9am- 3pm, (Thurs) 3pm-12am, (Fri) 12am-9am. Canandaigua- (Sat) 12am-8am, 8am-4pm, (Sun)12am-8am, (Mon-Thurs) 3pm-12am, (Wed) 9am-3pm, (Fri) 12am-9am. Qualified applicants must have the following: Must be an HHA or PCA with a current/valid certification. Physical (within last 12 months). PPD (within last 12 months). Rubella and Rubella Titers. 2 forms of valid Identification. To Apply go to <http://www.interimhealthcare.com/rochesternewyork/careers/>  
**We are offering a \$2,000 sign on bonus.**

**Housekeeping:** Elm Manor, 210 North Main Street, Canandaigua. Full time and part time positions available. If interested, please send resume to: [aderuyter@elmrehab.com](mailto:aderuyter@elmrehab.com) or stop in to complete an application.

**Housekeeping:** Holiday Inn Express, 330 Eastern Blvd., Canandaigua. Part-time and seasonal positions available. We offer competitive pay, flexible schedules, and a great place to work. Please apply in person.

**Landscape Crew Member:** Lakeview Lawn & Landscape, Canandaigua. Now hiring crew members for current operations, as well as snow removal work. Ability to work with others is mandatory. This position requires attention to detail and applicant must be able to take instructions. Must be at least 18 years old and own a cell phone. Must also be able to pass a random drug test, and have dependable transportation. Apply online at: <http://www.lakeviewlandscape.com/>

**Operations Order Fulfillment and Support:** Career opportunity available in the Canandaigua/Geneva area. A family business for over 50 years, this employer provides customers the finest gardening and agricultural tools and supplies available. Due to steady growth, they are seeking a dedicated, responsible professional to join their team. As a valued employee, you'll be responsible for performing a wide variety of duties: Providing exceptional customer service, to both internal and external customers; Processing orders, packaging, shipping and invoicing; Receiving materials and maintaining the stockroom, including inventory levels; Supporting and backing-up management with data entry into Excel and QuickBooks; Learn to service products covered under warranty; Provide general facility maintenance duties including mowing and snow removal; Ability to safely operate both forklift and outdoor tractor, in addition to lifting up to 85 lbs. Required skills include general business skills such as computer proficiency, data entry and review and use of common office equipment; Excellent computer skills, including MS Office, QuickBooks and web based applications. Professional customer service skills to effectively respond to information; Time management, organizational and multi-tasking skills necessary to work in a small office environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals; and Mechanical aptitude and interest. Competitive wage commensurate with experience. Forward cover letter and resume to: [ontariowfd@dfa.state.ny.us](mailto:ontariowfd@dfa.state.ny.us)

**Packaging:** Remedy Staffing is hiring for the Canandaigua area. This position is a temp to hire opportunity on the B shift (3:30 pm – midnight). Rate of pay is \$11.50/hour, with training provided. Call Remedy Staffing to apply at: (315) 781-6200.

**Production:** Coastal Staffing is hiring for all shifts in locations such as Bloomfield, Avon, Lima, and Honeoye Falls. Contact Coastal Staffing at: (585) 226-3575 for more information.

**Receptionist:** Elm Manor Nursing Home, 210 North Main Street, Canandaigua. Part-time receptionist needed every weekend and holidays. Must be customer friendly, dependable, and have a working knowledge of computers. Hours are 10 am – 3 pm every weekend and holidays. Please apply in person.

**Receptionist; Full Time:** Finger Lakes Pet Resort, Farmington. Now hiring a dedicated receptionist to handle client-facing duties as well as the general office tasks, including using the Kennel Connections database, Google Drive and email reservation system. This also includes some heavy lifting, cleaning tasks, and handling large dogs on leash. The ideal candidate has excellent communication and multitasking skills, good computer literacy, a positive attitude, and a strong work ethic. Reception experience is preferred. Starting pay is \$10.40 - \$11 per hour. Apply online at: <http://fingerlakespet.com>

**Recycling Sorters:** No experience? No Problem! First shift positions (6am - 2:30pm) available immediately in Stanley. No experience necessary. Pay rate is \$10.50 per hour. Please call (585) 393-9250 to get started!

**Retail:** Sterling Optical, 6081Route 96 South, Farmington. Full time permanent position available. Customer service or retail experience is a plus, but we are willing to train. We offer competitive salary, benefits, and commission. Apply in person.

**School Aides:** Wayne-Finger Lakes BOCES is hiring for the 2017-2018 School Year at various locations: Wayne Education Center (WEC) Williamson; Finger Lakes Secondary School (FLSS) Rushville; Newark Education Center (NEC) Newark; Red Jacket Education Center (RJEC) Shortsville; and Midlakes Education Center (MEC) Clifton Springs. Both a W-FL BOCES Non-Certified Employment Application and Ontario County Civil Service Application are required. You may obtain the forms by downloading them from: <http://www.wflboces.org>, calling (315) 332-7440 (message center available 24/7), E-mailing HRjobs@wflboces.org, or by visiting our office located in the Regional Support Center at 131 Drumlin Court, Eisenhower Building, Newark, NY between 8:00 a.m. and 4:30 p.m. Monday through Friday. These applications should be submitted with an original signature along with your cover letter, resume, and any other documentation to: Carrie Spelman - Human Resources, 131 Drumlin Court, Eisenhower Building, Newark, NY 14513.

**School Bus Drivers:** Durham School Services, Canandaigua, NY. Part-time school bus drivers needed in Canandaigua. Free CDL and endorsement training for those who want to start a driving career. Flexible part-time schedule with benefits available. Guaranteed 20-hour work week. No experience is required, but experience is welcome.

We will train the right applicants to earn a CDL license, along with the required endorsements needed. Our training program is comprehensive and holds a very high success rate. The first week is spent in the classroom preparing you for the CDL permit test. Once you have earned your permit, we begin on the road training. This section is designed to prepare you for the CDL road test. Typically, behind-the-wheel-training lasts four to six weeks. Once you earn your CDL license, you will complete a Durham safety and training course designed to prepare you for the road. Whether you are a professional driver, or you are looking to break into the profession; if you need to supplement your income, or you need a schedule that can be flexible, look no further than Durham School Services. Apply at: <http://www.durhamschoolservices.com>

**Snow Skiing Staff:** Hunt Hollow Ski Club, 7532 County Road 36, Naples. Now hiring for lift operators, snowmakers, lodge staff, and daycare. Apply in person, Monday – Thursday, 9 am – 4 pm.

**Snow Removal Positions:** Lakeview Lawn & Landscape, Inc., Canandaigua. We are looking to fill snow removal positions for the winter. We have openings for sidewalk crew members (\$15/hr), snow plow drivers (\$20/hr), and heavy equipment operators (\$20/hr). Candidates must be at least 18 years old and have a valid, clean driver's license. Must have dependable transportation and own a cell phone. Must be able to pass a drug test and physical as well. Prior experience is preferred, but not required. These positions have the possibility of long and sporadic hours, and applicant must be on call 24/7. Apply online at: <http://www.lakeviewlandscape.com>

**Solderers:** Immediate need at GW Lisk in Clifton Springs!! Soldering experience is required, JSTD certification is a huge plus. Second shift hours: 3:30pm - 1:00am, Monday – Friday, Every other week 3:30pm - 2:00am. First shift hours: 6:00am - 3:30pm, Monday – Friday, Every other Saturday 6:00am - 10:00am. To apply, call Aerotek today at (315) 928-3180.

**Support Staff:** Victor Central Schools, Victor. Available openings: Full-time Deputy District Treasurer, Part-time Food Service Helpers, and Teacher Aides, Substitute Bus Drivers, Cleaners, Food Service Helpers, Lifeguard, and Teacher Aides. For more information, contact Kris Hutt at (585) 924-3252, ext. 1417 or email: [huttk@victorschools.org](mailto:huttk@victorschools.org). Interested applicants should apply in person at: Victor Schools, Human Resources Office, Education Center, 953 High Street, Victor.

**YMCA, Canandaigua:** Cash hiring bonus and membership/program discounts for the following: **Child Watch; Evening & Weekend Cleaner** – Thursday, Friday, & Sunday; **Certified Lifeguards; Lead Teacher for School Age Child Care** in Canandaigua; **Front Desk Receptionist** (full-time); **Group Exercise Instructors; Personal Trainer; Swim Coach;** and **Swim Instructors.**

Apply online at: <http://www.canandaigua-ymca.org>

**COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM  
FOR FURTHER JOB LEADS**

**3010 County Complex Drive, Canandaigua, NY 14424**

**Telephone: (585) 396-4020**

**Hours: Monday thru Friday 8:00 - 5:00**

A proud partner of the  **AmericanJobCenter** network

**ONTARIO COUNTY**  
**3019 County Complex Drive, Canandaigua, NY 14424 (585) 396-4465**  
**[HTTP://WWW.CO.ONTARIO.NY.US/HUMANRESOURCES](http://www.co.ontario.ny.us/humanresources)**  
**CURRENT EXAM INFORMATION**

**EXAMS SCHEDULED BY N.Y.S. CIVIL SERVICE**

<b><u>Exam Title</u></b>	<b><u>Last Filing Date</u></b>	<b><u>Exam Date</u></b>
Campus Safety Officer	1/17/2018	3/3/2018
Chief of Police (City of Geneva)	1/31/2018	3/17/2018
Civil Engineer	1/17/2018	3/3/2018
Junior Engineer	1/17/2018	3/3/2018
Library Manager	2/07/2018	Online: 3/1 – 3/31/2018
Principal Account Clerk	1/17/2018	3/3/2018
Recreation Director	1/31/2018	3/17/2018
Recreation Supervisor	1/31/2018	3/17/2018
Secretary I	1/17/2018	3/3/2018
Senior Account Clerk	1/17/2018	3/3/2018
Senior Account Clerk-Typist	1/17/2018	3/3/2018
Senior Medical Billing Clerk	1/17/2018	3/3/2018
Specialist, Services for the Aging	1/31/2018	3/17/2018

**ANNOUNCED VACANCIES**

Building Maintenance Assistant  
Food Site Aide, Part-Time  
Laborer  
Manager of Strategic Assets  
Registered Nurse  
Substitute Bus Driver (Office for the Aging)

**CONTINUOUS EXAMS (Clerical):** These examinations will be conducted on the third Wednesday of every month with a last filing date of the first Wednesday of that month:

Typist/Office Specialist I                      Account Clerk-Typist/Finance Clerk 1

**CONTINUOUS EXAMS (Health Related)**

Community Mental Health Nurse	Nurse Practitioner	Occupational Therapist
Occupational Therapy Assistant	Physical Therapist	Physical Therapy Assistant
Psychiatrist	Public Health Nurse	

**CONTINUOUS EXAMS (Computer Related):** Upon approval of application, a Training & Experience Questionnaire must be completed. Applicants approved the first Friday of the month will be scheduled for Part I of the exam during the last week of that month:

Technical Specialist (Information Systems)

**ALL EXAMINATIONS REQUIRE A \$15.00 APPLICATION FEE. CHECK OR MONEY ORDER ONLY. PAYABLE TO:  
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES.**





## DID YOU PROMISE YOURSELF A GREAT NEW JOB FOR THIS YEAR?

This is your chance to be part of an elite work force.

What we do matters. We make a difference.

Do the same kinds of things you do in your own home with great people and get paid for it.

We will work **WITH** you to develop a schedule that works **FOR** you.

Even if you haven't worked in a while and think you don't qualify – stop in and see just how valuable you are.

Are you in college and need spending money?  
Are you retired and bored already?  
Are you somewhere in between?

We have beautiful homes across the Ontario County. Many of our homes are in your neighborhood and this is your chance to be part of it. You don't need a degree to qualify for these great jobs. You **DO** need to be someone who cares about others; someone who understands commitment to the people we support, the job, and your co-workers; and someone who recognizes the importance of coming to work every day and is ready to dive right in.

If we just described you – then come talk to us.

These jobs **start** at \$11.21 per hour with fringe benefits.

If you don't want to take on a regular schedule – think about substituting for us! \$10.68 per hour to start AND work shifts/homes that meet your lifestyle. All we ask is that you work four shifts per month.

STOP BY:

**WHERE:** Ontario ARC  
3017 County Complex Drive, Canandaigua, NY 14424  
(County Office Building Complex)

**WHEN:** **Wednesday, January 10, 2018**  
**3:30 p.m. to 6:00 p.m.**

It doesn't hurt to drop in. This could be the start of the best thing that ever happened to you!

**TELL US ALL ABOUT YOU AND BE READY TO LEARN ABOUT US!!**

Remedy Staffing has  
**Immediate Openings!**

**Multiple assembly and production positions  
available in Bloomfield, Canandaigua,  
Geneva, and Penn Yan.**

**Remedy will be accepting applications and  
interviewing on:**

**Tuesday, January 16<sup>th</sup>  
10:00am – 12:00pm  
at**

**Ontario County Workforce Development  
3010 County Complex Drive, Canandaigua**

**Please complete your online application  
ahead of time at [www.remedystaff.com](http://www.remedystaff.com)**

# January 2018

## Calendar of Events

Ontario County Workforce Development  
 3010 County Complex Drive  
 Canandaigua, NY 14424  
 585-396-4020

Monday	Tuesday	Wednesday	Thursday	Friday
1  Closed	2 Adecco: 10 am – 12 pm	3 ACCESS VR: 1:30–2:30 pm	4 Remedy Staffing: 10 am – 12 pm	5
8 Career Club: 9 – 11 am	9	10	11	12
15  Closed	16 Remedy Staffing: 10 am – 12 pm	17 ACCESS VR: 1:30–2:30 pm	18	19
22 Career Club: 9 – 11 am	23	24	25	26
29 Career Club: 9 – 11 am	30	31		

**ACCESS-VR ORIENTATION:** Assist individuals with disabilities to achieve and maintain employment & to support independent living through training, education, rehabilitation, & career development. To learn more, please attend an informal orientation session on 2<sup>nd</sup> floor, Room 4. Phone: (315) 789-0191

**CAREER CLUB:** Join us every Monday at 9:00am on 2<sup>nd</sup> floor, Room 8 for informal networking and support as you search for your new job opportunity.

# Calendar of Events - FL Works Geneva

## January 2018

Monday	Tuesday	Wednesday	Thursday	Friday
1 Closed for New Year's Day 	2	3	4 Training Options 2:30 - 3:30 pm	5
8 Career Club (Canandaigua) 9 - 11 am  Cover & Job Search Letters 3 - 4:30 pm	9  WorkKeys (at FL WIB) 9am - 1 pm  Training Options 1 - 2:00 pm (Penn Yan)	10  Metrix E-Learning 2:30 - 4 pm	11	12
15  Closed for MLK Jr. Day	16	17	18  Navigating the Civil Service System 10:30 am - Noon	19
22 Career Club (Canandaigua) 9 - 11 am	23 Resumes 101 9am - 10:30 am  Effective Interviewing Techniques 10:30 am - noon  WorkKeys (at FL WIB) 9am - 1 pm	24	25  Job Search Over 50 2 - 3:30 pm	26  Training Options 2 - 3 pm
29 Career Club (Canandaigua) 9 - 11 am  Personal Skills for Success 9 - 3 pm (Geneva)	30	31  Advanced Interviewing: Beyond the Basics 9 - 11 am		

**Please call ahead of time to reserve a space for workshops!**

### Geneva Career Center

70 Elizabeth Blackwell St.

Geneva, NY 14456

Phone: 315-789-1771

Email: [geneva@labor.ny.gov](mailto:geneva@labor.ny.gov)

### Health Care Information:

Mondays: Your Care, 9am - Noon  
United, Noon - 3pm

Wednesdays: Fidelis, 9 am - Noon

Fridays: Your Care, 9am - Noon

## WORKSHOP DESCRIPTIONS

**Career Club at Ontario County Complex - Canandaigua** - Join others who are looking for work at this weekly job club. Get job leads and find out what businesses are looking for when they hire. This is an excellent opportunity to network with others, get insights, and support in your job search. Learn about available resources. (2 hours)

**Cover & Job Search Letters** - This instructional workshop will focus on how to write a Cover Letter (Yes, you do need one!) and other job search letters. (1.5 hours)

**Effective Networking** - You're looking for work and people ask you "What do you do?" Or you're in an interview and the interviewer says "Tell me about yourself." HOW do you respond? This workshop helps you craft your own professional introduction in order to network in a variety of situations. Everyone needs to be able to efficiently communicate with confidence. Learn to discuss your unique skills and strengths to jump start your job search. (1.5 hours)

**Resumes 101** - Is your resume effective? Are you receiving calls for interviews? Learn how to highlight your accomplishments, past experiences, skills, abilities, qualifications and personal characteristics so a potential employer can easily see the assets you would bring to the business. During this informational session, you will learn what revisions are necessary to create an effective, up-to-date resume. (1.5 hours)

**Effective Interviewing Techniques** - You got the interview, now what do you do? Register for this workshop! Learn what employers really want to know. Learn what questions you should be able to answer before going into an interview. Learn the importance of making a good first impression. Learn techniques regarding, appearance, body language, preparation, and attitude. (1.5 hours)

**Advanced Interviewing: Beyond the Basics** - Tell me about yourself? What are your salary expectations? This interactive workshop provides the opportunity to: receive feedback on your interviewing skills, network, and reduce those interview jitters. Come prepared to answer interview questions. **\*\*Prior attendance at the Interviewing Techniques workshop is required\*\*** (2 hours)

**Job Search Over 50** - Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome challenges and use maturity to your advantage. (1.5 hours)

**Los Fundamentos de Buscar Trabajo** - Buscar un trabajo nuevo puede ser agotador. Este cursillo está diseñado particularmente para los que hayan sufrido una cesantía y/o no hayan trabajado por algún tiempo. Informará al/a la buscaempleo sobre las herramientas actuales que están disponibles para ayudar con la organización y el proceso de una búsqueda eficaz para trabajo. El cursillo pone énfasis en los elementos básicos de cómo y dónde buscar trabajo. (1 hora)

**Metrix E-Learning** - If you are interested in upgrading your computer skills and would like to take online courses at your own pace, Metrix may be for you. Metrix is a self-directed online learning program you can access anywhere with high-speed internet. (1 hour)

**Navigating the Civil Service System** - Explore job opportunities within the civil service system—working for the city, county, state, or federal governments. Learn how to use the websites and what to look for on civil service listings. (1.5 hours)

**Personal Skills for Success** - Learn the basic skills necessary to help you stay employed in any job setting. Conducted during 1 day, participation will earn you a Workforce Certificate of Completion for 5 hours of Soft Skills Training, as chosen by regional business and industry leaders. These skills are critical to quality employees: Self Awareness, Interpersonal and Work Communications, Work Discipline, and Working in Teams. (5 hours)

**Social Media** - Online networking can be one of your most valuable resources when job-searching. Take advantage of this opportunity to learn more about how to get the most out of LinkedIn, Facebook, and Twitter to build your professional network. Learn how to get recommendations, research employers, display your expertise, and get noticed. (1.5 hours)

**Training Options** - Finger Lakes Works may have funds available to help people who need training either to change careers or to enhance skills necessary for advancement to a better job. Our "Training Options" workshop is an orientation that provides info on what is needed to access these funds available under the Workforce Innovation and Opportunity Act. It will also provide things to think about when choosing a school or program. (1 hour)

**WorkKeys** - Employers want workers who can read, apply math, locate information, and demonstrate "soft" skills. WorkKeys assesses reading, math and locating information, which qualify you for a Career Readiness Credential. This credential will assist you in showing employers you are a qualified candidate. (4 hours)