



**ONTARIO COUNTY  
FINGER LAKES WORKS  
DEPT. OF WORKFORCE DEVELOPMENT  
JOB LEADS: March 12, 2018**

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

**Quote of the week:** "A year from now, you may wish you had started today."  
~ Karen Lamb

**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: **Barista; Community Hab Assistant; Custodial Trainer; Day Hab Assistant; Driver; Employment Specialist; Enclave Supervisor; Facilities Assistant; Hab Specialist; Pathway to Employment Job Coach; Placement Specialist; Recreation Assistant; Residence Manager; Service Coordinator; Skills Instructor.** Apply online at: <http://ontarioarc.applicantpro.com/internaljobs>

**Arborist:** Fingerlakes Tree & Landscape is hiring an arborist with tree climbing or bucket truck experience. Full time and part time positions available; must have driver's license. Please call (585) 657 – 4448 to apply.

**Automotive Service Advisor:** Canandaigua Chrysler Dodge Jeep, 2561 Rochester Road, Canandaigua. We are currently accepting applications for a service advisor to complement our growing service team. A minimum of one-year aftermarket experience, quick lube experience, or dealership experience is preferred. We are looking for a self-motivated, team oriented individual that can drive customer satisfaction through a strong, positive work ethic. We are a family owned and operated dealership with an outstanding reputation in the community. We understand happy employees make for happy customers. We offer a busy shop, paid factory training, and benefits. To schedule an interview, please contact Dick Clark.

**Caregiver; In Home:** Are you caring, compassionate and reliable? We are looking for you! No experience necessary, just a desire to provide in-homecare needs, to help people in any situation, and ensuring they receive quality services with the utmost dignity and care. Enjoy having consistent hours: 2 full time openings, Monday-Friday, 4pm-12am and 12am-8am; 2 part time openings, Saturday and Sunday, 8am-8pm and 8pm-8am. Must have NYS driver's license and reliable transportation. Must be comfortable around dogs. Some of the duties include personal care-helping client in and out of bed, assisting to the bathroom, changing undergarments or adult incontinence products, bathing and dressing, Shopping, Cooking, Housekeeping, and providing transportation to and from doctor's appointments with client's vehicle. Your benefits include 401k plus match, Health insurance, Vacation Time, and Holiday pay. Please email resume to Maureen McIntosh: [mmcintosh@all-americanhomecare.com](mailto:mmcintosh@all-americanhomecare.com)

**Cleaner:** Phelps-Clifton Springs School District has a vacancy for a full-time night cleaner. Hours are 3:30 – 11:30 pm; pay is \$11.54-\$13.65/hr. plus shift differential. Must have High School Diploma or equivalent, meet Civil Service requirements, have a strong work ethic, and cheerful attitude. Duties include sweeping, mopping, vacuuming, and waxing floors, dusting, cleaning rest rooms, etc. Please submit a letter of interest, district application, Ontario County Civil Service application, and resume by Friday, March 30<sup>th</sup> to: Mary Jo Peake, Human Resources, Phelps-Clifton Springs Central School District, 1490 Route 488, Clifton Springs, NY 14432.

**CNC Machinist:** Kelly Services is interviewing CNC Operators and Machinist professionals for a global design and manufacturing leader located in Clifton Springs. Full Time, Direct Hire, offers up to \$26/hr. to start depending on experience, with tremendous opportunities for growth and advancement. This is a great place to grow your career and increase your earning potential as a Machinist. In this role you will be a main player in the production of valves and sensors for the global aerospace, defense, highway, and oil & gas markets. Must be looking to join a highly skilled and motivated workforce in a team centered production environment working to international standard. Requirements: High School Diploma or Equivalent and completion of Machinist Certificate program. At least one-year experience as a CNC Operator/ Machinist with working knowledge of set up and making tool/work offsets. Working knowledge of machine shop mathematics. Working knowledge of using comparator, micrometers, calipers, pin or wire gauges. Apply in Person at: Kelly Services, Inc. 102 S. Main Street, Newark, Mon-Fri 9am-3pm. Apply online at: [www.kellyservices.com](http://www.kellyservices.com)

**Companion Caregiver:** Happier at Home in Canandaigua has part-time openings for caregivers. Valid driver's license and own reliable transportation are requirements. Caregivers help with a variety of daily activities including meal planning and preparation, transportation, shopping and errands, light housekeeping, laundry, set-up and

monitoring of bathing and dressing, companionship, mental stimulation, specialized Alzheimer's/dementia care, encouragement and monitoring of exercises, and overnight care. Happier at Home provides service in the following settings: private homes and apartments, independent and assisted living communities, hospitals, skilled nursing facilities, and rehab centers. One year of caregiving experience is required. Apply online at: <http://www.happierathome.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 Specialist:** Cooper Vision is one of the world's leading manufacturers of soft contact lenses and related products and services. The Company produces a full array of monthly, two-week and 1-day lenses, all featuring advanced materials and optics. For more information, visit [www.coopervision.com](http://www.coopervision.com). Are you looking for a rewarding career, with the opportunity to grow your skills in a global organization? Are you passionate about providing superb Customer Service? Are you looking to join an organization that values and develops you as a person? Do you consider yourself friendly, inventive, and a dedicated partner? If this is you, we'd like to hear from you! Please call (585) 756-9500 to schedule an interview **AND** apply online at [www.coopervision.com](http://www.coopervision.com). Onsite Interview Details: When: **Thursday, March 22<sup>nd</sup>** (Please allow between 1-3 hours to complete the interview process). Where: **209 High Point Drive, Suite 100, Victor, NY 14564.**

**Daycare Assistant:** Bristol Mountain, 5662 Route 64, Canandaigua. Now hiring a part-time, year-round assistant for our NYS licensed Child Care Center. Must be 18 or older. Hours are flexible, with great benefits for skiers. Please apply at the Personnel Office Monday-Friday, 8:30 am – 3:30 pm.

**Delivery Driver:** The Medicine Shoppe, 66 West Avenue, Canandaigua. Part-time. Pay - \$11.50 per hour. Vehicle provided. Must be able to pass background check; Clean license required. The right individual could grow with the pharmacy. Please apply in person.

**Delivery Drivers:** Openings for drivers! Full time positions delivering packages for FedEx throughout the area. Will be based out of the FedEx Henrietta facility but will be employed by a contractor in the Canandaigua area. Deliveries occur Monday -Saturday;

Overtime is possible. CDL license NOT required. Will be driving a minivan or 12-16 foot box truck. Will be following pre-set route and making dozens of stops. Lifting is required. Requirements include: clean NYS driver's license, DOT physical and drug screen (company paid) and road test. Call Mike, 585-738-2433 or Matt, 315-573-4349.

**Driver; Non-Emergency Medical Transport:** Ultra Medical, 25 North Street, Canandaigua. Local driving in the Canandaigua area. Responsibilities: Transporting clients in a safe and professional manner, communication with Dispatch in order to receive relevant data and instructions, maintain a professional behavior and attitude towards clients, facilities and coworkers, completion of Vehicle Condition Sheet prior to and at end of daily vehicle usage to keep a safe and comfortable client transportation, assist with transferring and balancing clients with door to door assistance, capable of understanding directions and the ability to read and use maps/GPS accurately, and fuel up vehicle prior to returning to base at end of shift. Requirements: Current and valid NYS CDL Class C, B or A License with Passenger Endorsement per Article 19-A rule and regulations; NYS Drivers Abstract (Clean without any DWI's or more than 1 Excessive Speeding); and must pass DOT Physical setup with Company's DOT Physician. Wage starts at \$13.00 /hour. Required experience: Driving for at least 3 years. Apply via **Indeed.com** (search Ultra Medical, and Canandaigua), or apply in person.

**Feed Mill Laborer:** Immediate openings in Geneva!! Two full time positions. Day hours for the first two months of training, then will move to 12pm - 8pm on a regular basis. Duties include: Mixing feed using a loader, loading trucks, learning how to operate the mill and eventually run a shift. Will accept trainee. General mechanical aptitude required. Ability to work outside in any weather is necessary. Will need to lift up to 50 lbs. and climb ladders. Punctuality and discipline necessary. Prior experience in construction, landscaping or agriculture helpful. Other hiring requirements include own transportation, drug screen, reference check. Send email to: **patobrienfeeds@yahoo.com** or call (716) 818-7012.

**Field Service Technician:** A growing wine and beer equipment distributor in the New York area is seeking a full time Field Service Technician to be part of the company's Service team located in Geneva. The preferred candidate will have good electrical, mechanical repair, and troubleshooting background. This position requires travel throughout the week; local, nationwide, and some international. Must have excellent driving record, a valid driver's license and a U.S. Passport, experience in packaging equipment, labelers, and filling equipment. Responsibilities: Install, service, repair and maintain equipment sold by our company; Troubleshoot, identify root cause and solve operational issues associated with equipment at customer locations and/or provide phone support; complete and submit Company Service Reports on machines, system installations, and Service Repairs in a timely manner; submit accurate and timely expense reports; communicate daily with Technical Service Department; familiarize

oneself with all company machinery and technology; and communicate effectively (verbally and written) in a team environment. Skills and Qualifications: Minimum of High School Diploma or equivalent, 4+ years of experience in service field, and proficiency in some or all of the following areas: electrical, mechanical, pneumatic and PLC troubleshooting and programming. Must regularly lift and/or move up to 50 pounds, and be able to work well with other team members. A reference check is required. Salary commensurate with experience plus benefits including bonuses, health, dental, vision, life, paid time off, and 401k. Please provide salary requirements and a resume to: [rturner@prosperocorp.biz](mailto:rturner@prosperocorp.biz)

**Financial Controller:** Ultra Electronics is a world leading group of businesses operating in Defense & Aerospace, Security & Cyber, Transportation and Energy markets. Ultra businesses innovate constantly to create solutions for customers-often through highly specialized, disruptive technological innovation-which are different from and better than those of our competitors. Responsible for accounting, financial analysis, and monitoring and enforcing financial policies and procedures. The Controller will work closely with the Leadership Team to support strategic initiatives and a high performing culture with accurate, timely and relevant financial information. This is a hands-on position that will need to build a very strong team as the Global Business Services division grows. Requirements: Minimum of 5 years controllership and/or financial analysis in a high-growth environment. Bachelor's in accounting or equivalent experience. Ability to operate in an entrepreneurial environment and initiate changes by creating and presenting factual business cases. Highly organized with demonstrated exactness in attention to detail. Demonstrated interpersonal, collaborative and relationship-building skills; ability to communicate clearly and concisely with others at all levels within the organization. Approachable and open. Ability and willingness to take responsibility for results and see obstacles as challenges. Experience operating within an integrated ERP system. Preferred Requirements: Professional certification (CPA or CMA). Knowledge of regulatory standards and compliance requirements. Bachelor's degree in Accounting or related field. 5+ years in building and leading teams. Experience working within a global organization. For additional details and to apply online, visit: <https://www.jobs.net/jobs/ultraelectronics/en-us/all-jobs/>

**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:** CareGivers, 5297 Parkside Drive, Canandaigua. Multiple openings! All shifts available, part time and full time hours. Looking for HHA, PCA, CNA currently certified or with an expired certification to provide personal care, light housekeeping, and errands for clients in their home. Transportation required. Looking for good, caring, responsible candidates. Please apply in person or send resume to Fax: (585) 394-4174.

**Healthcare Support:** Quail Summit in Canandaigua is a residential community offering a continuum of housing and care options for older adults. Current, immediate openings include: **LPN** (part-time, overnight hours), **LPN** (per diem, various shifts available), **Cook** (part-time, various shifts available), **Server** (part-time, 4-7 pm), **Home Health Aides** (part-time and per diem, various shifts available), **Home Health Aide** (full-time, evening shift, 2-10:30 pm), and **Maintenance Assistants** (1 full-time day shift, and 2 part-time day shifts available).

To apply, send email to: **bbabcock@quailsummit.com**

**Healthcare:** Geneva General/FL Health is accepting online application for: **Activities Aide; Ambulance Driver; Athletic Trainer; Administrative Assistant; CNA trainer; Financial Aid Counselor; Food Service Supervisor; Housekeeping Aide; LPN; Medical Biller; Medical Office Assistant; Nutritional Services Aide; Operations Coordinator; Paramedic; Patient Care Tech; Physical Therapist; Radiology Tech; Registration Rep; RN; 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.

**Home Health Aides/Personal Care Aides:** Utopia Home Care Inc., 10 E. Main St. Ste 201, Victor. Multiple openings, Part time and full time. All shifts, hours and days. Provide in-home care to clients throughout the Monroe and Ontario County service areas. Must have HHA or PCA certificate and HS or GED. \$10.50-\$12 hour. Drug screen, physical, and reference check is required. Please call (585) 433-0398 or email resume to: **mjmartinez@utopiahomecare.com**

**Junior Security Administrator:** Ultra Electronics is a world leading group of businesses operating in Defense & Aerospace, Security & Cyber, Transportation and Energy markets. Ultra businesses innovate constantly to create solutions for customers-often through highly specialized, disruptive technological innovation-which are different from and better than those of our competitors. This role must possess a cyber-focused technical background including experience in working with both software, hardware and networking. This is a dual role that will support both security and networking functions. Requirements: BS/BA degree in the field of computer science or Associate degree with 2-3 years equivalent work experience. Ability to work off-hours and/or overtime as

needed. Working technical knowledge of network and server operating systems, including Windows Server 2012/2016. Working technical knowledge of current network hardware, protocols and standards. Hands on hardware troubleshooting experience. Good documentation and procedure writing skills. Preferred Requirements: Bachelor's degree in information technology or related field with 2+ years' experience. Network+ or security+ certification. For additional details and to apply online, visit:  
**<https://www.jobs.net/jobs/ultraelectronics/en-us/all-jobs/>**

**Laborer:** Elderlee, Inc. is a diversified corporation specializing in the manufacture and installation of highway safety products. Started in 1946, we are a fourth generation privately owned company with facilities servicing the U.S. east coast. We are currently seeking an energetic candidate to fill the role of General Laborer in our Sign facility. Entry level laborer position for 1st shift. This facility has a great working environment. Starting pay is \$10.75. Position requires the ability to lift up to 50 lbs. We offer an attractive total compensation package, including Life, Health, Dental Insurance and Union retirement package, paid holidays and vacation. Elderlee, Inc. is an Equal Opportunity Employer. Apply by: Fax: 315-789-8104, Online: **[www.elderlee.com](http://www.elderlee.com)**, Email: **[payrolldept@elderlee.com](mailto:payrolldept@elderlee.com)** or in person at: 729 Cross Road, Oaks Corners.

**Laborer:** Victor Insulators, 280 Maple Avenue, Victor. Part-time position available in the Engineering area. Schedule is flexible, starting rate is \$12.00/hr. Duties include issuing drawings and records, assist in testing, maintain daily records for lab, and prepare reports. Must have High School Diploma, strong math skills, and basic computer skills. Send resume to: **[lpetrone@victorinsulators.com](mailto:lpetrone@victorinsulators.com)**

**Maintenance Associate:** This position is for Pactiv, a company of Reynolds Group Holding Inc. Job Summary: Maintenance Associate duties consist of the maintenance and repair as well as the setup and operation of equipment in a safe and effective manner. This will include identifying and correcting quality deficiencies including maintenance (PM and TPM), adjustments, and troubleshooting of equipment and process; Direct and/or assist with co-worker activities; Will work with engineering and maintenance to troubleshoot and continuously improve equipment performance; and Perform other duties as assigned. Qualifications: Must currently hold an operator associate position or higher; Must possess excellent troubleshooting and problem solving skills coupled with demonstrated mechanical aptitude; Must comply with the Mechanic Development Program (MDP) and achieve certification on all required skills in a reasonable timeframe; Must be able to acquire a lift truck operator license within 60 days and maintain the license; Demonstrated abilities with computers and experience with Microsoft Word, Excel and Outlook preferred; Experience with SAP desirable but not a requirement; Ability to effectively utilize Maintenance Connection as directed; Demonstrated abilities as an informal leader with good teamwork and communication

skills; Ability to work effectively with associates at all levels of the organization; Ability to set priorities and effectively deal with several projects simultaneously. Must have professional effective communication, interpersonal and conflict resolution skills, and be able to lift up to 50 lbs. Must work overtime as required, and must be willing to accept an available day off schedule in the new department. (7-day work schedule). Interested candidates should apply online at: <http://www.pactiv.com/Pactiv/Search-Jobs/Search-Jobs.htm?p=job/oOwF6fwP&nl=1>

**Managers:** Taco Bell is now hiring for Dansville, Penn Yan, Bath, Hornell, and Victor. Seeking managers with demonstrated leadership abilities. The ideal candidates will have a commitment to quality & exceptional guest service. To apply for one of the above management positions, Email resume to: [jwolfe@indushg.com](mailto:jwolfe@indushg.com)

**Marina Crew:** Smith Boys Marina, 7099 State Route 21, Naples. Seeking enthusiastic candidates to join our crew for the upcoming boating season. Primary job duties consist of washing and detailing boats. Candidates who show potential during our spring season will be given the opportunity to continue employment throughout the summer leading into in to fall/winter. Duties change throughout the season and will also include pumping gas, assisting with boat rentals, power washing boats and yard maintenance. If you are a hard worker, have reliable transportation and would enjoy being outside in the sun working on the lake, this may be the job for you. Please apply in person.

**Marina Yard Worker:** Pelican Point Marina in Rushville is looking to hire Yard Workers and Dock Hands. Weekend and holiday availability is required. Looking for someone who is eager to learn and excited to be working in an engaging, physical, and close-knit team environment. Come work on beautiful Canandaigua Lake with a great group of professionals! We offer work in a casual atmosphere on the water. Responsibilities and Duties include assisting in the servicing of client's boats (fueling, launching, shrink wrapping, cleaning etc.), landscaping, janitorial work, and general light maintenance. Must have a great attitude and willingness to take initiative, the ability to think quickly on your feet, customer service skills, respect for others, and must be able to successfully pass a background check. Call (585) 554-5400 for more information, or apply online at: <http://www.pelicanpointmarina.com/job-opportunities>

**Mason Foreman/Brick/Block Masons:** Pooler Enterprises, Inc., 783 County Road 42, Fishers. We are a drug free company; Pre-Screening is a company requirement. This organization is committed to ensuring that employees are selected based on their skill, experience and qualification and are compensated with respect to these factors. As a company, we pride ourselves on the quality of our personnel; you represent us. Join a team that is setting the standard in the industry for technology, workmanship and



capability. It's not just a job, it's a career. We offer competitive wages, a comprehensive benefits package, paid vacation and a 401K investment plan. Please apply in person; email to: [www.poolerenterprises.com](http://www.poolerenterprises.com) or send fax to: (585) 924-5205.

**Mason/Laborer:** Roy White Enterprises, Inc. has full time positions available this spring. Competitive wages, based on experience. Must have reliable transportation, experience in block and concrete, own tools, and willingness to learn with opportunity for advancement. Call (585) 367-3300 for more information. Send resume to: 5862 Middle Road, Hemlock, NY 14466 or email to: [roywhiteinc@gmail.com](mailto:roywhiteinc@gmail.com)

**Mechanic;Yard Worker:** Seager Marine, 21 Parrish Street, Canandaigua. A well established Canandaigua Lake Marina is looking for a full-time Mechanic and a full-time Yard Worker. Experience with boats is a plus. Both opportunities are year round positions, pay based on experience, paid vacation, medical and 401k benefits available. E-mail your resume to: [bob@seagermarine.com](mailto:bob@seagermarine.com) or complete an application in person.

**Mechanic:** Seeking full-time shop mechanic for industry leading Toyota forklift dealership. Previous forklift experience preferred. Automotive experience a plus. No Nights - No Weekends - No Holidays - No Flat Rate. Competitive Wages & Benefits. Fax resume to: (585) 742-5142 or email to: [wem@swiftlift.com](mailto:wem@swiftlift.com)

**Medication Technician:** Horizons, 3132 State Route 21 South, Canandaigua. Full time opportunity, variety of hours and shifts. Summary: Administer prescribed medication and treatment to residents in a safe and timely manner within the guidelines set forth by DePaul Adult Care Communities and the state of New York. The Medication Aide will also be responsible for resident's personal care. Qualifications: Must Pass the Medication Technician training provided by DePaul within 90 days of Medication Skills Checklist. \*The Medication Skills Checklist *must* be completed before passing any medication. Must possess a working knowledge of resident care, particularly with the geriatric and adult special care needs population. Must be at least Eighteen (18) years of age. Must have the required references and criminal record check. Must be in good standing with the Healthcare Personnel Registry. Must have the required annual Tuberculosis (TB) testing and Annual Health Assessment in accordance with New York State Regulations. Apply in person, or online at: [www.depaul.org/employment](http://www.depaul.org/employment)

**Operator Associate:** This position is for Pactiv, a company of Reynolds Group Holding Inc. Description of Job Duties/Qualifications: Operator Associate duties consist of routine packing and operation of thermoforming equipment in a safe and effective manner on an as needed basis. This will include but not be limited to identifying and correcting quality deficiencies, basic maintenance, adjustment, and troubleshooting of

equipment and process. Direct and/or assist with coworker activities, and perform other duties as assigned. Essentials: Successfully completed CORE training for Operator Associate position. Demonstrated abilities as a team player, good cooperation and communication skills. Must be in good physical condition; able to lift up to 50 lbs. Must be able to work 3:30pm – Midnight or 11:30pm – 8:30am shift. Interested candidates please apply online at: <http://www.pactiv.com/Pactiv/Search-Jobs/Search-Jobs.htm?p=job/ouwF6fwv&nl=1>

**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.

**Packaging Associates:** PeopleReady has an immediate need for reliable production associates for one of our manufacturing customers in Bloomfield. Job description includes bagging and packaging a variety of Styrofoam trays used in supermarkets, etc. Product is then labeled and prepared for shipment. Hours are 4pm - midnight and midnight - 8am. Pay is \$13.00/hr. These are temp-to-hire positions. Manufacturing experience is preferred but not mandatory - will train. Drug and background checks are required. Apply ASAP for immediate consideration to [www.peopleready.com](http://www.peopleready.com) For further information, please call (585) 328-6447.

**Packer/Inspector:** Adecco is assisting a local client recruiting for multiple Packer/Inspector Warehouse jobs in the Finger Lakes Region. This is a temporary to hire opportunity. You will be responsible for hand picking orders, build and stretch wrap pallets, label, and transport products within a warehouse facility. Qualifications: Six months of manufacturing experience, good problem solving and communication skills, Ability to lift 50 lbs., Stellar Attendance, can do/will do attitude, and a Solid work history. Pay for this position is \$11.00-\$12.00/ hour plus overtime as needed. We have openings on the following shifts: A shift: 11:30PM-7:30AM; B shift: 7:30AM-3:330PM; or C shift: 3:30PM-11:30PM. Flexibility to work a 7 day rotating schedule. Adecco provides one of the most comprehensive benefits package in the industry to contract workers. Benefits are available to you as a contractor after one week of employment. Apply online at: [www.Adeccousa.com](http://www.Adeccousa.com)

**Paving:** Ruston Paving is **hiring Dump Truck Drivers, Excavation/Paving Foremen, Equipment Operators, Mechanics, and Laborers.** An Open House will be held on **March 14<sup>th</sup>, 4:00 – 7:00 pm**, at 6228 Collett Road, Farmington. Please register by calling (585) 742-3080. Walk-ins are also welcome. Visit [www.Rustonpaving.com](http://www.Rustonpaving.com) for more details.

**Personal Care Aide/Med Tech:** Ashton Place, 190 Ashton Court, Clifton Springs. We are in need of a vibrant, outgoing person to join the Ashton Place family. This is a Per Diem opportunity which provides assistance and supervision with activities of daily living such as: medication administration assistance, showering, grooming and dressing. We offer dynamic and comprehensive in-house training, so previous experience is not necessary. Please apply in person.

**Procure To Pay Analyst:** Ultra Electronics is a world leading group of businesses operating in Defense & Aerospace, Security & Cyber, Transportation and Energy markets. Ultra businesses innovate constantly to create solutions for customers-often through highly specialized, disruptive technological innovation-which are different from and better than those of our competitors. This position provides support in relation to purchasing, payments and expenses. Assists internal and external customers to resolve ordering and payment queries within a Global Business Services (GBS), ensuring at all times the service delivered meets customer needs and compliance to the group policies and procedures. Will be responsible for providing ordering, financial and administrative services with GBS. This includes processing and monitoring orders, payments and expenditures, raising orders, processing payments and expense claims. Requirements: BS/BA degree or relevant experience. Ability to maintain a high level of detail and accuracy in preparing and entering financial and payroll information. Ability to maintain confidentiality. Ability to manage and prioritize a diverse workload and meet specific deadlines. Knowledge of accounts payable, expense process and procedure, and general accounting principles. Must be well organized and a self-starter. Willingness to accept responsibility. Calm and professional disposition. Flexibility to work hours required to ensure sufficient cover. May be required to travel to other sites. Preferred Requirements: COUPA experience advantageous. Knowledge of regulatory standards and compliance requirements advantageous. Bachelor's degree in business or related field. 2+ years detailed experience in the P@P process. 5+ years of general experience in Finance, Accounting and/or Procurement business processes. For additional details and to apply, visit: <https://www.jobs.net/jobs/ultraelectronics/en-us/all-jobs/>

**QA:** Solu Technology Partners in Victor has an excellent opportunity partnering with a top local firm to support testing of software to augment a successful and evolving product line. The candidate will be a member of a small, agile project team focused on delivering new functionality within the customer-facing application suite. Responsibilities include: Assist in gathering requirements including regression scripts, use cases, and environmental set up and execution conditions to ensure the integrity and completeness of the integrated tests; Identify software problems and their causes, leveraging knowledge of computer science and software development principles; Design test cases and scripts that will support regression testing and new functionality testing targeting areas such as database impacts, software design scenarios, or usability; Define criteria for testing, develop and implement new automation scripts and/ or modify existing automation scripts, and analyze test results; Participate in software design process for

quality assurance factors affecting functional requirements and design specifications, and documenting software defects; and Participate in test script review process providing insights and suggestions for improvement where applicable. Must have experience developing test plans, scenarios and scripts to test new and existing features; Experience with Test Management Tools – HP QC a plus; Automated Test Software – Selenium and Ranorex a plus; Demonstrated proficiency/mastery of testing a complex enterprise application; ISTQB Certification is a plus; Experience testing SOAP and REST APIs – Knowledge of tools such as SoapUI preferred; Desktop and Web based application testing experience; Proficiency navigating and administering Windows and Unix/Linux via command line; Software Development Life Cycle - Agile experience preferred; and Experience with relational database technology (Oracle, MySQL, PostgreSQL, etc.) preferred. Must have BS in Computer Science, Software Engineering, Computer Engineering or related, and 1-3+ years of experience in related field. Apply online at: <http://www.solutechnology.com/job-search/>

**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!

**Resident Care Assistant:** Horizons, 3132 State Route 21 South, Canandaigua. Summary: Under the general direction of the Supervisor in Charge, provides direct personal care and assistance to residents as needed. Full-time and Part-time openings: Evenings (3pm-11:30pm) and Overnights (11pm-7:30am). Qualifications: High School diploma or GED preferred. CNA, HHA or PCA certification preferred. One year work experience in a care-giving field desired. Must be dependable, hardworking and willing to work as part of a team. Must have the required references and criminal record check. Must have annual TB screening and Health Assessment completed. Must be at least 18 years of age. Apply in person or online at: [www.depaul.org/employment](http://www.depaul.org/employment)

**Resident Care Director:** Horizons, 3132 State Route 21 South, Canandaigua. The Resident Care Director is responsible for the implementation and maintenance of resident care in accordance with company guidelines for ACF / ALR and Home Care Regulations. The Resident Care Director is in a leadership role in the community and therefore, is expected to maintain professional perspective at all times by demonstrating positive customer service skills in dealing with both external and internal customers. With internal customers (DePaul employees) the Resident Care Director is expected to be a team player and to lead by example. The Resident Care Director is required to demonstrate positive coaching and accountability techniques in order to teach, encourage and develop department team members. With external customers (residents and all others involved in their care); the Resident Care Director is expected to utilize

positive customer services skills in order to create an environment of person centered resident care. Under the general direction of the Administrator, the Resident Care Director is responsible for planning, organizing, staffing, and coordinating the resident care staff, supplies, and equipment in such a way that meaningful resident service is established to render optimum resident care. This position is Monday-Friday with some after-hours/on-call responsibilities. Qualifications: Must be at least 18 years of age. Meet reference and criminal record check requirements. Complete initial / annual health assessment requirements, including TB testing as required. Must be competent in passing medications and able to teach others the required skills. Requires the ability to work with monitoring and licensing agencies. Long-Term Care experience in a supervisory or managerial capacity required. Possess a working knowledge of resident care particularly with the geriatric and adult special care needs population. Requires a working knowledge of applicable NYS Adult Home and Home Care Rules and Regulations. Develops and assist in providing 12 hours of in-service training per year for staff. Possess a valid New York State driver's license that meets DePaul's clean driving record policy. Apply in person or online at: [www.depaul.org/employment](http://www.depaul.org/employment)

**Restaurant:** Blue Ribbon Restaurant, 261 Main Street, Phelps. This is a part-time position. Please apply in person; no phone calls.

**Retail:** Victor Walmart is hiring! Full & Part Time Cashier positions. Contact Ashley in Personnel at (585) 398-6038, ext. 190 to set up an interview. Walk-in interviews are also welcomed after having an application on file.

**Retail:** JCPenney in Eastview Mall is hiring Sales Associates and Product Experts. Hours are flexible and include nights and weekends. Please apply at the store's applicant kiosk or online at: [www.jcpcareers.com](http://www.jcpcareers.com)

**Retail:** Lowe's Canandaigua is hiring for: Fulfillment Clerk, Load Puller, and Sales. For details and online application, visit: <https://careers.lowes.com/>

**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](mailto:HRjobs@wflboces.org), or 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.

**Security Guard:** Keuka College is hiring full-time Security Guards. Duties include: monitoring assigned areas, reporting data, warning visitors of rule infractions, etc. Must have High School Diploma or equivalent, NYS Security Guard license, valid driver's license, and at least two years' experience is preferred. Apply online at: <https://www.nmsusa.com/about/employment/>

**Senior Software Engineer:** Solu Technology Partners has an excellent opportunity partnering with a top local firm to support development and maintenance of software to augment a successful and evolving product line. The candidate will be a member of a small, agile project team focused on delivering new functionality within the customer-facing application suite. They will be expected to serve as a technical resource contributing in areas of architecture, design and hands-on development. Responsibilities include: Work effectively within a large code base to design elegant and efficient solutions for new problems within the context of an existing implementation, Apply application specific technical skills to independently produce deliverables (i.e. specifications, program changes, unit test scripts, documentation, etc.), Exemplify and uphold rigorous personal and team code quality and process standards, Develop, maintain and unit test software solutions to produce robust, performant production deliverables, and Design, develop, test, implement, and support technical solutions across and within agile teams across a wide range of development tools. Must have strong understanding and appreciation for object-oriented analysis and design, particularly Service-Oriented Architectures, Agile experience preferred, proficient in Java and Oracle DQL, PL/SQL preferred, Java certification a plus. Must have BS in Computer Science, Software Engineering, Computer Engineering, or related; and 5-7+ years of industry experience in designing, developing, maintaining and delivering large-scale solutions. Apply online at: <http://www.solutechnology.com/job-search/>

**Shipping & Receiving:** Sidco Filter, 58 North Avenue, Manchester.

We are a manufacturer of industrial filters and have multiple open positions due to continued growth. We are a growing, family oriented company that values teamwork, honesty, adaptability, and trust. The position involves packaging and skidding of product, processing orders in our system, processing of shipments on online shipping systems, handling of international shipments, reporting of daily area status, and working with office to assure shipments are handled correctly based on customer specifications. Skills required are a minimum of 2 years' experience in a shipping/Receiving capacity,

computer experience, understanding of multiple shipping systems, familiar with international shipping, analyze shipments and package well to reduce cost and damage, and work well with a team. Individual must possess good hand dexterity, basic math and computer skills, able to stand for shift, lift up to 50 lbs., a quick learner and reliable. Sidco will train for the positions, but previous shipping experience is required. Work hours are Monday – Friday, 7am-3:30pm. Pay is based on experience. Benefits eligible after probationary period. Please apply in person, Monday thru Friday, 7am-2pm.

**Silk Screener/General Laborer:** Full time, 1<sup>st</sup> shift opening at Elderlee Sign Facility. Qualified applicants should have experience in silk screening, reading blue prints. Knowledge in units of measure and the ability to lift up to 75 lbs. Starting pay is \$10.75. This position offers great work environment, Life, Health and Dental insurance, Union retirement package. Paid holidays and time off. MUST be able to pass a Drug test, Physical and Background Check. Apply in person at Elderlee, Inc. 729 Cross Road, Oaks Corners, NY 14518 Or on-line: [www.elderlee.com](http://www.elderlee.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.

**Supervisor:** Horizons, 3132 State Route 21 South, Canandaigua. Summary: Demonstrates positive leadership and oversight of each shift for the provision of routine and emergent resident care services. Part time days and part time evenings shifts available. Qualifications: Must be at least 18 years of age. HS diploma or GED preferred. CNA, HHA, or PCA certification preferred. Must be dependable, hardworking and willing to work as part of a team. Must demonstrate excellent customer service skills. Respects and maintains resident rights and confidentiality. Must be First Aid certified (DePaul will provide training). Must pass the Health Evaluation exam/tests performed at the time of hire and yearly thereafter. Must be approved by the NYS Criminal History Background Check (CHRC) unit and meet company employment criteria. Apply in person or online at: [www.depaul.org/employment](http://www.depaul.org/employment)

**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.

**Systems Administrator:** Ultra Electronics is a world leading group of businesses operating in Defense & Aerospace, Security & Cyber, Transportation and Energy markets. Ultra businesses innovate constantly to create solutions for customers-often through highly specialized, disruptive technological innovation-which are different from and better than those of our competitors. This position will be the primary liaison across all functional groups for the support of Coupa (e-procurement) application. This position must provide exceptional guidance in the areas of application support, process governance and improvement, data analysis and retrieval, report generation and general application activities. Requirements: BA/BS degree or Associate degree with 2-3 years of equivalent experience. Ability to work off-hours and travel as needed. Must be a US citizen. Possess the foundation for outstanding internal customer service-excellent interdepartmental communication and cooperation. Ability to listen to customers, respond quickly, operate with flexibility and follow up consistently. Preferred Requirements: Bachelor's degree in supply chain, procurement, computer science or related field with 3+ years' experience. Experience with Coupa or Ariba. For details and to apply, visit: <https://www.jobs.net/jobs/ultraelectronics/en-us/all-jobs/>

**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  American Job Center 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>
Administrative Aide	3/28/2018	5/12/2018
Buyer	3/28/2018	5/12/2018
Caseworker Trainee	4/04/2018	5/19/2018
Library Assistant II	3/28/2018	5/12/2018
Staff Social Worker	3/28/2018	5/12/2018
Stock Clerk	3/28/2018	5/12/2018
Payroll Specialist	3/28/2018	5/12/2018

**ANNOUNCED VACANCIES:**

City Manager (City of Geneva)  
Food Site Aide, Part-Time  
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.**



**FLACRA's Career Opportunities are listed below:**

**TO APPLY, PLEASE EMAIL OR MAIL COVER LETTER AND RESUME TO:**  
resume@flacra.org or FLACRA, Attention: Human Resources, 28 East Main Street,  
Clifton Springs, NY 14432

**Current Career Opportunities:**

- **Administrative Assistants**
- **Care Manager**
- **Care Management Manager**
- **Center of Treatment Innovation (COTI)**
- **COTI Manager**
- **Cook**
- **Director of Information Technology**
- **Family Navigator**
- **Financial Case Manager**
- **Human Resources Analyst**
- **Integrated Care Coordinator**
- **LPN**
- **Outpatient Addictions Counselor/Evaluator**
- **Outpatient Clinic Manager (Clifton Springs)**
- **Outpatient Registered Nurse**
- **Peer Specialist**
- **Registered Nurse**
- **Residential Addictions Counselors**
- **Residential Therapy Aides**
- **Senior Director of Medical & Residential Services**
- **Therapy Aides**
- **Triage Coordinator**
- **Utilization Management Specialist**
- **Vocational Rehabilitation Counselor**

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, March 13<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)**

## **Interested in becoming a Certified Nursing Assistant?**

**Is this training program for you?**



**What is a CNA?** Prepare to become a Certified Nursing Assistant (CNA) by completing FLCC'S program and taking the New York State Exam. **Our student's passing rate on the State Exam is the highest in the state!!!** Our program includes classroom training in the principles and practices of patient care in the role of a Nursing Assistant, as well as, clinical experience in an assisted living setting.

### **Orientation Dates for C.N.A. Training:**

- **January 30, 2018 – Clifton Springs Hospital**
- **March 14, 2018 – DeMay Living Center, Newark**
- **May 9, 2018 – Clifton Springs Hospital**
- **July 12, 2018 – Clifton Springs Hospital**
- **September 6, 2018 – DeMay Living Center, Newark**
- **October 12, 2018 – Clifton Springs Hospital**
- **First Wednesday of every month at FLCC's Main Campus Room 1436**

### **2018 Class Dates:**

- **February 19, 2018 – DeMay Living Center (Instructional held at FLCC's Geneva Campus)**
- **April 9, 2018 – Clifton Springs Hospital and Clinical**
- **April 16, 2018 – FLCC's Canandaigua Campus – Thompson Health**
- **May 21, 2018 – DeMay Living Center (Instructional held at FLCC's Geneva Campus)**
- **July 9, 2018 – FLCC's Canandaigua Campus – Thompson Health**
- **July 16, 2018 – Clifton Springs Hospital and Clinical**
- **September 20, 2018 – Clifton Springs Hospital and Clinical**
- **October 22, 2018 – FLCC's Canandaigua Campus – Thompson Health**
- **November 5, 2018 – DeMay Living Center (Instructional held at FLCC'S Geneva Campus)**
- **December 17, 2018 – Clifton Springs Hospital and Clinical**

**Call to speak to our staff about enrolling: 585-785-1660 or email:  
[ce@flcc.edu](mailto:ce@flcc.edu)**

**It is a great way to start a career in healthcare!!!**

**FLCC's Certified Nursing Assistant Program is a  
New York State approved course!**



## Expanding CNC machine shop looking for dependable **OPERATORS / SETUPS**

### **DESCRIPTION:**

Operate CNC mills and CNC lathes in a low to medium production volume environment

### **RESPONSIBILITIES INCLUDE:**

- Must be able to inspect and be accountable for own parts
- Must be able to demonstrate the ability to work with close tolerances (.0001")
- Perform operator intervened operations that are required by CNC program sequences
- Must be able to keep multiple machines running
- Will be required to perform secondary work such as deburr, polish, and part cleaning
- Potential employee is responsible for cleaning and keeping work area neat and orderly

### **QUALIFICATIONS:**

- Must be able to read and write English
- Must have good math and organizational skills
- Must be able to follow instruction
- Must be efficient and have high quality standards
- Must have own transportation and valid NYS Drivers License
- Leather shoes and safety glasses required at all times on shop floor
- Forklift experience a plus but not necessary
- Must be able to stand for up to 10 hours
- Must be able to lift up to 50lbs.

Air conditioned shop with modern equipment.

### **COMPETITIVE BENEFITS PACKAGE INCLUDING**

- 401k
- Health BCBS
- Dental BCBS
- Accident INS
- Supplemental life/  
disability INS
- Paid holidays & vacation

**E-mail your cover letter and resume to [resumes@hmicncmachining.com](mailto:resumes@hmicncmachining.com)**

A proud partner of the American **JobCenter**® network



## **CAREER NAVIGATOR**

AN INTENSIVE TRAINING PROGRAM FOR  
JOB SEARCH & SUCCESS

**Jump start your job search with this 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: Ground Work (Foundations, Skill Assessment) STAR Stories

Day 2: Marketing Me - Marketing Plans, Summary Qualifications

Day 3: Speed Networking / Resumes & Cover Letters

Day 4: Resume Reviews & Interviewing

Day 5: Goal Setting and Search Teams

### **Dates and Locations:**

**Dates and Times: April 2 – 6, 2018 9 a.m. to 1 p.m.**

**Location: Ontario County Safety Training Facility, County Road 48, Canandaigua**

**Contact person:**

**[Joseph.Lopez@dfa.state.ny.us](mailto:Joseph.Lopez@dfa.state.ny.us) at 585-396-4033**

**OR**

**[LeeAnn.Haust@dfa.state.ny.us](mailto:LeeAnn.Haust@dfa.state.ny.us) at 315-789-1771 Ext 117**

### **TO ENROLL:**

See a Finger Lakes Works Career Center Staff Person

Space is limited please be sure to make a reservation soon!

A proud partner of the American **JobCenter**® network

**Sponsored By:**  
**Finger Lakes Workforce Investment Board**  
Visit us online at: [www.fingerlakesworks.com](http://www.fingerlakesworks.com)



## **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?

# March 2018

## Calendar of Events

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

Monday	Tuesday	Wednesday	Thursday	Friday
Feb 26 Career Club: 9 – 11 am	Feb 27 Remedy Staffing: 10 am – 12 pm	Feb 28	1	2
5 ** Computer Skills Workshop: 10 am – 12 pm Career Club: 9 – 11 am	6 Adecco: 10 am – 12 pm	7 Advantage Solutions: 9 am – 12 pm  ACCESS VR: 1:30–2:30 pm	8	9
12 Career Club: 9 – 11 am	13 Remedy Staffing: 10 am – 12 pm	14	15	16
19 Career Club: 9 – 11 am	20	21 ACCESS VR: 1:30–2:30 pm	22	23
26 Career Club: 9 – 11 am	27 Remedy Staffing: 10 am – 12 pm	28		

**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.

**\*\* COMPUTER SKILLS WORKSHOP:** This workshop covers basic computer skills. Please call (585) 396-4020 to reserve a spot, as space is limited.



# Calendar of Events - FL Works Geneva

## March 2018

Monday	Tuesday	Wednesday	Thursday	Friday
Feb 26 Career Club (Canandaigua) 9 – 11 am	Feb 27 <b>Personal Skills for Success</b> 9 – 3 pm  <b>WorkKeys</b> (at FL WIB) 9am - 1 pm	Feb 28 <b>Group Resume Critique</b> 9 – 10:30 am <b>*Bring Resume*</b>	1	2
5 Career Club (Canandaigua) 9 – 11 am  <b>Cover &amp; Job Search Letters</b> 3 – 4:30 pm	6	7  <b>Navigating the Civil Service System</b> 1:30 – 3 pm	8	9  <b>Training Options</b> 2:30 – 3:30 pm
12 Career Club (Canandaigua) 9 – 11 am  <b>Metrix E-Learning</b> 11:30 am – 12:30 pm	13  <b>WorkKeys</b> (at FL WIB) 9am - 1 pm	14  <b>Resumes 101</b> 9 am – 10:30 am	15  <b>How to apply to Federal Jobs on USAjobs.gov</b>  1 – 2:30 pm	16
19 Career Club (Canandaigua) 9 – 11 am  <b>Effective Interviewing Techniques</b> 1:30 – 3pm	20	21  <b>Personal Skills for Success</b> 9 – 3 pm	22	23  <b>Training Options</b> 2:30 – 3:30 pm
26 Career Club (Canandaigua) 9 – 11 am	27  <b>WorkKeys</b> (at FL WIB) 9am - 1 pm	28 Personal Skills for Success (Canandaigua) 9 – 3 pm  <b>Group Resume Critique</b> 1:30 – 3 pm <b>*Bring Resume*</b>	29  <b>Job Search Over 50</b> 2 – 3:30 pm	30

**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  
Tues. & Wed: 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 hrs)

**Cover & Job Search Letters** - This instructional workshop will focus on how to write a Cover Letter (Yes, you do need one!). Other Job Search Letters that will be covered include: Thank You Letters, Follow-up Letters, Networking Letters, and Letters of Appreciation. (1.5 hrs)

**Effective Networking** - You're looking for work and people ask you "What do you do?" HOW do you respond? This workshop helps you craft your own professional introduction to network in a variety of situations. Learn how to discuss your unique skills and strengths to efficiently communicate with confidence. (1.5 hrs)

**Resumes 101** - During this informational session, you will learn what revisions are necessary to create an effective, up-to-date resume. 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. (1.5 hrs)

**Group Resume Critique - \*\*Bring Resume\*\***

Is your resume effective? Are you receiving calls for interviews? During this interactive workshop you will have your existing resume reviewed by a group and receive constructive feedback to make your resume get noticed by employers. (1.5 hrs)

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

**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 hrs)

**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 hrs)

**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 hrs)

**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 hrs)

**Personal Skills for Success** - Learn how to improve your personal skills that employers look for when hiring and promoting. This 1-day workshop will teach you how Self Awareness, Interpersonal and Work Communications, Work Discipline, and Working in Teams can help give you an edge over other interview candidates and get noticed by the employer! In addition, you will receive a Workforce Certificate of Completion for Soft Skills training which is recognized by local businesses. (5 hrs)

**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 hrs)

**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. (1 hrs)

**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 hrs)