

## Yates County Job Leads November 27<sup>th</sup>, 2017

### AUTOMOTIVE/DRIVERS

#### Motor Route Carrier (Penn Yan, NY)

- Motor Route Carrier needed for Penn Yan area to deliver the Chronicle Ad-Viser on Saturday or Sunday. Must have a good car and valid NYS driver's license. Must be dependable and reliable. Call Bob at 315-536-4422. Chronicle Express 11/8/17

#### Rural Carrier (Branchport, NY)

- Rural Carrier needed in Branchport to deliver the Chronicle Ad-Viser on Saturday or Sunday. Must have a good car and valid NYS driver's license. Must be dependable and reliable. Ideal for retirees. Call Bob at 315-536-4422.

Chronicle Express 11/8/17

#### CDL Class A (Rock Stream, NY)

- Drivers wanted to go from Watkins Glen, NY area to New Jersey area and back 2 to 3 times per week. Newer international trucks and van trailers. Competitive pay. Call or text John for more details at 315-694-8238.

Craigslist post ID: 6399546562 11/24/17

#### General Maintenance/CDL Driver (Penn Yan, NY)

- Document Reprocessors of New York, Inc. is looking to hire a general maintenance person who has a CDL license.

Craigslist post ID: 6394499885 11/20/17

#### Driver Helper (Dundee, NY)

- UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking. As a Driver Helper, you will not drive the delivery vehicle but assist the driver in the delivery of packages. Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines. Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period. Apply at

<https://my.jobs/f5ea67af21f544b5a57250ec71324c29161> OSOS 11/6/17

### CUSTOMER SERVICE/SALES

#### Customer Service (Penn Yan, NY)

- Full and part time help wanted. Apply at Penn Yan Express Stop, 101 North Ave., Penn Yan. Chronicle Express 11/8/17

#### Retail Sales Associate (Penn Yan, NY)

- Are you ready to represent one of the biggest brands in technology? Do you want to work in a fun, rewarding, and positive atmosphere? If you answered yes to those questions, keep reading. As a Retail Sales Associate, you will help to build business and develop a good reputation of your store by providing attentive, helpful, and friendly service to create raving Verizon fans. You will also be responsible for creating and maintaining a continuous relationship with customers after the point of sale by following up with them on a regular basis. Your specific duties as a Retail Sales Associate will include: Meeting or exceeding all assigned sales and performance goals, selling Verizon Wireless products and services, engaging in discussion with customers, asking questions and listening intently in order to make the best recommendations for their wireless needs, following up with customers through the use of thank you cards, phone calls, etc. in order to ensure satisfaction, building relationships with customers, developing opportunities to cross sell other products and getting repeat business and referrals from customers, handling all customer service issues in a timely and professional manner, remaining flexible in your schedule in order to work with other stores in the local area as needed, assisting in other tasks as assigned.

Requirements: As a Retail Sales Associate, you must be personable, self-motivated and aggressively driven to succeed, with a commitment to create the best possible experience for our customers. This will require that you display a positive and enthusiastic personality as well as a willingness to learn about Verizon Wireless products and services. Important skills include excellent verbal and written communication, time-management, and organization. Must have a minimum of 2 years retail experience. [https://www.indeed.com/cmp/The-Wireless-Center/jobs/Retail-Sales-Associate-991024e88a2497d6?sdu=QwrRXKrqZ3CNX5W-09jEvZ793ZkrMSjBmKrDbvG6zhuxCv3YaMZPLgltuasjVwxmdwl13nb4gnByVLBkkASF67Xkk\\_TIPYI\\_VM42wjl4Yw](https://www.indeed.com/cmp/The-Wireless-Center/jobs/Retail-Sales-Associate-991024e88a2497d6?sdu=QwrRXKrqZ3CNX5W-09jEvZ793ZkrMSjBmKrDbvG6zhuxCv3YaMZPLgltuasjVwxmdwl13nb4gnByVLBkkASF67Xkk_TIPYI_VM42wjl4Yw)

Indeed 11/27/17

#### **Parts Counter Receiving/Sales (Hall, NY)**

- Sell, receive, and deliver parts and accessories. Perform in-store customer service, overall organizational promotion, and stocking duties.

Responsibilities:

- Promotes and sells products and/or services to meet customer needs
- Supplies Service Technicians with parts as required
- Assists with preparing and maintaining merchandise displays
- Verifies receipting-in of shipments and assists with placing Machine Down and Stock Orders in their proper inventory locations
- Assists in keeping parts department clean and orderly
- Follows up on shortages and expedites issues by reporting to the manager
- Assists in maintaining all departmental tools, equipment, and vehicles are in good working order
- Performs other duties as assigned

Experience, Education, Skills, and Knowledge:

- Basic data entry/keyboarding skills
- Basic parts and machinery knowledge
- Ability to use the John Deere Parts Catalog computer application
- Ability to work in a team environment
- Ability to lift items weighing up to 75 lbs.
- Valid driver's license and clean driving record
- Fork lift license preferred
- High School diploma or equivalent experience

[https://www.indeed.com/cmp/LandPro-Equipment/jobs/Part-Counter-Receiving-Salesperson-8092feacb336dd5d?sdu=QwrRXKrqZ3CNX5W-09jEvVwaJVb1wMMcC4\\_aP0j3NAnsLuSZ7kOJw74ey1KQEK24fv08ceLQnVdPiq3ZRSbT04KD7iZH6J5d9bGiYSAJeBM](https://www.indeed.com/cmp/LandPro-Equipment/jobs/Part-Counter-Receiving-Salesperson-8092feacb336dd5d?sdu=QwrRXKrqZ3CNX5W-09jEvVwaJVb1wMMcC4_aP0j3NAnsLuSZ7kOJw74ey1KQEK24fv08ceLQnVdPiq3ZRSbT04KD7iZH6J5d9bGiYSAJeBM)

Indeed 11/24/17

#### **Automotive Greeter (Penn Yan, NY)**

- What We Offer: Clean and professional work environment, 401(K), paid vacation opportunity, mentorship opportunities, promote from within culture, medical and dental insurance, education reimbursement. Responsibilities: Greet customers as they appear on the lot, answer initial questions from the customer, be the first and last impression of the dealership, connect customers with sales representatives. Qualifications: Friendly and customer service focused, reliable, able to multi-task and work under pressure, able to walk and stand for long periods of time as well as work outside, valid driver's license and able to drive both automatic and standard transmission vehicles, one year related experience and/or training; or equivalent combination of education and experience, ability to work hard with limited supervision, must be able to manage in a fast-paced work environment, knowledge of automobiles, positive attitude, high volume mentality, must be able to pass pre-employment screen.

<https://www.indeed.com/viewjob?jk=1f8a2f8be19dc753&l=Penn+Yan%2C+NY&tk=1bvd1l22qa0khf3m&from=web>

Indeed 11/20/17

#### **Sales Associate (Penn Yan, NY)**

- You'll be front and center working in many roles – everything from cashier to stocker – while providing outstanding customer service. You'll also assist Store Management by merchandising product, monitoring inventory, and keeping the store looking its best. It's an opportunity to get more out of your career and grow in an exciting environment. We have important requirements for all potential ALDI employees. You must be able to lift and stock merchandise up to 45 pounds. You must be able to multitask and communicate effectively with your fellow staff, while being open to new ideas. Excellent customer service skills and communication are a must, as well as a flexible schedule. We provide an extensive period of training that will give you the tools, skills, and confidence you need to excel at ALDI. You must be at least 18 years old and a high school diploma or equivalent is preferred. You must also pass a drug screening and background check. Are you up for the challenge? \$12.30/hour starting (\$12.70/hour after 1 year). Apply in-person Monday through Sunday from 9:00am-

#### **Sales Associate (Penn Yan, NY)**

- Dollar General is looking to hire a Sales Associate. The Sales Associate will act as the point of contact for customers, assist in setting and maintaining plan-o-grams and programs, stock merchandise adequately, and perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork while protecting company assets. To see a list of essential functions and qualifications and to apply visit <https://retail-dollargeneral.icims.com/jobs/85782/sales-associate-in-penn-yan%2c-ny/job?hub=12> OSOS 11/13/17

## **EDUCATION/SCHOOLS**

#### **Teaching Assistant (Penn Yan, NY)**

- Full-time position at Penn Yan Academy. To apply, submit an online application at: <https://pennyan.recruitfront.com/>. Application deadline: 12/3/17. Dundee Observer 11/22/17

#### **After School Program (Schuyler County)**

- Cooperative Extension of Schuyler County is hiring 4 positions for after school youth development programs in Odessa-Montour and Watkins Glen School Districts and 1 regional community energy educator. To learn about these positions and information on how to apply, please visit <http://cceschuyler.org/jobs>. Dundee Observer 11/22/17

#### **Teaching Assistant (Dundee, NY)**

- Dundee Central School is currently seeking a Teaching Assistant to begin in the 2017-2018 school year. New York State Certification is required. All employees must be fingerprinted through the NYS Education Department. An application can be found on-line and should be sent by December 1, 2017 to: Laurie Hopkins-Halbert, Elementary Principal, Dundee Central School, 55 Water St, Dundee, NY 14837. Dundee Observer 11/15/17

#### **Bus Monitor (Hammondsport, NY)**

- Hammondsport Central School District Anticipated Opening: Bus Monitor Position. 26-week probationary position. 10-month position, not to exceed 3.75 hours per day. Starting hourly rate of \$12.03. Must have current fingerprint clearance through the New York State Education Department. Steuben County Civil Service Applications and fingerprint processing information can be picked up in the District Office or downloaded from the District website at [www.hammondsportcsd.org](http://www.hammondsportcsd.org). Letter of interest and completed application must be submitted by November 30, 2017 to: Bill Fries, Transportation Supervisor, Hammondsport Central School, 8272 Main Street, Hammondsport NY 14840. (607)569-5200 ext 5283. Job description will be provided upon request. Dundee Observer 11/15/17

#### **Multiple Positions- Keuka College (Keuka Park, NY)**

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit [https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query\\_v0\\_posted\\_at\\_date=&481%5B%5D=2&commit=Search](https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&481%5B%5D=2&commit=Search) Workforce Development 11/6/17

## **HEALTHCARE/HUMAN SERVICE**

#### **Clinic Therapists & Mobile Mental Health Therapist (Bath, NY)**

- Pathways, Inc. is expanding and recruiting for two Clinic therapists and one Mobile Mental Health Therapist in collaboration with the Steuben County Mental Health Program in Bath. These exciting positions will provide services to adults, children and youth. All positions are full time, Monday through Friday 8:30-5pm, with the Clinic Therapist also working one evening a week. The Clinic Therapist is responsible for intake assessments, conducting individual, group and family therapy, providing crisis services, making diagnostic determinations and developing treatment plans as well as other necessary documentation. The Clinic Therapist will interface with local providers and provide linkages to services as needed. The

Mobile Mental Health Therapist will work with a team to provide crisis intervention services in the office and community, develop and maintain accurate records, reports, billing, treatment plans, and progress notes. Provide linkage and referrals as deemed appropriate and provide on-call coverage and other duties assigned. Master's degree in Social Work or in Mental Health Counseling from a program approved by NYS Education Department is required, with a NYSED professional license as a LMSW, LCSW, or LMHC. Experience in working within a multidisciplinary team and a working knowledge and understanding mental health diagnoses preferred. To apply: complete our online application ([www.pathwaysforyou.org](http://www.pathwaysforyou.org)) and forward your resume/letter of interest to [hr@pathwaysforyou.org](mailto:hr@pathwaysforyou.org). Ph: 607-937-4552. Dundee Observer 11/8/17

#### **Habilitation and Psychosocial Rehabilitation Providers (Bath, NY)**

- Pathways, Inc. is expanding and recruiting for part-time and relief providers to work with adults with Behavioral Health needs in their home and community. The provider is responsible for intake assessments, and skill development for community living. Requires a high school diploma or equivalent, and either experience working with individuals with Substance Use Disorder and/or Serious Mental Illness, or one year of college education. To apply: Complete our online application at [www.pathwaysforyou.org](http://www.pathwaysforyou.org) and forward your resume/letter of interest to [hr@pathwaysforyou.org](mailto:hr@pathwaysforyou.org). Ph: 607-937-4552. Dundee Observer 11/8/17

#### **Peer Support Specialist (Bath, NY)**

- Pathways, Inc. is expanding and recruiting for part-time and relief providers to work with adults with Behavioral Health needs in their home and community. The provider is responsible for intake assessments, and support services for moving forward with his/her recovery. Applicants must be certified or nearing certification as an OMH or OASAS Peer Specialist. To apply: Complete our online application at [www.pathwaysforyou.org](http://www.pathwaysforyou.org) and forward your resume/letter of interest to [hr@pathwaysforyou.org](mailto:hr@pathwaysforyou.org). Ph: 607-937-4552. Dundee Observer 11/8/17

#### **Rape Crisis Counselor/Advocate (Watkins Glen, NY)**

- **General Responsibilities:** This position will provide direct services to victims of sexual violence in Schuyler County via confidential, supportive counseling/advocacy and related services, and accompaniment to medical and legal proceedings. Counselor/advocate will maintain client files and related statistics and collate and complete program-wide periodic statistical reports. Collaborate with community service providers on behalf of SARC. Attend monthly meetings for case review and training. Assure quality care at all times. Maintain DOH Rape Crisis Counselor/Advocate certification via successful completion of mandatory continuing education hours. **QUALIFICATIONS:** Minimum Education and Experience: Bachelor's degree plus 0-2 years relevant experience; or Associate's Degree plus 2-4 years relevant experience; or High School Diploma plus 4-7 years relevant experience include Women's Studies, Psychology, Sociology, Counseling/Advocacy, or Rape Crisis/Victim Services. Deadline for applications: November 27, 2017. For a detailed description or to apply online: <https://jobs.lever.co/ppsf>, or send complete resume, references, and specific cover letter addressing your interest in the Steuben/Schuyler rape crisis counselor/advocate position to: Planned Parenthood of the Southern Finger Lakes – HR, 620 West Seneca Street, Ithaca, NY 14850. Craigslist post ID: 6389613664 11/16/17

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

- **Telehealth Communications Facilitator-** As our Telehealth Communications Facilitator, you will be working with providers and patients to promote better health outcomes through our telehealth program. You'll assist our patients with making appointments, assuring their attendance, and connecting them to support services. You will also get the opportunity to learn about and utilize the telehealth technology that is used in the clinical setting.
- **Staff Accountant-** The Staff Accountant will, under the direction of the Chief Financial Officer and Controller (CFO), oversee the administration of the finance department consistent with Finger Lakes Community Health policies and procedures. The Staff Accountant will be involved with all accounting operations.
- **Maternal/Child Community Health Worker-** As a Community Health Worker, you will be helping our patients improve their quality of life by advocating for them, educating them, making their appointments, and visiting them at their home or place of work. It is your job to encourage patients to follow our advice to stay well and get the healthcare they need. It's an important responsibility. Being a good communicator is an important skill you need to be successful in this position. You will be talking on behalf of our patients to specialists, insurance companies, or social services organizations. To apply for any of the jobs above, please visit <https://www.flchealth.org>. OSOS 11/13/17

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

- Biomed Tech II
- Clerk/Receptionist
- CNA or Certified Nurse Aide Training Program

- ED Crisis Evaluator
- EMT Basic
- Food Service- Nutritional Services Aide
- LPN Med Long Term Care- Bedside
- Nurse Manager- LTC
- Nursing Assistant/Unit Clerk
- Paramedic/ Critical Care EMT
- Patient Care Tech- Emergency Dept.
- Pharmacy Tech II
- RN Bedside- Med/Surge Acute
- RN Bedside- Unit II
- RN- Cardiac Rehab Nurse

For a more detailed description and to apply for any of the jobs listed above, please visit

[https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp\\_job\\_categories.cfm](https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp_job_categories.cfm)

Workforce Development 11/27/17

#### **Arc of Yates- Multiple Positions (Penn Yan, NY)**

- Direct Support Professional (Residential)
- Direct Support Professional (Substitute)
- Direct Support Professional- Residential Overnights
- Center for Lifelong Learning- Direct Support Professional
- Special Education/General Education Teacher- Keuka Lake School

For more details and to apply for any of the jobs listed above, please visit <http://www.arcofyates.org/Work-With-Us>

Workforce Development 11/27/17

#### **Vocational Coordinator- Supportive Services (Penn Yan, NY)**

- Implement employment services developed by Office for People with Developmental Disabilities (OPWDD) including but not limited to: Supportive Employment (SEMP) and Community Pre-voc Services. May also be responsible for offering continued support, to develop job/educational opportunities for individuals living with disabilities, HIV/AIDS and/or other chronic illnesses, using a person-centered approach through Managed Care- Home and Community Based Services (HCBS). Supports may include, but are not limited to job coaching, job development, educational support services, and other employment training. Please apply at <https://www.ccsrochester.org/join-our-team/employment-opportunities/11-supportive-services/157-vocpy>

Workforce Development 11/13/17

#### **Direct Support Professional (Penn Yan, NY)**

- Catholic Charities Community Services is hiring Direct Support Professionals. The Direct Support Professional will provide support and instruction in activities necessary to promote and maintain independence and self-determination for individuals with intellectual/developmental disabilities receiving services living in a Catholic Charities Community Services residential setting. Qualifications: High school diploma or equivalent, one year practical experience working with individuals with developmental disabilities preferred. Please apply at <https://www.ccsrochester.org/join-our-team/employment-opportunities/9-developmental-disabilities-services/3-dd-dsp-res-py-lyons-sdd12-13>

Workforce Development 11/13/17

## **HOSPITALITY/RESTAURANT**

#### **Front Desk Agent (Penn Yan, NY)**

- Guest Service Representatives have access to guestrooms and property; therefore, character traits of honesty and trustworthiness are essential to this position. Experience in service, sales, telesales or guest relations type of industry is helpful, not mandatory. SUMMARY OF ESSENTIAL JOB FUNCTIONS: Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. Apply at: <https://www.indeed.com/viewjob?jk=4c90fcc156d7369b&l=penn+yan%2C+ny&tk=1bur2vf6o1a533f9&from=web>

Indeed 11/13/17

#### **Night Guest Service (Penn Yan, NY)**

- The Watkins Glen Harbor Hotel located on beautiful Seneca Lake has immediate opening for a Hotel Night Guest Service Clerk. This is a full-time position on the 11p-7a shift, and requires weekend and holiday availability. We are looking for

individuals with customer service experience, outgoing demeanor, who are committed to a level of service that exceeds the expectations of our guests. Multi-tasking ability, phone presence. Must be willing to go that extra mile to ensure our guests have a warm, comfortable, memorable experience while staying as a guest. The Auditor post charges to rooms, balances all the daily business activity, makes reservations for Guests, provides customer service, some Manager on duty responsibilities. Previous Hotel Night Audit experience is preferred. Interested Candidates may apply anytime online at [www.watkinsglenharborhotel.com](http://www.watkinsglenharborhotel.com).  
Indeed 11/13/17

#### **Utility Worker/Dishwasher (Keuka Park, NY)**

- Assist with cleaning the kitchen and maintaining a sanitary work area, wash dishes, glassware, flatware, pots and/or pans using dishwashers or by hand, ensure all kitchen work areas, equipment and utensils are clean, professional and in an orderly condition at all times, place clean dishes, utensils and cooking equipment in proper storage areas, ensure the workspace meets or exceeds all established sanitation and safety standards, request supplies and equipment needed for cleaning and dishwashing duties, perform other duties required as needed. Job Requirements: Previous dishwashing experience preferred, superior customer service standards, ability to maintain a safe work environment, ability to multitask and work in a fast paced environment, knowledge of, or ability to learn, standard cleaning methods and equipment used in dishwashing work, ability to understand and carry out oral and written instructions, ability to exert continuous physical effort including frequent bending, walking and heavy lifting, excellent interpersonal skills for communicating with fellow team members and customers. Benefits: AVI is proud of its team members and appreciates the hard work, loyalty and committed service they provide every day and we offer the following: Immense training and growth opportunities, a family culture and atmosphere, competitive compensation, Health, Dental, Vision, and Life Insurance for full-time team members, 401(k) with generous company match, paid vacations and holidays. We conduct pre-employment drug testing.  
<https://my.jobs/a72ab795bd7b45eea6eb65a8fb7afdcf161>  
OSOS 11/22/17

#### **Finger Lakes Premier Properties- Multiple Positions (Penn Yan, NY)**

- Night Auditor  
For full descriptions and to apply, please visit <http://flpllake.hrmdirect.com/employment/job-openings.php?search=true&internal=3170&dept=-1&city=-1&state=-1>  
Workforce Development 11/27/17

#### **Servers (Penn Yan, NY)**

- The Wagner Restaurant is looking for a few servers WITH EXPERIENCE. Part time and full time positions are available. We have flexible hours so stop in for an application!  
Workforce Development 11/24/17

#### **Jail Cook (Penn Yan, NY)**

- These duties involve responsibility for the preparation, and cooking of meals for inmates at the County jail. The work is performed according to established procedures under the direct supervision of the Jail Cook Manager, with considerable responsibility for the exercise of independent judgment in emergencies. Does related work as required. For a description and qualifications and to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>.  
Workforce Development 11/15/17

#### **Café Worker (Penn Yan, NY)**

- We are hiring someone for a part time position in a fast-paced environment. You must have great customer service skills and work ethic, some food experience, as well as the ability to multi task and problem solve. Candidate must be available M-F and some Saturdays during our normal hours of operation. Apply at The Flour Shop Café and Bakery, 223 Main St., Penn Yan, NY 14527.  
Workforce Development 11/6/17

## **LABOR/AGRICULTURAL**

#### **Skilled Carpenter/Laborer (Watkins Glen, NY)**

- Looking for skilled persons for residential remodeling & new construction. Starting \$10 -\$15 per hour depending upon experience. Work in Watkins Glen, Elmira, Corning area. You must have own transportation and tools. Please DO NOT contact if you do not have a driver's license and access to a working vehicle. Looking for someone who is willing to work, dependable, honest and trustworthy. Full time, temporary to permanent. If interested please email John with a short overview of your skills, references and your contact information through this craigslist ad. Start immediately.  
Craigslist post ID: 6402113775 11/26/17



### **Truck Loader (Middlesex, NY)**

- Dudley Poultry is accepting applications for NIGHT WORK loading trucks. \$11.50/hour plus overtime. 40-50 hours a week in summer, around 40 in winter. Keep in shape. Work away from the hot summer weather. Paid medical, paid vacation, paid personal days, paid holidays, life insurance, and insanely reduced prices (10% off) on all products we sell just for being an employee of Dudley Poultry! Wings, tenders, mozzarella sticks, sausage, bacon, pizza logs, steaks, pork chops, and of course, fresh chicken! Reliable transportation or reliable ride to work, good work ethic and honesty. If you've got that, you might get this job. Apply in person M-F 8-5. Dudley Poultry, 910 Route 245, Middlesex, NY 14507. Or if you have a resume, you may send it by email, or simply request an application via email. Craigslist post ID: 6395739710 11/21/17

### **Winery Cellar and Lab Help (Hammondsport, NY)**

- Winemaker for Keuka Lake Vineyards in Hammondsport, NY is looking for a person to assist in routine tasks over the winter, spring and summer. We make premium wine. Must be able to work Wednesdays and/or Saturdays. Hours would total 4 to 16 hours a week. Tasks include topping barrels, barrel stirring, pH and free SO2 testing, sparging tanks, tank cleaning, and pump cleaning. Other tasks available as skills and motivation allow. We will train the right individual. The right individual is detail-oriented, catches on quickly, and is motivated to do routine tasks in order to learn more about and be involved in the winemaking process. Craigslist post ID: 6389697939 11/16/17

### **Maintenance for Apartment Complex (Geneva, NY)**

- In need of a building maintenance person/handyman for a 54 unit apartment complex in Geneva. General duties include preparing vacant apartments to rent - painting, installing flooring, repairing sheet rock, plumbing, etc., plus cleaning and maintenance of grounds. Having own tools is a plus. Please forward resume and references. Full time Monday-Friday 8-5. Craigslist post ID: 6389359489 11/16/17

### **Assistant Winemaker (Penn Yan, NY)**

- The CK Cellars team is looking to add another member to our production staff. This individual should be motivated, willing to learn, and have a passion for the wine industry and wine making. Here at CK Cellars we encompass 3 different wine making entities: Torrey Ridge Winery (2017 Winery of the Year) , Earle Estates Meadery, and Worthog Cidery. This of course means our production team creates a wide variety of products including: wine, fruit wine, hard cider, and mead. This position allows you to gain experience working with each unique product that is made from 100% real local NYS fruit and honey. Responsibilities and Duties:
  - Assisting the winemaker in day to day cellar operations
  - Assisting in all aspects of the winemaking process including: bottling, blending, racking, filtering, labelling, cold stabilization, winery sanitation (cleaning tanks, cleaning pumps, cleaning filters, daily cleanup of the cellar etc)Qualifications and Skills:
  - Must be able to lift at least 50lbs
  - Must be willing to learn.
  - Must be flexible with work schedule (some days during harvest are longer than others, some days in the winter are a little shorter it is the nature of the beast)
  - Must be adaptable to temperature conditions. (Most of our bulk storage is held at 28 degrees)
  - 2 years of wine cellar experience preferred but not required.Apply at: <https://www.indeed.com/cmp/CK-Cellars/jobs/Assistant-Winemaker-42819daa7845874f> Indeed 11/13/17

### **Shelter Farm Assistant (Watkins Glen, NY)**

- Join Farm Sanctuary's Shelter Team and make a difference for animals! We are currently accepting applications for a full time farm assistant at our Watkins Glen shelter. Responsibilities & Duties: Cleaning large animal and small animal shelter housing barns. Barn cleaners are assigned daily cleaning responsibilities for a full, 8 hour daily work shift day. Cleaning procedures include: Raking out all bedding straw in barns, scrubbing perches, nestboxes, feed & water pallets, scrubbing walls & gates, cobweb dusting barns, cleaning hospital barn walls and flooring, spreading old bedding on pastures, assisting with farm maintenance as needed. Qualifications: Reliable and dependable, able to work in all weather conditions, able to perform strenuous physical labor and lifting, ability to complete all barn cleaning schedules as assigned, team player; able to work well with a variety of people, perform any other tasks as assigned by supervisor, previous farm or work experience at animal care facility helpful, farm equipment knowledge & ability to drive tractors helpful. Job Specifications: Full-time position, weekends and holiday hours may be required. Starting wage is \$10.00 per hour. Competitive benefits including health insurance, long term disability, and 403(b) plan. All applicants must complete our employment application, available at <https://www.farmsanctuary.org/get-involved/jobs-intern-volunteer/jobs/current-job-listings/shelter-farm-assistant-watkins-glen>. Indeed 11/13/17

#### **Cleaner (Penn Yan, NY)**

- Pay based on experience. Benefits discussed at interview. Clean drivers license preferred. Contact employer for application and resume. Work independently & with others. Work days as needed, willing to train, duration based on need, flexible shifts. 15+ hours per week. To apply, contact the employer in person, by telephone, or by email: Jan Butler, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. (315) 536-4733 . [jan.connectaserviceinc@gmail.com](mailto:jan.connectaserviceinc@gmail.com). OSOS 11/6/17

#### **Cleaner (Penn Yan, NY)**

- Sheen & Shine, Inc. a Commercial Janitorial Company located in Rochester, NY is looking for part time cleaners in the Penn Yan, NY area. Must be reliable. Experience helpful but will train. Email resume to [don@sheenandshine.com](mailto:don@sheenandshine.com). OSOS 11/13/17

#### **Mechanic/Boat Shop Assistant (Keuka Lake)**

- Mechanic/Boat Shop Assistant on Keuka Lake-- Full-time-- Boat experience helpful, must have a clean drivers license and be available weekends. Contact Cheryl @ 315-536-8236. Workforce Development 11/16/17

## **OFFICE WORK/MANAGEMENT**

#### **Keyboard Specialist (Penn Yan, NY)**

- Position available, 7.5 hours/day; 12 months per year. Rate of pay- \$15.05/hr. Apply to Ms. Cathy Milliman, Assistant Superintendent for Business, One School Drive, Penn Yan, NY 14527 by December 1, 2017. Applicants must be Yates County Civil Service Approved and be on the Certification of Eligibles List. Should a list not exist, candidate will be hired provisionally with the understanding that he/she must score in the top three of the Eligible List. Dundee Observer 11/22/17

#### **Administrative Assistant (Penn Yan, NY)**

- Keuka Abstract Corporation, located in Penn Yan, is currently seeking an administrative assistant on a full, or part-time, basis. Duties include word-processing, proofreading, scanning, filing, and other general administrative duties, as necessary. Requirements: Prior office experience; Proficiency using Word, Excel, and QuickBooks is preferred. Must be able to multi-task - have solid, accurate, typing skills (at least 50 wpm), be organized, efficient, and have a strong attention for detail. Good communication skills and ability to work well as a team is also a must. Starting pay is \$15.00 per hour. All interested candidates should send resume with cover letter. Craigslist post ID: 6396902938 11/22/17

#### **Document Prep (Penn Yan, NY)**

- Document Reprocessors of New York, Inc. is looking to hire 12-15 employees by Dec 15, 2017 to prepare books and documents for restoration. Craigslist post ID: 6394506566 11/20/17

#### **General Office Work (Penn Yan, NY)**

- Document Reprocessors of New York, Inc. is looking to hire an office person to handle switchboard and able to work with MS Office and QuickBooks. Craigslist post ID: 6394490844 11/20/17

#### **Real Estate Paralegal (Penn Yan-Canandaigua, NY)**

- Experienced Real Estate Paralegal Wanted. Law office seeking an additional real estate paralegal to assist in all aspects of real estate transactions. Such person must possess the skills, knowledge and experience needed to independently handle real estate files from day one. Subject work includes purchases, sales and lenders. Interested candidates please apply via email with resume and cover letter. Craigslist post ID: 6377122358 11/7/17

#### **Design Specialist (Himrod, NY)**

- Woodtex is seeking an experienced Design Specialist for their Himrod, NY location to start as soon as possible. Essential Job duties (Key Results Areas) include: Generation of CAD drawings and designs on an as needed basis, create shop designs that help to maximize efficiency, be an asset to the sales force to guarantee our clients the best delivery of customer service experience possible. Skill Requirements: Proficiency and understanding of Auto-Cad, clear Communication skills and prompt follow up using email and phone, technical knowledge of the building process, general understanding of local building codes, assistance in pursuing certifications in new states. Compensation Package is determined by experience and includes: Paid time off & 10 paid holidays, benefit offerings. Come and build your career with our progressive company. We have a superb reputation and need REAL STARS to work with our customers & team members.



**Office Manager (Watkins Glen, NY)**

- The Watkins Glen Area Chamber of Commerce is looking for a dynamic, fiercely organized, friendly, high-paced, computer savvy individual to manage its Visitor Center Headquarters at 100 N. Franklin and the future Visitor Center at the Watkins Glen State Park. This person's primary role is greeting visitors, managing volunteers and seasonal staff, offering support to the chamber staff, keeping all databases current, and managing internal office calendars and spaces. An associates degree in business or hospitality is preferred but not necessary. The ideal candidate MUST be organized, have the aptitude to learn and must excel with written and verbal communication. Apply at <https://www.indeed.com/cmp/Watkins-Glen-Area-Chamber-of-Commerce/jobs/Office-Manager-0e3f05014cfcbe1a> Indeed 11/20/17

**County Historian (Penn Yan, NY)**

- The work involves responsibility for collecting and preserving documents, maps, photographs and other materials relating to the history of Yates County. The work also includes responsibility for documenting the history of Yates County as it develops. Incumbents also do research writing and public speaking about Yates County and act as a resource for the general public on ethnic, religious, genealogical, archaeological or other related information. Work is performed under the general direction of the County Board of Legislators. Does related work as required. Monday - Friday 17.5 hours a week \*Flexible work hours\* TYPICAL WORK ACTIVITIES: (Illustrative Only) Collects and preserves old documents, photographs and records; Answers questions and does research pertaining to the history of Yates County; Furnishes assistance to the public in search of historical information; Speaks about Yates County history before civil groups; Develops programs and educational projects in conjunction with area educational institutions and historical societies; Prepares genealogy tables of early settlers; Records current events for posterity; Writes grant proposals as needed; Scans and indexes various records; Prepares an annual report to the County Board; Performs other duties as assigned. FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Yates County history; Ability to coordinate the work of various historical societies and other groups on particular projects; Ability to do historical research; Ability to speak before the public; Ability to prepare grant proposals; Ability to communicate effectively, both orally and in writing; Ability to make independent decisions; Ability to deal effectively with the public; Ability to operate computer equipment; Initiative; Tact; Courtesy; Physical condition commensurate with the demands of the position. MINIMUM QUALIFICATIONS: a) Graduation from high school or possession of a high school equivalency diploma; AND b) Experience in the research and collection of historical records. NOTE: Verifiable part time and/or volunteer experience will be prorated toward meeting full time experience requirements. TO APPLY: To apply, please visit <https://mycivilservice.yatescounty.org/> OSOS 11/21/17

**Mortgage Originator Processor (Penn Yan, NY)**

- Responsible for performing various duties to identify new residential mortgage efficiencies. This person will also need to work with the Bank's various departments and branches. He/she is required to participate in the application and implementation of Bank policies and operating procedures as related to the performance of the assigned jobs and responsibilities and interacts with appropriate Bank personnel. Assist in the development of appropriate records and reports in conformity with applicable Bank rules, guidelines and banking regulations and provide training. \*\* REQUIRES: An Associate degree in a related field normally required, specialized banking education and training. A minimum of one year experience in a related position preferred. In addition to the preferred experience requirements, promotion from a Mortgage Underwriter I to a Mortgage Underwriter II is contingent upon the incumbent's ability to effectively perform multiple tasks, duties and jobs throughout the division, department or unit. Must have National Mortgage License Service Number or successfully pass the licensing registration application process. \*\* SKILLS: Proficient reading, writing, grammar, mathematics, communication and sales skills. Thorough knowledge of current mortgage lending regulations. A working knowledge of bank operating policies and procedures which impact mortgage loan services. Thorough knowledge of the features and benefits of all bank mortgage loan products and services. Moderate PC skills, visual and auditory skills, valid Driver's License and reference check. <http://www.BankwithLNB.com> OSOS 11/22/17

**Teller (Penn Yan, NY)**

- Responsible for providing quality customer service while performing a variety of duties to support the paying and receiving functions of the branch office. Coordinating work within the department as well as with other departments. Reporting pertinent information to the immediate supervisor. Responding to inquiries or requests and referring where appropriate. Accepts deposits for various account types, cashes checks with approved authority and operating policy, sells cashier checks, money orders and certified checks, etc. and accepts loan payments. \*\* REQUIRES: A high school diploma or equivalent with an emphasis in a business or accounting curriculum. Moderate reading, writing and grammar skills.

Proficient analytical, mathematics, communication and interpersonal relations skills. Good hand-eye coordination and visual and auditory skills. Ability to operate various office machines with basic PC and keyboarding skills. Ability to lift approximately 50 pounds of coin. Cash handling, customer service and sales experience. Reference check. Apply at: 70 Elizabeth Blackwell Street, GENEVA, NY 14456. OSOS 10/30/17

#### **Assistant Store Manager Trainee (Penn Yan, NY)**

- Under the direction of the store manager, oversees the operation of a Walgreens store. Assumes full management responsibility in the absence of the store manager and assistant store manager. Improves store sales, profitability and image through proper merchandising, protection of store assets, supervising team members in the absence of the store manager, and modeling and delivering a distinctive and delightful customer experience. Completes Drug Store Management training program during specified timeframe. To apply, visit <https://my.jobs/7008446a87cc421f86c8f08403b84b06161> OSOS 11/6/17

#### **Store Manager (Penn Yan, NY)**

- Number one priority: build and lead a terrific team while increasing sales and profits of your operation. This opportunity combines selling, relationship retailing and store operations. You'll wear many hats: supervisor, inventory controller, display and merchandising pro, and driver of increased performance and profits. Don't expect to sit behind a desk; this is a hands-on, sales floor job with a lot of customer interaction that will enable you to make an impact on all aspects of your business. Qualified candidates must have: At least two years' hard lines retail management experience that includes P&L, staff supervision, shrink control and payroll, a valid driver's license for the travel you'll be doing, minimum of a high school diploma/GED (a bachelor's degree in a business, agriculture or related field is desirable), proven communication and leadership skills, ability to relocate within your district if necessary, excellent benefits, outstanding growth opportunities and quality of life are only the beginning. EOE. Apply at [http://careersattractorsupply.jobs/penn-yan-ny/store-manager/AE3F60ABC9A5485BB5A74B038CA419BD/job/?utm\\_campaign=New%20York%20State%20Job%20Bank&vs=161&utm\\_medium=NLX&utm\\_source=New%20York%20State%20Job%20Bank-DE](http://careersattractorsupply.jobs/penn-yan-ny/store-manager/AE3F60ABC9A5485BB5A74B038CA419BD/job/?utm_campaign=New%20York%20State%20Job%20Bank&vs=161&utm_medium=NLX&utm_source=New%20York%20State%20Job%20Bank-DE) OSOS 10/30/17

#### **Probation Assistant (Penn Yan, NY)**

- This is a paraprofessional position involving responsibility for selected tasks related to the various processes of probation service. Probation Assistant may be assigned to program areas such as Pre-Trial Release, Alternatives to Incarceration (ATI), and diversionary services to assist in meeting the Probation Department goals of community protection and offender rehabilitation. Employee performs tasks independently or as a member of a team under the general supervision of the Probation Supervisor or Probation Director. Employee coordinates Alternatives to Incarceration Program for offenders who have been court ordered to perform unpaid community service as a condition of probation or conditional discharge. Minimum Qualifications: a) Graduation from high school or a high school equivalency diploma recognized by the State of New York. To apply visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is December 15th. Workforce Development 11/20/17

#### **Public Defender (Penn Yan, NY)**

- The Public Defender shall represent without charge, indigent persons within the County of Yates entitled to such representation pursuant to Section 717 of the New York State County Law. The work of the Public Defender is performed under guidelines provided by law. MINIMUM QUALIFICATIONS: An attorney duly licensed to practice law in the State of New York, and admitted to practice in all courts within the scope of his/her required duties. First review of application will begin on December 8th, 2017 and continue until the position is filled. Visit the online posting at: <https://mycivilservice.yatescounty.org/>. Forward a completed Yates County Employment Application and Resume to: Yates County, Attn: Scott Falvey, Yates County Attorney, 415 Liberty Street Suite 204, Penn Yan, NY 14527. For questions: Email: [sfalvey@yatescounty.org](mailto:sfalvey@yatescounty.org) or call 315-531-3233. Workforce Development 11/20/17

#### **Office Administrator (Penn Yan, NY)**

- The Presbytery of Geneva is seeking a competent and trustworthy candidate to fulfill the position of Office Administrator beginning January 1, 2018. PURPOSE: to provide administrative support to the Presbytery enabling effective and hospitable office management. For responsibilities and qualifications, please visit <http://www.presbyteryofgeneva.org/wp-content/uploads/2014/12/Office-Admin-position.pdf>. Send resume electronically to: [personnel@presbyteryofgeneva.org](mailto:personnel@presbyteryofgeneva.org). Workforce Development 11/13/17

## **SKILLED/MANUFACTURING**

### **Packers/Production (Penn Yan, NY)**

- Remedy Staffing is hiring now for Silgan Plastics! Packaging, Inspection, Production. Enjoy a clean and safe work environment. Pay starting at \$11/hr. Also recruiting for Assembly, Machine Operation, General Labor and Warehouse work. Call 315-781-6200. Dundee Observer 11/15/17

### **Architectural Millwork Engineer/Drafter (Hall, NY)**

- Well established mill work company seeking qualified drafter to design and engineer cabinetry and casework on a full-time basis. Candidate must be able to verify field dimensions and produce accurate shop drawings for approval and fabrication. Candidate must be able to multi-task and be able to demonstrate problem solving skills with other team members. QUALIFICATIONS: Requires AutoCAD skills, CNC machine experience a plus, Microvellum experience a plus, understanding of material (wood, metal, plastic) properties, proficient computer skills in word, excel, outlook, must have positive attitude and interpersonal skills, self-Starter with resourceful initiative, quick learner with strong desire to learn and expand knowledge and experience, excellent decision making skills, self-motivated, strong planning and organizational skills, excellent attention to details and accuracy with strong follow-through, communicate (oral and written) in a positive, professional and effective manner, ability to work under pressure/deadlines. Full Benefit package: Holidays, Vacation and 401K. No Phone calls. Emails with Resume ONLY to [kelly@millcowoodworking.com](mailto:kelly@millcowoodworking.com).

Craigslist post ID: 6396884650 11/27/17

### **Sorters (Stanley, NY)**

- Well established company in the Stanley, NY area is seeking the help of 1st and 2nd shift candidates to sort recyclables. No experience necessary. Looking for people who are motivated to work and work immediately. Work can be sticky and stinky. Job duties include: Receiving recyclables, emptying recyclables onto a sorting line, pulling and sorting plastics/cans as instructed. Job Requirements: Stand for your 8-hour shift, work in an indoor but unheated environment, fast paced work. 1st Shift - 5am-3pm - paid lunches - M-F - \$10.50/hr. 2nd Shift - 4pm-12am - paid lunches - M-F - \$11.00/hr. Send name and # to schedule a phone interview. Craigslist post ID: 6381354058 11/10/17

### **Packing (Penn Yan, NY)**

- Well established company in the Penn Yan, NY area is seeking the help of 1st and 2nd shift production workers. Candidates of all skills sets considered. Easy work - fast paced. Friendly and supportive work environment. Job rotation on every shift. \$1 increase upon conversion. Pay increases every 6 months following up to \$14PH. Great Benefits!!! All Shifts are 12 Hours with Rotating Weekends. 1st Shift: 8am to 8pm [1 - 30-minute lunch, 4 - 15 minute breaks - ALL PAID!] Must be able to work every other weekend. 2nd Shift: 8pm to 8am [2- 30 minute breaks, 2 - 15 minute breaks - ALL PAID!] Have off weekends every other month. Requirements: HSD/GED, willing to take a Drug Screen, steel toed boots - if you do NOT own a pair - you have two weeks to buy them. Company will reimburse up to \$50. No resume. Hit reply with name and phone number to set up a phone interview. Craigslist post ID: 6381322399 11/10/17

### **Feed Mill Warehouse Worker (Penn Yan, NY)**

- General Warehouse Worker in feed mill. Assist with daily feed grinding, measuring and grinding grain, bagging feed and seed, moving grain and minerals, inventory management, quality control, sanitation, customer service. Expected working hours 7AM – 4PM, Monday – Friday. Must be able to repeatedly lift and stack 50 lb. and 80 lb. bags, and to safely operate forklift and pallet-handling equipment. Must be willing to cooperatively work as a member of a small, cohesive team in a high-output environment. Attention to accuracy, organization and detail, to personal responsibility, and to team cooperation are essential. Must be willing to pay close attention to safety, punctuality, honesty and healthy work habits. High school degree required. <https://www.indeed.com/cmp/lakeview-organic-grain/jobs/Feed-Mill-Warehouse-Worker-1f4285ff1a81200b>

Indeed 11/13/17

### **Quality Control Technician (Penn Yan, NY)**

- Kelly Services is looking for a Quality Control Technician to work with a leading global supplier of technology-based functional coatings and color solutions for ceramic, metal and glass products. The primary function of this position is to perform testing in the Quality Control and Polishing Labs on raw materials, in-process materials, and finished products as required by ISO procedures. This will be a direct hire position for the right candidate. Salary is approximately \$20/Hour, more or less depending on experience. For a detailed description, or to apply, please visit <https://my.jobs/506b2f028a8648979eafa554ee76e8c7161>

OSOS 11/20/17

### **Machinist (Penn Yan, NY)**

- Castner's Performance Systems has a machinist job available; PAY \$20-26/Hr: strong lathe skills, manual, CNC lathe, and mill programming. Mastercam a plus! This is a full time position with an established privately held company. Castner's Performance offers flexible hours, promotes a team environment, and a benefits package. Applicant must be within commuting distance of Penn Yan, NY. We need a committed applicant with a strong work ethic and excellent organizational skills. If you can learn in a fast-paced dynamic environment, this position can offer a rewarding chance to increase your experience and knowledge. Job Type: Full-time. Hours: Flexible M-F, currently working 40 plus hours, overtime as needed. Experience: 5+ years solid tool room, prototype, manual machining, manual or CNC experience, confidence needed in running manual lathe and mill is required, experience in conversational programming any CNC mills and lathes is desired, Mazatrol programming on multi axis lathes is desired, diplomatic communication with our CAD department and assembly staff is a must, ability to set-up, change tools, offsets and make adjustments necessary, prototype and tool design experience is a desired, must be able to read and interpret blueprints, as well as understand mechanical assemblies, ability to inspect parts to print and various process requirements using a variety of inspection equipment, must be reliable and self-motivated with adequate transportation, must have tool box with basic machinist tools, proficient math skills, must be organized. This is a set-up & run position. You WILL be running a machine as well as assisting operators. Deburring, grinding, tapping, finish hand work, cutting stock and other prep and finish work is included with this position. Email resumes to mikejcastner@gmail.com or call 315 694 2522. Workforce Development 11/20/17

### **KanPak- Multiple Positions (Penn Yan, NY)**

- **Packer - Downline- F/T- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shift**
- **Quality Control Auditor- Line- 2<sup>nd</sup>, 3<sup>rd</sup> Shift**
- **Warehouse- Forklift Operator- 2<sup>nd</sup>, 3<sup>rd</sup> shift**

To apply for any of the jobs listed above, please visit <http://www.hirebridge.com/v3/jobs/list.aspx?cid=7799>

Workforce Development 11/13/17

### **Helpful Links**

Yates County Job Leads: [www.yatescounty.org/workforce\\_development](http://www.yatescounty.org/workforce_development)

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

Seneca County Job Leads: <http://www.co.seneca.ny.us/departments/dhs-administration/workforce-department/job-leads/>

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

## December 2017

### December 2017: Yates County Workforce Development Calendar of Events

**\*Important Notice:** This calendar is to be used for Temporary Cash Assistance applicants & recipient's activities. You may request copies at the WFD front-desk.

All events are held at the Workforce Development Office unless listed at the bottom of this calendar in the "Notes Section".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>JRT:</b> 9:15am-12pm</p> <p style="text-align: center;"><b>Career Navigator:</b> 9am-1pm</p>	<p style="text-align: center;"><b>Exempt Meeting:</b> 11am</p> <p style="text-align: center;"><b>Career Navigator:</b> 9am-1pm</p>	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>Life Skills:</b> 1:30pm – 3:30pm</p> <p style="text-align: center;"><b>Career Navigator:</b> 9am-1pm</p>	<p style="text-align: center;"><b>Personal Soft Skills:</b> 9am-3pm</p> <p style="text-align: center;"><b>Career Navigator:</b> 9am-1pm</p>	8	9
10	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>JRT:</b> 9:15am-12pm</p>	12	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>Life Skills:</b> 1:30pm – 3:30pm</p>	14	15	16
17	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>JRT:</b> 9:15am-12pm</p>	19	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>Life Skills:</b> 1:30pm – 3:30pm</p>	21	22	23
24	25	26	27	28	29	30
	<b>CHRISTMAS Office Closed</b>		<p style="text-align: center;"><b>Life Skills:</b> 1:30pm – 3:30pm</p>			

**\*Notes:**

\*HSE: High School Equivalency

\*Monthly Exemption Meetings: Held every 1<sup>st</sup> Tuesday of the month at Workforce Development.

**"Options Workshop"**

An online presentation/discussion using Google Group

**PLEASE CALL AHEAD TO REGISTER: FOR WORKSHOPS (315)-539-1905**

**Work Keys for Job Seekers:** The Career Readiness Credential (CRC) enables you to show prospective employers that you possess the basic foundational skills they are looking for and have the trainability for success in an organization. The CRC verifies that you can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today's workplace.

**How does the Career Readiness Credential work?  
Building on a Proven Program**

The CRC is based on established Work Key assessments, a nationally recognized system. To earn a CRC, individuals undergo testing related to reading, applied math, and locating information through the Work Keys skills assessment system. The credential confirms a person's competence in these skill areas and provides documentation to an employer in today's workforce.

#### **How to Earn a CRC**

Finger Lakes Workforce customers can obtain a Career Readiness Credential by taking the three Work Keys assessments. Contact a Finger Lakes Workforce One Stop Center Representative or call 315-536-5140 for more information.

#### **Ask about SMART 2010 Today!!!**

SMART 2010 is a computer program that analyzes a customer's resume for skills and work experience. Using that data, the computer can establish matches with current jobs throughout the state. The system then recommends to the client by means of E-mail a number of job matches based on the likelihood that the individual will follow the same career path. Many job seekers possess skills for jobs that they may not consider in their day-to-day job searches. SMART 2010 looks at the entire person as a result of their resume. The program then searches for the best job openings available, immediately opening the door to

**Resume 101 (1 hour):** An individual's resume is the first impression for a potential employer. A resume is a summary of experiences, skills, abilities, qualifications, and personal characteristics that are highlighted to present how a person can be an asset to a business or agency. Whether you have a resume prepared or would like to create a resume for the first time, this workshop will help give you valuable information on how to present yourself to a potential employee.

**Interviewing Skills (1 hour):** You got the interview, now what? Find out what employers want to know through this informational workshop about interviewing skills and techniques. Learn the importance of making a good first impression, how to best present yourself, and answering those tough questions during the interview.

**Budgeting Workshop (1 hour):** Information on money management including personal checking and savings accounts, credit cards, and personal loan.

**Job Club:** Come network with other job seekers and gain information about how to effectively seek and obtain employment. As part of this group, you will learn the fundamentals of networking, share leads, provide support, exchange information, and share experiences that will assist you in your job search and career goals. The program is valuable for any occupation and at any level of education; connecting work skills, training, and testing.

**Work Keys:** The basis for the **National Career Readiness Credential (CRC)**, which certifies that job seekers have the core employability skills required across all industries and occupations. The CRC validates job applicants' skill levels in the three areas selected by employers as the most important: Reading for Information, Locating Information, and Applied WorkKeys assessments are designed to identify training or remedial training needs to increase a person's marketability. Skill gaps can be addressed and closed through an online training program, Key Train, designed to bolster your WorkKeys skills.



**Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph.: (315)536-5140 & Fax: (315)531-3456  
Career Planning Assistance Computers & High-Speed Internet Copy, Fax & Phone Services Book & Newspaper  
References Counselors Available for Assistance**



# 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 who 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

**Monday-Friday, December 4-8<sup>th</sup>, 2017 9 a.m. to 1 p.m.**  
**Yates County Workforce Development, 417 Liberty St, Penn Yan, NY 14527**

### QUESTIONS OR TO ENROLL:

**Contact Lisa Principio**

**Lisa.principio@dfa.state.ny.us or 315-536-5140 ext.5**

Space is limited. Please be sure to make a reservation soon!



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

A proud partner of the **AmericanJobCenter** network

*Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.*