

# WAYNE COUNTY - JOB LEADS



January 30, 2017

Finger Lakes Works – Career Center

Telephone: (315) 946-7270

Fax: (315) 946-7271 & (315) 946-7709

We update The Finger Lakes Works job leads weekly on our Wayne County website.

Just go to: [www.co.wayne.ny.us](http://www.co.wayne.ny.us) and click on Workforce Development.

For other Job Leads in the Finger Lakes check out: [www.fingerlakesworks.com](http://www.fingerlakesworks.com)

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## EMPLOYERS CONTINUOUSLY ACCEPTING APPLICATIONS

### **Randstad**

[www.randstadusa.com](http://www.randstadusa.com)

[Brittany.cahill@randstadusa.com](mailto:Brittany.cahill@randstadusa.com)

315-589-1931

While working, all employees are trained and mentored for success for the potential to get hired on full-time. At Randstad, we offer more than just a great job; our talent is eligible to receive benefits such as Medical, Vision, and Dental. Job requirements: must be willing to submit to background and drug test. High School diploma or equivalent required.

### **Trusted Kiosk**

[careers@trustedkiosk.com](mailto:careers@trustedkiosk.com)

888-772-6501

A marketing company that promotes home delivery subscriptions of The Daily Messenger newspaper at local retail/grocery stores/ and festivals/events is seeking an individual that is 18 years of age, or older with a valid driver's license and reliable transportation. Must have the ability to deal with the public (sales experience is a plus but not necessary). Must have a desire to succeed and ability to work unsupervised. This position enjoys part time hours with full time pay, no telephone work, no door-to-door sales, professional sales training and support, and outstanding commissions

### **Foster Grandparent Program**

[www.waynecap.org](http://www.waynecap.org)

(315)665-0131

Do you need some extra money? Become a volunteer. Volunteers needed in Seneca, Ontario, Wayne, and Yates Counties. Volunteers are compensated for their time and travel costs. Provide individual attention and unhurried help to children who have special needs. Sites include schools, daycares, and Head Start centers.

### **Experience Works**

[www.experienceworks.org](http://www.experienceworks.org)

716-282-0264

877-314-3387

Need a job, but lack the skills employers want? If you are 55 or older, with very limited income and want to work, we may be able to help. **Experience Works** is a training program which helps seniors update their skills, or learn new ones, so they are able to meet the needs of today's businesses.

### **Optimax Systems, Inc.**

[www.optimaxsi.com](http://www.optimaxsi.com)

6367 Dean Parkway, Ontario, NY 14519

[jobs@optimaxsi.com](mailto:jobs@optimaxsi.com)

Fax: (585)265-0793

### **Newspaper delivery routes in Wayne County**

(585)337-4289

### **Companion Care of Rochester**

187 North Main Street, Geneva, NY 14456

We employ HOME HEALTH AIDES (HHA), PERSONAL CARE AIDES (PCA), CERTIFIED NURSING ASSISTANTS (CNA) and we offer free PERSONAL CARE AIDE TRAINING to the right candidates! Some responsibilities include light housework, assistance with day to day activities and hands on care. CCOR is looking for all shifts. Work is available in Geneva, Canandaigua, Penn Yan, Waterloo, Seneca Falls and surrounding areas. Requirements: 18 years old, valid driver's license and vehicle, clean background, and High School Diploma/GED or equivalent, ability to lift 50 lbs. Open interviews are held every Tuesday 9 AM – 4 PM.

**Crest Manor Living and Rehabilitation Center**

6745 Pittsford-Palmyra Road, Fairport, NY 14450

Crest Manor Living & Rehabilitation Center is accepting applications for the following positions:

- **LPNs & RNs** – evening and night shifts
- **CNAs** – evening shift

We have competitive wages and benefits. Sign-on bonus.

**Lifetime Care Home Health Care and Hospice**

[www.lifetimecare.org](http://www.lifetimecare.org)

Tuition-free Home Health Aide training is available. Job and \$250 stipend after successful completion. Are you already a C.N.A. or Certified HHA? Complete our one day competency evaluation. A retention bonus of up to \$2,500 may be available (restrictions apply; inquire for details). We offer: competitive hourly rates, paid holidays, vacation and sick time, mileage reimbursement (.45/mile), medical and dental insurance, retirement plan, and paid holidays. Minimum qualifications: High school diploma/GED, reliable transportation and be willing to travel. Caregiving experience is helpful. Candidates must be available Monday-Friday from 8:00am-5:00pm to complete the 3 week training program (if already certified, must be available 8:30am-5:00pm on evaluation day).

**Wayne-Finger Lakes Board of Cooperative Educational Services (BOCES)**

[www.wflboces.org](http://www.wflboces.org)

315-332-7291

315-332-7296

Serving 25 school districts within the four counties of Ontario, Wayne, Seneca and Yates.

Certified positions must complete on-line job application:

- **TECHNICAL SUPPORT TEAM MANAGER**
- **E-RATE COORDINATOR**
- **SHARED DATA COORDINATORS**
- **FINANCE SYSTEMS SPECIALIST**
- **SPEECH-LANGUAGE PATHOLOGISTS**
- **SCIENCE TEACHER**
- **ESOL INSTRUCTORS**
- **SUBSTITUTE TEACHERS AND TAs**

Non-Certified Positions must complete both BOCES non-certified application and Civil Service application for non-certified positions:

- **SCHOOL AIDES**
- **ACCOUNT CLERK TYPISTS**
- **SENIOR ACCOUNT CLERK TYPISTS**
- **PAYROLL SPECIALISTS**
- **LABORERS & CLEANERS (full time & subs)**

**Superior Truck Lines, Inc.**

(315)597-5102

**TRUCKING SCHOOL GRADUATE TRAINEES:** Training is available for trucking school graduates that have their Class A license, but have no or limited experience. You can contact us directly to get details on how to apply and answer questions you may have about our program.

**EXPERIENCED DRIVERS:** \*Revised pay scale for experienced drivers. \*Annual wage potential of 60k Medical, Eye glass & Dental Health Plan. \*All miles paid including empty or bobtail. \*Paid Vacations, detention, layover, breakdown. \*No touch Freight, Drop and Hook deliveries \*Based out of your home. \*Assigned to a truck, no slip seating. \*Tuition payback program \*Local positions also available. Terminal location Port Gibson, NY

As an applicant you will be subjected to all US DOT requirements which include, but is not limited to:

- Must have a valid Class A license and current DOT Physical.
- Will be required to take a road test.
- Will be required to take a Federal pre-employment drug screen.
- We will be considering all experience levels and history.

This is a solid opportunity for drivers to make a career choice to find a home in the trucking industry. Please call, so we can discuss where you might fit in.

**Relco Systems**

[www.relcosystems.com](http://www.relcosystems.com)

Sam Miller @ (800)262-1020 extension 228

CDL A – Guaranteed mileage! Earn up to \$70K plus. You choose your home time. Hourly \* Regional Dedicated Lane \* Long Distance.

- Progressive pay based on experience with annual increases – changing jobs shouldn't mean starting over.
- Paid training & Dependability pay
- Safety Bonus Program & DOT Inspection Bonuses
- Huge Driver referral bonuses
- Generous benefits packages
- Family atmosphere

**BBX Transportation**

[www.bbxtrans.com](http://www.bbxtrans.com)

Sam Miller @ (888)480-1055 extension 228

CDL A – Guaranteed mileage! Regional dedicated – earn up to \$70K plus!

- Progressive pay scale that rewards drivers for their experience – with annual increases.
- Paid training
- Dependability pay
- Safety Bonus Program
- DOT Inspection Bonuses
- Huge driver referral bonuses
- Generous benefits packages
- Regional Lanes – out and back!
- Family atmosphere

**DOUBLE DRIVERS** – Earn up to \$80K plus!

# Weekly Job Listings

## Schools/Daycare

**WANTED TEACHER AIDES (One-to-One with Disabled Pupils)** – The RED CREEK CENTRAL SCHOOL DISTRICT is now accepting applications for **TEACHER AIDES & SUBSTITUTE TEACHER AIDES** to work one-to-one with special needs students. Send application or resume to:  
Andrew J. DiBlasi  
Assistant Superintendent  
Red Creek Central School District  
PO Box 190  
Red Creek, New York 13143 (1/9/17)

**FAMILY EDUCATOR-** Wayne County Action Program Sodus, NY – The Family Educator will empower and educate families and youth to better understand their responsibility to both their family and the community in which they live by assisting them to establish and achieve goals in order to strengthen the family unit. This position requires intense involvement with families and area agencies. Requirements: Associates or Bachelors degree in Early Childhood, elementary or secondary education, adult education or a related field, valid drivers license, certification in early childhood, etc., CDA or credentialing in a related field such as Family Development and must be able to gain clearance at Wayne County Jail. [www.waynecap.org](http://www.waynecap.org) (1/17/17)

**TEACHER** – Wayne County Action Program Lyons, NY – The Head Start Teacher instructs children in activities designed to promote social, emotional, physical, and intellectual growth needed for primarily school. Head Start Teachers must have Bachelor degree in Early Childhood or a degree in a related field, obtain clear fingerprinting and State Central Registry Clearance, meet Day Care Licensing Medical Standards forms, valid drivers license, UPK teachers must have current NYS teacher certification, etc. [www.waynecap.org](http://www.waynecap.org) (1/17/17)

Palmyra-Macedon CSD is a PreK-12 public school a world-class, relevant education to our students. We are currently accepting applications for the following anticipated vacancies:

- **LABORERS 2<sup>ND</sup> SHIFT (\$25,246)**
- **BUS DRIVERS (\$22 PER HOUR/TRAINING WILL BE PROVIDED WHERE NECESSARY)**
- **SUBSTITUTE BUS DRIVERS (\$20.96 PER HOUR/TRAINING WILL BE PROVIDED WHERE NECESSARY)**
- **SPECIAL EDUCATION TEACHER AIDES (\$9.70 PER HOUR)**
- **MONITORS (\$9.70 PER HOUR)**

To apply go to [www.palmaccsd.org/classified\\_staff](http://www.palmaccsd.org/classified_staff) or contact the Human Resources office at 315 597-3432 (1/23/17)

**TEACHER I: AGRIBUSINESS CHILD DEVELOPMENT** is accepting applications for a Teacher I to work with children ages 6 wks to 5 years in a Head Start Program. Candidate is responsible for providing a developmentally appropriate Head Start environment and for overall management of the classroom. Provides training and assistance to Teacher II, and/or Bilingual Caregivers and volunteers under supervision of the Education Coordinator. Must be able to lift 50 lbs and engage in floor activities. Must have transportation and ability to make home visits to rural areas. Must be able to pass a TB test, criminal background check and child abuse clearance. Pre-School Requirements: Bachelor's degree in ECE; Accepted: Bachelor's degree in related field with 6 documented college courses in Early Childhood Education and two years experience teaching early childhood. Excellent benefits. Send letter of interest and resume to: Sean Taylor, 6395 Tuckahoe Road PO Box 65, Williamson, NY 14589, [iondir@abcdny.org](mailto:iondir@abcdny.org) or Fax: (315)589-2016 (1/17/17)

**AIDE** – Wayne County Action Program– Part time – After school aide: applicable benefits, M-F 2-6p.m., occasional daytime availability appreciated, HS diploma/GEF req. Working with children K-6 in Lyons, Newark or NR. Background check req. Application at [www.waynecap.org](http://www.waynecap.org) or Wayne CAP, 159 Montezuma St. Lyons 315-665-0131 (1/17/17)

**1:1/1:2 TEACHER AIDE – HALF DAYHAND-IN-HAND CLASSROOM** – Roosevelt Children's Center Newark, NY – To aide teacher with all aspects of the classroom day (p.m. session). Work in a classroom to aide an individual child/children to adjust to the classroom environment as well as assist the child to function adaptively within the class day and routine. Requires high school diploma/GED. Requires experience with behaviorally or multiply challenged toddler/preschoolers. ASD and discrete trial teaching method experience strongly preferred. Requires an ability to lift and to actively engage with young children. Hour of work: Monday through Friday (12 Noon to 3 p.m.) Apply on [www.wayncearc.com](http://www.wayncearc.com) (1/17/17)

Palmyra-Macedon CSD is a PreK-12 public school a world-class, relevant education to our students. We are currently accepting applications for the following anticipated vacancies:

- **CERTIFIED SUBSTITUTE TEACHERS (\$110 PER DAY)**
- **UNCERTIFIED SUBSTITUTE TEACHERS (\$95 PER DAY/MUST POSSESS A 4-YEAR COLLEGE DEGREE OR BE CURRENTLY ENROLLED IN A TEACHER PREPARATION PROGRAM)**

To apply go to [www.palmaccsd.org/classified\\_staff](http://www.palmaccsd.org/classified_staff) or contact the Human Resources office at 315 597-3432 (1/23/17)

**TUTORS NEEDED** – In all FI area schools, especially the districts of North Rose-Wolcott, Sodus, Newark, Geneva & Dundee. Applicants need at least two years of college. Applications available on-line at <http://wflboces.org/teach.cfm>  
For more information contact Ava Spader, Tutoring Office, Wayne-Finger Lakes BOCES, [aspader@wflboces.org](mailto:aspader@wflboces.org) 315-332-7548 (1/23/17)

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## **Medical/Dental/Human Services**

**PATIENT CARE TECH** – Newark-Wayne Community Hospital – provides direct or indirect patient care in accordance with treatment plans as determined/delegated by a licensed nurse. Assists with tasks necessary for the general management and organization of the patient care unit, being flexible meeting patient and/or unit needs. High school diploma/GED preferred. Completion of one of the following strongly preferred : CNA certification, Nursing Fundamentals, or one year experience as a medical assistant/technician in a health related facility [www.rochesterregional.org/careers/](http://www.rochesterregional.org/careers/) (1/17/17)

WILL TRAIN: \$10/hour for **PERSONAL AIDE**, mostly 2<sup>nd</sup> shift, Red Creek, (315) 754-8233 (1/17/17)

**COMPANIONSHIP HOME CARE HOME HEALTH AIDE** – Full & Part Time Shifts Available (Red Creek) –  
**Compensation:** \$10.50/hr. We are looking to hire compassionate, well-organized companionship care givers/home health aides. The client is located in the Red Creek area. The client requires assistance with meal preparation, light cleaning, dressing, ambulation, and other ADLS.

**Job Duties Include:**

- Monitoring vital signs
- Managing medications
- Assisting client with ADLS
- Accompanying/driving client to doctor's appointments, pharmacy, etc.
- Encouraging client to be self-sufficient and to eat prepared meals
- Preparing accurate, orderly, and timely reports and documentation

**Job Requirements:**

- Excellent bed-side decorum and interpersonal skills
- Valid Drivers license and one year clean driving record
- Ability to pass an employment background check and drug screen
- Strong communication skills
- CPR Certification
- Experience in home health preferred

**Please mail your resume to: Red Creek Home Care, C/O the Shopper, 6784 Main Street, PO Box 199, Red Creek, NY 13143 or e-mail to [rhomecarejob@gmail.com](mailto:rhomecarejob@gmail.com)**  
(1/30/17)

**BEHAVIORAL HEALTH TECH** – Newark-Wayne Community Hospital – Per Diem – Assist Registered Nurse in assessing patient's functioning as well as developing and implementing treatment plans and services as patient's needs warrant.  
**Minimum Qualifications:** -Associate's In Human Services or equivalent combination of education and work experience; Bachelors degree in Psychology or Sociology preferred – 1-3 years of healthcare experience in related field preferred – Strong communication skills. Go online at [www.rochesterregional.org/careers/](http://www.rochesterregional.org/careers/) (1/9/17)

Marshall Farms Group, Ltd. **CLINICAL VETERINARIAN** – full time position – overseeing the health and routine preventative care of our animals. Periodic night and weekend coverage for special projects.

No telephone calls please. Applications may be picked up at the entrance to our facility, which is located at the address below. Completed applications and/or resumes may be submitted to:  
**Marshall Farms Group, Ltd.**  
5800 Lake Bluff Road, North Rose, NY 14516  
*Attn: Human Resources Department (1/17/17)*

**CERTIFIED HOME HEALTH AIDE – Cases Available in: Wayne, Seneca, Ontario, Yates & Schuyler Counties**

A retention bonus of up to \$2,500 is available\*

**What Sets Us Apart**

- ❖ **Competitive Hourly Rates**
- ❖ **Paid Holidays, Vacation & Sick Time**
- ❖ **Mileage reimbursement (.45 per mile) & Paid Travel Time**
- ❖ **Medical & Dental Ins.**
- ❖ **Retirement Plan**
- ❖ **Tuition Assistance**

Minimum Qualifications: Valid C.N.A. or H.H.A Certification from an approved NYS training site. High school diploma/GED, valid NYS driver's license & own reliable vehicle required.

**Apply:** <http://www.lifetimecare.org> (1/23/17)

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## Farm Work

**POULTRY CARE ATTENDANT** – Kreher's Farm Fresh Eggs Wolcott, NY – Kreher's Eggs has been producing high quality egg products since 1924. Since then, the care of the animals has been a priority and high standards have been set to insure the safety and health of the chickens. What is the Animal Care Attendant responsible for?

- Overseeing the care of the pullets (young chicks) and/or laying hens
- Assisting with bird moves, feeding, and housekeeping of the barns

We have part time and full time positions available. Full time employees receive an excellent benefits package.

- **MUST NOT CURRENTLY HAVE ANY CONTACT WITH BIRDS** (pet bird, backyard flock, etc.)

**Requirements:**

Applicants should have a general knowledge of animal care standards. You must be a self-starter who is equally productive working independently or on a team. You must enjoy working and being around animals.

[www.krehereggs.com/jobs](http://www.krehereggs.com/jobs) (1/9/17)

**NOW ACCEPTING APPLICATIONS ENTRY LEVEL CARPENTRY/CONSTRUCTION POSITION** - Duties to include and not limited to electrical, plumbing, heating, general housing maintenance and repair along with new construction projects.

**Requirements:** Successful candidate will need basic knowledge of carpentry, electrical and plumbing skills. We will help to train in some areas. Successful candidate must be self-starter with excellent time management skills that can work independently. Some tools will be provided with this position.

**HOURS:** Monday – Friday 7:00 am to 3:30 pm. Saturday hours as required. This position may require being on call after hours. Benefits and pay to be discussed at time of interview. Salary will commensurate with experience.

Please send your resume to:

**Fowler Bros., Inc.**

Attn: Hugh Casler

10273 Lummisville Rd.,

Wolcott, NY 14590

e-mail: [hugh@fowlerfarms.com](mailto:hugh@fowlerfarms.com) (1/30/17)

10 temporary workers from 1/30/2017 to 11/30/2017, to operate, maintain farm machinery, mix & spray pesticides, prune, harvest fruit. 1 month experience required. Wage \$12.38 per hour, apples & peaches, harvest piece rates per bushel. .95/dwarf fresh. .95/standard fresh. .70/process .65/drops. Work guaranteed for ¾ total contract days, tools provided at no cost, one time transportation, subsistence costs reimbursed after 15 days or 50% of contract, free housing to out of area workers. Please contact (877)466-9757 for your nearest State Workforce Agency office. Job #NY1189860. G & G Farms Inc. Williamson, NY 14589. (1/9/17)

### **MERRELL DAIRY**

Join our team, and become a member of a third-generation – family owned local business.

**Employment Opportunities:**

**ACCOUNT CLERK/ADMINISTRATIVE ASSISTANT** – Seeking candidate with experience in accounting and Microsoft Excel for this part-time accounting and office support staff position.

**CALF CARE/SUPERVISOR** – This full-time, year round position includes hands on work, as well as directing the Calf Department staff in caring for all calves. This job entails overseeing the health and growth of the calves.

**EQUIPMENT OPERATOR** – This full-time, year round position involves cleaning barns and monitoring equipment. Experience operating skid steer and other farm equipment is required.

Interested applicants may stop in for an application or contact:  
(315) 594-8176 **5015 State Route 89 Wolcott, NY 14590**  
(1/30/17)

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## Industrial/Mechanical

**GENERAL LABOR** – Silgan Containers Lyons, NY – Full-time – Perform general labor functions within a high-speed metal container manufacturing plant. Cross train to other positions within the manufacturing plant. High School diploma or equivalent. Apply at [www.silgancontainers.com/careers](http://www.silgancontainers.com/careers) (1/17/17)

### **Jump Start Career!**

Build an exciting career with one of the country's leading advanced manufacturers in the Printing Industry, located right here in Wayne County. Job security, competitive pay and benefits are available. Training provided. Real advancement opportunities for the right candidates. Find out more today! Go to our website and apply... [www.berryplastics.com](http://www.berryplastics.com) (1/17/16)

**GENERAL LABOR** - Peter C. Herman Marion, NY – to work at a sawmill/pallet plant

Jobs could be

- Working in a sawmill
- Handling lumber
- Making pallets
- Trimming lumber
- Repairing broken pallets

Full-time- high school or equivalent – drivers license – know English and Spanish languages

Apply on [www.indeed.com](http://www.indeed.com) (1/17/17)

**PRODUCTION WORKER** – Mighty Flame Clyde, NY – is currently seeking qualified applicants to perform Production duties. This position is labor intensive, requiring lifting a high volume of cylinders per day ranging from 18-65 pounds per cylinder repeatedly during work hours. It also requires reaching, squatting and bending while delivering cylinders. Requirements: High school diploma or GED, and 1 or more years of related work experience, ability to stand for long periods, must have reliable transportation, must successfully complete a background check and drug test. Go online to [www.mightflame.com](http://www.mightflame.com) (1/23/17)

**MOTTS MATERIAL HANDLER FORKLIFT OPERATOR** – Williamson, NY – responsible for loading, unloading, staging, pulling and distributing pallets of Dr. Pepper Snapple Group product supplies while meeting productivity requirements. This is an unionized facility and shift assignments are based on seniority as well as business needs. This is a full-time position and will work on either our 2<sup>nd</sup> or 3<sup>rd</sup> shift. Our 2<sup>nd</sup> shift typically runs from 2:00 pm until 10:30 pm. Our 3<sup>rd</sup> shift typically runs 10:00 pm until 6:30 am. Flexibility to work over time and weekends as well as the ability to adapt to changing schedules is required. The starting pay rate for this position is \$20.27 an hour plus a shift differential if working on 2<sup>nd</sup> or 3<sup>rd</sup>. Qualifications: high school diploma or GED, 2 years of forklift operation experience and lift, push, and pull a minimum of 50 pounds repeatedly. Go online to [www.drpeppersnapplegroup.com/](http://www.drpeppersnapplegroup.com/) to apply. (1/30/17)

**3<sup>RD</sup> SHIFT FORKLIFT OPERATOR** – Williamson, NY – Baldwin Richardson Food Co. – This position provides safe transportation and storage of all ingredients, packaging and finished goods through the facility. Employees in this position are responsible for driving forklifts to load, unload, and store food products, equipment, and other materials. High school diploma or equivalent and one year of forklift related experience and/or equivalent combination of education and experience. <http://brfoods.com/careers/> (1/17/17)

**SHEET METAL CUTTER** – Newcut, Newark NY – Must be high school graduate – basic math skills and familiar with Calipers, micronmeters and measuring tape – ability to lift 50 lbs and work on your feet – responsibilities to include cutting metal to router specifications and keeping track of metal inventory – full time position with benefits after 90 days. Contact: 315-331-7680 or apply on [www.indeed.com](http://www.indeed.com) (1/30/17)

maintaining, irrigation, thinning, summer pruning, and harvest. Be able to operate, maintain, and repair a range of orchard equipment including tractors, mowers, and sprayers.

Be able to lift 75 lbs, conditions: extreme temperatures, repetitive movements, stooping. 6 months verifiable experience. (03/01/2017-11/01/2017) \$12.38/hr ¾ guaranteed contract; tools and supplies, housing, transportation expenses paid by employer.

Transportation, subsistence paid to worker upon 50% completion of contract. 1 temporary job.

**Please contact (877)466-9757 to locate nearest State Workforce Agency office and apply using NY 1192091** (1/30/17)

## **Food Service**

**HELP WANTED – Apply in person, Delivery Driver, Immediate Opening – Peter's New York Pizzeria & Italian Restaurant** 12013 E.Main St. Wolcott  
No Phone Calls Please (1/9/17)

**KITCHEN ASSISTANT** – Armstrong Senior Living, Newark, NY – Part-time – Requires weekends and night shifts. Apply in person at 790 East Maple Avenue Newark, NY Monday through Friday 9-3. No phone calls please. (1/23/17)

**FOOD SERVICE ASSOCIATE** – Newark-Wayne Community Hospital – Per Diem – To perform necessary food service duties related to preparation and service of food to patients, residents and customers of **Newark-Wayne Community Hospital and DeMay Living Center.**

**Minimum Qualifications:**

- Basic knowledge of arithmetic, English and grammar; the ability to follow simple instructions
- FOR ElderONE EMPLOYMENT: 1 year experience working with frail elderly population preferred.

Apply on [www.rochesterregional.org/careers/](http://www.rochesterregional.org/careers/) (1/9/17)

**DIETARY AIDE** – Sodus Rehabilitation and Nursing Center – Full time and Part time positions are available. High school diploma or equivalent, must be able to do some physical work, experience in Food Service is a plus, positive attitude and energy is a must! And the ability to work effectively as a team member. Go online to [www.indeed.com](http://www.indeed.com) to apply. (11/30/17)

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## **Office Work/Management**

**CUSTOMER ACCOUNT REPRESENTATIVE** – Rent-A-Center Newark, NY – You would be responsible for: Maintaining accurate records, reviewing past due accounts, collecting customer payments, completing customer service calls, loading/unloading truck, delivering merchandise, completing rental agreements, keeping showroom clean and organized, greeting and assisting customers, etc. Must be at least 19 years of age, have a high school diploma or GED, friendly with great communication skills, a valid state drivers license and good driving record, must be able to lift and move heavy items and merchandise as needed, and typically work 38-40 hours a week depending on business needs. Go online to <http://raccareers.net> (1/9/17)

**APPOINTMENT CENTER SPECIALIST** – Halco – Full-time - The Customer Service Representative/Appointment Specialist is responsible for contacting these customers, listening to how they would like to improve their home and determining the appropriate advisor to set the appointment with. The shift for this position is 12:00pm – 8:30pm. Minimum 2 years work experience in an office, customer service or call center environment, must be comfortable being on the phone and sitting at a desk for long periods of time, strong organizational and problem-solving acumen, ability to provide exemplary customer service continuously over the phone, must be able to communicate clearly and effectively, both written and verbally, proficient in Microsoft Office and/or Google Docs, time management skills; ability to prioritize tasks and knowledge of the Finger Lakes and surrounding geographical areas is a plus. Competitive wage will be hourly, based on experience, individual skills set and potential. This position is eligible for additional performance-based compensation through incentives and commissions. Contact Adam Hobbs [adam@halcoenergy.com](mailto:adam@halcoenergy.com) (1/17/17)

**LEASING ASSISTANT** – Barington Residential Palmyra, NY – Part-time – Join our growing team, working with great staff and a growing apartment and rental company, working at one of our communities. As Leasing Assistant you will be the first point of contact for anyone calling, visiting or emailing the property. The primary role is to tour, showcase our apartment homes and to execute leases! The ideal candidate will be outgoing, positive, customer service professional and can show a genuine interest in the people walking through the property door, while keeping focus on executing the rental. Apply online at [www.indeed.com](http://www.indeed.com) (1/23/17)

**UNIT ASSISTANT** – DeMay Living Center, Newark, NY – Part-time – To qualify, you must be 18 years of age or older with a high school diploma or GED – No prior experience is necessary, but must have an interest in learning to provide hands-on patient care – Ideal candidates will be compassionate and caring with outstanding customer service and communication skills. <https://www.rochesterregional.org/careers/> (1/17/17)

**VETERINARY RECEPTIONIST** – County Line Animal Hospital Ontario, NY – Part-time- We are a high quality, multi-doctor, full service hospital. This is a part time position (approx. 27 hrs/wk). The hours we are looking to fill are Mondays 1:30p to Close (7:00p+) and Wednesdays & Fridays Open to Close (7:50a to 5:30/6:00p) as well as a rotating Saturday schedule from 7:50a to 1:00p. This position is responsible for managing multiple phone lines, booking appointments, greeting clients, processing appointments, and ensuring that the hospital is clean and presentable at all times.

Candidates must have a flexible schedule and excellent skills in the following areas: client service, sales, communication, and multi-tasking. Top priority will be given to applicants with experience working in a veterinary hospital however we are happy to train the right applicant. Candidates must have experience in a customer service environment. This position requires someone that is excellent at handling difficult situations with tact and diplomacy. A caring and compassionate attitude is required for all members of our team.

We reward our employees with a great hourly rate, career growth potential, vacation, training and more. If you are interested in joining our team please contact Ashley, Hospital Manager [agelina@vetcor.com](mailto:agelina@vetcor.com) (1/17/17)

**PART TIME CALL CENTER REP** – Might Flame Clyde, NY – We are seeking a motivated person who possesses a strong work ethic and has a positive winning attitude to fulfill our Part Time Call Center Rep position. Qualifications: Entry Level Customer Service Experience, Effective verbal and written communication skills, a strong desire to succeed coupled with a high level of enthusiasm, professionalism and a positive attitude. Hours: Monday: 7:00AM to 5:00PM and Tuesday: 7:00AM to 2:00PM. Required Education: high school or equivalent. Go online to [www.mightyflame.com](http://www.mightyflame.com) (1/23/17)

**FAMILY/COMMUNITY SERVICE COORDINATOR** – Agri-Business Child Development – **preferred:** Bachelor's Degree in Human Services or other related field. **Accepted:** Associate's Degree in Human Services with a plan of study toward a Bachelor's Degree and 2 years' experience in a child care program. Family Development Certification may be required. Effective communication skills including reading and writing; Bilingual ability in speaking, reading and writing; (English/Spanish) required in migrant centers. Knowledge of parent involvement techniques and strategies, migrant families. Ability to work evening and weekends. Valid drivers' license and the ability to travel independently to meetings, trainings; some overnight travel. Computer skills with data entry. And the ability to work with and communicate with diverse population in a cross cultural setting are all required. **Please send resume and letter of interest to:**  
ABCD at Red Creek  
Attn: Center Director  
6809 Church Street  
PO Box 207  
Red Creek, NY 13143 (1/30/17)

**ASSISTANT MANAGER** – Dollar Tree Newark, NY – Full-time – Need: a strong desire to grow within the company – minimum of 3 years prior retail management experience. Apply online at [www.indeed.com](http://www.indeed.com) (1/30/17)

**JOB COACH** – Wayne ARC – Full-time, Contract – supports the mission of WAYNE ARC by working alongside individuals with a disability in an assigned work site to help him/her learn the specific requirements of the job; such as time and attendance rules; or appropriate work-related (including social) behaviors when dealing with supervisors and co-workers. Job Requirements: high school graduate (or GED) and one year work experience providing vocational or prevocational services to individuals with disabilities – AND- ability to lift up to 50 lbs. and physical agility to work with and/or assist an individual with developmental disabilities in a variety of circumstances and environments. Excellent communication skills. Must possess a valid New York State Driver's License that meets Agency Driver Standards. Must have acceptable results of background and reference checks including criminal history background checks. [www.waynearc.com](http://www.waynearc.com) (1/30/17)

**CLIENT SERVICES REPRESENTATIVES** – Full time position – Candidate must demonstrate excellent communication skills, proficiency with MS Office, and enjoy multitasking. A minimum of 5 years of customer service experience is required. Opportunity for field sales and may require occasional travel. Marshall Farms provides a generous benefit package! Employees may be eligible for company paid medical/dental insurance, life insurance, paid time off and a profit sharing plan. No telephone calls please. Applications may be picked up at the entrance to our facility, which is located at the address below. Completed applications and/or resumes may be submitted to:  
Marshall Farms Group, Ltd.  
5800 Lake Bluff Road, North Rose, NY 14516  
Attn: Human Resource Department(1/30/17)

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## **Customer Service**

**CUSTOMER SERVICE REPRESENTATIVE** – Lyons National Bank Wolcott, NY – Full-time - A high school diploma or equivalent and minimum of three (3) years experience in related positions preferred. Responsible for performing a variety of duties to support the customer service and sales function of a branch office; coordinating work within department, as well as with other departments; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information. Go online to [www.bankwithlnb.com/careers](http://www.bankwithlnb.com/careers) (1/17/17)

**OVERNIGHT GROCERY CUSTOMER SERVICE** – Wegmans, Newark, NY – Part time – Must be 18 years or older – Can be scheduled as early as 8pm and as late as 8 am. Our Overnight Grocery team works behind the scenes and plays an integral part in supporting our store's daytime operations. As part of this team, you'll work closely with the crew to ensure our shelves are stocked and displays are well-merchandised. If you're a night owl who enjoys working with others to accomplish tasks within deadlines, then this position could be for you! Go online to <https://jobs.wegmans.com/> (1/30/17)

**CUSTOMER SERVICE CENTER DISPATCHER** – Griffith Energy Superior Plus Energy Services Palmyra, NY – Reporting directly to the Customer Service Center (CSC) or Delivery Manager, the **Dispatcher** is responsible for the safe and timely dispatching for delivery of product to our customers. High school diploma or equivalent, or equivalent experience. The ideal candidate will have 2 years of supervisory experience as well as Dispatcher or high volume call center/customer service experience. Go on [www.indeed.com](http://www.indeed.com) (1/17/17)

**SALON ASSOCIATE** – Zoom Tan Newark, NY – Maintain the highest level of service delivery to our customers by selling Zoom Tan Products and services and offering exceptional customer service. Apply at [www.zoomtanjobs.com](http://www.zoomtanjobs.com) (1/23/17)

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## Other

**HELP WANTED: MEMBER OF THE PALMYRA BOARD OF ASSESSMENT REVIEW**, to serve a 5 year term.

Members of this board are vested with the duty and responsibility of hearing assessment complaints in the first instance. For time requirements, pay, or any questions pertaining this position, please call the Palmyra Assessor's Office 315-597-2184. (1/17/16)

**TRAFFIC FLAGGERS** – Immediate openings! 6 full time positions available! Based out of Geneva and Auburn, where the employee reports every morning. Monday-Friday 7am-3:30pm. If an employee is not needed for the day, they'll receive 4 hours of show up time. Own transportation is required as employees may be traveling to different work sites during the day. Mileage reimbursement will be paid. No prior experience required. All employees will complete a 4 hour training class prior to starting. Wage starts at \$10.00 hour and increases to \$11.00 after 6 weeks. Call today, Greg at PeopleReady (585)393-9250. (1/9/17)

**HELP WANTED  
MECHANIC TO WORK ON FARM MACHINERY**

- 40 hours per week, plus overtime.
- Plus benefits

**Send Resume to**

P.O. Box 102, Wolcott, NY 14590 (1/30/17)

**HELP WANTED: Bees and Bugs Be-Gone** - Williamson, NY – Full time seasonal position – various hours – responsible candidates only – good help needed – outdoor work – April-October 2017 – Apply today (585)355-1177 (1/30/17)

**BUILDINGS AND GROUNDS MAINTENANCE** – Wayne County Action Program Lyons, NY – Responsible for maintaining the safety limits in the building and grounds for all the Head Start buildings to ensure a healthy environment for children, staff, parents and community visitors. High school diploma or GED equivalent and experience in maintenance and repair. Apply at [www.waynecap.org](http://www.waynecap.org) (1/17/17)

**CLASS B DRIVER** – K&D Disposal is looking for a class B driver. Must have 5 years CDL driving experience, a clean license, be dependable and drug free. **You will be asked to provide a MVR and a current DOT card upon interview.**

Send Resume to [kddawn4790@yahoo.com](mailto:kddawn4790@yahoo.com) or stop in person to fill out an application at: **K&D Disposal, Inc. 5076 Route 31, Newark, Ny 14513** (1/30/17)

**JANITOR** – Wayne ARC Newark, NY – seeking a PT Janitor to perform janitorial duties at assigned facilities. This position will ensure the cleanliness of the facility, will respond to cleaning requests, provide urgent cleanups, maintain cleaning equipment and provide direction to people in janitorial training. Job Requirements: Able to perform required janitorial tasks, six months janitorial experience, and able to lift up to 50 lbs. Hours of Work: Monday through Friday (9 a.m. to 1 p.m.). Apply online at [www.waynearc.com](http://www.waynearc.com) (1/30/17)

**SECURITY GUARD** – (Full Time & Part Time) Marshall Farms Group, Ltd. Is accepting applications for part-time and full-time Security Guard positions. Minimum requirements include a high school diploma, good moral character, NY State driver license, ability to successfully complete a physical fitness test and eligibility for NYS Division of Criminal Justice Services Security Guard Licensure. Military, police or other relevant experience preferred, but not required. Most security guard positions are for night shift and include periodic weekend work.

No telephone calls please. Applications may be picked up at the entrance to our facility, which is located at the address below. Completed applications and/or resumes may be submitted to:

**Marshall Farms Group, Ltd.**  
**5800 Lake Bluff Road, North Rose, NY 14516**  
**Attn: Human Resource Department** (1/30/17)

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## **Professional Career Opportunities**

**MECHANICAL ENGINEER** – Career opportunity located in Victor. Junior technical resource to support Engineering/ R&D / Assembly. Education/Experience: Mechanical Engineer, BS. 1-3 years' experience. Provide engineering support to product development team. Includes: Collaborating with R&D to transfer new products to production. Manage and conduct product testing (life, stress, reliability product tests), document failure modes, resolve failures, track replacement frequencies. Conducting design of experiments to resolve failures. Building and qualifying test fixtures and tooling, including documenting test protocols. Quality inspection of incoming parts and assemblies. Recommending manufacturing process to improve yield. Identifying and working with suppliers and manage relationship cost downs. Technical documentation including assembly BOMs, quality plans. Candidate should be a team player with excellent technical problem solving skills as well as verbal and written communication skills. Salary: commensurate with experience. For consideration, forward resumes and salary requirements to: [Ontariowfd@dfa.state.ny.us](mailto:Ontariowfd@dfa.state.ny.us) (1/17/17)

**CUSTOMER AND OPERATIONS SUPPORT** – Career opportunity located in Victor. Support VP of Operations which includes customer and operations support. Activities may include: Maintaining customer database, first point of contact to resolve customer and distributor questions (non-technical), track customer feedback and manage customer data base. Escalate issues or concerns to appropriate department (engineering, service, accounting). Manage purchasing process including monitoring inventory levels, placing POs, tracking open POs, monitor costs to identify savings opportunities. Manage orders fulfillment and returns process with engineering and accounting. Assist Operations VP in developing and documenting procedures. Support marketing plan development and deployment, and assist inside sales as availability permits. Candidate must be detailed oriented, good written and verbal communication skills, team player and able to flex with evolving company needs. College degree and 1-3 years' experience is required. Salary: commensurate with experience. For consideration, forward resumes and salary requirements to: [Ontariowfd@dfa.state.ny.us](mailto:Ontariowfd@dfa.state.ny.us) (1/17/17)

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Finger Lakes Works is an Equal Opportunity Employer/Program and auxiliary aides and services are available upon request to individuals with disabilities. (Federal Register,/Vol.64 No.218-61728)”

**“In Cooperation with the Workforce Investment Board.”**

**OPEN RECRUITMENT**  
**For**  
**Hillside Family of Agencies**  
**on**

**Wednesday 3/1/17**  
**from**

**9:00am - 11:00am**  
**at**

**Finger Lakes Works Career Center**  
**1519 Nye Road, Suite 601**  
**Lyons, NY 14489**

Come dressed for success and ready to interview!

Current openings include:

- Aides
- Youth Care Professionals

For the Romulus, NY location

**Happy New Year!** What better way to start off the new year than with a new job! We are hosting interview events at each of our long term care facilities in the next several upcoming weeks. We are hiring CNAs, LPNs and RNs for a variety of shifts and we would love to extend the invitation!

**Upcoming Interview locations and dates (be sure to register!):**

**Unity Living Center, January 17th:**

10:00am - 12:00pm: <https://ulcinterviewam.eventbrite.com>

2:00pm-4:00pm: <https://ulcinterviewpm.eventbrite.com>

**Transitional Care Center, Park Ridge Living Center, January 20th:**

10:00am - 12:00pm: <https://tccinterviewam.eventbrite.com>

3:00pm - 5:00pm: <https://tccinterviewpm.eventbrite.com>

**Wegman Family Cottages, Park Ridge Living Center, January 20th:**

10:00am - 12:00pm: <https://wegmancottagesam.eventbrite.com>

3:00pm - 5:00pm: <https://wegmandcottagespm.eventbrite.com>

**Clifton Springs Nursing Home, January 31st:**

10:00am - 12:00pm: <https://cliftonspringsam.eventbrite.com>

2:00pm - 4:00pm: <https://cliftonspringspm.eventbrite.com>

**Hill Haven Transitional Care Center, February 1st:**

10:00am - 12:00pm: <https://hhinterviewam.eventbrite.com>

2:00pm - 4:00pm: <https://hhinterviewpm.eventbrite.com>

**Demay Living Center, February 9th:**

10:00am - 12:00pm: <https://demayinterviewam.eventbrite.com>

2:00pm - 4:00pm: <https://demayinterviewpm.eventbrite.com>

## **Why Rochester Regional Health?**

**Our Mission:** To enhance lives and preserve health by enabling access to a comprehensive, fully integrated network of the highest quality and most affordable care, delivered with kindness, integrity and respect.

**Our Vision:** Lead the evolution of healthcare to enable every member of the communities we serve to enjoy a better, healthier life.

**Our Benefits:**

- Healthcare: Medical, Dental, Vision & FSA
- Retirement: 403(b) and pension plan
- Continuing Medical Education: Tuition reimbursement and discounts
- Life insurance
- Short-term disability and Long-term disability
- Flexible schedules
- Personal time: vacations and holidays
- Wellness Center
- Employee Assistance Program

**Rochester Regional Health Email Disclaimer**

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**ROCHESTER**  
REGIONAL HEALTH

## **Wayne County Current Job Openings**

<b>Position</b>	<b>Last Filing Date</b>
Registered Professional Nurse	February 7, 2017
Motor Equipment Operator II	
Director of Probation	
Lifeguard	
Assistant Social Worker	January 24, 2017
Telecommunications Technician	January 31, 2016
Resident Attendant	
Assistant Director of Nursing	
Substance Abuse Counselor	
Director of Economic Development and Planning	
Registered Professional Nurse	Accepted Continuously
Nursing Assistant Substitute	Accepted Continuously
Nursing Assistant	Accepted Continuously
Licensed Practical Nurse	Accepted Continuously
Supervising Nurse	Accepted Continuously
Staff Psychiatrist	Accepted Continuously
Staff Psychologist	Accepted Continuously

## **Wayne County Examination Schedule**

<b>Title</b>	<b>Exam Number</b>	<b>Last Filing Date</b>	<b>Exam Date</b>
Water – Wastewater Treatment Plant Operator/Trainee	2017 O.C.	3-Mar-2017	18-Mar-2017
Child Care Program Director	#66-390 O.C.	22-Mar-17	13-May-17
Housing Compliance Officer	#64-940 O.C.	22-Mar-17	13-May-17
Correction Officer	#62-028 O.C.	31-Jan-17	11-Feb-17
Custodian	#2017	25-Jan-17	4-Feb-17
Supervising Nurse	2016	Accepted Continuously	N/A
Staff Psychologist	2016-3	Accepted Continuously	N/A
Staff Psychiatrist	2016-5	Accepted Continuously	N/A
Nursing Assistant	2016-6	Accepted Continuously	N/A

**\* Candidates must have been legal residents of Wayne County for at least ONE month immediately preceding the date of the written test, unless otherwise noted on the examination announcements.**

The **WAYNE COUNTY HUMAN RESOURCES DEPARTMENT** would like to inform the public of employment opportunities in county government. The majority of county job openings include qualification by taking civil service examinations. The county encourages bi-lingual and minority applicants to participate in this process to diversify staff for the current and future needs of the county. Wayne County is an equal opportunity employer. Information, including examination dates and current openings, is available on the County of Wayne web site at [www.co.wayne.ny.us](http://www.co.wayne.ny.us), (click on; Human Resources) or by calling the Wayne County Human Resources Office, 26 Church Street, Lyons at 315-946-7483.



## February 2017

*Be sure to call and register early; some sessions fill quickly!*

Finger Lakes Works Career Center, 1519 Nye Road, Lyons, NY 14489

Phone (315)946-7270

E-Mail: [lyons@labor.ny.gov](mailto:lyons@labor.ny.gov)

[www.labor.ny.gov](http://www.labor.ny.gov) [www.co.wayne.ny.us](http://www.co.wayne.ny.us) [www.fingerlakesworks.com](http://www.fingerlakesworks.com)



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jan 30.	Jan 31. WFL BOCES TASC Prep 8:30 AM-11:30 AM  ACCESS-VR Information* 8:30 AM-12:30 PM	1. <b>Jump Start Your Job Search Strategy</b> 11:00 AM-Noon	2. <b>Interviewing Workshop</b> 10:00 AM – Noon  <b>Career Exploration and Training Options</b> 2:30 PM-4:00 PM	3. WFL BOCES TASC Prep 8:30 AM-11:30 AM  Job Corps Orientation and Application Interviews 11:30 AM-1:30 PM
6.	7. WFL BOCES TASC Prep 8:30 AM-11:30 AM	8. <b>Jump Start Your Job Search Strategy</b> 11:00 AM-Noon	9. <b>Job Search Over 50</b> 10:00 AM – Noon  <b>Resume 101*</b> 1:30 PM – 3:30 PM	10. WFL BOCES TASC Prep 8:30 AM-11:30 AM
13. <b>Metrix</b> 1:30 PM-3:30 PM	14. WFL BOCES TASC Prep 8:30 AM-11:30 AM  <i>Work Keys</i> <i>@ WFL BOCES</i> <i>8:30am-12:30pm</i>	15. <b>Jump Start Your Job Search Strategy</b> 11:00 AM-Noon	16. <b>Resume Review Workshop</b> 10:00 AM-Noon  <b>Career Exploration and Training Options</b> 2:30PM – 4:00PM	17. WFL BOCES TASC Prep 8:30 AM-11:30 AM
20. <b>OFFICE CLOSED</b>	21. WFL BOCES TASC Prep 8:30 AM-11:30 AM  ACCES-VR Information* 8:30 AM-12:30 PM	22.  <i>Work Keys</i> <i>@WFL BOCES</i> <i>8:30am-12:30pm</i>	23.	24. WFL BOCES TASC Prep 8:30 AM – 11:30 AM  <b>Social Networking</b> 10:30 AM – 12:00 PM
27.	28. WFL BOCES TASC Prep 8:30 AM-11:30 AM  ACCES-VR Information* 8:30 AM-12:00 PM  <b>Metrix</b> 1:30 PM – 3:30 PM	Mar 1. <b>Jump Start Your Job Search Strategy</b> 11:00 AM-Noon	Mar 2. <b>Interviewing Workshop</b> 10:00 AM-Noon  <b>Career Exploration and Training Options</b> 2:30pm- 4:00pm	Mar 3. WFL BOCES TASC Prep 8:30 AM-11:30 AM

## WORKSHOP SUMMARIES

**CAREER EXPLORATION AND TRAINING OPTIONS:** This workshop was designed to help any customer considering a career change. We'll discuss how to choose a new career, how to find any training you may need, and how to pay for that training (hands on or in a classroom). There will also be information about employment training funds, including general eligibility requirements, the application process, and follow up expectations. A follow up appointment will be necessary to complete the process and to determine personal eligibility.

**INTERVIEWING WORKSHOP:** Being well prepared for a job interview will increase your chances of receiving a job offer. You will come across as self-confident and assured. Preparation in advance gives you an edge by eliminating fear of the unknown, reducing the element of surprise, increasing your self-confidence, and allowing you to focus on the interview itself.

**JOB SEARCH OVER 50:** Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome these challenges and use maturity to your advantage.

**JOBZONE: A JOB SEEKER'S TOOLBOX:** JobZone includes many different tools for your job search; this workshop will describe many of the main functions available on [jobzone.ny.gov](http://jobzone.ny.gov), and walk you through how to use them.

**JUMP START YOUR JOB SEARCH STRATEGY:** Looking for a new job can be overwhelming. Jump Start Your Job Search will educate you about current tools available to help organize and conduct an effective job search; the basics of how and where to look for a job will be included. We will also acquaint you with the many resources available through our office to help you in your job search including funding streams for training, Work Keys Career Readiness Credential, Metrix, Prove It, and Career Navigator.

**METRIX:** Register to get access to over 7,000 free online skills training courses and hundreds of skills assessments. Attend this workshop and receive a 180-day license to take as many online courses as you would like. You can see what classes are available online at [metrixlearning.com/catalog-search.cfm](http://metrixlearning.com/catalog-search.cfm); certain classes are available in English, Chinese, and Spanish. **\*Limited Seating\***

**PERSONAL SKILLS FOR SUCCESS:** Learn the basic skills necessary to help you stay employed in any job setting. Conducted over 2 days, participation will earn you a Workforce Certificate of Completion for 10 hours of Soft Skills Training, as chosen by regional business and industry leaders. These skills are critical to quality employees: Self Awareness, Interpersonal and Work Communications, Work Discipline, and Working in Teams. **\*2-Day Workshop \***

**RESUME 101\*:** Everyone should have a resume. Don't know where to start? Learn the important dos and don'ts of resume writing, when and why to use a chronological or functional resume, and how to turn your resume into a "sales brochure." Information about how to prepare cover letters will also be included.

**RESUME REVIEW: RESUME PEER REVIEW:** Bring a copy of your finished resume to be reviewed by your peers and our staff. You'll be amazed at all the positive suggestions you'll leave with! Report to the workshop with 1 paper copy of your resume. **\*Limited Seating\***

**SOCIAL NETWORKING:** Did you know that 80% of companies use social media to recruit? At our Social Networking Workshop you will learn how to take advantage of social networking sites such as LinkedIn, Facebook, and Twitter to help you in your job search. **\*Limited Seating\***

**VETERANS' WORKSHOP: MOS CODES AND RESUMES:** Gain an understanding of the process that you (as a veteran) can use to take your MOS and find suitable civilian occupations that may or may not need further training *and* conform your resume and your interview to land that job. We will cover the areas of career planning, resume writing, interview tactics (including STAR stories and how to use them), your advantages as veterans, and the labor market.

**ACCES-VR Information:** Meet with a Vocational Rehabilitation Counselor from ACCES-VR to learn about benefits and services available to individuals with disabilities interested in achieving and maintaining employment independent living through training, education, rehabilitation, and career development. Please request an appointment by calling 315-789-0292.

**Career Navigator (Held at):** Career Navigator is a one week, interactive approach to proactively managing your job search activity. In this 5-day workshop you will develop a marketing plan, resumes and cover letters, and the confidence necessary to be a successful job seeker. You will also develop a new network of contacts to assist and support you along your journey. **You must register in advance. \*5-Day Workshop\***

**OSHA 10 Hour General Industry and Safety Training:** W-FL BOCES has funding to provide free OSHA 10-Hour Industry Health and Safety Certifications for their HSE students. As a courtesy, classes that have seats available will welcome non-BOCES students, free of charge. Target audience: laborers, warehouse workers, manufacturing and health care professionals, foremen, job supervisors, and inspectors in general industry activities. **\*To register, please contact Marc Gordon at 315-946-5709 at least 1 day before the first session. \*Limited Seating\* \*4-Day Workshop\***

**TASC Prep:** As of January 2014, New York State has replaced the GED exam with the Test Assessing Secondary Completion (TASC) exam. After successful completion of the examination you will earn a New York State High School Equivalency (HSE) Diploma.

**Work Keys (Held at the Wayne-Finger Lakes BOCES Newark Campus):** Employers want workers who can read, apply math, locate information, and demonstrate "soft" skills. WorkKeys tests reading, math and locating information; high scores can qualify you for a Career Readiness Credential. This credential will help show employers that you are a qualified candidate. Learn more at <http://www.act.org/workkeys/careerseekers>. Nervous test taker?

**Key Train** is a program is used to prepare for taking WorkKeys. It focuses on the knowledge and abilities important for success in the workplace by measuring "soft" skills such as work habits, communication skills, workplace effectiveness, and business etiquette. The "Soft Skills Suite" helps improve skills critical for on-the-job success! **You must register in advance.**

"Finger Lakes Works is an Equal Opportunity Employer/Program and auxiliary aids and services are available upon request to individuals with disabilities  
"Federal Register,"/Vol.64 No.218-61728) "In Cooperation with the Workforce Investment Board." How are we doing? Please ask at the front desk for a Customer Satisfaction Survey and let us know what you enjoyed, what you'd like to see more of, and how we can improve the services we offer!

## Job Search Websites

ABVI-Goodwill: [www.ABVI-Goodwill.Jobs](http://www.ABVI-Goodwill.Jobs) (click on the link)  
Adecco: [www.adeccousa.com](http://www.adeccousa.com)  
Berry Plastics: <http://jobs.berryplastics.com>  
Citizen's Bank: [www.citizensbank.com/careers](http://www.citizensbank.com/careers)  
Clifton Springs Hospital & Clinic: [www.cshosp.com](http://www.cshosp.com)  
Concentrix: [www.careers.concentrix.com](http://www.careers.concentrix.com)  
Coordinated Care Service, Inc.: [www.ccsi.org/Employment/CurrentOpenings.aspx](http://www.ccsi.org/Employment/CurrentOpenings.aspx)  
Datrose: [www.datrose.com/careers.htm](http://www.datrose.com/careers.htm)  
Delphi: [www.delphi.appone.com/](http://www.delphi.appone.com/)  
Earn, Department of Labor initiative: [www.earnworks.com](http://www.earnworks.com)  
Eastview Mall Stores: <http://www.eastviewmall.com/Stores/MallJobs/>  
Employment Store: [www.employmentstore.com](http://www.employmentstore.com)  
ESL Federal Credit Union: [www.esl.org](http://www.esl.org)  
FedEx: [www.fedex.com/us/careers](http://www.fedex.com/us/careers)  
Health Career Positions & Assessments: [www.rahec.myhealthcareer.org](http://www.rahec.myhealthcareer.org)  
Hillside: [www.hillside.com/employment.aspx](http://www.hillside.com/employment.aspx)  
Home Depot: [www.careers.homedepot.com](http://www.careers.homedepot.com)  
Interim Health Care: [www.careersbyweb.com](http://www.careersbyweb.com)  
Lifetime Assistance: [www.lifetimeassistance.org/employment.asp](http://www.lifetimeassistance.org/employment.asp)  
Lifetime Care: [www.lifetimecare.org](http://www.lifetimecare.org)  
Marriott: [www.marriott.com/careers](http://www.marriott.com/careers)  
Monroe Muffler: <http://www.monro.com/corporate/corporate-careers>  
NYS Department of Labor: [www.labor.ny.gov](http://www.labor.ny.gov)  
Optimax: [www.optimaxsi.com](http://www.optimaxsi.com)  
Paychex: [www.paychex.com/careers](http://www.paychex.com/careers)  
Reliant Community Credit Union: <https://www.reliantcu.com/#/career-opportunities>  
RIT: [www.rit.edu/employment\\_rit](http://www.rit.edu/employment_rit)  
Rochester Area Employment Network: [www.rochesterareaemploymentnetwork.org](http://www.rochesterareaemploymentnetwork.org)  
Rochester Regional Health System: [www.rochesterregional.org/careers](http://www.rochesterregional.org/careers)  
Sears: [www.searsholdings.com/careers](http://www.searsholdings.com/careers)  
Services for Seniors: [www.servicesforseniors.com/employment.html](http://www.servicesforseniors.com/employment.html)  
Snag a Job: [www.snagajob.com](http://www.snagajob.com)  
St. Ann's: [www.stannsjobs.com](http://www.stannsjobs.com)  
Staples: [www.staples.com/sbd/cre/resources/jobs](http://www.staples.com/sbd/cre/resources/jobs)  
Strong Health: [www.urmc.rochester.edu/careers](http://www.urmc.rochester.edu/careers)  
Sutherland: [www.sutherlandglobal.com/careers\\_us.aspx](http://www.sutherlandglobal.com/careers_us.aspx)  
ThermoFisher: [www.thermoscientific.com](http://www.thermoscientific.com)  
Time Warner Cable: [www.timewarnercable.com/en/residential.html](http://www.timewarnercable.com/en/residential.html)  
Unity Health: [www.unityhealth.org](http://www.unityhealth.org)  
U of R/Strong Staffing: [www.rochester.edu/working](http://www.rochester.edu/working)  
USA Jobs: [www.usajobs.gov](http://www.usajobs.gov)  
Via Health of Wayne: [www.viahealth.org](http://www.viahealth.org)  
Visiting Nurse Service: [www.vnsnet.com/employment](http://www.vnsnet.com/employment)  
Wal-Mart: [www.careers.walmart.com](http://www.careers.walmart.com)  
Wayne ARC: [www.waynearc.org](http://www.waynearc.org)  
Wayne County AmeriCorps: [www.waynecap.org/Programs/AmeriCorps/](http://www.waynecap.org/Programs/AmeriCorps/)  
Wegmans: [www.wegmans.com](http://www.wegmans.com)  
Western NY Jobs: [www.wnyjobs.com](http://www.wnyjobs.com)  
Federal: [www.federaljobs.net/exams.htm](http://www.federaljobs.net/exams.htm)  
New York State: [www.cs.ny.gov](http://www.cs.ny.gov)  
NYS Courts: [www.courts.state.ny.us/careers](http://www.courts.state.ny.us/careers)  
Monroe County: [www2.monroecounty.gov/hr-countyjobs.php](http://www2.monroecounty.gov/hr-countyjobs.php)  
Ontario County: [www.co.ontario.ny.us/humanresources](http://www.co.ontario.ny.us/humanresources)  
Seneca County: [www.co.seneca.ny.us](http://www.co.seneca.ny.us)  
Wayne County: [www.co.wayne.ny.us](http://www.co.wayne.ny.us)  
Yates County: [www.yatescounty.org](http://www.yatescounty.org)