



Seneca County Workforce Development & Youth Bureau  
 Finger Lakes Works-Seneca  
 One DiPronio Drive, Waterloo, NY 13165  
 (315) 539-1905; 1-800-688-7188  
 Fax – (315) 539-3857



**Job Leads and Services prepared by Seneca County  
 For the Week of January 30, 2017**

**For additional information on services visit us at:**

[www.co.seneca.ny.us/wdyb](http://www.co.seneca.ny.us/wdyb)

Ctrl and Click to follow link

Calendar of Events and Workshops – Page 6, 7

**(Includes job leads from Seneca, Ontario, Wayne and Yates Counties)**

[Like us on Facebook](#)

Ctrl and Click to follow link



**del LAGO RESORT • CASINO**

<https://dellagoresort.com>

See page 9 & 10

**Join a Winning Team!**

**VITA** – (Volunteer Income Tax Assistance) Call now to make your income tax appointment! 315-539-1905

**Subsidized hiring opportunities available... Mitigate the risks of adding new talent to your team!**  
**Would you like free training that will lead to a successful CAREER?** See page 2 for more information.

**FLCC CNA Training Program** – for more information see page 11 [CNA](#)

**FINGER LAKES HIRED GRANT!** – Have you been underemployed or unemployed any point in the past eight years? Do you have an interest in Advanced Manufacturing, Computer/Information Technology or Healthcare? Grant Funding is available to Build Your Skills for *On-the-job Training, Work Experience Tryouts and/or Pre-Employment Training* to complete a degree or earn a certification in two years or less. See page 12 for additional information about this [FLHI](#)

**Small Business Development** – First Wednesday of each month by appointment – for more information see page 13 [\(SBDC\)](#)

**TASC (GED)** is the new **High School Equivalency Exam** – earning your high school equivalency is more important than ever. Take the first step – See page 15 [\(TASC\)](#) for more information.

**EXPERIENCE WORKS** – See page 15 [\(EXP\)](#) for more information **AFFORDABLE CARE ACT** – See page 15 [\(AFA\)](#) for more information **YOUTH SERVICES** – See page 15 [\(YTH\)](#) for more information **WORKSHOPS** – See page 14 [\(WKS\)](#) for more information **CNA/HHA** See Page 14 [\(FLH\)](#) for more information

**Job Help at the Seneca Falls Library** - Now offering free Workforce Development and technology skills classes to the public. For more information and to register call (315) 568-8265

**SENECA COUNTY CIVIL SERVICE OPPORTUNITIES:**

Applications for these positions may be obtained from and returned to: The Seneca County Personnel Office, 1 DiPronio Drive, Waterloo, NY 13165 \*Located on the third floor of the office building!

Continuous Recruitment: Account Clerk - Account Clerk Typist – Caseworker – Clerk – Custodian - Senior Typist – Typist – Wastewater Treatment Operator. Data Base Clerk \* - Data Entry Machine Operator\* and - Public Health Nurse\*. (The positions listed with a \* are only offered if there is an opening.)

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**HOT LEADS:**

**Bus Operator Positions – (Waterloo) RTS** – Seneca Public Transportation Starting Salary is \$13.48 per hour. Flexible hours no nights or weekends. Apply online at [myRTS.com](http://myRTS.com) or applications are available in the office at 1 DiPronio Drive Waterloo, NY 13165 Phone Number 315-539-1844

**NOTE: Please contact your Seneca County Workforce Counselor for additional information on the above Job Leads! Ryan DeVay is also available and can be reached at 315.539.1914.**

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**Subsidized hiring opportunities available... Mitigate the risks of adding new talent to your team!**

Seneca County currently has On-the-Job training subsidy funding available for qualified job openings. The On-the-Job training (OJT) program is the most exciting program that we offer our local businesses. With the OJT program we are able to subsidize 50% of a new hires wages while they are being trained up to a \$3000 maximum reimbursement. We work hard to make this process easy and extremely beneficial for the employer.

If you have an interest in the OJT program, have any questions, or need more information about how to proceed please call or email Ryan DeVay (315) 539-1914; [rdevay@co.seneca.ny.us](mailto:rdevay@co.seneca.ny.us). We hope to hear from you soon!!!

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

Seneca County currently has training funds available to those who qualify. Ask to see a list of demand occupations and approved schools. Some of our most popular programs include, Certified Nursing Assistant (CNA), *Commercial Driver's License (CDL), and Advanced Manufacturing. Get started today!*

*If you have excitement about starting a new career, have any questions, or would like to schedule an appointment with a career counselor please call or email Dawn Tam (315) 539-1888; [dtam@co.seneca.ny.us](mailto:dtam@co.seneca.ny.us).*

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**Help Wanted Full Time**

**Assistant Manager – (Waterloo)** Famous Footwear. Demonstrates a passion for exceeding customer expectations. Partners with managers to foster an environment of teamwork. Assists in the individual growth and development of store team members. Can work a flexible schedule. This ad found on Indeed.com for more information or to apply: <https://jobs.caleres.com/job/-/3530/2017987>

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**Assistant Superintendent/Construction Inspector – (Auburn)** LeChase Construction Services LLC. A positive attitude, outgoing, and willingness to work as part of a team. Quick learner, detailed oriented, self-motivated, and ability to follow instructions. Excellent organizational and communications skills. A commitment to safety as part of every tasks. This ad found on Indeed.com for more information or to apply: <https://www.indeed.com/cmp/LeChase-Construction-Services-LLC/jobs/Assistant-Superintendent-Construction-Inspector-b33cb5a6548b0d89>

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**Store Manager – (Waterloo)** Vitamin World. Responsible for all aspects of managing a single retail store; including merchandise, inventory and expense control. Manage all company initiatives by providing solid leadership expertise resulting in exceptional customer experience, overall operational execution and total store results. Lead and execute all company objectives ensuring sales and profitability goals are exceeded. High school diploma or GED required, Associates degree preferred. Minimum of 2 years of retail sales managerial experience. Excellent supervisory and leadership abilities to guide and evaluate all team members. This ad found on Indeed.com for more information or to apply: <https://workforcenow.adp.com/jobs/apply/posting.html?client=VWI&jobId=143011&source=IN>

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**Teaching Aide – (Romulus)** Hillside. During the school day, the student you are assigned to is at the center of everything you do. You are the extra set of eyes and provide the additional support that is needed to help your student be successful during the school day! Provide support and safety of the youth you are assigned to. Assist with behavioral and educational needs throughout the day as needed. Mentor/role-model for our youth within Hillside. This ad found on Indeed.com for more information or to apply: [http://jobview.monster.com/Teaching-Aide-Job-Romulus-NY-US-179696273.aspx?WT.mc\\_n=Indeed\\_US&jvs=uf.in1.gw&from=indeed](http://jobview.monster.com/Teaching-Aide-Job-Romulus-NY-US-179696273.aspx?WT.mc_n=Indeed_US&jvs=uf.in1.gw&from=indeed)

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## **Help Wanted Full Time Cont'd.**

**Marketing Consultant – (Auburn)** Finger Lakes Radio Group. Successfully targeting new customers. Relationship building. Setting appointments with decision makers. Uncovering key marketing challenges through a well-planned needs analysis. Custom campaign development. Closing New Business. Servicing accounts while building value and uncovering additional areas for growth. This ad found on Indeed.com for more information or to apply: <https://www.indeed.com/cmp/Finger-Lakes-Radio-Group/jobs/Marketing-Consultant-404ce57a77e62374>

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**Patient Services Representatives – (Auburn)** PSR's are the first point of contact for patients at a practice, and also have key responsibilities in the coordination of many day-to-day administrative office activities. Reporting to the Office Manager, this position provides general office support with a variety of clerical activities and related tasks. Commitment to continuous development and promoting from within means your career path is limitless. We're on a mission to give America a healthy mouth. PSR's who join an Aspen practice work for a licensed dentist and live that mission every day by supporting the non-clinical needs of your practice's patients and dental professionals. This ad found on Indeed.com for more information or to apply: [https://www.aspendentaljobs.com/jobs/customer-service-support/patient-services-representative\\_34840?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](https://www.aspendentaljobs.com/jobs/customer-service-support/patient-services-representative_34840?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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**Night Assistant – (Ovid)** Arc. Provides awake supervision to participants. Responsible for physical and programmatic operation of the residence and for the advocacy for safety and well being of residents. Assists with morning routines. This ad found on NewYorkJobBank.com for more information or to apply: <https://sencayarc.applicantpro.com/jobs/518531.html>

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**Accountant II – (Geneva)** Geneva General Health. BS in Accounting. Experience using a spreadsheet application to complete complex analytical review. Healthcare experience, Experience with Microsoft Office products including word, excel and power point. This ad found on Indeed.com for more information or to apply: [https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=102110&source=Indeed.com](https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=102110&source=Indeed.com)

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**Automotive Detailer – (Waterloo)** Detailing experience preferred. Excellent work environment and benefits. Must have clean NYS driver's license. Please apply in person at Bill Cram Chevrolet 1913 Rts 5 & 20 in Waterloo.  
**Office Clerk – (Waterloo)** Auto Auction. Responsibilities include telemarketing, reading titles, cashiering & assisting customers. Only those with a positive work ethic, proven work history, valid NYS driver's license and a committed team member need apply. Mail resume to or apply in person at 1826 Route 414 Waterloo, NY 13165 M-F 9am-4pm

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**Building Maintenance – (Geneva)** Worker needed for the Geneva City School District. For application information, call Jen at 315-781-0400 x1002.

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**Store Manager – (Waterloo)** Lane Bryant. Attract, hire, develop and retain top talent. Coach and maximize the abilities of all Associates. Maximize sales potential through timely performance management. Build a team which supports current selling/service model. 3-5 years of specialty retail experience. Prior management or sales management experience required. High school diploma required. This ad found on Indeed.com for more information or to apply: <https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&jobId=79032&PartnerId=25592&SiteId=5173&codes=INT-INDEED>

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**Direct Support Professional – (Auburn)** Cayuga Centers. Provides direct care, consumer-specific programming and supervision to one or more assigned individuals from the DD population. Providing direct support means ensuring the safety and well-being of consumers while supporting the individual's personal needs and recreation and socialization activities to meet the goals and objectives of the Service Plan. The Direct Support Specialist plays a valuable role in establishing and sustaining a consumer and family-driven program focus. This ad found on RegionalHelpWanted.com for more information or to apply: <https://regionalhelpwanted.com/finger-lakes/jobs-direct-support-professional-cayuga-centers-auburn-ny/121417285/>

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**Patient Services Representatives – (Geneva)** Finger Lakes Health Services. you have the important job to collect patients' personal information used by our clinical and support staff to provide the very best of care. You will need to be cool under pressure while accomplishing multiple tasks including checking patients in and out, and answering our phones. This all happens with a smile! High School Diploma or equivalent. Outstanding organizational skills and attention to detail. Strong interpersonal skills and the ability to build relationships with personnel, patients, and community partners. Proven ability to handle confidential information with discretion. This ad found on RegionalHelpWanted.com for more information or to apply: <https://regionalhelpwanted.com/finger-lakes/jobs-front-desk-patient-service-representative-finger-lakes-community-health-geneva-ny/121606822/>

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**Printer and Copier Technician – (Geneva)** CTG. Possesses skills and competencies to deliver basic contracted customer requirements (includes: copying, faxing, printing and scanning functions) Tasks and activities are defined and routine Download and install printer drivers on equipment Perform printer mapping to PC Escalate printer network issues as appropriate Perform configuration of devices (Enter IP address, scanning templates, User access levels, Scan to File/Email, etc.). This ad found on Indeed.com for more information or to apply: <https://ctg.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=17200487&src=JB-10044>

## Help Wanted – Part Time

**Dishwasher – (Auburn)** Chili's. Washing dishes, glassware, flatware, pots and pans using dishwasher. Operating dish machines to company and manufacturer specifications. Using proper measurements of detergent and sanitizer in the dish machine. Following our safety and sanitation policy at all times. This ad found on Indeed.com for more information or to apply:

[https://brinker.taleo.net/careersection/brinker\\_hourly/jobdetail.ftl?lang=en&job=0032XL&src=JB-10020](https://brinker.taleo.net/careersection/brinker_hourly/jobdetail.ftl?lang=en&job=0032XL&src=JB-10020)

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**Dishwasher – (Seneca Falls)** Deerhead. The Dishwasher ensures a proper supply of clean dishware, utensils, and glassware for the dining room and cleans all cooking utensils, pots, and pans for the kitchen staff. The ideal candidate for this position has a high school diploma or high school equivalency diploma (unless still in school) and previous experience is preferred. He or she must be committed to the customers, reliable to his or her co-workers, and be a self-motivated, organized, and detailed individual. This ad found on Indeed.com for more information or to apply:

<https://deerheadlakeside.wyckwyre.com/UI/Views/Applicant/VirtualStepPositionDetails.aspx?enc=wtFZ9qig/YUI4va6L0iTet0KzrFtX9tcW/moOwzKwa7vqcaIi8FIIdhuzdOXbwm2df47hLeL2ky/Y5qR/Uz+EdS76FLfsGJWuHbWwy30yvyMS0JWN9Ht2ILm8V4JVS/IF37doc3+t4GdIIOU9uS9SOw==&tzi=Eastern%20Standard%20Time>

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**Assistant Site Leader – (Geneva)** Responsibilities include site clean-up, light maintenance, and assisting customers when needed on site. Basic tool knowledge for some repairs are a plus! 10-15 hours a week. This ad found on Craigslist for more information or to apply: <https://fingerlakes.craigslist.org/lab/5977553168.html>

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**Office Clerk – (Waterloo)** For evenings and Saturdays 8am-4pm. Experience preferred but willing to train the right person. Please stop in and fill out an application at 1913 Rtes. 5 & 20 in Waterloo.

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**Key Carrier – (Waterloo)** Champion. Sales Performance – Achieve store sales objectives supported by monthly promotional activities, sales training, and bra fits service. Customer Service – Provide customers with outstanding service by training all employees on proper service techniques. Store Operations - Supervise store personnel in all phases of store activities to ensure proper store operation. Assume responsibilities for budget control, shrink, overall operation and merchandise presentation within the store. Responsible for taking annual physical inventory. This ad found on Indeed.com for more information or to apply:

<https://retailjobs-hanesbrands.icims.com/jobs/5853/key-carrier-champion---waterloo-seneca-falls-ny/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=930&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

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**Dishwasher – (Geneva)** Ponderosa. Works as a team with others to ensure clean and sanitized dishes for guests. Unloads dirty dishes from bus pans and places in racks. Follows all procedures for ware washing. Operates dish machine safely to clean and sanitize dishes and utensils. Checks all dishes for cleanliness. This ad found on Indeed.com for more information or to apply:

[https://secure.jobappnetwork.com/apply/c\\_induspon/1\\_en/Dishwasher--Ponderosa-Steakhouse-job-Geneva-NY-US-1436824.html?src=indeed&dt=0117#s](https://secure.jobappnetwork.com/apply/c_induspon/1_en/Dishwasher--Ponderosa-Steakhouse-job-Geneva-NY-US-1436824.html?src=indeed&dt=0117#s)

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**Play Facilitator – (Auburn)** Play Space. Maintains cleanliness and maintenance of the Play Space during business hours, as well as performing heavier cleaning duties while closed to the public. Welcomes and engages all clients, as well as registering and orienting new families, serving as an ambassador to all. 2 year degree in early childhood education or related field. Experience working with young children (birth to 4 years) and families. This ad found on Indeed.com for more information or to apply:

[https://www.indeed.com/cmp/Play-Space/jobs/Play-Facilitator-b16007f72f2cddf5?sdu=QwrRXKrQz3CNX5W-09jEvYXoNRfXJCbQmqRhk4z\\_BQd2JolMA8TCKhi\\_pBoKhGh0-L4Z0namq9LOs6j8LIHTg](https://www.indeed.com/cmp/Play-Space/jobs/Play-Facilitator-b16007f72f2cddf5?sdu=QwrRXKrQz3CNX5W-09jEvYXoNRfXJCbQmqRhk4z_BQd2JolMA8TCKhi_pBoKhGh0-L4Z0namq9LOs6j8LIHTg)

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**Maintenance Technician – (Waterloo)** Holiday Inn. Regular inspection of all electrical, mechanical and other equipment of the facility. Detect any defects and malfunctions, immediately repairing, and refurbishing the same. Coordinate with other departments for feedback on the functionality of machinery and equipment. Report all defects and damages to the General Manager or if applicable the Maintenance Manager. Two years previous experience preferred. Must have extensive knowledge of electrical and plumbing systems, as well as carpentry experience. Knowledge of safety requirements is also a must. Excellent customer service skills. This ad found on Indeed.com for more information or to apply: <https://www.indeed.com/cmp/Charter-One-Hotel-and-Resorts/jobs/Maintenance-Technician-3d3ed67c4136ba91>

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**Shuttle Driver – (Seneca Falls)** Hampton Inn. Looking for a responsible and fun person to shuttle our guests to various locations. This person must have excellent communications skills. The hours will consist of mostly nights and weekends. There will be some hotel work required with this when you are not transporting guests. This ad found on Indeed.com for more information or to apply:

<https://www.indeed.com/cmp/Hampton-Inn-by-Hilton-Seneca-Falls,-NY/jobs/Shuttle-Driver-6f4af8a06b6aa931>

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**Sales Representative – (Auburn)** Bluegreen Vacations. Outgoing personalities who are financially motivated to engage our customers while promoting our expansive collection of resorts and discount vacation packages at the Outdoor Traveler inside the Auburn, NY Bass Pro Shops. Join our team and begin your sales legacy! This ad found on Indeed.com for more information or to apply: <https://www.indeed.com/cmp/Bluegreen-Vacations/jobs/Sales-Representative-6cb88e6aa3942ed0>

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## **Help Wanted Part Time Cont'd.**

**Teller – (Auburn)** Key Bank. The Teller reports to the Branch Manager or to the Operations Leader (Teller Float) and is the initial contact for clients. The Teller is a critical position within the branch and an important member of the branch team. The Teller assists new and existing clients of the Bank with account transactions and uncovers sales opportunities. In addition, he/she acts as a resource in identifying and resolving client servicing issues. **REQUIRED QUALIFICATIONS:** Teller - High School Diploma, GED or equivalent business experience. - Customer service experience. - Excellent communication and interpersonal skills. This ad found on Indeed.com for more information or to apply: <http://careers.key.com/job/Part-Time-Teller-%2820-hours%29---Auburn/J3J76474837NBCHSFYF>

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## **Health Care Positions**

**Personal Care Aides! Apply Today! We offer FREE CERTIFICATION!! (Seneca Falls/Waterloo/Ovid/Interlaken/Romulus)** New Beginnings Home Care is hiring certified Personal Care Aides, Home Health Aides, and Certified Nurse Aides (PCAs, HHAs, CNAs) for all shifts in various locations. **NOT CERTIFIED?? ASK ABOUT OUR FREE CERTIFICATION CLASSES!!** We are seeking dependable, caring, and trustworthy individuals to provide personal care, light-housekeeping, companionship, and transportation services to those in needs. **\*\*Now hiring for all shifts in various locations! Contact us today if you have any questions! 315-255-3390 x 319 or x 316.**

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**HHA TRAINING CLASSES - NOV/DEC Classes - WAYNE COUNTY LOCATION** – Life Time Care: Description Lifetime Care is pleased to announce our NOVEMBER AND DECEMBER Home Health Aide Training Program Dates for our Newark Location. Classes are tuition-free and held in our Newark office located at 800 West Miller Street (Wegmans Plaza). Home Health Aides are needed in Wayne/Seneca/Ontario/YATES/SCHUYLER Counties, with a special need for coverage in South Seneca, Yates and Schuyler Counties. Future Dates of Newark's Classes are: •DECEMBER 5-22. **NOTE:** Must be available to attend one of the classes as outlined above from 8:15AM to 4:15PM and an OFFSITE Clinical Practice Training starting at 7:30AM. This ad found on the NYS Job Board, for more information or to apply:

[https://re12.ultipro.com/EXC1006c/JobBoard/JobDetails.aspx?\\_ID=\\*25FDC7E6790AD48D#16-1146](https://re12.ultipro.com/EXC1006c/JobBoard/JobDetails.aspx?_ID=*25FDC7E6790AD48D#16-1146)

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**Certified HHA's & PCA's (Waterloo)** Apply today for a rewarding career where you make a difference in the lives of those you care for! Certified HHA's & PCA's are needed in Seneca Falls, Waterloo, Geneva and Surrounding Areas. All shifts available. Flexible schedules. Excellent pay. Must have certification and reliable transportation. Call 315-252-3441 ext. 104 or email resume to [carrie.lewis@stafkings.com](mailto:carrie.lewis@stafkings.com) for immediate consideration! [www.stafkingshealthcare.com](http://www.stafkingshealthcare.com)

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**RN Clinical Supervisor/Leader – (Geneva)** The Clinical Leader is a strong NURSE LEADER who serves as a resource for problem solving, clinical expertise, coaching/mentoring of staff members, and general Patient flow under the direct supervision of the Director of Nursing. Current NYS License to practice as a Registered Professional Nurse. ACLS certification or complete within 3 months of hire. PALS and Neonatal resuscitation or equivalent training is recommended after 1 year. BSN Preferred. This ad found on RegionalHelpWanted.com for more information or to apply: <https://regionalhelpwanted.com/finger-lakes/jobs-rn-clinical-supervisorleader-finger-lakes-health-geneva-ny/121625910/>

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**Orthopedic Joint Center RN – (Geneva)** Demonstrated ability to handle confidential information with discretion and ability to deal with the people in a professional and courteous manner. Ability to meet deadlines, manage multiple priorities and enhance the spirit of teamwork through effective role modeling. Excellent interpersonal, communication and organization skills. Current NYS RN License; Certified in Basic Life Support. 2 years Med-Surg. Nursing. This ad found on RegionalHelpWanted.com for more information or to apply: <https://regionalhelpwanted.com/finger-lakes/jobs-joint-center-rn-finger-lakes-health-geneva-ny/121635418/>

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**Nursing Assistant ICU – (Geneva)** Certified in BLS or attainment within six months of employment. Demonstrated ability to handle confidential information with discretion and ability to deal with the public in a professional and courteous manner. Ability to meet deadlines, manage multiple priorities and enhance the spirit of teamwork through effective role modeling. This ad found on NewYorkJobBank.com for more information or to apply: [https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=102111#102111](https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=102111#102111)

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**SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS  
JANUARY 2017**

| MONDAY   | TUESDAY   | WEDNESDAY  | THURSDAY  | FRIDAY  |
|--|---|--|---|---|
| <b>2</b><br><b>CLOSED</b><br> | <b>3</b>  | <b>4</b><br><b>Small Business Development</b><br>9:00 – 4:00 PM<br><b>TASC (GED)</b><br>9:00 – Noon<br><b>Build Your Skills</b>    | <b>5</b>  | <b>6</b><br><b>TASC (GED)</b><br>9:00 - Noon  |
| <b>9</b><br><b>Resume Session</b><br>9:15 – 10:45 AM   | <b>10</b><br><b>Transferable Skills</b><br>2:15 – 4:00 PM | <b>11</b><br><b>TASC (GED)</b><br>9:00 – Noon<br><b>Build Your Skills</b><br>2:00-3:30 PM  | <b>12</b><br><b>Fatherhood</b><br>5:30 – 7:00 PM  | <b>13</b><br><b>TASC (GED)</b><br>9:00 - Noon   |
| <b>16</b><br><b>CLOSED</b><br>  | <b>17</b>   | <b>18</b><br><b>Motherhood</b><br>11:00 – 12:30 PM<br><b>TASC (GED)</b><br>9:00 – Noon<br><b>Build Your Skills</b><br>2:00-3:30 PM | <b>19</b><br><b>WorkKeys</b><br>8:30- 12:30 PM<br><b>Fatherhood</b><br>5:30 – 7:00 PM       | <b>20</b><br><b>Interviewing Techniques</b><br>1:15 – 2:45 PM<br><b>TASC (GED)</b><br>9:00 - Noon |
| <b>23</b>  | <b>24</b><br><b>Transferable Skills</b><br>2:15 – 4:00 PM | <b>25</b><br><b>Motherhood</b><br>11:00 – 12:30 PM<br><b>TASC (GED)</b><br>9:00 – Noon<br><b>Build Your Skills</b><br>2:00-3:30 PM | <b>26</b><br><b>Mock Interview</b><br>9 – 10 - 11 AM<br><b>Fatherhood</b><br>5:30 – 7:00 PM | <b>27</b><br><b>TASC (GED)</b><br>9:00 - Noon   |
| <b>30</b>  | <b>31</b>   |  |   |   |

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



**Healthcare Enrollment Information:**  
**NY State of Health Navigator:**  
**Lacy Paige**  
 By Appointment Only - Call 1-800-346-2211  
**Fidelis Care: Julie Moran**  
 Tuesdays, 9–1 p.m. (315) 264-9902  
**United Health Care: Nikki Sember**  
 Mondays from 8:30–11 a.m.  
 (315) 651-9805

Course descriptions and additional information on the reverse side

**SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS  
FEBRUARY 2017**

| MONDAY | TUESDAY                                      | WEDNESDAY   | THURSDAY   | FRIDAY  |
|--------|--|---|--|---|
| 6      | 7<br>Build You Skills<br>1 - 2:30 PM         | 8<br>TASC (GED)<br>9 - Noon<br>Motherhood<br>11-12:30 PM    | 9<br>Fatherhood<br>5:30 -7 PM  | 10<br>TASC (GED)<br>9 - Noon  |
| 13     | 14<br>Transferrable Skills<br>2:15 - 3:45 PM | 15<br>TASC (GED)<br>9 - Noon<br>Motherhood<br>11 - 12:30 PM | 16<br>Build You Skills<br>1:15 - 2:30 PM<br>WorkKeys<br>8 - 1 PM<br>Fatherhood<br>5:30 -7 PM | 17<br>TASC (GED)<br>9 - Noon<br>Interviewing Techniques<br>1:15 - 2:45 PM |
| 20     | 21<br>Build You Skills<br>1 - 2:30 PM        | 22<br>TASC (GED)<br>9 - Noon<br>Motherhood<br>11 - 12:30 PM | 23<br>Mock Interview<br>9 - 10 - 11 AM<br>Resume<br>9-11 AM<br>Fatherhood<br>5:30 - 7 PM     | 24<br>TASC (GED)<br>9 - Noon  |
| 27     | 28<br>Transferrable Skills<br>2:15 - 3:45 PM |   |  |   |



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(Please call ahead to register for training sessions)



**Healthcare Enrollment Information:**  
**NYS Health Navigator: Lacy Paige**  
By Appointment: 1 (800) 346-2211  
**Fidelis Care: Julie Moran**  
Tuesdays, 9-1 PM; (315) 264-9902  
**United Health Care: Nikki Sember**  
Mondays, 8:30-11 AM; (315) 651-9805

Course descriptions and additional information on the reverse side

## SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS

### WORKSHOPS:

#### Build Your Skills

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

#### Interviewing Techniques

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

#### Mock Interview

Do you suspect you could improve your interviewing if a career counselor could watch you interview for a job? Let us offer suggestions for improvement as you watch your recorded mock interview. To schedule a one-on-one session where we will help you see how employers see you, call us. We'll ask you to provide in advance a job posting and a targeted resume.

#### Resume Session

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

#### Transferable Skills

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

#### WorkKeys

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

#### Individual Appointment with a Career Counselor

Spend 30 minutes with a career counselor for assistance with career exploration, job search, (on-line applications, awkward application questions, resume, LinkedIn and other online resources, through interview questions), career advancement ideas. Learn how and where you can continue the process.

### HEALTHCARE: NY STATE OF HEALTH AFFORDABLE CARE ACT

#### Fidelis Care Outreach

Meet with a representative of Fidelis Care to learn about their options for Child Health Plus, Medicaid Managed Care, and their products offered through the NYS Health Plan Marketplace. Call ahead so we can notify you in case of schedule changes

**\$2AY NYS of Health** - Need help with health insurance? Do you have questions about the Affordable Care Act? Have a question about accessing health care, or prescriptions? Just ask (100% free of cost)! My name is Lacy Paige, I am a Certified Navigator for the New York State of Health and would be happy to review your options with you! I will help guide you through the application process. I assist Seneca County residents. Feel free to call 315-539-1848 with any questions you have. If you would like an appointment to meet with me call 1-800-346-2211.

#### United Healthcare Outreach

Meet with a representative of United Healthcare for you Insurance Health options and needs.

#### Small Business Development Center Appointments

Starting, running, or expanding a Seneca County business? Call in advance to set up an appointment with a NYS certified business advisor (*that's how they spell it*) to discuss your idea.

# WHERE WORK & FUN GO HAND IN HAND

## WHY WORK AT DEL LAGO RESORT & CASINO?



non-smoking  
casino



non-tribal,  
locally owned



1,800 jobs  
available



85  
table games



2,000  
slot machines

We are a non-smoking, non-tribal casino dedicated to creating a great experience for guests and team members alike. We want you to WANT to come to work, and feel PROUD to tell your family and friends that you are a del Lago team member!



### WHAT'S IN IT FOR YOU?

A lucrative career that will take you just about anywhere in the country!



### WHAT'S IN IT FOR YOUR FAMILY?

Your full time position comes with affordable benefits, paid time off, a 401k plan with a company match and more!



### WHAT'S IN IT FOR YOUR COMMUNITY?

del Lago Resort & Casino will partner with local businesses and vendors to play a positive role in the economic growth of the region.

## KICKSTART YOUR CAREER TODAY Now accepting applications for table game dealers!

Apply online at [delLagoResort.com](http://delLagoResort.com)



del **LAGO**  
RESORT • CASINO

del Lago Resort & Casino is an equal opportunity employer.

## *del* LAGO RESORT & CASINO

### HAVE YOU CONSIDERED A CAREER IN THE CASINO BUSINESS?

Previous casino-industry experience is not required, but a friendly, positive attitude is a must!  
Del Lago will provide all the training you'll need to succeed in your job and grow in your career.  
(Must be 18 years or older to apply)

#### Actively Recruiting for:

Accounting/Finance, Environmental Services, Food/Beverage,  
Human Resources, Information Technology, Maintenance, Marketing, Security,  
Slot Operations, Spa, Table Games and Table Games/Poker

Apply online at [delLagoResort.com](http://delLagoResort.com)

(Click on "Careers"; then "Career Portal")

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#### Recruitment

Current thru Fri, 2/10/17

- del Lago *Employment Center*, Generations Bank, 20 East Bayard St, Seneca Falls, NY  
(Monday – Friday, 9 a.m. to 6 p.m. & Saturday 9 a.m. to 3 p.m.)

Effective Mon, 2/13/17

- The del Lago *Employment Center*, will be located at the del Lago site.
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#### DEALER SCHOOL

- Start Date: Pending; recent sessions, 6 to 10 weeks, Mon-Fri, 5 days each week, 4 hours each day
- Three sessions: 8-12 noon or 1-5 pm or 6-10 pm

del Lago will train you at NO COST.

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Misc.

- The \$440 million del Lago Resort & Casino is scheduled to open on Wednesday, February 1, 2017; the Hotel & Spa is scheduled to open Summer of 2017; Locally owned; non-smoking;  
Total Jobs – 1800
- Location: Adjacent Exit 41 (I-90/Waterloo/Clyde exit), Tyre, NY (You can see the casino from the NY Thruway.)
- Commute: A very relaxed daily commute from anywhere in the region including Rochester, Syracuse, Ithaca & their surrounding communities.
- Competitive salary, affordable benefits and much more!

Revision: 1/30/17



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

***Is this training program for you?*** 🤔

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

**CLASS REQUIREMENTS –CNA's must be:**

- ✦ 18 years old
- ✦ 9<sup>th</sup> grade reading level
- ✦ In good health, state-regulated tests for MMR and PPD are required
- ✦ Dependable, patient, tactful, and have a desire to help people.
- ✦ Be able to communicate well and have positive relationships with individuals.

*Class participants wear: Name tags and scrubs. One set is included along with all books and written materials.*

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

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

***Class Starts: February 13 at DeMay Living Center  
Newark, NY***

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

***Contact Workforce about funding for this program:  
315-539-1888 or email: [dtam@co.seneca.ny.us](mailto:dtam@co.seneca.ny.us)***

Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.



## Let Finger Lakes Hired help you get back into the workforce today!!

- Have you been out of work for 6 months or more since 2008?
- Are you back to work, but underemployed?
- Are you interested in working in Advanced Manufacturing, Healthcare, or Computer / Information Technology?
- Are you interested in On-the-Job Training opportunities?



**Contact your local Education & Employment Specialist to get started**

**Jeffrey J. Weise: 315-789-1771 ex.106 or by email [jweise@rochesterworks.org](mailto:jweise@rochesterworks.org)**

*Finger Lakes Hired is made possible by a \$5.2 Million US Department of Labor Ready to Work Grant. This initiative is fully funded by federal money. Finger Lakes Hired is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.*



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

*Offered by*

**The New York Small Business Development Center**

**The 1st Wednesday of the month**

**Appointments Available from**

**9:00 a.m. – 4:30 p.m.**

**(Please allow 1 hour for first time appointments)**

*Located at:*

**Seneca County Workforce Development**

**& Youth Bureau**

**1 DiPronio Drive, Waterloo, NY**

Thinking about starting or expanding your business?

Are you already in the planning stages? The SBDC can help! Get answers to your questions about legalities, business plans, financing, marketing and the realities of being a business owner. The SBDC can maneuver you around the obstacles of success.

Make an appointment by calling **315-539-1905** or by emailing [workforcedev@co.seneca.ny.us](mailto:workforcedev@co.seneca.ny.us)

*In partnership:*



## **TRAINING:**

Currently unemployed? Are you Looking for a Career in Healthcare? We can Help! We are offering you the opportunity to become a certified professional by taking classes, getting on the job training at a local health facility, and joining a dynamic compassionate team! Working as a Certified Nursing Assistant (**CNA**) is a good way to start a career in the health care field. Nursing assistants work under the supervision of nurses and assist in patient care, while learning medical practices that will help them advance. They are in demand because hospitals, health care facilities, and clinics have a significant need for them! As a **CNA** you will:

- \* Jumpstart your career in the healthcare industry
- \* Have job security in an ever changing economy
- \* Work in a wide range of healthcare facilities
- \* Take advantage of a flexible schedule
- \* Benefit from steady employment
- \* Taking on a rewarding and respected career

Full tuition assistance is available through the Finger Lakes Works Career Centers via grant or other funding sources. You learn, we pay. Please inquire. Contact our office at (315)539-1905 for more information.

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**Finger Lakes Health C.N.A. and C.N.A. TRAINING PROGRAM career opportunities.** Our Certified Nursing Assistants are an integral part of our Long Term Care team. We currently have full-time and part-time positions available at our Geneva, Waterloo, and Penn Yan locations. Candidates are required to work at Finger Lakes Health upon certification. We invite you to join our highly qualified, compassionate staff. Finger Lakes Health offers a competitive salary and comprehensive benefits package. If you are interested in being considered for employment with Finger Lakes Health, please apply online at: [www.FLHealth.org](http://www.FLHealth.org) EOE

## **WORKSHOPS:**

**“Prove-It!” Online assessments:** Finger Lakes Works can set you up with a Prove-It! E-Learning account free of charge for a limited time. Some exam topics that may be of interest include: Basic CNC Machine Operations, Accounts Payable/Receivable, Medical Terminology, Loan Processing, Adobe Photoshop, QuickBooks, and Bank Teller Skills. If you already have a skill and would like to earn a certificate to back up your knowledge the Prove-It! E-Learning program is perfect for you. Prove-It! can be completed anyplace with a computer and a high speed internet connection. To sign up for your free 90 day subscription simply stop in and register with the Finger Lakes Works One Stop in Waterloo, NY.

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**Microsoft Office Tutorials** for all of the new 2010 Programs in the Microsoft Office Suite. Beginner, Intermediate, and Advanced courses in Word, Excel, Access, PowerPoint, and Outlook are available. Please feel free to stop in Monday through Friday between the hours of 8:00 am-5:00 pm to utilize these great tutorials and learn how to use these programs or simply brush up on your skills. The tutorials are available to the public on 3 computers in the Opportunity Center and can be utilized at any time during normal business hours. No appointment is necessary (but is recommended) to reserve your spot ahead of time. Simply call our office and we would be happy to do so for you. These programs are widely used in the business world today and would be a great skill to add to any resume. For more information please contact the office at 315.539.1905.

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**Transferable Skills Workshop:** The Transferable Skills Workshop is a training tool for our customers to help you understand your strengths so you are able to apply them to your job search and educational opportunities. Our staff will be able to better assist you with your job search and job matching after the discovery of your transferrable skills! Our goal is to help you realize career and educational opportunities you never realized existed for yourself in the past and to help you feel more confident in your future endeavors! Limited space is available call for further information. 315.539.1905.

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**WorkKeys 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.

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**Metrix E-Learning:** Available free of charge for a very limited time! Courses available include: Microsoft Excel, Outlook, Word, Accounting principles, Quickbooks & much more Courses can be taken from any computer with a high speed internet connection. Just ask to speak to a career counselor in the Workforce Development Office about signing up.

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**Career Readiness Credential:** The CRC is based on established WorkKeys assessments, a nationally recognized system. To earn a CRC, individuals undergo testing related to reading, applied math, and locating information through the WorkKeys skills assessment system. The credential confirms a person’s competence in these skill areas and provides documentation to an employer in today’s workforce. Finger Lakes Workforce customers can obtain a Career Readiness Credential by taking the three WorkKeys assessments. Contact a Finger Lakes Workforce One Stop Center Representative or call 315-539-1905 for more information.

**YOUTH SERVICES: for 16-24 year olds who are out of school**

**Youth Employment Program:** In this program we emphasize real-world labor expectations. The Workforce Youth Program provides opportunities for career exploration, financial & literacy training, academic improvement, paid work experience and social growth. For more information call 315-539-1905 and ask for Deborah McGrimley

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**JOB CORPS** is a **free** education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible young people at least 16 years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life. Please contact Reg Walton at 585-454-5130 for an appointment.

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**EXPERIENCE WORKS** - 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. For more information visit our website at [www.experienceworks.org](http://www.experienceworks.org) or contact us at 1-877-314-3387.

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**AFFORDABLE CARE ACT** - Need help with health insurance? Do you have questions about the Affordable Care Act? Have a question about accessing health care, or prescriptions? Just ask (100% free of cost)! My name is Lacy Paige, I am a Certified Navigator for the New York State of Health and would be happy to review your options with you! I will help guide you through the application process. I assist Seneca County residents, but the S2AY Rural Health Network also has Navigators in Steuben, Yates, Tioga, Schuyler, Wayne, Livingston, Chemung, and Ontario Counties. Feel free to call 315-539-1848 with any questions you have. If you would like an appointment to meet with me call 1-800-346-2211. Don't wait, get in touch with me today!!

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**TASC** is the New High School Equivalency Exam; **EDP** (External Diploma Program) is a nationally recognized alternate way for adults to earn a NY state-issued HS Diploma. **The TASC and EDP programs are FREE, self-paced, flexible (scheduling) and most important ... individualized. Take the first step toward a better future.** Please contact instructor Ruth Brewer at (315) 573-0893 for additional information. Both Programs are offered at Seneca County Workforce Development and Youth Bureau (315) 539-1905.