ONTARIO COUNTY
FINGER LAKES WORKS
DEPT. OF WORKFORCE DEVELOPMENT
JOB LEADS: December 2nd, 2019
Web Site: http://www.co.ontario.ny.us/workforce

*Quote of the week*: “A winner is someone who gets up one more time than he is knocked down.” – Author Unknown

**Veterans Priority of Service** - We are proud to offer **Priority of Service** to veterans and their eligible spouses; for more details please visit: https://labor.ny.gov/formsdocs/factsheets/pdfs/p652.pdf

**Ontario ARC’s** wide range of programs and services offers a variety of available positions, many of which provide the potential for a rewarding career in a compassionate, innovative working environment. Accepting applications for: Barista (part time); Custodial Crew Chief; Custodian; Direct Support Professionals (Day Programs & Residential); Driver; Employment Advisor; Groomer; Program Supervisor; Recreation Assistant and more. To view jobs and to apply online at: http://ontarioarc.applicantpro.com/jobs

**Account Clerk-Typist, 12 Months**: Phelps-Clifton Springs Central School, Clifton Springs. Pay based on negotiated contract. Candidate will utilize software programs, (ex. SchoolTool and Frontline) to enter and extract data, compile data in Excel and prepares reports, prepare routine correspondence, complete filing, and maintain office organization. **Qualifications**: High School Diploma or GED. Must be civil service eligible. Excellent customer service skills. Good team player. Extensive knowledge of Microsoft Word & Excel. Two years clerical experience. **To apply**: Interested applicants for this position are asked to apply on line by December 13, 2019 at http://phelpscliftonsprings.recruitfront.com/JobOpportunities

**Bristol Mountain**: We’re now hiring for the 2019-2020 Season! Numerous positions are available for those who want to work at a local ski resort. Positions that are currently available include: Snowsports School, Demo & Cross-Country Center, Guest Services, Lift Attendant, Rental Shop, Retail Store, Snowmaker, Ticket Sales, and Tuning Center. Review full list of qualifications for each position at
https://www.bristolmountain.com/employment. Applications can be completed online or in person at the Administrative Office M-F from 8:30am – 3:30pm at Bristol Mountain, 5662 Route 64 Canandaigua, NY 14424.

**Cashier:** Part time openings at Canandaigua Wegmans. Duties: Engage customers in friendly conversation while making eye contact and smiling. Proactively offer additional assistance or services and thank the customer for shopping at Wegmans. Properly bag items to ensure products arrive at their destination in the condition they left the store. Experience operating a cash register; Customer service experience, preferably in a food service, grocery or retail setting. Apply online: [https://jobs.wegmans.com/](https://jobs.wegmans.com/)

**Child Care Registrar and Enrollment staff:** Child & Family Resources. Full-Time, 37.5 hrs/week. Perform duties related to supporting and monitoring registered and enrolled child care programs including processing and submission of paperwork, site inspections, complaint inspections, technical assistance supporting quality care and data entry. Maintain state required tracking and documentation requirements. Work includes travel to programs in Ontario, Seneca and Yates Counties. Requires attention to detail, organization, excellent communication skills, problem solving skills and strong computer skills. Full time, flexible hours, some evenings required, reliable transportation a must. **Qualifications:** Minimum of AAS in early childhood education or related field. Experience in early childhood setting a plus. **To apply:** email or mail resume and cover letter to Julie.champion@cfresources.org or send to my attention at 263 Lake Street, Penn Yan, NY 14527

**Custodial Crew Chief:** Ontario ARC, Canandaigua. Carries out the provision of various custodial contracts and instructs and supervises assigned Custodians. Provides coaching, instruction and quality checks for the crews’ contract work. Assists in safe transportation of Custodians, equipment and supplies to and from the various job sites as required. **STARTING RATE:** $12.15- $14.03 per hour (in house people may be eligible for an increase over their current rate, depending on their current grade.) Many health and employment benefits available. **Qualifications:** Over two years relevant work experience with knowledge of custodial operations and experience in supervision of others. Valid NYS Driver’s license, no moving violations for twelve (12) months prior to hire. Must pass Ontario County background check. Secures agency driver status and completes Visions (orientation sessions), CPR and First Aid training within 3 months of hire. **To apply:** [http://ontarioarc.applicantpro.com/internaljobs](http://ontarioarc.applicantpro.com/internaljobs). Apply in WRITING (cover letter and resume or updated application). Submit letter of interest with current application/resume to Micky Reed by noon on November 20, 1019.

**Customer Service:** Wegmans, Canandaigua. Wegmans is now hiring Customer Service Associates for numerous departments in Canandaigua. Must be available to work varying shifts, which may include evenings, weekends and holidays. **To apply:** [https://jobs.wegmans.com/](https://jobs.wegmans.com/)

**Delivery Driver:** Immediate need. Deliver FedEx packages, all envelopes and small boxes. Full time and part time hours available: 7am-completion of route/5pm. Just Saturday and possibly Sunday shifts available as well. Clean, NYS driver’s license required, no CDL. Will need to report to Farmington office at the start of each
Individuals without professional delivery experience are encouraged to apply. Individuals laid off from seasonal positions are wanted, stay busy through the winter! Call Mike, 585-738-2433 or email mpdeliveries@yahoo.com

**Director of Children with Special Needs:** Public Health Department, Ontario County. Job Posting #: 19-0-035. The work involves the administration of programs within the Community Public Health Department which provides financial assistance for medical and educational services to children with special needs. Serves as the appointed Early Intervention Official for the County. The incumbent is responsible for directing the review of referrals from a variety of sources, to determine eligibility for assistance, and reimbursement qualifications. **Qualifications:** 1-Licensed and currently registered to practice as a physician, nurse practitioner, physician assistant, registered professional nurse, physical therapist, occupational therapist, or clinical or master social worker, or a closely related field, in New York State AND possession of a current New York State certification and maintenance of such license throughout the tenure of employment AND one (1) year full-time paid experience, or its part-time equivalent, in early childhood or special education OR providing program administration in a health or human services organization; OR 2-Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree in a health or human service field, or closely related AND one (1) year full-time paid experience, or its part-time equivalent, in early childhood or special education OR providing program administration in a health or human services organization; OR 3-Graduation from a regionally accredited or New York State registered college or university with an Associate’s Degree in a health or human services field, or closely related, AND three (3) years of full-time paid experience, or its part-time equivalent, providing program administration in a health or human services organization. 4- An equivalent combination of education and experience as defined by (1), (2) and (3) above. Special requirement: Possession of a valid New York State Operator’s license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position. **To apply:** Visit www.co.ontario.ny.us/humanresources or the Department of Human Resources to receive additional information and for the Application for Employment or Examination. Completed applications can be delivery personally or mailed to the address above. Include the Job Title and Job Posting Number on the application. Last filing date: 12/2/19.

**Driver Helpers:** UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking. As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of package. Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday. Workdays can vary (Monday - Friday) or (Tuesday - Saturday) depending on the building needs. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period. Apply online at: https://www.jobs-ups.com
Employment Counselor (Hourly): Department of Labor, Geneva. As an Employment Counselor, you would provide complete employment counseling services to applicants in need of special assistance in determining and realizing their occupational potentials. Employment Counselors provide vocational counseling and career development information to individuals looking for employment. They use interview techniques and testing devices to assess the individual’s vocational needs and capabilities as well as help them understand and resolve their problems to obtaining employment.

Qualifications: A master's or higher degree* in career development, counseling, education, psychology, or social work AND one year of full-time qualifying employment counseling experience** as described below. Experience must include ALL of the following aspects of employment counseling: 1. establishment of a one-to-one employment counseling relationship, including gathering customer information and relating it to the labor market; AND 2. the selection and utilization of career assessments or standardized testing instruments; AND 3. the development and implementation of employment plans. To apply: To be considered for this position, interested applicants e-mail a cover letter and resume in Microsoft Word or PDF format to labor.sm.personnel.jva@labor.ny.gov. Please include the title, location and vacancy ID #75257 you are applying for in the subject line of your e-mail.

Employment & Training Assistant: Seneca County Personnel Office - Civil Service Opportunity Salary: $15.88/Hour. https://newyork.usnlx.com/ (NY State Job Bank) - NY1320276 Typical Work Activities: (Illustrative Only): Assists in the development of realistic jobs and/or training opportunities for agency clients. Reviews client applications and makes eligibility determinations. Assists in matching job-ready participants with positions available in the public or private sector; etc. Residency: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Minimum Qualifications: A. Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university; or B. Two (2) years of experience in job development, personnel counseling, or placement in an Employment and Training, community action, or similar agency dealing with the employment and training or economically disadvantaged minority, handicapped, or low-income persons. C. An equivalent combination of training and experience as defined by the limits of (a) and (b). For more information and to apply: Please go to http://seneca-portal.mycivilservice.com/ AND/OR SENECA COUNTY PERSONNEL DEPT, 1 DiPronio Drive, Waterloo, NY 13165 (315) 539-1710. APPLICATION DEADLINE: November 30, 2019 OR UNTIL POSITION IS FILLED

Environmental Services Aide: Part time, day hours. Able to work a day shift including rotating weekends and holidays. Performs a variety of cleaning task in all areas to maintain a sanitary, pleasant, and safe environment for patients, residents, visitors, and associates. Prefer high school diploma or GED. Apply online: https://www.thompsonhealth.com/Careers/Employment-Opportunities

Family Education and Group Facilitator: Child & Family Resources. Energetic and strengths-based advocate of individual family strengths needed! Mentoring and coaching skills a must to conduct specialized parenting activities, programming opportunities and
individual support to participants and their families. Facilitation of group adult education, support groups, and skill building trainings. Delivery of programs will vary in all CFR sites in Ontario, Seneca and Yates Counties. Full time, flexible hours, evenings required, reliable transportation a must. **Qualifications:** Bachelors/Associates in Social Work, Human Services, or relevant field. Early Childhood experience helpful. Adult education facilitation experience required. **To apply:** email or mail resume and cover letter to Julie.champion@cfresources.org or send to my attention at 263 Lake Street, Penn Yan, NY 14527

**Finger Lakes Gaming & Racetrack is hiring!** Buffet Cashier; Cocktail Servers; Cook; Drop Crew; Floor Attendant; Housekeepers; HVAC Tech; Kitchen Supervisor; Security Guard and Stand Attendants. For job descriptions and to apply online, visit: [https://careers.delawarenorth.com/farmington-jobs](https://careers.delawarenorth.com/farmington-jobs)

**Food Service:** Arby’s, Geneva. In a world full of quick service options Arby’s is seeking to be different and better. When you work at Arby’s it will be more than a job, it will be a place that prioritizes your growth and development while having a ton of fun. We are currently looking to fill positions for: Restaurant General Manager/Assistant Manager, Restaurant Team Member and Shift Managers. Apply online at: [https://careers.arbys.com/us/en](https://careers.arbys.com/us/en)

**Food Service:** HMSHost is now hiring for the Clifton Springs and Junius Ponds travel malls. Positions include: Cashier; Maintenance Engineer; Retail Sales Associate and Shift Supervisors. Apply online at: [https://www.hmshost.com/](https://www.hmshost.com/)

**Food Services:** Taco Bell, Canandaigua. Taco Bell is now hiring for numerous positions including Assistant General Manager, Food Champions, Restaurant General Manager, Team Member/Service Champions. Must be able to work varying shifts, which may include weekends, evenings and holidays. Apply online at: [https://recruiting.talentreef.com/taco-bell-restaurantjobs?category=Restaurant%20Staff](https://recruiting.talentreef.com/taco-bell-restaurantjobs?category=Restaurant%20Staff)

**General Laborer, Galvanizing Facility:** Elderlee, Oaks Corners. Elderlee, Inc. is a diversified corporation specializing in the manufacture and installation of highway safety products. Started in 1946, we are a fourth generation privately owned company with facilities servicing the U.S. east coast. We offer an attractive total compensation package, Life, Health and Dental insurance, Union retirement package. Paid holidays and time off. Starting pay is $12.00. **Qualifications:** This position consist of repetitive lifting up to 75 lbs. and continuous bending, loading and unloading material on/off hooks. Must be able to use or able to learn how to power tools like sander to get Zinc drippings off the finished product. Apply by: Fax: 315-789-8104, Online: [www.elderlee.com](http://www.elderlee.com), Email: payrolldept@elderlee.com or in person at: 729 Cross Road, Oaks Corners, NY 14518
**General Laborer, Sign facility:** Elderlee, Oaks Corners. Elderlee, Inc. is a diversified corporation specializing in the manufacture and installation of highway safety products. Started in 1946, we are a fourth generation privately owned company with facilities servicing the U.S. east coast. We are currently seeking an energetic candidate to fill the role of General Laborer in our Sign facility. Entry level laborer position for 1st shift. This facility has a great working environment. Starting pay is $12.75. We offer an attractive total compensation package, including Life, Health, Dental Insurance and Union retirement package, paid holidays and vacation. **Qualifications:** Reliable transportation and the physical ability to complete all work-related tasks. Position requires the ability to lift up to 50 lbs. Apply by Fax: 315-789-8104, Online: www.elderlee.com, Email: payrolldept@elderlee.com or in person at: 729 Cross Road, Oaks Corners, NY 14518

**Healthcare:** Training for CNA/LPN available for those who qualify! Clifton Springs Hospital is accepting online applications for: Access Associate; Behavioral Health Technician; CNA; Cook; CT Technologist; Environmental Services Assistant; Food Services Team Leader; LPN; Medical Tech; Nurse Practitioner; Patient Care Technician; RN; Security Officer; Supervisor of Food/Nutrition and Unit Assistant. Apply online at: https://careers.rochesterregional.org/

**Healthcare:** Thompson Health is accepting online applications for: Critical need for Wait Staff, Pharmacy Technician and Nutrition Services! Cafeteria Associate, Clinical Secretary, CNAs, Cook, Environmental Services Aide, Lab Clinical Service Technician, Lab Supervisor, Linen Aide, LPN-IMCC, LPN-Office Nurse, Maintenance Mechanic, Medical Social Worker, Medical Technician, Nurse Aide Certified, Nutrition Care Associate, Nutrition Services Associate, Patient Access Professional, Patient Account Rep, Patient Care Tech, Pharmacy Tech, Physical Therapist, RN, Security Officer and more! Apply online at: https://www.thompsonhealth.com/Careers/Employment-Opportunities

**Healthcare:** Geneva General/FL Health is accepting online application for: Adult Day Care Aide; Athletic Trainer; Building Technician; Call Center Operator; CNA; Critical Care Tech; Data Entry/Computer Operator; FLSC Rep; Guest Relations Representative; Housekeeping Aide; Lead Teacher – Child Day Care; Licensed Practical Nurse (LPN); Medical Biller/Patient Accounts Rep; Medical Office Assistant; Medical Records Assistant; ICU Nursing Assistant; Nutritional Services Aide; Patient Services Representative; Phlebotomist; Registration Rep; RN; Recruiter; Secretary, Security Officer; Teacher and more! For details and to apply online, visit: http://www.flhealth.org Visit us on Wednesdays, 9 am – 5 pm, for “Walk in Wednesdays”. No appointment is necessary.

**Laborer/ Apprentice:** Carver Creek Woodworks, Bloomfield. Candidate will be assisting in the construction of custom furniture, cabinets, and doors. Job duties will include, but are not limited to, use of hand and power tools, movement of materials and product, removal of existing items and replacement/installation of new custom-built products. Applicants must be willing to learn the production requirements, standards,
and techniques used to produce high quality products according to customer specifications. **Qualifications:** Must be physically able to handle the job duties. Prior experience in woodworking and general mechanical aptitude is preferred. Reliable transportation and a willingness to learn is required. **To apply:** Send email to tr@carvercreekwoodworks.com and attach a resume

**Machine Operator/Laborer:** Elderlee, Inc., Oaks Corners. This is a diversified corporation specializing in the manufacture and installation of highway safety products. Started in 1946, we are a fourth generation privately owned company with facilities servicing the U.S. east coast. We are currently seeking an energetic, reliable candidate to fill the role of Machine Operator/Laborer with welding experience in our Steel Manufacturing Facility. **Qualifications:** This position consists of operating machines (Presses & Saws), driving forklift, and the ability to lift and/or move up to 100 lbs. We offer an attractive total compensation package, including Life, Health, Dental Insurance and 401k, paid holidays and vacation. **To Apply:** Fax: 315-789-4262, Online: www.elderlee.com, Email: payrolldept@elderlee.com or in person at: 729 Cross Road, Oaks Corners, NY 14518

**Mechanic:** Parmenter Automotive, Geneva. Local repair shop is looking to hire a mechanic. Must have the experience and mechanical knowledge to perform repairs on automotive vehicles. Must be able to complete brake jobs and oil changes. NYS Inspection license is a plus. **To apply:** Call 607-346-5509 and ask for Justin.

**Office Specialist:** Immediate need! Multiple opportunities! Full time, 37.5 hour work week. Starting hourly wage $ 13.92 hour (automatic increase on January 1) with excellent benefits. Perform a variety of clerical and data entry related duties. For a complete job description and application, visit [http://co.ontario.ny.us/94/Human-Resources](http://co.ontario.ny.us/94/Human-Resources)

**Package Handlers:** Fed Ex Ground in Farmington in currently hiring Part Time Package Handlers. Up to $14.25/hr to start. Must be at least 18 years of age. Must be able to load, unload and sort packages as well as perform other related duties. We offer Direct Deposit, Tuition Reimbursement, and Medical Benefits are available. To apply go to [GroundWarehouseJobs.fedex.com](http://GroundWarehouseJobs.fedex.com).

**Packer:** full time, temp to hire opportunities! Availability on all three shifts. Must have reliable transportation. Steel toed boots/shoes are required. Starting pay is **$12.00-$13.25, plus overtime as needed.** For instant consideration for these Inspector packer positions, call Adecco, 585-396-1990.

**Production:** Aerotek (G.W. Lisk), Clifton Springs. LISK is a global leader in the design and manufacture of custom solenoids, solenoid valves, sensors, and flame arrestors. We provide custom engineered solutions to thousands of customers in diverse markets throughout the world, including, aerospace, defense, on/off highway, and oil & gas. GW LISK is seeking entry-level and skilled assemblers, machine operators, and general production personnel to fill multiple 1st, 2nd, and weekend shift openings starting at $12/hr! **QUALIFICATIONS:** Experience using hand and power tools, strong mechanical aptitude, and experience in a manufacturing, production, or labor setting. Reliable
transportation. Soldering, Machine Operation, or OSHA certifications are a plus, but not required. Ability to read blueprints, schematics, and written work instructions preferred. To apply: Entry – Mid-Level candidates should apply via Aerotek at https://www.aerotek.com/en and Technicians, Inspectors, Machinist and Engineering candidates can apply online to our website at www.gwlisk.com/lisk-careers.

Production: Zotos International (Henkels), Geneva. Zotos is the premier manufacturer of high-end hair care products in use around the world. There are many open positions at the Geneva facility, such as: Forklift Operator, Group Leader Warehouse, Line Coordinator, Production Technician, Supervisor, Screen Making Technician, and more. Qualifications: High School Diploma/HSE strongly preferred and prior manufacturing/production experience is a plus. Good math skills and ability to take direction regarding job duties. Reliable transportation and a professional demeanor. Apply online at: https://www.henkel-northamerica.com/careers/jobs-and-application/919080-919080

Quality Assurance Assistant: Elderlee, Inc. is a diversified corporation specializing in the manufacture and installation of highway safety products. Started in 1946, we are a fourth generation privately owned company with facilities servicing the U.S. east coast. We are currently seeking an energetic, reliable candidate to fill the role of Quality Assurance Assistant for Manufacturing. We offer an attractive total compensation package, including Life, Health, Dental Insurance and 401k, paid holidays and vacation. Qualifications: Knowledge of quality assurance and to make sure in compliance with AISC Simple. Bridge Certification, able to read blue prints and to make sure they are at customers and state standards, Microsoft Excel and written and verbal communication. Associates degree (A.A.) from two-year College; or 2+ years related experience and/or training; or equivalent combination of education and experience. To Apply: Fax: 315-789-8104, Online: www.elderlee.com, Email: payrolldept@elderlee.com or in person at: 729 Cross Road, Oaks Corners, NY 14518

Retail: Best Buy, Victor. Best Buy is currently seeking fast, accurate and friendly candidates to fill numerous positions. Positions include: Best Buy Apply Computer Master, Computing Sales Consultant, Core Home Theater Sales Consultant, Customer Experience Specialist, Customer Service Specialist, Geek Squad Advance Repair, Geek Squad Apple Master, Holiday Merchandise & Inventory Keyholder, Inventory/Merchandising Specialist, Mobile Sales Consultant and Technician/Agent Geek Squad. Must be able to work varying shifts, which may include weekends, evenings and holidays. Apply online at: www.bestbuy-jobs.com

Retail: BJs Wholesale Club Geneva is currently looking to fill positions for Bakery Clerk, Cashier, Gas Station Team Member, Overnight Merchandise Manager and Produce Clerk. BJs Victor has an opening for Baker, Cashier, Clothing Recovery Clerk, Deli Clerk, Freeze/Dairy Recovery Clerk, Gas Station Team Member, HR Manager, Maintenance Team Member, Meat Clerk, Meat Cutter, Overnight Merchandise Manager, Produce Clerk, Recovery Clerk, Stock Clerk, Tire Sales & Installation Team Member and Tire Supervisor. For details and to apply online visit: https://careers.bjs.com
Retail: Gap Inc, Victor. Gap Inc is now hiring Brand Associates and Seasonal Brand Associates for many of their locations at Eastview Mall. Stores include: The Gap, Old Navy, Banana Republic and Athleta. Must be able to work varying shifts, which may include weekends, evenings and holidays. Apply online at: https://corporate.gapinc.com/en-us/careers

Retail: Home Depot, Victor. The Home Depot is now hiring for numerous positions, including Asset Protection Specialist, Cashier, Customer Service/Sales, Delivery Driver, Department Supervisor, Design – Kitchen/Bath, Freight/Receiving, Lot Associate, Merchandising, Operations Associate, Repair & Tool Technician, Store Support and more. Must be able to work varying shifts, which may include weekends, evenings, holidays. Apply online at: https://careers.homedepot.com and search job title and store location.

Retail: JCPenney's Canandaigua is currently looking to fill positions for Cashier, Operations Associate and Temporary Associate. JCPenney's Victor has openings for Operations Associate, Salon Receptionist, Sephora Beauty Advisor and Temporary Associate. For details and to apply online visit: https://jobs.jcp.com

Retail: Kohl's, Victor. Kohl's is looking for a Seasonal Retail Sales Associate and a Seasonal Stockroom Operations Associate. Must be able to occasionally lift 50 pounds, spend 100% of work time standing and be comfortable with the use of technology to perform required tasks. Prior retail experience is preferred. For details and online applications visit: https://careers.kohls.com

Retail: Lowe's Canandaigua is hiring: Administrative Customer Service Associate, Building Materials Customer Service Associate, Cashier, Customer Service Associate – Various Departments, Customer Service Associate/Loader, Customer Service Desk Associate, Head Cashier, Inside Lawn & Garden Associate, Merchandising Service Associate and Night Operations Department Supervisor, Night Stocking Receiver/Stockers, Pro Services Loader, Sales Specialist Appliances, Sales Specialist Millwork and Tool World Associate. Lowe's Geneva has openings for a Building Materials Customer Service Associate, Cashier, Customer Service Associate, Delivery Driver, Cashier, Customer Service Associate – Tool World, Front End Department Supervisor, Merchandising Service Associate, Paint Customer Service Associate, Plumbing Pro, Pro Sales Cashier, Pro Services Leader, Receiver Stocker, Sales Specialist Millwork, Seasonal Employees and Unload Associate. For details and online application, visit: https://careers.lowes.com/

Retail: Von Maur, Victor. Von Maur is now hiring for numerous positions, including Full Time Sales Associate – Cosmetics, Full Time Sales Associate – Shoes, and Part Time Sales Associates. Must be available to work a rotation of day, evening, and weekend shifts; may be scheduled to work 6 days a week up to 8 hours a day. Apply online at: https://careers-vonmaur.icims.com/jobs/

Retail Sales: Clarks Shoes, Victor. Are you looking to grow your career in a thriving retail environment? Working at Clarks isn't just about selling shoes— it's about understanding your customers' needs, helping them find the right footwear for their
lifestyles and being part of a company that believes in making a difference. We are looking for a Part Time Team Lead and Seasonal Sales Associates to consistently deliver positive sales performance; Organize the store merchandise and back stock and ensure proper placement of product; has impeccable customer service skills; and Assist in store maintenance and merchandising to create a visually compelling environment. Essential physical requirements of all in store positions include; standing for long periods of time, frequent bending to tie and fit shoes, climbing and moving of ladders, and lifting up to 50 lbs. Retail experience is preferred. Apply online at:  
https://am.clarksjobs.com/joinus/vacancies/14550/part_time_sales_associate/part_time_sales_associate/victor_ny/

**Retail Stocker:** Immediate need for a Fixture/Stocker for a major store brand in the Geneva area. We’re seeking 4-5 individuals, Monday-Friday, 4am-12:30pm. The duration of the project is estimated for about 3 weeks, potentially longer or shorter based on business needs. This position is paying $14.00 per hour. Qualifications: High School Diploma, GED or equivalent work experience required. Must be at least 18 years of age. Strong communication skills required. Ability to lift, carry, push, and pull a maximum of 50 pounds required. Ability to unload freight, to move product on and off of store shelves, to walk, stand, bend, stoop, or kneel for long periods of time, and to move freely throughout store on a continual basis required. Basic English literacy and math skills required. All interested individuals are able to complete the Interview and Onboarding process via phone. They will access to a computer at some point, as well. They can contact me directly at (585) 227-6008 or at conrad.davis@manpower.com to begin the process.

**Senior Medical Biller:** Ontario County. Responsible for clerical work involved in medical billing and includes responsibility for performing and /or supervising a variety of medical insurance and related financial recordkeeping duties. The work requires general understanding of specific law related to medical insurance billing, office rules, procedures and policies, and may be performed on an alpha/numeric keyboard.  
**Qualifications:** 1. Graduation from a regionally accredited or New York State registered college or university with an Associate’s degree in Accounting, Business, or closely related field AND one (1) year of full-time paid experience, or its part-time equivalent, in billing, bookkeeping and maintaining financial accounts and records; OR 2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, as noted in (1) above; OR An equivalent combination of training and experience as set by the limits of (1) and (2) above. **To apply:** Visit www.co.ontario.ny.us/humanresources or the Department of Human Resources to receive additional information and for the Application for Employment or Examination. Completed applications can be delivery personally or mailed to the address above. Include the Job Title and Job Posting Number on the application.
Social Welfare Examiner: Start a new career with Ontario County. Upcoming openings with applications being accepted for the Spring of 2020. Full time, 37.5 hour work week. Starting hourly wage will be $17.04 hour with excellent benefits. Will assist in making determinations for eligibility for individuals to receive Public Assistance, SNAP and/or Medicaid. For a complete job description and application, visit http://co.ontario.ny.us/94/Human-Resources

Substitute Teachers, Teacher Aides, Bus Drivers: Canandaigua City School District. The Canandaigua City School District continually accepts applications for Substitute Teachers. Sub positions are located at all our schools. Certified Subs earn $100 per day. Non-certified Subs earn $90 per day. The Canandaigua City School District continually accepts applications for Substitute Teacher Aides. Sub positions are located at all of our schools. Responsibilities may include but are not limited to: working with an individual student or with a group of students on non-instructional projects; temporarily monitor the classroom when the teacher needs to step out; assist students in the use of available instructional resources. Substitute Bus Drivers Applicants must have a valid New York State Operator's license and must be at least 21 years of age. In addition, applicants will need to pass a criminal background check. You must be accepted into the training program and demonstrate the ability to complete all phases of this program successfully and on time. Apply online at: https://canandaiguacsd.recruitfront.com/JobOpportunities and search the position title

Valvoline: Interested in a rewarding career with great pay, outstanding benefits and the opportunity to grow? Valvoline Instant Oil Change SM (VIOC), a division of Valvoline TM, is looking for an Assistant Manager, Automotive Technician, Customer Relations Specialists and Customer Service Advisor in both the Canandaigua and Geneva locations. Benefits include: Competitive pay & flexible work schedules, On-the-job training, Flexible hours and No late evenings. Apply online at: https://jobs.vioc.com/

COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM FOR FURTHER JOB LEADS
3010 County Complex Drive, Canandaigua, NY 14424
Telephone: (585) 396-4020
Hours: Monday thru Friday 8:00 - 5:00

A proud partner of the American Job Center network
CURRENT EXAM & VACANCY INFORMATION

Exams Scheduled by N.Y.S. Civil Service:

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<tr>
<th>Exam Title</th>
<th>Last Filing Date</th>
<th>Exam Date</th>
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<tr>
<td>Dispatcher I</td>
<td>November 27, 2019</td>
<td>January 11, 2020</td>
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<tr>
<td>Correction Officer</td>
<td>December 18, 2019</td>
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<tr>
<td>Correction Officer (Spanish Speaking)</td>
<td>December 18, 2019</td>
<td>February 1, 2020</td>
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Current Vacancies - Examination to be scheduled at a later date.

Supervisor, Bureau of Wastewater Management
Accountant I
Finance Clerk II
Senior Medical Billing Clerk
Principal Account Clerk

Continuous Recruitment Program: The examinations for these positions are conducted on the third Wednesday of every month with the last day to file being the first Wednesday of that same month:

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

Continuous Recruitment Training & Experience Exams: Applications accepted continuously and will be rated monthly.

Community Mental Health Nurse
Occupational Therapist (vacancies at BOCES)
Physical Therapist (vacancies at BOCES)
Supervising Psychologist
Application Support Services Assistant
Information Technology Support Technician I
Network Engineer I
Network Technician
Systems Analyst
Software Developer I
Software Developer III
Psychiatrist
Occupational Therapy Assistant
Physical Therapy Assistant
Public Health Nurse
Application Support Services Assistant II
Information Technology Support Technician II
Network Engineer II
Senior Network Analyst
Web Developer
Software Developer II
Nurse Practitioner- Psychiatric

Current Non-Exam Vacancies - No Examination Required

Client Transportation Driver (On-Call, Sub)
Registered Professional Nurse, Part-Time
Licensed Practical Nurse
Bus Driver, Substitute (Ontario Co, Aging)
Assistant Conflict Defender
Registered Professional Nurse

Applications and additional information can be found:
On the Ontario County website, Human Resources webpage at: www.co.ontario.ny.us

To receive email notification of examination announcements and job vacancy notices:
Sign up for Notify Me, found on the homepage of the County web site.

November 20, 2019
OPEN RECRUITMENT!
ROCHESTER REGIONAL HEALTH

Looking for CNA’s, Food Service Workers, and Access Associates.
Information on CNA training programs will be available.
Open positions are listed on the company website https://careers.rochesterregional.org/

Tuesday, December 10
10am-12pm

Ontario County Workforce Development
3010 County Complex Drive,
Canandaigua, NY 14424
First floor, resource room
Join the NYS Workforce
As a Direct Support Assistant Trainee (DSAT)!

**Salary Range:** $32,972 - $45,200

The New York State Office for People With Developmental Disabilities (OPWDD) is seeking to fill Direct Support Assistant (DSA) positions:

- DSAs perform a wide variety of person-centered supports and services for people with developmental disabilities, which include advocating for, encouraging, guiding, and teaching individuals to express personal choice, developing daily living skills and habits, taking care of their personal needs, assuring community integration, ensuring their health and safety, and maintaining a healthy, safe home environment.

- The supports and services DSAs perform depend upon the specific abilities of the person(s) being served and the nature of the setting where the activities are performed.

**Minimum Qualifications:**

- High School Diploma or Equivalent or Direct Support Professional Certification from an accredited public or private organization
  - A Valid Driver’s License

**Work Close to Home!**
Finger Lakes Counties: Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Wyoming & Yates
Western Counties: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara & Orleans

For more information on OPWDD and the Career Opportunities available, visit the following website:

[https://opwdd.ny.gov/joinourteam](https://opwdd.ny.gov/joinourteam) and then click the link “Direct Support Assistant Exam Announcements”

OPWDD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
NOW HIRING

• Edge Cutter/Machine Operator - Swing Shift - Geneva
• Packer/Stacker (seasonal) - 1st shift - Geneva
• Welder - 1st Shift - Geneva
• Admin & Tax Preparer - Geneva - $BOE
• Payroll Clerk - Canastota - $BOE
• Part time Janitor - Fri-Sun - Waterloo/Romulus
• Production/Packers - 2nd/3rd shift - Penn Yan
• Forklift driver - 2nd shift - Penn Yan
• Assembly, Welder or Auto Painter - 1st shift - Penn Yan
• Packer/Inspector - all shifts (12hr) - Penn Yan
• Machine Operator - Nights (train on days) - Dundee
• Electronic Assembly - 1st/2nd shift - Newark
• Assembly - 2nd Shift - Baldwinsville

Don't Delay! Call Today!
(315) 781-6200
www.RemedyStaff.com
Upcoming Healthcare Classes and Orientations

<table>
<thead>
<tr>
<th>Dates</th>
<th>Class</th>
<th>Location</th>
<th>Register or Learn more</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 6, 2019</td>
<td>CNA/HHA Orientation</td>
<td>FLCC Main Campus</td>
<td>Register for an Orientation Session at: <a href="http://www.flcc.edu/pdce">www.flcc.edu/pdce</a></td>
</tr>
<tr>
<td>November 14, 2019</td>
<td>CNA/HHA Orientation</td>
<td>FLCC Geneva Campus</td>
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</tr>
<tr>
<td>November 1, 2019 - December 12, 2019</td>
<td>CNA Training Class</td>
<td>WCWD Rochester</td>
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</tr>
<tr>
<td>November 19, 2019 - January 3, 2020</td>
<td>CNA Training Class</td>
<td>FLCC Geneva Campus &amp; DeMay Living Center</td>
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<tr>
<td>December 4, 2019</td>
<td>CNA/HHA Orientation</td>
<td>FLCC Main Campus</td>
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</tr>
<tr>
<td>December 18, 2019</td>
<td>CNA/HHA Orientation</td>
<td>FLCC Geneva Campus</td>
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</tbody>
</table>

**Notes:**
*All Orientation Sessions begin at 9:00am unless otherwise noted.*
Workforce & Career Solutions  
www.flcc.edu/workforce

Healthcare Careers
Courses exceed NYS requirements and have placement rates of over 90%!
- Certified Nursing Assistant
- Home Health Aide
- Phlebotomy Technician
- Medical Administrative Assistant

Want to learn more?
Come to an orientation session
flcc.edu/workforce > Healthcare
or email us: workforce@flcc.edu

Online Learning Catalog
Through partnerships with nationally-recognized providers, a wide variety of online courses and trainings are available to you.
- NYS Real Estate Courses
- Accounting, Medical Coding,
- Quickbooks, SQL, MS Office,
- CompTIA, and Cybersecurity

Found at:
flcc.edu/workforce > Online Learning

Manufacturing Careers
Gain current skills in the fast growing Advanced Manufacturing field.
- Advanced Manufacturing Machinist
- Mechatronic Technology
- Cleanroom Operator

Come to an orientation session
flcc.edu/workforce > Manufacturing
or email us: workforce@flcc.edu

Workforce Development
Onsite, customized employee training focused on job specific skills, teambuilding or advancement skills. Safety, conflict resolution, customer service, and supervisory skills are common topics.

For a full list of available business training email us workforce@flcc.edu or flcc.edu/workforce > Business & Industry

Community Education
Learn locally! Educational opportunities are available at FLCC's campus centers throughout the Finger Lakes region.
flcc.edu/workforce

Professional Development
Gain transportable skills and recognized credentials in a variety of career fields. Learning takes place on your time and at your pace!

Request more information or by email: workforce@flcc.edu
## Workforce & Career Solutions

**www.flcc.edu/workforce**

### Upcoming Classes and Events

(for classes not listed here visit our website or email us at: workforce@flcc.edu)

*Funding is available for most classes. Come to an orientation session to learn more!*  

<table>
<thead>
<tr>
<th>Dates</th>
<th>Class</th>
<th>Location</th>
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<tbody>
<tr>
<td>12/4/2019</td>
<td>CNA/HHA Orientation</td>
<td>FLCC Main Campus</td>
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<tr>
<td>12/18/2019</td>
<td>CNA/HHA Orientation</td>
<td>FLCC Geneva Campus</td>
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<tr>
<td>1/7/2020-2/13/2020</td>
<td><strong>CNA Training Class</strong></td>
<td>FLCC Geneva Campus &amp; DeMay Living Center</td>
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<tr>
<td>1/7/2020</td>
<td>Phlebotomy &amp; MAA Orientation</td>
<td>FLCC Main Campus</td>
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<tr>
<td>1/8/2020</td>
<td>CNA/HHA Orientation</td>
<td>FLCC Main Campus</td>
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<tr>
<td>1/15/2020</td>
<td>Phlebotomy &amp; MAA Orientation</td>
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<td>1/29/2020</td>
<td>CNA/HHA Orientation</td>
<td>FLCC Geneva Campus</td>
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<tr>
<td>2/3/2020</td>
<td>Phlebotomy Tech Orientation</td>
<td>FLCC Main Campus</td>
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<td>2/3/2020-2/21/2020</td>
<td><strong>HHA Training Class</strong></td>
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<td>2/5/2020</td>
<td>CNA/HHA Orientation</td>
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<tr>
<td>2/18/2020-3/25/2020</td>
<td><strong>CNA Training Class</strong></td>
<td>FLCC Main Campus &amp; Thompson Hospital</td>
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<tr>
<td>3/9/2020-5/13/2020</td>
<td>Phlebotomy Technician Class</td>
<td>FLCC Geneva Campus</td>
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<tr>
<td>1/16/2020</td>
<td>AMM Orientation Session</td>
<td>ITT Goulds Pumps</td>
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<tr>
<td>3/16/2020 – 9/13/2020</td>
<td><strong>Advanced Manufacturing Machinist Training, Spring 2020</strong></td>
<td>ITT Goulds Pumps 240 Fall Street Seneca Falls, NY 13148</td>
<td>Register for an Orientation at: <a href="http://www.flcc.edu/workforce">www.flcc.edu/workforce</a> click on “Manufacturing” then “Orientation Sessions”</td>
</tr>
<tr>
<td>TBD</td>
<td>Mechatronic Orientation Session</td>
<td>FLCC Victor Campus</td>
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<tr>
<td>March 2020 – June 2020</td>
<td><strong>Mechatronic Technology Training Program, Spring 2020</strong></td>
<td>FLCC Victor Campus</td>
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### Notes:

Attendance at an orientation session is required prior to acceptance into all Healthcare and Advanced Manufacturing classes. If you do not see one that is convenient to you, contact us, or check our website for additional dates.
JOIN THE
2020 CENSUS TEAM

BE A CENSUS TAKER

APPLY ONLINE!
2020census.gov/jobs

2020 Census jobs provide:
Great pay
Flexible hours
Weekly pay
Paid training

For more information or help applying, please call
1-855-JOB-2020

Federal Relay Service:
1-800-877-8339 TTY/ASCII
www.gsa.gov/fedrelay

The U.S. Census Bureau is an Equal Opportunity Employer.
ÚNASE AL EQUIPO DEL CENSO DEL 2020

¡COMPLETE LA SOLICITUD POR INTERNET!
2020census.gov/jobs

Los trabajos del Censo del 2020 ofrecen:
Buen salario
Horarios flexibles
Paga semanal
Capacitación pagada

Para más información o ayuda para completar la solicitud, por favor llee al 1-855-JOB-2020

Servicio Federal de Retransmisión:
1-800-877-8339 TTY/ASCII
www.gsa.gov/fedrelay

La Oficina del Censo de los EE. UU. ofrece Igualdad de Oportunidades de Empleo.
UR Medicine Home Care Offers FREE!!!
Home Health Aide Training
IN
GENEVA

Want to know some of the great benefits working for UR Medicine Home Care?

- Paid mileage and travel time between cases
- Health, Dental and Life Insurance among other benefits available
- Paid time off and flexible scheduling
- Higher salary for non-benefitted positions
- HHA career ladder including Sr. HHA positions with enhanced salary and benefits

Recruiting for all areas in Monroe, Livingston, Wayne, Seneca, Yates, Wyoming and Ontario Counties

Full-Time/Part-Time/Weekends

If you require training, are certified as an HHA/CNA, or are a current nursing student, come talk to us!

For more information, call (585) 274-4286 or visit urmhomecare.org/employment
The New York State Department of Labor Veterans’ Program has specialized staff that are dedicated to helping veterans and eligible persons gain a competitive edge in today’s labor market.

As a veteran or eligible person, you receive priority services in all New York State employment and training programs for which you are eligible and qualified. This priority of service is guaranteed by federal law and by the New York State Veterans Bill of Rights for Employment Services.

**Some Ways We Can Help**

- Job search planning
- Customized labor market information
- Translating military experience to the civilian sector
- Resume development
- Job referral
- Career counseling
- Developing interview skills
- Contacting businesses on your behalf
- Information on Federal, State, and local civil service opportunities
- Referral to other agencies that serve veterans
- Unemployment Insurance information

**Disabled Veterans’ Outreach Program Specialists (DVOPs)**

DVOP Specialists are disabled veterans themselves. They provide individual career services **exclusively** to veterans and eligible persons who have significant barriers to employment. They also provide a full range of employment services, including comprehensive assessments, individual employment plans, job referrals, referrals to training and support services, and resume and interview preparation assistance.

**Local Veterans’ Employment Representatives (LVERs)**

LVER staff are also veterans. They specialize in advocating on behalf of veterans and eligible persons with business, industry, and community organizations to promote employment and training opportunities. They also provide services for veterans and eligible persons, including job matching and job placement, conduct employer outreach, inform Federal contractors of the process to hire qualified veterans, and promote credentialing and licensing opportunities.

**Experience Counts**

Governor Cuomo's “Experience Counts” program grants veterans credit toward state licenses for military experience. For example, Commercial Driver’s License (CDL) fees can be waived for military members with recent experience driving trucks and heavy equipment during their service. The program also recognizes certain military training as credit towards licensure for veterans to become armed and unarmed security guards.

**Veterans Temporary Hiring Program**

The New York State Department of Civil Service hosts the Veterans Temporary Hiring Program Portal which provides a centralized location for qualifying Post-9/11 veterans to submit up-to-date employment and contact information to be considered by New York State agencies hiring for temporary positions. For more information about the Veterans Temporary Hiring Program, visit: [www.cs.ny.gov/vetportal](http://www.cs.ny.gov/vetportal).

**The New York State Job Bank**

The New York State Job Bank is the Department of Labor’s main source for job postings and job seeker resumes. It includes over 100,000 job listings that cover a wide array of industries. Veteran job seekers can enter resumes and search for job opportunities that meet their career goals. Visit: [MyJobs.ny.gov](http://MyJobs.ny.gov).
JobZone

JobZone is an interactive resource to help adults manage their careers.

Registered users have access to the Job Scout automated job matching system, powered by SMART (Skills Matching and Referral Technology). This tool allows for customized job leads to be sent directly to your e-mail. Visit: www.jobzone.ny.gov.

JobZone is the perfect tool for:

- Planning your future
- Organizing your job search
- Exploring your career interests and skills
- Developing customized resumes
- Exploring more than 900 careers

For More Information

For information about Department of Labor veterans services, call 1-888-469-7365 and ask for the Veterans Program, or visit www.labor.ny.gov/vets.

For information about veterans benefits, contact the New York State Division of Veterans Affairs, call 1-888-VETS-NYS or visit veterans.ny.gov.

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.
The Senior Community Service Employment Program (SCSEP) is a community service and work-based job training program for older Americans. Authorized and funded by Title V of the Older Americans Act, the program provides training for low-income, unemployed seniors.

SCSEP participants gain work experience in a variety of community service activities at 501(c)(3) non-profits and public facilities, including schools, hospitals, day-care centers, and senior centers. These agencies provide job skills training and help participants in their job search efforts. Participants train 20 hours per week while earning minimum wage.

Participants are trained in career tracks that serve as a bridge to unsubsidized employment opportunities. Career tracks include: home health aide, food service, customer service, office administration, stock clerk, and retail sales.

In addition to on-site training, SCSEP services may also include career assessment, Individual Employment Plan development, supportive services, and specialized skill training.

Who qualifies for SCSEP?
- Individuals aged 55+
- Income <125% of federal poverty guidelines
- Unemployed

Associates for Training and Development is a private non-profit that serves as a national sponsor for SCSEP. Founded in 1983, the company has a proven track record of helping place participants in jobs.

“The Senior Community Service Employment Program helped me to update my work skills, get my confidence back, and get the job I love. I never could have done this on my own. I believe this program changed the direction of my life for the better. I am so grateful.”

Testimonial from a former SCSEP Participant

For more information on the SCSEP, contact:
Associates for Training and Development
3019 County Complex Drive
Canandaigua, NY 14424
585-500-8484
www.a4td.org

Like a snowflake, every worker is unique!
## Calendar of Events – FL Works Geneva
### December 2019

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<tr>
<td>2</td>
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<tr>
<td>Career Club 9 – 11 am (Canandaigua)</td>
<td>Jumpstart Your Job Search 2 – 3 pm (Geneva)</td>
<td>Job Search Over 50 2 – 3:30 pm (Geneva)</td>
<td>Open recruitment Ontario ARC 9 – 11 am (Geneva)</td>
<td>Social Networking 10:30 am – 12 (Lyons)</td>
</tr>
<tr>
<td>Basic Computer Skills 10 am (Canandaigua)</td>
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<td>SkillUp/Metrix Online eLearning 2-2:30 pm (Geneva)</td>
<td>Jumpstart Your Job Search 11:30 am (Waterloo)</td>
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<tr>
<td>Career Navigator (Waterloo) Dec 2 – 6 9 am to 1 pm</td>
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<td>Interviewing Workshop 1:30 – 3:30 pm (Lyons)</td>
<td>Training Options 2 – 3 pm (Geneva)</td>
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<td>Interviewing Workshop 1:30 – 3:30 pm (Lyons)</td>
<td>Personal Skills for Success 9 am – 3pm (Lyons)</td>
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<tr>
<td>Jumpstart Your Job Search 2 – 3 pm (Geneva)</td>
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<tr>
<td>Career Club 9 – 11 am (Canandaigua)</td>
<td>WorkKeys (FL WIB) 9 am - 1 pm</td>
<td>Navigating Civil Service 2 – 3:30 pm (Geneva)</td>
<td>Online Learning: SkillUP/Metrix 10:30 – 11:30 am (Lyons)</td>
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<tr>
<td>Jumpstart Your Job Search 1 – 2 pm (Penn Yan)</td>
<td>Jumpstart Your Job Search 2 – 3 pm (Geneva)</td>
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<td>Career Exploration and Training Options 2:30 – 4 pm (Lyons)</td>
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<tr>
<td>Resume 101 2 – 3:30 pm (Geneva)</td>
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<td>23</td>
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<tr>
<td>Career Club 9 – 11 am (Canandaigua)</td>
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<td>Office Closed Happy Holidays</td>
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<td>Office Closed Happy New Year</td>
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<tr>
<td>Jumpstart Your Job Search 2 - 3 pm (Geneva)</td>
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**Geneva Career Center**
70 Elizabeth Blackwell St.
Geneva, NY 14456
Phone: 315-789-1771
Email: geneva@labor.ny.gov

**Health Care Information:**

- **Mondays:** United, Noon – 2 pm (by appointment)
- **Tuesdays:** Fidelis, 1 pm – 3 pm (walk in)
- **Wednesdays:** Fidelis, 9 am – Noon (walk in)
  United, Noon – 2 pm (walk in)
- **Thursdays:** Your Care, 9 am – Noon (walk in)
WORKSHOP DESCRIPTIONS

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

Basic Computer Skills - Job seekers will be learning in a computer lab. This workshop covers very basic skills from mouse to keyboard skills and internet/online job searching as well as how to create open and save a Microsoft Word document. The workshop is geared toward the job seeker and how to do a basic job search. (2 hrs)

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

Jump Start Your Job Search - This workshop will educate you about current tools and services available to help you organize and conduct an effective job search. (1 hr)

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

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

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

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

SkillUP / Metrix E-Learning - If you are interested in upgrading your computer skills and would like to take online courses at your own pace, Metrix may be for you. Metrix is a self-directed online learning program you can access anywhere with high-speed internet. (30 min)

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

Personal Skills for Success - Learn how to improve your personal skills that employers look for when hiring and promoting. This 1-day workshop will teach you how Self Awareness, Interpersonal and Work Communications, Work Discipline, and Working in Teams can help give you an edge over other interview candidates and get noticed by the employer! In addition, you will receive a Workforce Certificate of Completion for Soft Skills training which is recognized by local businesses. (4 hrs)

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

Training Options - Finger Lakes Works may have funds available to help people who need training either to change careers or to enhance skills necessary for advancement to a better job. Our “Training Options” workshop is an orientation that provides info on what is needed to access these funds available under the Workforce Innovation and Opportunity Act. (1 hr)

Understanding Online Applications - Struggling to complete applications online? Do you have trouble attaching your resume to an application? Are you not getting any response from employers? This workshop provides the opportunity to learn how to navigate the online job search process and complete applications successfully. (1.5 hrs)

WorkKeys - Employers want workers who can read, apply math, locate information, and demonstrate "soft" skills. WorkKeys assesses reading, math and locating information, which qualify you for a Career Readiness Credential. This credential will assist you in showing employers you are a qualified candidate. (4 hrs)
<table>
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<tbody>
<tr>
<td><strong>Computer Skills Workshop 10 am-12 pm</strong></td>
<td>3</td>
<td><strong>ACCES VR Orientation: 1:30–2:30 pm</strong></td>
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<tr>
<td>Skill Up Workshop 1:00</td>
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<td><strong>Career Club: 9 – 11 am</strong></td>
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<td>Rochester Regional Health 10am – 12pm</td>
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<td>16</td>
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**ACCESS-VR ORIENTATION:** Assist individuals with disabilities to achieve and maintain employment & to support independent living through training, education, rehabilitation, & career development. To learn more, please attend an informal orientation session on 2nd floor, Room 4. Phone: (315) 789-0191

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

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