

Seneca County Workforce Development & Youth Bureau
 Finger Lakes Works-Seneca
 1 DiPromio 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 September 28, 2020

For additional information on services visit us at:

bit.ly/Seneca_County_Job_Leads

Ctrl and Click to follow link

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

[Like us on Facebook](#)

Ctrl and Click to follow link



Email - wdyb@co.seneca.ny.us

Don't Miss Our Services!!

****Seneca County Workforce Development and Youth Bureau is Now Open****

See Page 2 for Information

Workforce Calendar.....Page --- [\(CAL\)](#) - (Tentatively Workshops and TASC Classes are not available)

Metrix is an online learning system that helps you upgrade your skills to secure employment. More information on **Page 14 [\(MET\)](#)**

SBDC (Small Business Development Center) First Wednesday of the month by appointment only. **Page 15 [\(SBDC\)](#)**

TASC (Formerly GED) Classes offered right in our office! **Page 17 [\(TASC\)](#)** for more information.

A4TD (Associates For Training & Development) Are you age 55+ and looking for a job? See **Page 17 [\(A4TD\)](#)** for more information.

Affordable Care Act See **Page 17 [\(ACA\)](#)** for more information.

Youth Services See **Page 16 [\(YTE\)](#)** & **17 [\(YTH\)](#)** for more information.

CNA/HHA See **Page 11 [\(FLH\)](#)**

Other Services See **Page 17 [\(SVC\)](#)** for more information.

*****Healthcare Information – Page 4*****

Seneca County Civil Service Opportunities

- **Continuous Recruitment:** Account Clerk; Caseworker & Caseworker Trainee; Clerk; Computer Support Specialist; Custodian; Data Entry Machine Operator; Occupational Therapist; Psychiatric Social Worker; Psychiatrist; Public Health Nurse; Senior Typist; Typist; Wastewater Treatment Plant Operator
- **Current Opening:** Accountant, Public Health Nurse, Registered Professional Nurse (PT) & Senior Public Health Educator
- **Civil Service Exams:**
 - PC Support Specialist

Exam Date: September 30, 2020

To APPLY for any of the above positions or to find additional information about Civil Service opportunities, please visit: <https://seneca-portal.mycivilservice.com/>.

Seneca County Workforce Development and Youth Bureau is Now Open

The Career Center will be open Monday to Friday from 8:30 to 5 p.m. by appointment for Seneca County residents. All Workforce customers will be greeted and welcomed at the Department of Social Services Reception Area located on the 2nd floor.

Residents are highly encouraged call 315-539-1800 to schedule their appointment. Residents not making an appointment risk not being seen due to COVID-19 room occupancy restrictions. COVID-19 protocols have been put on place to ensure your safety and the safety of staff.

Please visit www.co.seneca.ny.us/gov/services/workforce/ to access our current local and regional job leads, and sign-up for our weekly Job Leads and Services Newsletter at wfyb@co.seneca.ny.us to stay informed.

We thank you for allowing Workforce to serve you remotely during the crises.

High School Equivalency - HSE; GED/TASC

The Career Center is open for High School Equivalency-HSE/GED/TASC every Wednesday and Friday from 9 a.m. to 12 noon. All students will be greeted and welcomed at the Department of Social Services Reception Area located on the 2nd floor, and then directed to the Career Center. Please contact the instructor at 315-573-0893 if you have any questions. COVID-19 protocols have been put on place to ensure everyone's safety.

HOT LEADS

Dollar General (Geneva, Ovid & Waterloo) – Retail Career Positions are available. Please visit <https://www.dollargeneral.com/> to find your opportunity.

Mozaic (formerly Arc of Seneca/Cayuga); <https://mozaic.applicantpro.com/jobs/>. Currently Job Openings include: Human Services Assistant/FT - Day Service (Waterloo) - Human Services Assistant/FT - Day Services (Cayuga) - Human Services Assistant/FT - Overnight Residential (Auburn). **These positions are also referred to by the agency as *Direct Care*: Positions are listed as FT; PT positions are available.** Requirements - High School/GED preferred; Valid and Clean NYS Driver's License preferred. Benefits Include: Medical, Dental and Vision; 5 weeks paid time off in your 1st year of employment; 403-B plan, etc

Avicolli's in Seneca Falls is hiring for **multiple positions**. They are looking for hard working and reliable employees. Please stop into the restaurant at 170 Fall Street, Seneca Falls, NY 13148 or call them at (315) 568-2233 to inquire

Remedy Staffing is **now hiring** in many positions and many locations. Please stop in to their office at 430 Exchange Street, Geneva NY 14456 or call Jill Vanostrand at (315) 781 – 6200.

Deep Dairy is now hiring for a **Full-Time Production Machine Mechanic**. Day shift, 8am-4:30pm, with option for over-time. For additional information contact Nick Felice at 315-573-9721.

Deep Dairy is now hiring for a **Full-Time Production Worker**. For additional information contact Workforce at 315-539-1905.

McDonald's is now hiring **Crew Members**. Crew Person - Come join our day working team .Must be available for weekends . You want to be challenged And have fun. We think we can fit you in. For job openings, give us a try. Must be 16 years or older. Starting wage \$13.75 per hour. **As a Crew Person, you may be responsible for:** • Greeting customers with a smile • Taking accurate food orders • Preparing all of McDonald's World Famous food • Partnering with other Crew and Managers to meet target goals during your shift • Restaurant Cleanliness • Ensuring items are well stocked. For more information:

https://mcdonalds.jibeapply.com/main/jobs/D81EED88-C27A-4394-9FE0-A9820187958D?lang=en-us&utm_source=Indeed.com&utm_medium=organic&sourceType=PREMIUM_POST_SITE

The Gap Outlet is looking for part time employees, Very flexible. Contact Kate Chapman – Phone - 315.539.3100. Email: Katherine_Chapman@stores.gap.com

Seneca Nursing and Rehabilitation Center is now hiring **Nurses & CNAs**. Willing to take brand new graduates! Start your career with us! Must have the ability to build rapport with patients, strong problem solving and critical thinking skills, and the ability to thrive in a fast-paced environment. Ask us about our sign on bonus! Why Work Here? Homelike, family-oriented Facility located in Waterloo Competitive salary and benefit package. Apply online at:

<http://www.hurlbutcare.com/employment-opportunities/job-openings>

D'Amico Plumbing & Heating Co., Inc. - Now hiring: **Plumber/HVAC Technician**. Full-Time. Minimum 3 years' experience preferred, but willing to accept some with basic knowledge. Musts: Clean Driver's License, Dependable, Neat, Courteous. Pay based on skill level. **Apply: In person at 68 Middle street, Geneva, NY; Via email at sheila@damicoplumbinghvac.com; Via phone at (315) 789-7062.**

TA-Petro - Now hiring: **All Positions!** Located by exit 41 off the thruway. **Current employees available for carpooling!** “Together, we have a strong sense of community where each of us has the opportunity for personal growth, to do work that matters, and work in a place where our results are rewarded. TA-Petro has a wide array of jobs available in our many service stations and rest areas throughout the United States.” Follow this link **to apply:** <https://ta-petro.jobs.net/en-US/search?facetcountry=us&facetcitystate=waterloo,ny>

Lochland School Inc. - Now hiring: **Direct Care Professionals** (CNAs). 32+ hours/week. Located in Geneva on Seneca Lake. Apply via email by sending your resume to Julie Chiccino at jchiccino@lochlandinc.org

Tallmadge Tire of Waterloo Now hiring: **TWO Full-Time Tire Service** mechanics. Duties include: tire service and other light mechanical work on cars, large trucks, farm equipment like tractors, etc. Some experience with cars preferred but willing to train the right candidate. **Great hours:** Monday through Friday, day shift, with some Saturdays. Great benefits: Paid Vacation Time, Paid Holidays, Health Insurance and more! Pay rate is negotiable. **Apply** in person at Tallmadge Tire of Waterloo: 1285 State Route 318, Waterloo.

Western AG Enterprises, Inc.: Now hiring **Manufacturing Laborers**. Weekdays, Full-Time. Multiple positions to fill. Willing to train! No experience needed. Forklift experience is a plus. Duties Include: Efficiently complete production of orders to standards, lift 50 lbs, work for 8+ hours daily, communicate effectively with team, comply with safety regulations, etc. Located in Romulus, NY. To apply or learn more, send your resume to Becky Mazzoli at becky@westernag.com

Explore the possibilities of On-the-Job Training (OJT) and inquire about eligibility for other training / funding opportunities through our office. See Page 12 for more information

NY State of Health, The Official Health Plan Marketplace

<https://nystateofhealth.ny.gov>

You and your family have many low cost, quality health insurance options available through the Individual Marketplace.

Seneca County Navigators to Assist You:

- Finger Lakes Community Health – (315) 781-8448; 1 (800) 346-2211
- Community Action Programs Cayuga/Seneca – (315) 539-5647

FLCC's Career Coach is live and fully functional - including resume builder. It's free and anyone in the region can create their account. The permanent link for this is: <https://flcc.emsicc.com/>

Additionally, if you are not familiar with FLCC's online courses we can now fund them through our ITA programs:

**Ed2Go Programs are on the ETPL and can be promoted to all
Our permanent link to the online catalog is: www.flcc.edu/workforce/online**

<http://fingerlakes.skillupamerica.org/>

NYS Job Bank (<https://mvjobs.ny.gov>) 137 Job Listings in Seneca County! See below for a sampling

<u>Company</u>	<u>Job Title</u>	<u>Order #</u>	<u>Listing Date</u>
TravelCenters of America	Deli Clerk	DE8501112	9/27/2020
ITT INC.	HR Generalist	DE8496603	9/26/2020
TravelCenters of America	Porter	DE8498017	9/26/2020
Hanesbrands Inc.	Part-Time Sales Associate	DE8493112	9/25/2020
TravelCenters of America	Truck Service Oil / Lube Technician	DE8486361	9/24/2020
TravelCenters of America	Assistant General Manager-Truck Service	DE8486370	9/24/2020
Coach Inc	Sales Associate III	DE8481119	9/23/2020
ITT INC.	Manufacturing Engineer Co-op	DE8478465	9/23/2020
ITT INC.	Design Engineering Co-Op	DE8478466	9/23/2020
ITT INC.	Manufacturing Engineer III	DE8478467	9/23/2020
ITT INC.	Electrical Engineering Co-op	DE8478468	9/23/2020
ITT INC.	Business Marketing Co-Op	DE8478470	9/23/2020
TravelCenters of America	Technician-Mechanic	DE8479847	9/23/2020
Advance Auto Parts	sales	DE8470638	9/22/2020
Jockey International, Inc.	Key Holder (Part-time)	DE8471440	9/22/2020
Jockey International, Inc.	Sales Associate - (Part-time)	DE8471441	9/22/2020
Eagle Auto Center, Inc.	Automotive Technician	NY1351774	9/21/2020
Eagle Auto Center, Inc.	Tow Truck Operator	NY1351777	9/21/2020
Eagle Auto Center, Inc.	Auto Detail Technician	NY1351776	9/21/2020
Waste Connections	Heavy Equipment Operator	DE8468864	9/21/2020
Advance Auto Parts	Salesperson	DE8466306	9/20/2020
Waste Connections	Landfill Gas / Odor Control Tech	DE8467280	9/20/2020
ITT INC.	Supply Chain Support	DE8462974	9/19/2020
ITT INC.	Manufacturing Engineer Co-op	DE8462976	9/19/2020
ITT INC.	Supply Chain Co-Op: Policies and Standards	DE8462977	9/19/2020
ITT INC.	R&D Engineering Intern/Co-op	DE8462978	9/19/2020
ABM Industries, Inc.	CLEANER SENECA FALLS	DE8459477	9/18/2020
Carter's/OshKosh	Customer Service Lead/Keyholder	DE8456251	9/18/2020
Community Bank Systems Inc.	Branch Manager 2	DE8459704	9/18/2020
Walgreens	Pharmacy Technician / Pharm Tech Apprenticeship	DE8452686	9/17/2020
Walgreens	Certified Pharmacy Technician	DE8452663	9/17/2020
ITT INC.	Bill of Materials (BOM) Analyst	DE8445466	9/16/2020
Anderson Merchandisers LLC	Part-Time Retail Merchandiser	DE8442309	9/15/2020
Xylem	Operations Leadership Development Program	DE8437329	9/14/2020

<u>Company</u>	<u>Job Title</u>	<u>Order #</u>	<u>Listing Date</u>
Xylem	Mechanical Engineer	DE8437336	9/14/2020
Kelly Services	Janitor	DE8431056	9/12/2020
Kelly Services	Payroll Analyst	DE8431053	9/12/2020
Reebok International LTD	Retail Store Associate	DE8433364	9/12/2020
Xylem	Customer Service Representative	DE8432031	9/12/2020
Columbia Sportswear Company	Part-time Sales Associate	DE8424492	9/11/2020
ITT INC.	IT Project Manager	DE8425204	9/11/2020
Hanesbrands Inc.	Part-Time Sales Associate	DE8421637	9/10/2020
ITT INC.	Supply Chain Support	DE8419498	9/10/2020
J.Crew	Seasonal Sales Associate	DE8419526	9/10/2020

Local Business Leads

del LAGO RESORT●CASINO - Join a Winning Team! - 0 Positions open full and part time - visit:

<https://dellagoresort.com/careers-vendors/> to see the open positions in Administration, Food & Beverage, Hotel, Human Resources, Marketing, Spa, Table Games / Poker and more.

Mozaic (Formerly ARC of Seneca Cayuga) - There are (7) job openings from Clerical to Social work and beyond. Many of our positions involve providing direct support to disabled individuals. To learn more about this work, follow this link:

<https://mozaic.applicantpro.com/jobs/>

Finger Lakes Health -There are (115) openings in Penn Yan, Geneva, and Waterloo for both Full and Part time. Patient care, administrative, food service and mechanical. For more information please visit their web site at <https://www.flhealth.org/careers/>

Lochland School Inc. is now hiring direct support professionals Open interviews Monday - Friday from 9 AM - 3:30 PM - Contact Julie Chiccino at 315-789-5208. Applications available on our website www.lochlandinc.org

Happiness House in Geneva is asking you to come join their progressive organization to make a difference in the lives of individuals with and without disabilities. Visit their web site www.happinesshouse.org to apply. Complete the application located on their web site or email interest with a resume to applications@happinesshouse.org

Sodexo USA has Full and Part time openings (2) in Geneva. Primarily at the Hobart and William Smith Campus. For more information: https://external-careers-sodexo.icims.com/jobs/search?pr=1&searchLocation=-12816-&searchRelation=keyword_all&schemaId=&o=

G. W. Lisk - Has many production openings: Assistant Value Stream Supervisor, Assembler - 1st Shift MIS, Assembler/Operator - 1st Shift, Quality Control Inspector, Plating Operators, Molding Operators, Coil Winder, Assembler Operators, Assembler, Customer Service, Plating, Valve Assembler, Assembly Operators - MIS. These ads are found on their Web site: <https://careers-gwlisk.icims.com/jobs/intro?hashed=-435618621> Search this site by entering Clifton Springs in the location selection.

Help Wanted Full Time

1st shift Case and Label Machine Operator — (Geneva)- Seneca Foods - Responsible for the proper operation of the labeling machine equipment in the Department to ensure that the proper labels are applied to food containers in the approved manner. Complete all required documentation to ensure that customer orders are completed accurately and in a timely manner. Essential Job Functions: Operate and monitor the labeling equipment on the assigned line ; Ensure that the proper product and label is being utilized; Identify any issues on the line and make any required adjustments; Perform changeovers by referring to shop order instructions for each label run: Enter required product code information into video jet system to print on label as needed; Perform quality checks at required intervals throughout shift (i.e., correct product, label, label application, and case/tray print; Able to learn all phases of labeling process (Depalletizer, Tray Pack, Labeling, Coding; All other duties assigned: Seneca Foods Corporation is committed to providing equal opportunity for all, through a positive and continuing affirmative action program. No employee or applicant will be discriminated against because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military and/or veteran status or any other Federal or State legally protected classes. Seneca Foods Corporation will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you are interested in applying for an employment opportunity and feel you need a reasonable accommodation pursuant to the ADA, please contact us at acastleberry@senecafoods.com. This ad was found on indeed.com. For more information :

<https://www.indeed.com/jobs?q=Full%20Time&l=Waterloo%2C%20NY&radius=10&sort=date&vjk=98f69eb14ebb2cd8>

Assistant Branch Manager (Geneva) – Lyons National Bank - General Responsibilities: Responsible for assisting the Branch Manager in various aspects of Branch with total deposits of \$60 Million to \$100 Million dollars in delivering quality sales and service based on the customers needs. Assist in daily management of branch operations. Participates with the Branch Manager in establishing specific referral goals for the branch and in determining work procedures and expediting work flow; insuring branch compliance with all operating policies and procedures; directly. **Essential Duties:** Assists the Branch Manager in meeting the financial and CRM goals of the branch an additionally assist in all aspects of Branch business development and operations as follows: Help create a positive, high energy, customer friendly environment that make customers feel welcome while in the branch or on the phone. Meets with current and potential customers to discuss their financial needs; opens appropriate products and services while developing and expanding account relationships; or refers customers to other specialized product areas. Ensures staff is trained in all areas of customer service, including transaction processing, operations, product knowledge, and sales. Helps establish and achieve branch sales goals, as well as assist in business and staff development. Assists in managing branch staff to maximize productivity and to achieve sales and referral goals. Ensures monthly branch audit and compliance needs are completed and submitted as required. Assists customers with stop payments, check protest, direct deposit, and wire transfers; resolves customer problems. Oversees daily overdrafts and collections on overdrawn accounts. Performs or assigns designee to perform unannounced audits of the Teller and the Head Teller cash drawers and of the vault cash, reporting any significant differences to the Branch Manager. In the absence of the Branch Manager, makes certain that all office business development, service and operations are performed in accordance with established policies and procedures, either directly or through appropriate supervisor, e.g., office balancing, control of vault cash, next day new account review, etc. In the absence of the Branch Manager, provides for the proper security, maintenance, and cleanliness of the office; supervises the opening and closing of the building and vault; makes necessary provisions for the securing and accounting of negotiable papers. Greets and serves customers in a friendly and courteous manner. Completes and submits monthly reports relating to the function, e.g., currency transaction, etc. Maintains supplies and an awareness of Teller supply inventory control. Participates with the Branch Manager in establishing specific goals for the department; implements strategies to achieve these goals. Determines work procedures, prepares work schedules, and expedites work flow. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the work place. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness and the Bank's compliance with all regulatory requirements, e.g. Community Reinvestment Act (CRA), Bank Secrecy Act (BSA), Equal Credit Opportunity Act, etc. Directly supervises assigned personnel as follows: Assists in the selection of new personnel as appropriate. Makes provisions for the proper orientation and training of new personnel; trains new personnel as required. Reviews employee performance throughout the probationary period and on a regularly scheduled basis thereafter. Organizes, schedules, and distributes work among assigned personnel. Keeps personnel informed of pertinent policies and procedures affecting the branch and/or their jobs; creates an atmosphere in which upward communication from employees is encouraged. Administers personnel policies and procedures as established by organization policy. Responsible to assist with ensuring compliance with equal employment opportunity programs and effective implementation of the AAP These include, but are not limited to: Adhere to Lyons Bancorp, Inc.'s equal employment opportunity and affirmative action policy. Support and assist the EEO Coordinator in developing, maintaining, and successfully implementing the AAP - Take action to prevent harassment of employees placed through affirmative action efforts. Ensure that all interviews, offers of employment and/or wage commitments are consistent with Lyons Bancorp, Inc. policy - Implement the internal promotion and transfer to all employees under their supervision consistent with AAP goals and objectives. Communicates with the Branch Manager, other supervisors, and appropriate staff personnel in order to integrate activities. Provides timely reporting to the Branch Manager and other appropriate groups or individuals. Attends workshops, seminars and other developmental opportunities to improve individual and/or team performance. Supports and adheres to the Core Values of the Bank. Demonstrates respect for lines of authority as well as for others including fellow employees. Supervising assigned personnel; communicating with appropriate personnel; providing periodic reports. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=10&sort=date&vjk=3878fd166ade8507>

Help Wanted Full Time Continued

Crew (Customer Service Representative) (Waterloo) – Speedway - Speedway offers the best benefits in retail including: Weekly paychecks and paid holidays at 2x pay for all hours worked - Paid vacation (full-time positions) - Coverage in medical, dental, life, and vision insurances eligible upon enrollment (full-time positions) - Tuition Reimbursement including GED and Adoption Assistance - Immediate eligibility and vesting for 401k plan with a company match of \$1.17 per dollar up to 6% of annual salary begins upon enrollment - Exciting incentive and rewards programs - Advancement opportunities with a growing company and much more! What you bring: Meeting and exceeding customer expectations one very visit - Maintaining a clean, safe environment to ensure the store is presentable - Food preparation including making one of our customer-favorites....coffee! Ensuring proper preparation, presentation, and freshness of all foodservice products - Ability to follow proper health code guidelines - Ability to be a brand ambassador and continue to develop our evolving food program! - Cash handling, fuel transactions, and consistently promoting the Speedy Rewards loyalty program. The ability to multi-task, perform repeated bending, standing, and reaching, and occasionally lifting up to 50 pounds. Text Speedway to 25000 to start talking to a recruiter today! This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=10&jt=fulltime&sort=date&start=10&advn=3371316051878277&vjk=1789e202dbd5b9a6>

Childcare Worker (Infant/Toddlers) (Waterloo) – Jack N Jill Childcare Centers - Childcare Center located in Waterloo, NY is seeking a warm and loving individual to work with Infants and Toddlers. The hours are Monday - Friday from 8 am - 5 pm. Minimum education requirement is a high school diploma with one year of direct child care experience working with Infants and Toddlers. CDA or AA in early childhood preferred, Please call Sharon at 315-539-3205 to schedule an interview. We look forward to meeting with you! Benefits: Employee discount - Paid time off. Schedule: 8 hour shift - Monday to Friday. Experience: child care: 1 year (Required) Education: High school or equivalent (Required). This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=10&jt=fulltime&sort=date&start=10&advn=952391687837828&vjk=2af99b8e34c43a4f>

Practice Coordinator (Geneva) – Heart Care of the Finger Lakes - Responsible for performing and/or supervision of the daily business office functions and operations of non-provider staff in conjunction with manager. RESPONSIBILITIES: Works collaboratively with Manager to ensure monthly/quarterly reporting. May be responsible for departmental orientation/pre-empting oversight for new non-provider staff and may assist the manager with preparations for the ongoing and annual performance appraisals of the non-provider staff. Ensures that the annual mandatory in-services are completed by all staff. Maintains/assists office staffing schedules and provides a procedure for covering absences, including floating of internal staff, usage of per diem and/or temps, and sharing staff between offices. Provide support to the Manager for accurate completion and timely submission of departmental time sheets/payroll activities. Attends and/or participates in documented monthly meetings; including developing an agenda for staff meetings and disseminating information to office staff. Assists with oversight of departmental office supplies within budget. Performs all functions of medical secretary when necessary. Assumes leadership role in the practice manager absence. Assists with telephones, appointment scheduling and filing. Assists with maintaining petty cash fund and change fund. Maintains up-to-date knowledge of, and ensure compliance with, all internal and external regulator and third party payer requirements, policies and procedures, if applicable. Reviews/Inputs data of all office charges, including ICD9-CM diagnosis coding of encounter forms where applicable. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=10&jt=fulltime&sort=date&start=20&vjk=d3e0dbdd54acfc92>

Licensed Insurance Sales & Service Representative (Geneva) – Allstate – Helbig Agency - Our agency is looking for a confident and highly motivated individual that's interested in a great sales and service opportunity. Great earnings with future long term career advancement available. As an Insurance Sales Representative you will make outbound calls to generate appointments and market a wide range of insurance products and services. Apply today to start your path to a new sales and service career today! Responsibilities: Meet new business production goals and objectives as established. Develop insurance quotes, makes sales presentations, and close sales. Call prospective customers and current clients by operating telephones, automatic dialing systems, and other internet technologies. Grow sales revenue by utilizing phone, email, social media and potential client lists. Requirements: Currently possess a Property & Casualty insurance license. Proficiency to multi-task, follow-thru and follow-up. Excellent Communication/interpersonal skills. Be capable of handling customer rejection. Strong communication and negotiation skills. This ad was found on Ziprecruiter.com. For more information: <https://www.ziprecruiter.com/jobs/allstate-helbig-agency-llc-59ad8095/licensed-insurance-sales-and-service-representative-36a52e03?lvk=Q2FdSeK2N9nVj1XQbODTyw.--LkP5FUios>

Administrative Assistant (Geneva) -- FLACRA - Administrative Assistant needed for Geneva Outpatient Clinic at FLACRA. Schedule is Monday - Friday. Must be available for days and early evenings. Job Requirements Excellent computer skills/Windows, transcription, and receptionist duties. Specific training and/or relevant experience in accounting, billing, and insurance verification. E-Record training preferred. Minimum High School Diploma/Equivalence. English/Spanish a plus. About Us FLACRA offers comprehensive treatment and compassionate help for those affected by alcohol and substance abuse. We believe addiction is a treatable disease. Founded in 1973, FLACRA is a private non-profit substance abuse treatment provider with decades of experience and a number of program locations throughout the 5 county Finger Lakes Region. Services include a crisis center, multiple outpatient clinics and residential facilities, as well as vocational and housing services. Over 5,000 people are served each year. Join the FLACRA Talent Network today and stay up-to-date on our openings as they continue to become available! This ad was found on Ziprecruiter.com. For more information: https://www.ziprecruiter.com/ojob/3a87e7a2bb7a3dc780c092fa293f3fad?lvk=RedN8S1KB3e1dv8W7V3L1A.--LkB_BqJXR

Help Wanted Full Time Continued

Shop Foreman (Waterloo) – Peter DeVivi Productions - Wood machinist - Knowledge of woodworking, desire of woodworking - Forklift driver - Machinist: Moulder, Rip Saw, small machines etc - Drivers License – Punctual - Job Type: Full-time - Pay: From \$15.00 per hour. Benefits: Disability insurance - Parental leave. Education: High school or equivalent (Preferred) Shift Availability: Day Shift (Preferred). This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=10&sort=date&start=20&vjk=12b7fb5788d149b6>

Help Wanted Part Time

Sales Associate (Waterloo) – Jockey - POSITION SUMMARY: Provide excellent customer service following Jockey’s service principles focusing on the achievement of store goals and maximizing sales. ESSENTIAL FUNCTIONS: Provide a warm, sincere greeting to all customers, including current promotional message. Engage all customers to identify their needs and utilize product knowledge to offer solutions and meet their needs. Assist in driving all aspects of store level sales and profitability. Perform various sales and register transactions including ringing purchases, processing of cash or credit payments and counting money. Assist with merchandising (stock, markdowns, visuals) of product in the store, in adherence to established visual standards. Promote awareness and excitement to grow Jockey Rewards® membership. Ensure adherence to all Jockey Policies and Procedures. Establish positive working relationships with co-workers, assuring high productivity and accomplishing shared goals. Maintain a safe and clean work environment. Minimum Qualifications: Must be 18 years of age or older. Excellent interpersonal and verbal communication skills. Ability to move 25 pounds. Ability to effectively maneuver around sales floor and stockroom, repetitive bending, prolong standing, twisting, stooping, squatting, and ascending/descending ladder to stock and merchandise store. Ability to work with/around cleaning chemicals. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=10&sort=date&vjk=3eda72cd73f4931e>

Cleaner (Seneca Falls) – Cleanstart Systems - Cleanstart Systems is a commercial cleaning company based out of Auburn, NY since 1985. We are looking to add to our team in the Seneca Falls/Clyde area. This position is for Monday thru Friday, about 15-20 hours per week. Cleaning experience is not necessary but is helpful. We will train the right person. Responsibilities include but are not limited to: Cleaning and disinfecting restrooms – Dusting - Sweeping, vacuuming, and mopping - Emptying trash - Making sure facilities are locked and secure before exiting - Ordering supplies as necessary - Other duties as assigned. Requirements: Must have reliable transportation - Valid driver's license - Willing to undergo a background check - Able to lift 30 lbs without risk of injury - Able to work as a team. This ad was found on Indeed.com . For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&advn=9984447608549562&vjk=77dea262e51f8c33>

Retail Positions (Waterloo) – Tops Markets - Tops Friendly Markets is a leading regional supermarket chain based in Williamsville, NY and operating over 150 stores throughout Upstate New York and the Hudson Valley, Northern Vermont, and Northern Pennsylvania. Are you a motivated, customer service oriented self-starter? Then we want you to join our team! We’re looking to add the following to our team in our Seneca Falls, NY store: Produce – All shifts available - Bakery Clerks – All shifts available - Grocery Clerks – All shifts available - Front End Cashiers – All shifts available - Deli/Prepared Food Clerks – All shifts available. Sound like something you’d like to do? Members of the Tops team enjoy competitive wages, flexible schedules, scholarship opportunities, and career development and advancement opportunities. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&advn=6657149217660355&vjk=969fd9f921baab72>

Help Wanted Part Time Continued

Cleaner (Waterloo) – Waterloo Premium Outlets - Personal training included and daily tasks provided. Location – 655 Route 318 Unit #C095A, Waterloo, NY 13165 (Waterloo Premium Outlets) Working hours - Mon 9am / Wed 9am / Fri 10am / Sun 10am(4 days a week) - Tasks include - basic cleaning. (Dusting, Wiping, mopping floor, restroom clean, break room clean) - Requirement - A valid driver's license, Reliable transportation, Good communication skill, Team work - Demand strong sense of responsibility - On time, No absence without notice. Please include your contact information and resume when you respond to this message. If you have any question, don't hesitate to ask. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=10&sort=date&start=40&vjk=e3583eaa0105460b>

Sales Associate (Waterloo) – Polo Ralph Lauren Factory Store - Our Polo Ralph Lauren Sales Associates are the first and most important relationship our customers have. They are the ones delivering the Ralph Lauren Experience by creating connections, offering hospitality, providing recommendations and listening. Associates succeed through living our service philosophy of being a driver, a brand ambassador, inclusive, flexible and proactive. The key to our success is hiring PEOPLE who are: Passionate, Enthusiastic, Outgoing, Poised, Leaders, and Engaged. Essential Duties & Responsibilities: Drive sales by maintaining a high level of product knowledge expertise - Provide best in class customer service by rec - Communicate knowledge of current promotions, policies regarding payment, exchanges, and security practices - Ensure maintenance of product presentation to brand standards including prop maintenance and signage - Support in organizing the stock room, sales floor, cashwrap, dressing room and all non-selling or common areas - Anticipate obstacles and proactively take action by making recommendations to get efforts back on track. Experience Skills: Ability to work a flexible schedule to meet the needs of the business, which will require day/evening, weekend and may include overnight shifts - Retail experience preferred - Ability to communicate with customers and store personnel - Ability to maneuver around the sales floor, stock room, cashwrap and office - Ability to operate the register and merchandise - Ability to stand, move and walk for multiple hours - Ability to lift up to 30 pounds and moderate climbing required. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?l=Waterloo%2C%20NY&radius=10&jt=parttime&sort=date&vjk=8a8229e5bea79962>

Community Manager (Seneca Falls) – Two Plus Four Management - Oversee day-to-day operation of the site management office, including marketing, leasing units, collecting rents, meeting the needs of tenants, and dispatching maintenance personnel. Essential Job Functions: Keep regularly scheduled office hours, keep files well organized and neat, maintain a professional attitude and appearance in the office. Process all paperwork accurately and completely ensuring all data is kept current. Assist the Regional Property Manager with budget preparation, and operate the site office within the approved budget. Continuously update and process lease renewals; follow up on all applicant approvals and renewals. Promptly fill vacant units from a well-maintained waiting list. Ensure that all vacant units are rent ready. Inspect vacant units daily for condition and monitor improvement, as necessary. Complete traffic analysis and vacancy reports on a weekly basis, with results faxed to main office. Prepare letters denying applicants when written verification is received, make copies and attach to application papers. Collect monthly rents, make timely deposits, submit paperwork to the Regional Property Manager. Reconcile tenant accounts, pursue delinquencies through face-to-face collection efforts, legal action, and eviction. Collect security deposits, obtain signatures on W-9 forms, and submit to Regional Property Manager. Notify tenants in writing of violations, apartment inspections, recertification appointments, and rent changes. Function as a liaison between residents, project management, and Owens. Plan resident's activities, as necessary. Attend all resident's activities, assist tenants in all circumstances. Conduct orientation of apartments for new residents; follow up with a personal visit within 24 hours of move in. Follow with thank-you note within 24 hours of physical visit. Record, and follow-up on service requests. Dispatch maintenance personnel. Participate in various types of inspections, move-in and move-out, and other inspections deemed necessary. Make follow-up calls to prospective residents and promptly respond to all incoming calls. Place move-in packages, with local information, presented at time of lease signing. Develop contacts with the community, including personal visits, involvement in community activities, mail, and telephone calls. Keep abreast of current issues affecting property and community. Conduct marketing surveys and make marketing recommendations based on analysis of surveys. Assist in the preparation of reports, newsletters, and security deposit notifications. Open and close model unit and monitor it's condition. Keep an inventory log of everything in the model unit, including model and serial numbers - Contribute to the overall success of the company by performing all assigned duties in a professional, timely, and accurate manner. Enforce all Company safety policies and procedures as set forth in the Employee Handbook, Corporate Safety Manual, and any local regulations. Qualifications: High school diploma or equivalency, one year managing real estate office, or two years as a real estate agent, ability to manage time efficiently and make deadlines, have valid NYS drivers license free of any major infractions. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?l=Waterloo%2C%20NY&radius=10&jt=parttime&sort=date&vjk=f13647a9289b410f>

Team Leader/Supervisor (Waterloo) – Reebok - Purpose: Contributes to store profitability by ensuring KPIs for a defined area within the store are met or exceeded. The core expectations include coordinating team members to provide the best possible balance of service and operations, resulting in a leading shopping experience. Benefits: 401(k) - 401(k) matching - Employee discount - Flexible schedule - Paid time off - Professional development assistance - Referral program. Schedule: 8 hour shift - Monday to Friday – Weekends. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?q&l=Waterloo%2C%20NY&radius=10&jt=parttime&sort=date&start=10&vjk=8cc1837457c8f2ab>

Help Wanted Part Time Continued

Backup Captain (Geneva) – Hobart & William Smith Colleges - Description/Responsibilities: Communicate closely with captain and regular deckhand for fill in duties during cruises when regular captain is unavailable or when there is need for a third crew member. Perform mariner's duties, in a leadership role, such as but not limited to; responding to emergency situations (i.e. man over board, fire, abandon ship), driving and maneuvering vessel for docking and scientific gear deployment and retrieval, stand steering watches while underway, navigation and weather assessment, operating crane for deployments, and maintaining an atmosphere of safety. Aid in the loading, unloading, deployment, handling and some fabrication/modification of scientific equipment. Aid in maintaining and repairing vessel equipment such as, pumps, crane hydraulics, navigation electronics, ships control mechanisms (steerage, propulsion), cables and line, and diesel engines if any of the above malfunction while underway. Qualifications: Candidates need a USCG Masters of 100 tons upon Inland Waters or greater licensure. High School Diploma required. This ad was found on Indeed.com. For more information:

<https://www.indeed.com/jobs?!=Waterloo%2C%20NY&radius=10&jt=parttime&sort=date&vjk=65114704003fb8f5>

Health Care Positions

Finger Lakes Health CNA TRAINING OPPORTUNITIES When training is complete you may be employed as Certified Nurse Aide at Finger Lakes Health Long Term Care Facilities located in Geneva, Penn Yan and Waterloo. Contact: Mary Granger: Email: mary.granger@flhealth.org

- Do you like caring for others and making them smile?
- Do you want to help by providing daily support and care to our residents?
- Do you want a career path that can take you from CNA to LPN and beyond?
- Enroll in our Certified Nurse Aide Training Program
- Make a significant contribution in a very important role! **Paid 4-week training program**

For more information contact Human Resources at 315-787-4039. This ad found on the NYS Job Board for more information: [Paid CNA Training](#)

https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=366933&fwkMethod=L&fwkKey=2005_1706_0_0_171031144401_1509479041140_4191#sthas_h.0nkfWS2v.dpbs

ON-THE-JOB TRAINING GRANTS

Missing a skill or two that you need to land your dream job?

Seneca County businesses can hire, train and upgrade the skills of workers that do not meet the minimum qualifications for a job using a grant from your local Workforce Development Office.

To learn how to take advantage of this great program, please continue reading:

PROCESS

- **Contact John Vrabel at (315) 539-1904 or jvrabel@co.seneca.ny.us to discuss your interests and to begin pre-screening.**
- We will help you identify career fields that qualify for training and employers that are interested in this grant.
- Candidates will go through an employer's normal interview process and if hired you will be a regular employee of the company.
- An employer can also request eligibility screening for anyone who applies directly to their business. If you have been pre-screened by Seneca County we can provide you with a letter stating that you are eligible for this program to provide to any employer that you apply to.
- Employers will be reimbursed for a portion of wages paid to trainees and you will be a regular employee; eligible for all benefits provided to non-OJT hires.

****PLEASE NOTE: All paperwork must be completed prior to the trainee's first day of work. Please allow a minimum of 14 business days for paperwork processing and completion. ****

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

Seneca County currently has training funds available to those who are eligible.

Some of our approved programs include, *Certified Nursing Assistant (CNA)*, *Commercial Driver's License (CDL)*, and *Advanced Manufacturing*. **Get started today!**

If you are excited about starting a new career, have any questions, or would like to schedule an appointment with a career counselor email Tammy Smithers @ tsmithers@co.seneca.ny.us

JOIN US

At Rochester Regional Health, we want you to help you find your passion, cultivate your skills and work side-by-side with other talented nurses. Join our drive-up interview event and discover Long Term Care positions including:

- **RN**
- **Unit Assistant**
- **LPN**
- **CNA**

Under social distancing guidelines, recruiters will visit your vehicle to conduct interviews and even make on the spot offers for Unit Assistant and CNA opportunities.

Wednesday, October 7

Session 1: 9 am – 11:30 am

Session 2: 1 pm – 4 pm

Clifton Springs Hospital & Clinic
(Main Entrance Parking Lot)
2 Coulter Rd
Clifton Springs, NY 14432

RSVP at <https://rrhlongtermcarerecruitmentevent.eventbrite.com> and see how you can be a part of a team that works together to inspire.

Questions? Emily Forella at Emily.Forella@rochesterregional.org



Be >
greater than
you imagined.

We are nurses growing together.

The value of Skill Up- Finger Lakes during the Covid-19 pandemic. Below is a link to a You Tube video explaining the program: <https://youtu.be/NftvGRoDXds>

METRIX LEARNING

Due to this ongoing concern about COVID-19, Finger Lakes Works customers are being urged to access virtual services without leaving their homes. The career center offers Metrix Learning®, a FREE online learning platform to all unemployed and underemployed individuals.

**SIGN UP AND GET ACCESS IMMEDIATELY
THROUGH VIRTUAL REGISTRATION!**

GO TO: <http://fingerlakes.skillupamerica.org/>

Get Access to over 5000+ courses in popular industries like IT, Business, Healthcare, and more from the comfort of your own home. Topics include:

- **Healthcare**
 - o Disease Prevention
 - o Treating Illness
 - o Nursing Courses
- **Administrative**
 - o Microsoft Office
 - o QuickBooks
 - o Adobe
- **Working from Home**
 - o Contributing as a Virtual Team Member
 - o Exploring Virtual Collaboration
 - o Effective Team Building
- **Customer Service**
 - o Customer Service over the Phone
 - o Contacting Customers via Email
 - o Understanding the Digital Customer

www.metrixlearning.com



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

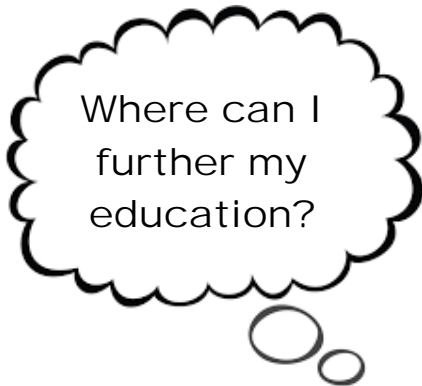
In partnership:



Are you **16 – 24** years old?

Are you **out of school** with **OR** without a diploma?

Looking to make a **positive change** in your life?



The Seneca County Department of Workforce Development and Youth Bureau offer a Career and Job Readiness Program to assist out of school youth/young adults in preparing for the world of work.

For more information on eligibility requirements and program specifics, please contact:

Annie Mahoney, Deputy Director for Youth Services
(315) 539-1791 amahoney@co.seneca.ny.us
Ryan DeVay, Employment & Training Youth Counselor
(315) 539-1914 rdevay@co.seneca.ny.us

Seneca County Department of Workforce Development and Youth Bureau
One DiPronio Drive Waterloo, NY 13165



(315) 539-1905 for general questions



Veterans Services: Veterans Priority of Service - We are proud to offer [Priority of Service](#) to veterans and their eligible spouses; **Veterans Services:** <https://labor.ny.gov/formsdocs/factsheets/pdfs/p652.pdf>

Are you Age 55+ and looking for a job? Associates for Training and Development (A4TD) provides employment services to workers 55+ and has the ability to enroll eligible older workers in part-time temporary training positions; it is your stepping stone back into the workforce. To be eligible applicants must: (1) Want to receive occupational skills training and job search assistance (2) Be age 55+ (3) Be currently unemployed and (4) meet income requirements. To learn more and apply please visit www.A4td.org and go to Get Started. Please contact Seneca County Workforce Development & Youth Bureau with any questions or for computer assistance.

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 Ryan DeVay or Annie Mahoney

JOB CORPS is a free education and training program that helps young people learn a career, earn a high school diploma, 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 Ms. Caldwell at 585-454-5130 for an appointment.

Services:

“Assess” 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 anywhere 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 Seneca County Workforce Development & Youth Bureau in Waterloo, NY

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.

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.

Metrix E-Learning: Metrix is an online learning system with over 5,000 courses that can help you add skills to your resume, improve your marketability, and increase your chances of securing employment. A Metrix license will provide you with free, unlimited access to vocational courses for a six-month period. Some Courses Offered Include: QuickBooks Pro 2017, Human Resources, Information Technology, Programming, Project Management, Six Sigma, and Oracle. Metrix courses are self-directed, enabling you to complete the courses at your own pace and on any computer with internet access. Please call Dawn Tam at 315-539-1888 to get started.

Other Services

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 charge)!

Call Finger Lakes Community Health 315-781-8448 or **Cayuga Seneca Community Action Agency** 315-539-5647. For navigators in other counties, some covering Seneca, call 800-346-2211.

TASC Formerly GED; **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.

Housing Resources

Housing Resources are now listed on our website: www.co.seneca.ny.us/wdyb
