

## Yates County Job Leads November 13<sup>th</sup>, 2017

### AUTOMOTIVE/DRIVERS

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

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

#### **Rural Carrier (Branchport, NY)**

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

Chronicle Express 11/8/17

#### **Automotive Service Advisor (Geneva, NY)**

- Geneva Foreign & Sports is growing and in need of a Service Advisor! We're a very large Independent shop that is family owned and operated since 1972! Extremely busy and fast pace. Would like Automotive experience but not necessary for the right candidate. Currently running Mitchell Management. Pay based off experience. Paid holiday, time off, health care, and retirement all available. Please call Jay @ 315-521-3507. Craigslist post ID: 6362722168 10/27/17

#### **Driver Helper (Dundee, NY)**

- UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking. As a Driver Helper, you will not drive the delivery vehicle but assist the driver in the delivery of packages. Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines. Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period. Apply at <https://my.jobs/f5ea67af21f544b5a57250ec71324c29161> OSOS 11/6/17

### CUSTOMER SERVICE/SALES

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

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

#### **Customer Service Attendant (Geneva, NY)**

- Auto Wash in Geneva is looking for motivated individuals that like to work outdoors to fill a full-time or part-time position as a customer service attendant. Please apply online at [www.AutoWashCarWash.com](http://www.AutoWashCarWash.com) or in person, ask for Andy.

Craigslist post ID: 6348304245 10/16/17

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

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

## **EDUCATION/SCHOOLS**

### **Food Service Helper (Dundee, NY)**

- Part time- The Dundee Central School District has an immediate opening for a Food Service Helper. Applicants must have an approved application on file with Yates county Personnel. This position works during the regular school year, with school holidays and break periods off. Hourly wage is \$9.70, increasing to \$10.40 on 12/31/17. This position is eligible for contract benefits such as paid leave and employer-cost sharing for medical insurance. Application deadline is November 17, 2017.  
Dundee Observer 11/8/17

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

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

## **HEALTHCARE/HUMAN SERVICE**

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

- Pathways, Inc. is expanding and recruiting for two Clinic therapists and one Mobile Mental Health Therapist in collaboration with the Steuben County Mental Health Program in Bath. These exciting positions will provide services to adults, children and youth. All positions are full time, Monday through Friday 8:30-5pm, with the Clinic Therapist also working one evening a week. The Clinic Therapist is responsible for intake assessments, conducting individual, group and family therapy, providing crisis services, making diagnostic determinations and developing treatment plans as well as other necessary documentation. The Clinic Therapist will interface with local providers and provide linkages to services as needed. The Mobile Mental Health Therapist will work with a team to provide crisis intervention services in the office and community, develop and maintain accurate records, reports, billing, treatment plans, and progress notes. Provide linkage and referrals as deemed appropriate and provide on-call coverage and other duties assigned. Master's degree in Social Work or in Mental Health Counseling from a program approved by NYS Education Department is required, with a NYSED professional license as a LMSW, LCSW, or LMHC. Experience in working within a multidisciplinary team and a working knowledge and understanding mental health diagnoses preferred. To apply: complete our online application ([www.pathwaysforyou.org](http://www.pathwaysforyou.org)) and forward your resume/letter of interest to [hr@pathwaysforyou.org](mailto:hr@pathwaysforyou.org). Ph: 607-937-4552. Dundee Observer 11/8/17

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

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

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

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

### **Caseworker (Schuyler County)**

- Schuyler County DSS seeks a caseworker in the Children's Services Department. The position is FT, 35 hours per week, \$21.15/hr with excellent benefits. This is a competitive position which requires a Civil Service examination to be taken on December 16, 2017. For information regarding qualifications and/or to access an application go to [www.schuylercounty.us](http://www.schuylercounty.us) or contact Schuyler Co. Civil Service, 105 Ninth St., Watkins Glen, NY 14891. (607)535-8190. Interested candidates must submit an application to the Civil Service office by 4:30pm on 11/13/17. No emailed/faxed copies will be accepted.  
Dundee Observer 11/8/17

### **Full or Part Time CNA (Penn Yan, NY)**

- The Penn Yan Manor Nursing Home is hiring Full or Part Time Evening Shift CNAs. Paid vacation and personal time, shift differential, paid holidays, employer matching 401k and life insurance, dental insurance and health insurance, tuition assistance, recognition bonus, competitive pay. Please send resume and/or application to: 655 N. Liberty St., Penn Yan, NY 14527, fill out an application at the business office or print application from the website: pennyanmanor.com.

Chronicle Express 10/18/17

### **Prevention Youth Counselor (Penn Yan, NY)**

- The Prevention Youth Counselor will be held primarily responsible for the delivery of school-based and community education and counseling services in an individual or small or large group format, consistent with the program goals of the prevention program and standards of the Council and the NYS OASAS Prevention Guidelines; and for the planning, monitoring, case review, reporting, record documentation, and program and staff development functions in relation to Prevention Youth Services within the respective counties. Minimum Education: Bachelor's Degree in counseling, psychology, social work or education. Experience: Two years' previous experience in either alcohol/chemical dependency treatment or prevention counseling services with youth desirable. Clinical supervision experience and experience with records helpful. Professional Licensure/Certification: C.P.P. a plus. Other: Training in formal and informal prevention counseling theory and methodology, instructional methodology, technical knowledge of drugs and dependency, knowledge of human growth and development, adolescent psychology, ability to effectively communicate in oral and written form, knowledge of community resources, creativity, initiative, flexibility in style. Knowledge of federal laws of confidentiality. Ability to supervise; knowledge of crisis intervention. Ability to pass all NYS Justice Center background checks.

Craigslist post ID: 6348751425 10/16/17

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

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

OSOS 11/13/17

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

- Biomed Tech II
- Clerk/Receptionist
- CNA or Certified Nurse Aide Training Program
- ED Crisis Evaluator
- EMT Basic
- Food Service- Nutritional Services Aide
- LPN Med Long Term Care- Bedside
- Nurse Manager- LTC
- Nursing Assistant/Unit Clerk
- Paramedic/ Critical Care EMT
- Patient Care Tech- Emergency Dept.
- Radiology Tech II
- RN Bedside- Med/Surge Acute
- RN Bedside- Unit II
- RN Clinical Leader

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

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

Workforce Development 11/13/17

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

- Direct Support Professional (Residential)
- Direct Support Professional (Substitute)
- Speech Language Pathologist/Speech Therapist- Keuka Lake School
- Daycare Aide- Full Time
- Direct Support Professional- Residential Overnights
- Services Quality Manager
- Day Porter- Part Time

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

Workforce Development 11/13/17

### **RN (Yates and Schuyler Counties)**

- This position is responsible for direct nursing care for home bound patients residing in Yates and/or Schuyler Counties. The RN is responsible for the delivery of patient care. This involves the assessment of patient and family needs, and the development, implementation and evaluation of an appropriate plan of nursing care. This RN may also serve as the case manager, which involves the identification of appropriate services, supervision of home health aide staff and ongoing review and evaluation of the utilization of services. To apply, visit

<https://re12.ultipro.com/EXC1006c/JobBoard/ListJobs.aspx?VT=EXTCan&SVRTRID=19CD2195-403D-4DC4-AC0A-6913EB1EB5F4>

OSOS 11/6/17

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

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

Workforce Development 11/13/17

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

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

Workforce Development 11/13/17

## **HOSPITALITY/RESTAURANT**

### **Food Runners & Bussers (Geneva, NY)**

- Belhurst Castle, a premier and famous destination in the Finger Lakes is looking to hire the following positions:
  - Food Runners
  - Bussers

Belhurst is offering competitive pay, training and advancement. Interested candidates can expect to work as part of a team and must be dependable! Flexibility required when it comes to working weekend shifts and holidays.

Craigslist post ID: 6348576930 10/16/17

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

- Guest Service Representatives have access to guestrooms and property; therefore, character traits of honesty and trustworthiness are essential to this position. Experience in service, sales, telesales or guest relations type of industry is helpful, not mandatory. SUMMARY OF ESSENTIAL JOB FUNCTIONS: Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. Apply at:

<https://www.indeed.com/viewjob?jk=4c90fcc156d7369b&l=penn-yan%2C+ny&tk=1bur2vf6o1a533f9&from=web>

Indeed 11/13/17

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

- The Watkins Glen Harbor Hotel located on beautiful Seneca Lake has immediate opening for a Hotel Night Guest Service Clerk. This is a full-time position on the 11p-7a shift, and requires weekend and holiday availability. We are looking for individuals with customer service experience, outgoing demeanor, who are committed to a level of service that exceeds the expectations of our guests. Multi-tasking ability, phone presence. Must be willing to go that extra mile to ensure our guests have a warm, comfortable, memorable experience while staying as a guest. The Auditor post charges to rooms, balances all the daily business activity, makes reservations for Guests, provides customer service, some Manager on duty responsibilities. Previous Hotel Night Audit experience is preferred. Interested Candidates may apply anytime online at [www.watkinsglenharborhotel.com](http://www.watkinsglenharborhotel.com).  
Indeed 11/13/17

### **Café Worker (Penn Yan, NY)**

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

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

- Sales Agent
  - Sales Development Representative
  - Administrative Assistant (Real Estate)
  - Maintenance Technician
  - Night Auditor
- For full descriptions and to apply, please visit <http://flplake.hrmdirect.com/employment/job-openings.php?search=true&internal=3170&dept=-1&city=-1&state=-1>  
Workforce Development 11/13/17

### **Hampton Inn (Penn Yan, NY)**

- Security- part time
  - Maintenance- part time
- Please stop into the hotel for an application if interested.  
Workforce Development 10/19/17

## **LABOR/AGRICULTURAL**

### **Water and Sewer Maintenance (Penn Yan, NY)**

- The Village of Penn Yan is seeking to hire a full time Water and Sewer Maintenance Worker. For more information and to apply, visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is November 17<sup>th</sup>.  
Chronicle Express 11/1/17

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

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

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

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

Indeed 11/13/17

### **Part-time Merchandiser (Penn Yan, NY)**

- Are you looking for a company with flexible scheduling to demonstrate your merchandising, customer service and organizational skills? Lawrence Merchandising has a great opportunity for you! Lawrence Merchandising Services (LMS) is a visual merchandising company that services many of the nation's top retailers and brands. As a Part time Merchandiser, you will help ensure client satisfaction by: Signing up to be a contact for us when merchandising services are available in retailers near your home. Check in daily to opt-in on projects as they come available in your area. The amount of projects available depends on your location. Some locations have continuous weekly projects, others will vary. Servicing your local retail stores by completing projects in a timely manner, and always delivering quality. For a full list of job duties or to apply, please visit <https://my.jobs/1fa58433999e40148fe9c22b60a78387161>.

OSOS 10/25/17

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

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

OSOS 11/6/17

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

- Laborer - landscaping, cleaning, carpenter helper, etc. - Services include - HOME IMPROVEMENTS ADDITIONS - REPAIRS - RENOVATIONS PLUMBING - ELECTRICAL INTERIOR DRYWALL & FINISH WORK INTERIOR & EXTERIOR PAINTING & STAINING PRESSURE WASHING CARPENTRY - REMODELING & NEW CONSTRUCTION NEW & REPLACEMENT WINDOWS PAVERS - PATIOS MASONRY LANDSCAPING - MOWING - WEEDING - MULCHING DOCKS IN & OUT OF WATER - REPAIRS CLEANING/CLEANOUT SERVICES: HOME/COTTAGE/OFFICE CLEANING CARPET CLEANING FLOOR STRIPPING & WAXING WINDOW WASHING PACKING - MOVING GUTTER - CHIMNEY CLEANOUTS YARD CLEANUPS - DEBRIS REMOVAL. To apply, contact Jan Butler, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. (315) 536-4733. [jan.connectaserviceinc@gmail.com](mailto:jan.connectaserviceinc@gmail.com)

OSOS 11/6/17

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

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

OSOS 11/13/17

## **OFFICE WORK/MANAGEMENT**

### **Village Clerk (Watkins Glen, NY)**

- The Village of Watkins Glen is accepting applications for the position of Village Clerk. Qualifications: Must be a Schuyler County resident with a high school degree or GED; have a minimum of 2 years of working in an office; previous legal, human resources and union experience; ability to multitask while working in a fast-paced environment; ability to communicate well



with superiors, co-workers, various professionals and most importantly with the general public along with an outgoing and pleasant personality. This is a full-time supervisory position that includes a robust benefit package. Applications can be found on the Village website [www.watkinsglen.us](http://www.watkinsglen.us) or picked up in the Municipal Office, 303 N. Franklin Street no later than Wednesday, November 15, 2017. Dundee Observer 11/1/17

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

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

#### **Bookkeeper/HR Rep (Geneva, NY)**

- The Council on Alcoholism of the Finger Lakes, a non-profit agency located in Geneva, NY is currently seeking a part-time Bookkeeper/HR Representative who is motivated, organized, a problem-solver, and a self-starter. Strong mathematical, accounting, and communication skills are required. As the Bookkeeper/HR Representative you will be expected to perform the following functions: complete monthly bank reconciliations, process accounts payable and accounts receivable, writing checks and submitting payments of bills in a timely manner, process, submit, and record bi-weekly payroll, preparation and maintenance of financial statements, routine administrative record keeping and general office coordination, monitoring and processing of all employee fringe benefits, including new employees as hired and employees as they leave the agency. Requirements: Associates Degree (A.S.) in Accounting or related field, experience in Microsoft Office and QuickBooks, detail oriented, effective oral and written communication skills are a must as you will need to correspond with clients and vendors via email and the telephone, must possess a professional attitude to represent the agency in a positive manner, valid Driver's License or ability to consistently arrive at program site as appropriate. Job type: Part-time. Pay rate: \$15.00/hour. Required experience: 3 years in bookkeeping/finance. Craigslist post ID: 6348736710 10/16/17

#### **Service Department File Clerk (Penn Yan, NY)**

- Essential Duties: Add new material to file records, and create new records as necessary, answer questions about records and files, assign and record or stamp identification numbers or codes in order to index materials for filing, eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements, find and retrieve information from files in response to requests from authorized users, keep records of materials filed or removed, using logbooks or computers, perform periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition, place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information, scan or read incoming materials in order to determine how and where they should be classified or filed, sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order, track materials removed from files in order to ensure that borrowed files are returned, gather materials to be filed from departments and employees, operate mechanized files that rotate to bring needed records to a particular location, perform general office duties such as typing, operating office machines, perform additional duties as assigned. Qualifications: 1 year experience in an office setting preferred, high level of accuracy and attention to detail, ability to work independently, excellent computer skills, excellent interpersonal and communication skills. Apply at:

<https://www.indeed.com/viewjob?jk=1aa8dfdc9e669678&l=penn+yan%2C+ny&tk=1bur2vf6o1a533f9&from=web>

Indeed 11/13/17

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

- Responsible for providing quality customer service while performing a variety of duties to support the paying and receiving functions of the branch office. Coordinating work within the department as well as with other departments. Reporting pertinent information to the immediate supervisor. Responding to inquiries or requests and referring where appropriate. Accepts deposits for various account types, cashes checks with approved authority and operating policy, sells cashier checks, money orders and certified checks, etc. and accepts loan payments. \*\* REQUIRES: A high school diploma or equivalent with an emphasis in a business or accounting curriculum. Moderate reading, writing and grammar skills. Proficient analytical, mathematics, communication and interpersonal relations skills. Good hand-eye coordination and visual and auditory skills. Ability to operate various office machines with basic PC and keyboarding skills. Ability to lift approximately 50 pounds of coin. Cash handling, customer service and sales experience. Reference check. Apply at: 70 Elizabeth Blackwell Street, GENEVA, NY 14456. OSOS 10/30/17

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

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

OSOS 11/6/17

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

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

OSOS 10/30/17

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

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

Workforce Development 11/13/17

## **SKILLED/MANUFACTURING**

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

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

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

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

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

- We are looking to hire 10 new employees to join our team thanks to increased business demands. We have both day and night 12 hour shifts available for inspector packer positions. Pay is \$11.00 for days and \$11.75 for nights, with overtime available weekly. Perfect Attendance pay bonus available as well. As an inspector packer, you would be inspecting and ensuring the quality of the finished product before packaging it to go to our consumers. Paid training is provided. These positions are 12-hour shift and would require a person to be on their feet throughout their work day. If you are interested



in learning more about these positions and our team text your name and "Penn Yan" to 585 412- 8534. Interviews Immediately!!

Craigslist post ID: 6348369905 10/16/17

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

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

Indeed 11/13/17

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

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

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

Workforce Development 11/13/17

#### **Helpful Links**

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

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

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

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

## November 2017

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

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

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	2  <b>WorkKeys:</b> 9am-12pm	3	4
5	6 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	7  <b>Exempt Meeting:</b> 11am	8 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	9  <b>Personal Soft Skills:</b> 9am-3pm	10  <b>Veteran's Day</b>  <b>OFFICE CLOSED</b>	11
12	13 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	14  <b>Training Options:</b> 1pm	15 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	16	17	18
19	20 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	21 <b>Jump Start:</b> 1pm  <b>Open House for Veterans</b> 1pm-2:30pm	22  <b>Life Skills:</b> 1:30pm – 3:30pm	23  <b>Thanksgiving</b>  <b>OFFICE CLOSED</b>	24  <b>OFFICE CLOSED</b>	25
26	27 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	28	29 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	30		

**\*Notes:**

\*HSE: High School Equivalency

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

**"Options Workshop"**

An online presentation/discussion using Google Group

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

**Work Keys for Job Seekers:** The Career Readiness Credential (CRC) enables you to show prospective employers that you possess the basic foundational skills they are looking for and have the trainability for success in an organization. The CRC verifies that you can

handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today’s workplace.

### **How does the Career Readiness Credential work?**

#### **Building on a Proven Program**

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

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

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

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

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

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

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

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

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

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



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

# 21st Annual Wayne County Job Fair



Thursday, November 16th 1:00 - 4:30pm  
Wayne Finger Lakes BOCES Conference Center  
131 Drumlin Court, Newark  
Bring your Resume & be prepared to interview!  
**NEW LOCATION!**

Adecco	McApilin Industries
Advanced Atomization Technologies	Micro-Tech Machine
Aerotek/ GW Lisk	Newcut
Auburn Bearing & Mfg.	Optimax Systems
Baldwin Richardson Foods	Pal Mac Schools
Berry Global	Precision Grinding
CDS Life Transitions	Reliant Community Credit Union
Dau Thermo Solutions North America	Remedy Staffing
Dr. Pepper/Snapple Group	Rochester Regional Health System
Elderlee	Samuel R. Parry Machine Co.
Express Mart	Sodexo@ Wayne Ct. Nursing Home
Heritage Christian Services	Terphane
Lifetime Care Network	Ultralife Batteries
Lyons National Bank	UR Medicine/ Thompson Health
Maco Bag	Wayne ARC
Marshall Exteriors	Wayne Finger Lakes BOCES
Marshall Farms	Zoto's International

**Co-Sponsors: Finger Lakes Works & the NYS Dept. of Labor,  
Wayne Economic Dev. Corp.; Wayne County Business Council;  
and 1420 WACK Radio & Big Dog Country 103.5**