

## Yates County Job Leads November 20<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

#### **Automotive Greeter (Penn Yan, NY)**

- What We Offer: Clean and professional work environment, 401(K), paid vacation opportunity, mentorship opportunities, promote from within culture, medical and dental insurance, education reimbursement. Responsibilities: Greet customers as they appear on the lot, answer initial questions from the customer, be the first and last impression of the dealership, connect customers with sales representatives. Qualifications: Friendly and customer service focused, reliable, able to multi-task and work under pressure, able to walk and stand for long periods of time as well as work outside, valid driver's license and able to drive both automatic and standard transmission vehicles, one year related experience and/or training; or equivalent combination of education and experience, ability to work hard with limited supervision, must be able to manage in a fast-paced work environment, knowledge of automobiles, positive attitude, high volume mentality, must be able to pass pre-employment screen.

<https://www.indeed.com/viewjob?jk=1f8a2f8be19dc753&l=Penn+Yan%2C+NY&tk=1bvd1122qa0khf3m&from=web>

Indeed 11/20/17

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

- You'll be front and center working in many roles – everything from cashier to stocker – while providing outstanding customer service. You'll also assist Store Management by merchandising product, monitoring inventory, and keeping the store looking its best. It's an opportunity to get more out of your career and grow in an exciting environment. We have important requirements for all potential ALDI employees. You must be able to lift and stock merchandise up to 45 pounds. You must be able to multitask and communicate effectively with your fellow staff, while being open to new ideas. Excellent customer service skills and communication are a must, as well as a flexible schedule. We provide an extensive period of training that will give you the tools, skills, and confidence you need to excel at ALDI. You must be at least 18 years old and a high school diploma or equivalent is preferred. You must also pass a drug screening and background check. Are you up for the challenge? \$12.30/hour starting (\$12.70/hour after 1 year). Apply in-person Monday through Sunday from 9:00am-8:00pm. ALDI, 204 Liberty Street, Penn Yan, NY 14527. [https://careers.aldi.us/job/-/-/61/6254572?utm\\_campaign=tmp&utm\\_medium=ad&utm\\_source=indeed&ss=paid](https://careers.aldi.us/job/-/-/61/6254572?utm_campaign=tmp&utm_medium=ad&utm_source=indeed&ss=paid).  
Indeed 11/20/17

### **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**

### **Teaching Assistant (Dundee, NY)**

- Dundee Central School is currently seeking a Teaching Assistant to begin in the 2017-2018 school year. New York State Certification is required. All employees must be fingerprinted through the NYS Education Department. An application can be found on-line and should be sent by December 1, 2017 to: Laurie Hopkins-Halbert, Elementary Principal, Dundee Central School, 55 Water St, Dundee, NY 14837.  
Dundee Observer 11/15/17

### **Bus Monitor (Hammondsport, NY)**

- Hammondsport Central School District Anticipated Opening: Bus Monitor Position. 26-week probationary position. 10-month position, not to exceed 3.75 hours per day. Starting hourly rate of \$12.03. Must have current fingerprint clearance through the New York State Education Department. Steuben County Civil Service Applications and fingerprint processing information can be picked up in the District Office or downloaded from the District website at [www.hammondsportcsd.org](http://www.hammondsportcsd.org). Letter of interest and completed application must be submitted by November 30, 2017 to: Bill Fries, Transportation Supervisor, Hammondsport Central School, 8272 Main Street, Hammondsport NY 14840. (607)569-5200 ext 5283. Job description will be provided upon request.  
Dundee Observer 11/15/17

### **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

#### **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](http://pennyanmanor.com). Chronicle Express 10/18/17

#### **Rape Crisis Counselor/Advocate (Watkins Glen, NY)**

- General Responsibilities: This position will provide direct services to victims of sexual violence in Schuyler County via confidential, supportive counseling/advocacy and related services, and accompaniment to medical and legal proceedings. Counselor/advocate will maintain client files and related statistics and collate and complete program-wide periodic statistical reports. Collaborate with community service providers on behalf of SARC. Attend monthly meetings for case review and training. Assure quality care at all times. Maintain DOH Rape Crisis Counselor/Advocate certification via successful completion of mandatory continuing education hours. QUALIFICATIONS: Minimum Education and Experience: Bachelor's degree plus 0-2 years relevant experience; or Associate's Degree plus 2-4 years relevant experience; or High School Diploma plus 4-7 years relevant experience include Women's Studies, Psychology, Sociology, Counseling/Advocacy, or Rape Crisis/Victim Services. Deadline for applications: November 27, 2017. For a detailed description or to apply online: <https://jobs.lever.co/ppsf>, or send complete resume, references, and specific cover letter addressing your interest in the Steuben/Schuyler rape crisis counselor/advocate position to: Planned Parenthood of the Southern Finger Lakes – HR, 620 West Seneca Street, Ithaca, NY 14850. Craigslist post ID: 6389613664 11/16/17

#### **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.
- RN Bedside- Med/Surge Acute
- RN Bedside- Unit II
- RN- Cardiac Rehab Nurse

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 11/20/17

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

- Direct Support Professional (Residential)
- Direct Support Professional (Substitute)
- Speech Language Pathologist/Speech Therapist- Keuka Lake School
- Direct Support Professional- Residential Overnights
- Day Porter- Part Time
- Center for Lifelong Learning- Direct Support Professional
- Special Education/General Education Teacher- Keuka Lake School
- 1:1 Aide- DRIVE Program

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

Workforce Development 11/20/17

#### **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](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.cccsrochester.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**

### **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

### **Jail Cook (Penn Yan, NY)**

- These duties involve responsibility for the preparation, and cooking of meals for inmates at the County jail. The work is performed according to established procedures under the direct supervision of the Jail Cook Manager, with considerable responsibility for the exercise of independent judgment in emergencies. Does related work as required. For a description and qualifications and to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>.

Workforce Development 11/15/17

### **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://flpllake.hrmdirect.com/employment/job-openings.php?search=true&internal=3170&dept=-1&city=-1&state=-1>

Workforce Development 11/13/17

## **LABOR/AGRICULTURAL**

### **Winery Cellar and Lab Help (Hammondsport, NY)**

- Winemaker for Keuka Lake Vineyards in Hammondsport, NY is looking for a person to assist in routine tasks over the winter, spring and summer. We make premium wine. Must be able to work Wednesdays and/or Saturdays. Hours would total 4 to 16 hours a week. Tasks include topping barrels, barrel stirring, pH and free SO2 testing, sparging tanks, tank cleaning, and

pump cleaning. Other tasks available as skills and motivation allow. We will train the right individual. The right individual is detail-oriented, catches on quickly, and is motivated to do routine tasks in order to learn more about and be involved in the winemaking process. Craigslist post ID: 6389697939 11/16/17

#### **Maintenance for Apartment Complex (Geneva, NY)**

- In need of a building maintenance person/handyman for a 54 unit apartment complex in Geneva. General duties include preparing vacant apartments to rent - painting, installing flooring, repairing sheet rock, plumbing, etc., plus cleaning and maintenance of grounds. Having own tools is a plus. Please forward resume and references. Full time Monday-Friday 8-5.

Craigslist post ID: 6389359489 11/16/17

#### **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.

Apply at: <https://www.indeed.com/cmp/CK-Cellars/jobs/Assistant-Winemaker-42819daa7845874f>

Indeed 11/13/17

#### **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

#### **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

#### **Mechanic/Boat Shop Assistant (Keuka Lake)**

- Mechanic/Boat Shop Assistant on Keuka Lake-- Full-time-- Boat experience helpful, must have a clean drivers license and be available weekends. Contact Cheryl @ 315-536-8236. Workforce Development 11/16/17

## **OFFICE WORK/MANAGEMENT**

#### **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

#### **Design Specialist (Himrod, NY)**

- Woodtex is seeking an experienced Design Specialist for their Himrod, NY location to start as soon as possible. Essential Job duties (Key Results Areas) include: Generation of CAD drawings and designs on an as needed basis, create shop designs that help to maximize efficiency, be an asset to the sales force to guarantee our clients the best delivery of customer service experience possible. Skill Requirements: Proficiency and understanding of Auto-Cad, clear Communication skills and prompt follow up using email and phone, technical knowledge of the building process, general understanding of local building codes, assistance in pursuing certifications in new states. Compensation Package is determined by experience and includes: Paid time off & 10 paid holidays, benefit offerings. Come and build your career with our progressive company. We have a superb reputation and need REAL STARS to work with our customers & team members.  
<https://www.indeed.com/cmp/Wood-Tex/jobs/Design-Specialist-c84327873830a869?sldu=QwrRXKrqZ3CNX5W-O9jEve6R7Cznvr6bA1-nlfSxtFvFPYuOPOO1ZMb6xM8cVXXClI9hzfGhBfQyS3DekP8-7w>  
Indeed 11/20/17

#### **Office Manager (Watkins Glen, NY)**

- The Watkins Glen Area Chamber of Commerce is looking for a dynamic, fiercely organized, friendly, high-paced, computer savvy individual to manage its Visitor Center Headquarters at 100 N. Franklin and the future Visitor Center at the Watkins Glen State Park. This person's primary role is greeting visitors, managing volunteers and seasonal staff, offering support to the chamber staff, keeping all databases current, and managing internal office calendars and spaces. An associates degree in business or hospitality is preferred but not necessary. The ideal candidate MUST be organized, have the aptitude to learn and must excel with written and verbal communication. Apply at <https://www.indeed.com/cmp/Watkins-Glen-Area-Chamber-of-Commerce/jobs/Office-Manager-0e3f05014cfcb1a>  
Indeed 11/20/17

#### **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

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

- This is a paraprofessional position involving responsibility for selected tasks related to the various processes of probation service. Probation Assistant may be assigned to program areas such as Pre-Trial Release, Alternatives to Incarceration (ATI), and diversionary services to assist in meeting the Probation Department goals of community protection and offender rehabilitation. Employee performs tasks independently or as a member of a team under the general supervision of the Probation Supervisor or Probation Director. Employee coordinates Alternatives to Incarceration Program for offenders who have been court ordered to perform unpaid community service as a condition of probation or conditional discharge. Minimum Qualifications: a) Graduation from high school or a high school equivalency diploma recognized by the State of New York. To apply visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is December 15th.

Workforce Development 11/20/17

### **Public Defender (Penn Yan, NY)**

- The Public Defender shall represent without charge, indigent persons within the County of Yates entitled to such representation pursuant to Section 717 of the New York State County Law. The work of the Public Defender is performed under guidelines provided by law. MINIMUM QUALIFICATIONS: An attorney duly licensed to practice law in the State of New York, and admitted to practice in all courts within the scope of his/her required duties. First review of application will begin on December 8th, 2017 and continue until the position is filled. Visit the online posting at: <https://mycivilservice.yatescounty.org/>. Forward a completed Yates County Employment Application and Resume to: Yates County, Attn: Scott Falvey, Yates County Attorney, 415 Liberty Street Suite 204, Penn Yan, NY 14527. For questions: Email: [sfalvey@yatescounty.org](mailto:sfalvey@yatescounty.org) or call 315-531-3233.

Workforce Development 11/20/17

### **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**

### **Packers/Production (Penn Yan, NY)**

- Remedy Staffing is hiring now for Silgan Plastics! Packaging, Inspection, Production. Enjoy a clean and safe work environment. Pay starting at \$11/hr. Also recruiting for Assembly, Machine Operation, General Labor and Warehouse work. Call 315-781-6200.

Dundee Observer 11/15/17



### 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. Craigslist 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. Craigslist post ID: 6381322399 11/10/17

### 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

### Quality Control Technician (Penn Yan, NY)

- Kelly Services is looking for a Quality Control Technician to work with a leading global supplier of technology-based functional coatings and color solutions for ceramic, metal and glass products. The primary function of this position is to perform testing in the Quality Control and Polishing Labs on raw materials, in-process materials, and finished products as required by ISO procedures. This will be a direct hire position for the right candidate. Salary is approximately \$20/Hour, more or less depending on experience. For a detailed description, or to apply, please visit <https://my.jobs/506b2f028a8648979eafa554ee76e8c7161> OSOS 11/20/17

### Mill Operator (Penn Yan, NY)

- Remedy Staffing is looking for a Mill Operator to join one of our clients in the Penn Yan area. Responsibilities of job:
  - Set up, monitor and adjust mill processing equipment
  - Continuously assess mill operating conditions and make corrections to keep product within specifications.
  - Perform GMP activities such as cleaning, routine maintenance and repairs as assigned.
  - Clean up and remove product spills in a timely manner.
  - Monitor filling/transfer of ground product to the assigned bins.
  - Take ground grain samples to the lab for testing.
  - Clean and maintain equipment, machinery, and work stations.
  - Perform your job tasks in a safe manner in compliance with all safety programs and procedures.
  - Line Lead/Team Lead experience preferred.
  - Self starter able to work individual or in a group.Skills Required:
  - Physically Able to lift up to 50#.
  - Mechanical abilities.
  - Able to follow directions and processes.
  - Work with other team members.

Apply at: [https://www.remedy staffing.com/jobs/detail/225962?rx\\_source=CareerArc](https://www.remedy staffing.com/jobs/detail/225962?rx_source=CareerArc) Workforce Development 11/20/17

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

- Castner's Performance Systems has a machinist job available; PAY \$20-26/Hr: strong lathe skills, manual, CNC lathe, and mill programming. Mastercam a plus! This is a full time position with an established privately held company. Castner's Performance offers flexible hours, promotes a team environment, and a benefits package. Applicant must be within commuting distance of Penn Yan, NY. We need a committed applicant with a strong work ethic and excellent organizational skills. If you can learn in a fast-paced dynamic environment, this position can offer a rewarding chance to increase your experience and knowledge. Job Type: Full-time. Hours: Flexible M-F, currently working 40 plus hours, overtime as needed. Experience: 5+ years solid tool room, prototype, manual machining, manual or CNC experience, confidence needed in running manual lathe and mill is required, experience in conversational programming any CNC mills and lathes is desired, Mazatrol programming on multi axis lathes is desired, diplomatic communication with our CAD department and assembly staff is a must, ability to set-up, change tools, offsets and make adjustments necessary, prototype and tool design experience is a desired, must be able to read and interpret blueprints, as well as understand mechanical assemblies, ability to inspect parts to print and various process requirements using a variety of inspection equipment, must be reliable and self-motivated with adequate transportation, must have tool box with basic machinist tools, proficient math skills, must be organized. This is a set-up & run position. You WILL be running a machine as well as assisting operators. Deburring, grinding, tapping, finish hand work, cutting stock and other prep and finish work is included with this position. Email resumes to mikejcastner@gmail.com or call 315 694 2522. Workforce Development 11/20/17

### **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		
<p><b>*Notes:</b></p> <p><b>*HSE:</b> High School Equivalency</p> <p><b>*Monthly Exemption Meetings:</b> Held every 1<sup>st</sup> Tuesday of the month at Workforce Development.</p>						

#### "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 then 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 then searches for the best job openings available, immediately opening the door to

**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**



## *Veterans Open House*

Veterans and their families are invited to Finger Lakes Works Career Centers as we recognize their service, and provide information on employment/training programs available to veterans including:

- Priority of Service
- Experience Counts
- Operation Recognition
- Apprenticeship Opportunities

- Career Planning
- VA Benefits Portal
- Federal Veterans' Benefits
- Access VR Services
- On the Job Training



Veterans will receive a prioritized opportunity to meet with a career-center counselor to review career/training opportunities hiring incentives and employment options.

***Where:***

***Yates-417 Liberty St., Penn Yan, NY***

***When:***

***Tuesday 11/21/17 1:00pm-2:30p***

A proud partner of the American  network