

Seneca County Job Leads

For the Week of March 01, 2010

America's Job Exchange

Please visit America's Job Exchange <http://www.americasjobexchange.com>, or contact your local Finger Lakes Works One Stop Center.

The following are the number of current employment opportunities listed with America's Job Exchange:

- Seneca County – 36 (e.g. Entry Level Auto Cad, Reefer Drivers, Teller)
- Ontario County – 74 (e.g. Associate Educator, Environmental Serv Aide, Receptionist)
- Cayuga County – 79 (e.g. Designer, Employment Counselor, Server)
- Wayne County – 62 (e.g. Assistant QA Inspector, Entry Level Management, Solderer)
- Yates County – 11 (e.g. Charge RN, Inspector/Packer, Receptionist)

PLEASE INQUIRE!

Resource Room, Finger Lakes Works-Seneca, 315.539.1905



Check out one of our favorite websites to research some job leads:

www.indeed.com



FREE Tax Help!

Fast Returns

Certified volunteers at Seneca One Stop –
Finger Lakes Works (Workforce Development),
1 DiPronio Drive, Waterloo,
will prepare and e-file basic federal and state income tax returns
for individuals and families with low to moderate incomes.

Call and schedule your appointment!
315.539.1905 or 800.688.7188 (x1905)

Tell a friend





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 more job opportunities.

Book of the Week



“Organize Yourself”

by Ronni Eisenberg with Kate Kelly

This week's book is not directly aimed at job seekers, although being organized can certainly help you with job searching. Being organized can make life easier whether you're looking for work, already working or a stay-at-home parent. This book will help you save time and space, pay bills on time, dispose of junk mail regularly and much more. Take time out of your busy schedule to read this book and you'll have more time in your schedule.

FINGER LAKES WORKS CAREER CENTER PRESENTS

“Career Group” at 1 DiPronio Drive Waterloo, NY (Workforce Development Conference Room)

Networking Is The Time-Honored Process Of Using Cordial Alliances And Information Referrals To Further One's Professional Advancement And Success. Networking Is A Two-Way Street. Members Call On Friends And Colleagues For Problem Solving, Information Gathering, Job Leads, Gaining Access To Role Models, And For General Support. In Turn, They Provide These Services To Peers And People On The Way Up. Come network with peers!

**Last Thursday of the month.
1-2 p.m.**

Please register for this workshop at the reception desk or call 315-539-1902.

Do You Need to Find a Job but Don't Have Time During the Day to Search?

Seneca County Workforce Development is offering Thursday evening hours until 7:00 p.m. through March 25th by *Appointment Only*.

We're here to serve your needs. We look forward to working as your partner to reach job success! For an appointment call 315-539-1905

March 2010

Seneca County Workforce Development Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 D.O.L. 9:00 A.M. – 5:00 P.M.	2 Experience Works 10:00 A.M. – 12:00 P.M.	3 GED Class 9:30 A.M. - 6:30 P.M.	4 WorkKeys 8:30 A.M. – 12:00 P.M.	5 Resume 101 10:30 A.M. – 12:00 P.M.
8 D.O.L. 9:00 A.M. – 5:00 P.M.	9 Employment Skills Training I 9:00 A.M. – 3:30 P.M. Experience Works 10:00 A.M. – 12:00 P.M.	10 GED Class 9:30 A.M. - 6:30 P.M.	11 WorkKeys 8:30 A.M. – 12:00 P.M. Employment Skills Training II 1:00 P.M. – 4:00 P.M.	12
15 D.O.L. 9:00 A.M. – 5:00 P.M.	16 Experience Works 10:00 A.M. – 12:00 P.M.	17 GED Class 9:30 AM -6:30 PM	18 WorkKeys 8:30 A.M. – 12:00 P.M.	19 Interviewing Techniques 9:00 A.M. – 11:00 A.M.
22 D.O.L. 9:00 A.M. – 5:00 P.M.	23 Employment Skills Training I 9:00 A.M. – 3:30 P.M. Experience Works 10:00 A.M. – 12:00 P.M.	24 GED Class 9:30 AM -6:30 PM	25 WorkKeys 8:30 A.M. – 12:00 P.M. Employment Skills Training II 1:00 P.M. – 4:00 P.M. Career Group 1:00 P.M. – 2:00 P.M.	26 Basic PC Skills 10:00 A.M. – 11:30 A.M.
29 D.O.L. 9:00 A.M. – 5:00 P.M.	30 Experience Works 10:00 A.M. – 12:00 P.M. What Job Seekers with Disabilities Need to Know 1:30 P.M. - 3:30 P.M.	31 GED Class 9:30 AM -6:30 PM		

Career Group

Finger Lakes Works Career Center presents Career Group the last Thursday of every month 1-2 pm. Networking Is The Time-Honored Process Of Using Cordial Alliances And Information Referrals To Further One's Professional Advancement And Success. Networking Is A Two-Way Street. Members Call On Friends And Colleagues For Problem Solving, Information Gathering, Job Leads, Gaining Access To Role Models, And For General Support. In Turn, They Provide These Services To Peers And People On The Way Up. Come network with peers!

Experience Works

Need a job, but lack the skills employers want? If you are 55 or old, with very limited income and want to work, we may be able to help. Local Representative: Deb Ryan 315.255.1703 (ext 130)

What's Next? Surviving Job Loss

This workshop will give you the tools to work through the emotions of what job loss brings, with support from others who are experiencing similar situations. It will include explanations of what grief is and coping mechanisms to address these feelings. There will be interactive activities to help identify both professional and personal growth opportunities.

Interviewing Techniques

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

What Job Seekers With Disabilities Need to Know

Learn what you need to know about yourself and the labor market to get the best job for you. Get help with decisions about how much information to share with potential employers, when to disclose, and practical tips on how to do it. Learn what rights you have in the workplace.

WorkKeys

WorkKeys is a job skills assessment program measuring "real world" skills that employers believe are critical to job success. The program is valuable for any occupation and at any level of education; connecting work skills, training, and testing.

WorkKeys is the basis for the **National Career Readiness Credential (CRC)**; a career credential that 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 Mathematics.

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 on-line training program, Key Train, targeted to developing and increasing the WorkKeys skills.

Employment Skills Training

Employment Skills Training (EST) is a day and a ½ workshop that covers basic job search techniques including: career exploration, planning a work search, interviewing and creating good first impressions. It is very appropriate for entry-level job seekers or anyone who feels as though they could use a brush-up on the above skills. It is offered twice monthly.

**To sign up for one of our FREE workshops
or for more information contact:
Seneca County Workforce Development
1 DiPronio Drive, Waterloo, NY 13165
Phone: 315-539-1905 Fax: 315-539-3857**

(Please call ahead to register for workshops)

Attention

Important Notice

This is to announce that the Department of Civil Service will make a total conversion to paperless examination announcements on February 1, 2010.

All announcements, both new and old, will be available exclusively on the Department of Civil Service website at www.cs.state.ny.us. For the convenience of potential applicants and other stakeholders, the Department provides an automatic new announcement issue notification by email service. Subscription information is at www.cs.state.ny.us/announ/emaillist.cfm. These emails provide links to individual announcements so that applicants can obtain more detailed information about each examination. We will ask facilities that traditionally have posted paper announcements - libraries, Department of Labor offices, community centers and others - to continue to do so.

Although some individuals may not own a computer themselves, computers are increasingly available for use at libraries, religious/community organizations, public/private/not-for-profit employment services as well as through friends and relatives. We encourage job seekers to avail themselves to these online services.

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New York State Announces Opportunities In Government

Examinations Open to the Public

Applications *MUST* be Postmarked or Filed on the Internet No Later Than MARCH 15, 2010.

(To apply online, visit our website at <http://www.cs.state.ny.us/exams>)

<u>Examination Number and Title</u>	<u>Current Beginning Salary</u>	<u>Non-Refundable Processing Fee</u>
25-309 Beginning Clerical Worker	\$27,744	\$25
25-310 Beginning Clerical Worker (Spanish Language)	\$27,744	
28-223 Network Program Administrator	\$51,268	\$35

To obtain a copy of the detailed examination announcement: visit, write, or call - Examination Information, NYS Department of Civil Service, Albany, NY 12239 (518) 457-2487 [press 2, then press 3].



CAREER NAVIGATOR

AN INTENSIVE TRAINING PROGRAM FOR
PROFESSIONAL LEVEL JOB SEARCH & SUCCESS

Jump start your job search with this 5-day interactive, strategic approach to proactively managing your future.

- Learn how to redefine your skills to fit existing and emerging industries and occupations.
- Design a job search strategy to fit your values, skills and goals.
- Learn the marketing techniques that will get your message out to the people that make the hiring decisions.
- Discover the increased power of working in teams, led by certified career professionals.
- Navigate the obstacles and challenges of the changing economy and learn the new rules of job search.
- Master the ability to successfully transition into new directions of employment and control future employment paths.

WHO SHOULD ENROLL IN CAREER NAVIGATOR?

Professionals who:

- Desire to stay in the same field and who want to learn how to compete.
- Require an industry and/or career change based upon their transferable skills.
- Need support in identifying new search strategies, tools and techniques.

ITINERARY:

- Day 1: Competency Definition
- Day 2: Career Management Strategy
- Day 3: Branding and Marketing You
- Day 4: Evaluation and Decision Making
- Day 5: Foundation for Career Success

TO ENROLL:

Must be a Finger Lakes Works member to enroll in this free program.

Dates and Times: March 15- 19, 2010 9 a.m. to 4 p.m.

Location: FLCC Geneva Campus, 63 Pulteney St., Geneva

If you have additional questions, please contact Darlene Keating at 315-789-1771 or darlene.keating@labor.state.ny.us

Dates and Times: April 19-23, 2010 9 a.m. to 4 p.m.

Location: Ontario Co. Human Services Bldg., 3010 County Complex Dr., Canandaigua

If you have additional questions, please contact Joe Lopez at 585-396-4033 or joseph.lopez@dfa.state.ny.us

Dates and Times: May 17-21, 2010 9 a.m. to 4 p.m.

Location: FLCC Newark Campus, 110 Technology Pkwy, Newark

If you have additional questions, please contact Scott Sigel at 315-946-7268 or scott.sigel@labor.state.ny.us

Dates and Times: June 14-18, 2010 9 a.m. to 4 p.m.

Location: Seneca One Stop, 1 DiPronio Dr., Waterloo

If you have additional questions, please contact John Vrabel at 315-539-1904 or jvrabel@co.seneca.ny.us

Visit: www.fingerlakesworks.com to register on-line.

Help Wanted - Full Time

AUTO TECH. Experienced, must have own tools, NYSI License helpful. Stever's Garage Seneca Falls 315-568-8353

GUITAR TEACHER Experienced. 315-781-6345

MECHANIC WANTED Expanding Cub Cadet dealer seeking applicant to fill mechanics position. Candidate must have 2 years experience in OPE industry, knowledge in diesel engines, hydrostatic transmission, trouble shooting electrical. Applicant must be self-motivated. Bring resume, current work history to: DeWick Equipment 2241 Havens Corners Rd. Penn Yan 315-536-7968

sales REPS No experience req. Energetic, people person to sell cars. Health benefits & salary. Apply in person - Jeff McKee or Ryan Davis Friendly Ford, 875 Rtes. 5 & 20, Geneva. 315-789-6440

NYtech SUPPLY A automotive and industrial supply distributor. Seeking an experienced **sales and service professional** for an established territory position. Excellent income potential, bonuses, training is provided. Email or fax sales history to: sales@nytechsupply.com or 800-522-9152

Community Health and Home Care/Visiting Nurse Service has immediate job openings for **Certified Home Health Aides (HHA) and Licensed Professional Nurses (LPN's)**. HHA's and LPN's will follow a care plan established by a physician and will be under the supervision of a Registered Nurse. Proof of HHA certification and LPN license and valid driver required. Applicant must be able to clear a background check. Starting pay for HHA is \$11.00 an hour and for LPN is \$16.00 an hour plus gas mileage reimbursement. Please send resume and cover letter to: Cheryl Vosburgh, Human Resource Manager, CHHC 138 Cecil A. Malone Drive, Ithaca, NY 14850 or send via email to cvosburgh@vnsithaca.org.

Help Wanted – Part Time

The U.S. Census Bureau is accepting applications for employment opportunities throughout Seneca County with the 2010 Census. Successful candidates will earn good pay, get paid weekly, work flexible hours and receive paid training. Applicants must be U.S. citizens, be at least 18 years old, and pass a 30-minute basic skills test consisting of 28 multiple-choice questions measuring knowledge, skills, and abilities required to perform a variety of census jobs. To schedule a test, call 607-735-5460. Visit our website at: www.2010.censusjobs.gov for practice test material.

SEARS SALES ASSOCIATE in Fine Jewelry (NON-COMMISSIONED) Responsible for selling and servicing customers. Must be willing and able to handle customer issues that may arise on the sales floor. The associate will spend all of their time on the sales floor within in one or more departments. This individual will maintain knowledge of Sears products and use this knowledge to assist customers. Strong selling and customer service skills. Strong drive for results. Knowledge of products and services offered. Excellent communication skills. Sears conducts pre-employment drug tests and background checks. This is a summary and is not intended to describe all responsibilities and essential functions. SEARS IS AN EEO/AA EMPLOYER. Apply at AUBURN FINGERLAKES MALL or online at: <http://www.searsholdings.com/careers/> Must be 18 or older.

Knapp Winery has a need for a seasonal/potential internship opportunity to be able to fulfill the following job description: preparation of foods for lunch service, preparation of dishes during lunch service, maintaining, quality and standards set in place by the executive chef, Proper sanitation procedures, maintaining a clean and safe work environment, contributing to the purchasing and receiving duties of the restaurant, following recipes and directions given by the executive chef, Proper use and sanitation of knives, utensils, cooking equipment, and slicer (if 18 years of age or older), Following HACCP guidelines, i.e. proper handling and storage of food products. Apply directly at the winery. Knapp Winery & Vineyard Restaurant, 2770 County Road 128 (Ernsberger Rd) Romulus, NY 14551

organist wanted. Where: St. John's Episcopal Church, Cdga. What: 7:30PM Thurs choir rehearsal, 10 AM Sunday service. Info: 585- 396- 0027.

Help Wanted – Health Careers

Residential PROGRAM NURSE AT YATES ARC We are currently seeking an experienced Residential Program Nurse. The primary responsibility of this position is to provide medication supervision, consultation, direct nursing services to residents and training to staff. Education Requirements: NYS Registered RN. For more information, please contact: JoAnn Cuyte HR Manager, Yates ARC 235 North Ave. Penn Yan, NY 14527 315-536-7447 Complete job description, application and other employment opportunities are available at www.yatesarc.org

SUPPLEMENTAL DAY HAB COORDINATOR Cayuga County Exciting opportunity exists for the right candidate to oversee all aspects of a Day Habilitation program centered on creative expression! This person will coordinate activities and services for designated caseloads, ensure appropriate documentation of services, support the Director in the evaluation and training of staff and volunteers. Special attention will be given to those candidates who possess excellent writing skills, are interested in theater arts and performing, music, dance and fine arts, as this position will focus on assisting individuals in developing performing talents. Qualifications include Bachelor's Degree and 2 years experience working with persons with developmental disabilities or 5 years experience in theater arts; valid NYS Driver's license. Apply Seneca Cayuga ARC 1521 Clark Street Rd. Auburn, New York 13021 or jobs@sencayarc.org

Display Ads



Clifton Springs Hospital & Clinic
Equal Opportunity Employer
We are a Drug Free Workplace

Applications Analyst II

Clifton Springs Hospital and Clinic is seeking a candidate to fill our full time Application Analyst II position in our Information Systems Department. Bachelors degree in an IS field preferred, but will consider an Associates Degree with relevant work experience in related field. Extensive knowledge of the Medtech HCIS and a strong background in software applications in healthcare will be required. A minimum of seven years experience in the healthcare field in a clinical role a plus, with training end user experience, including creation of training materials.

Clifton Springs Hospital & Clinic
To apply, please send your resume and cover letter with salary requirements:
Clifton Springs Hospital & Clinic
2 Coulter Rd.
Clifton Springs, NY 14432
Telephone (315)462-0200
Fax (315)462-3492
E-mail: humanresources@cshop.com
www.eshosp.com



HOBART AND WILLIAM SMITH COLLEGES

SENIOR TECHNOLOGY SUPPORT SPECIALIST/ SUPPORT CENTER
Information Technology Services

Under the direction of the Operations and Technical Support Leader, provides technical support to students, faculty, staff and other constituents of the Colleges. This person serves as the face of IT Services to the constituents of the Colleges, providing the first point of contact to the IT Services Support Center via the Help Desk.

To learn more of this position, please visit our website www.hws.edu and review the posting under "employment opportunities". Review of applications will begin immediately and continue until the position is filled. Start date to be June 1, 2010.

Interested applicants should send a cover letter, resume and the names with contact information for three references via email to Ms. Peggy Ferran, Associate Director of Human Resources, at ferran@hws.edu

EOE



SUPPLEMENTAL DAY HAB COORDINATOR

Exciting opportunity exists for the right candidate to oversee all aspects of a Day Habilitation program centered on creative expression! This person will coordinate activities and services for designated caseloads, ensure appropriate documentation of services, support the Director in the evaluation and training of staff and volunteers. Special attention will be given to those candidates who possess excellent writing skills, are interested in theater arts and performing, music, dance and fine arts, as this position will focus on assisting individuals in developing performing talents. Qualifications include Bachelor's Degree and 2 years experience working with persons with developmental disabilities - or 5 years experience in theater arts; valid NYS Driver's license. EOE

Apply in Person or Send Resume:
Seneca Cayuga ARC
1521 Clark Street Rd., Auburn NY 13021
or jobs@sencayarc.org

To learn more about our organization and services, we invite you to visit us at www.sencayarc.org



seneca cayuga ARC

