

**Yates County Workforce Development**  
**417 Liberty Street**  
**Suite 2021**  
**Penn Yan, NY 14527**

**Yates County Job Leads**  
***JANUARY 25, 2012***

Please visit Job Central <http://www.jobcentral.org/ny/>

Another great website to visit is [www.indeed.com](http://www.indeed.com)

**BOARD OF ASSESSMENT REVIEW MEMBER** – Town of Starkey, Yates County, seeks a member of the Town of Starkey, with knowledge of property values in the town, to sit on the Board of Assessment Review (BAR) . The purpose of the BAR is to guarantee taxpayers rights by hearing real property assessment complaints (grievances) and arriving at a fair and impartial determination regarding those complaints. This is a five (5) year term and requires 3 hours of training (April 24, from 6 to 9) provided by Yates County. The Board of Assessment meets once a year in May. If interested, please respond in writing to the: Town of Starkey Assessor, 40 Seneca St., Dundee, NY 14837. Please call 607-243-5974 for more information. 1/25/

**VETERANS SERVICE OFFICER** – Veterans Service Officer needed for Schuyler County. 20 hours/week. \$15.80/hr. Applications accepted until **2/3/12**. Competitive position – requires Civil Service examination to be given at a later date. Qualified candidates must have high school diploma or equivalency ; and one year of work experience in business administration, education, human resources or insurance **and** must be an honorably discharged veteran at time of appointment. For further information regarding qualifications and/or application, go to [www.schuylercounty.us](http://www.schuylercounty.us) or contact Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. (607) 535-8190. 1/25/

**PART-TIME (2) LPN NEEDED** – Penn Yan Manor Nursing Home is taking applications for: Licensed Practical Nurse (LPN) for part-time , 1 evenings, 1 night shift. Must be NYS license. EOE , Benefits. Send resume to : 655 N. Liberty Street, Penn Yan, NY 14527 or stop by the business office to fill out an application.1/25

**PRO ACTION REGISTERED DIETITIAN/YATES:** Position responsible for monitoring kitchens and meals, menu analysis, nutritional counseling , establishing therapeutic diets, technical assistance, training and administrative services. Driver's license meeting agency standards required. 8-12 hours per week as needed. State of New York Education Department Registered/Certified Dietitian license required. Send letter of interest and resume to HR Recruitment and Training Manager, Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810; fax 607-776-2723, email <mailto:jobs@proactioninc.org>. Deadline **02/17/12**. EOE. 1/25

**KEUKA COLLEGE** is seeking a 10-month part-time faculty member to join our program for fall semester 2012. Emphasis of the program is teaching in an innovative and well established OT program. Doctorate preparation in OT or related field with minimum of 5 years of clinical experience. Keuka College is an Equal Opportunity Employer committed to a diverse and inclusive workforce and encourages applications from groups underrepresented in higher education. For further information and application instructions, please see <https://keuka.peopleadmin.com/> 1/25

**VINEYARD WORKERS** – 02/15/2012 through 12/14/2012. 4 temporary workers to operate, maintain farm machinery, prune and tie vines, harvest fruit. Work in all weather conditions. 1 month experience required. Adverse Effect Rate of \$10.56/hour. Work guaranteed for 3/4 total contract days, work tools provided at no cost, one time transportation and subsistence reimbursed after 15 days or 50% of contract and fee. Housing to out of area workers . Contact closest State Workforce Agency to apply or NYS Department of Labor website for information. Hermann J. Wiemer Vineyard, Dundee, NY 1/18

**SCHUYLER COUNTY CIVIL SERVICE EXAMS** – March 17, 2012. Clinic Director, Intensive Case Manager, HR Administrator – Benefits Manager. Last date to file is **February 1, 2012**. Interested applicants who meet the qualifications outlined on the exam announcement can access an application at [www.schuylercounty.us](http://www.schuylercounty.us) or Schuylers County Civil Service, 105 9<sup>th</sup> St., Watkins Glen, NY 607-535-8190. 1/18

**CUSTOMER SERVICE REP FOR INSURANCE AGENCY** – Detailed oriented, able to multi-task, experience preferred. Send resume : Insurance, PO Box 728, Montour Falls, NY 14865. 1/18

**NOW HIRING ALL POSITIONS** – Sodexo Dining Services. Hobart & William Smith Colleges, 300 Pulteney Street, Geneva, NY **Cashier, Service Worker, Dish Supervisor, Delivery, Utility, Dishwasher**. FT & PT competitive benefits & pay scale. Apply in person or E-Mail, Attn: Duane at [dbortz@hws.edu](mailto:dbortz@hws.edu). 315-781-3507 ph, 315-781-3510 fax. EEO/AA 1/18

**CLEANING PERSON WANTED BI-WEEKLY** for small Penn Yan home. 315-956-9372. 1/18/

**COOKS \* DISHWASHERS \* SERVERS \* CASHIERS** – Retail sales, Hosts, High Janitorial. Having a career with the #1 rated family dining restaurant in America , the **Cracker Barrel**, is closer than you think – especially with our new store opening at: 1740 County Route 64, Horseheads, NY 14845. Here’s your chance to work with and learn from the best in the industry, and other benefits like: exceptional training, up to 3 pay raises in the first year, advancement opportunity, flexible schedules, paid vacation, 401(k) and other great benefits. Stop by our NEW Horseheads store and apply in person: Monday – Friday 9:00AM – 5:00 PM. Saturday 10:00 AM – 2 PM. We are a drug-free workplace, EOE 1/18/

**LOCAL ENERGY COMPANY** is looking for energetic, enthusiastic sales individuals for a highly rewarding career opportunity . Please fax resumes to 716-524-6700. 1/11/

**PART TIME RESIDENTIAL SUPPORT SPECIALIST** Catholic Charities Community Services in Penn Yan. Experience a rewarding opportunity to make a difference in the lives of persons with developmental disabilities working in a group setting assisting residents with daily skills. High school diploma and valid NYS Driver’s license required. Hours will include evenings, overnights and weekends and flexibility is a must. Excellent benefits and competitive pay. For more information call Sara Hansen or Matt Dean at Cramer House 315-536-3323. 1/11

**REMEDY STAFFING IS CURRENTLY HIRING!** Let us help you with your job search!!! We are looking for skilled and entry level manufacturers, Production, Assembly, forklift , quality, and warehousing opportunities. Pay \$8.00 to \$13.00/hr. Call to schedule your appointment today. Please bring your resume and two forms of government issued ID to: Remedy Intelligent Staffing, 105 Seneca St., Suite C, Geneva, NY 14456. To save yourself time, please complete our online application prior to coming in for your interview. [www.remedystaff.com](http://www.remedystaff.com). Please call 781-6200 with any questions. EOE 1/11

**PUBLIC DEFENDER** – FT. Steuben County. See [www.steubencony.org](http://www.steubencony.org) for details. 1/11

**ASSISTANT TO THE WILLIAM SMITH DEAN** – Provide administrative and secretarial support primarily for the Dean of William Smith College and the other deans as needed. Associate’s degree plus at least five years secretarial experience or the equivalent. Must have strong organizational and time management skills and the ability to communicate effectively. Please visit our website: [www.hws.edu](http://www.hws.edu) and view the job description under “**employment opportunities**” for more information on responsibilities and candidate qualifications. Review of applications will begin immediately and continue until the position is filled. Interested candidates should send a detailed cover letter, resume and names with contact information for three references to: Office of Human Resources, Hobart and William Smith Colleges, 337 Pulteney Street, Geneva, NY 14456. email: [ferran@hws.edu](mailto:ferran@hws.edu). 1/11

**PERSONAL CARE AIDES** – Full and part time opportunities in the Finger Lakes area working with adults with developmental disabilities in their home and community. Variety of shifts available including overnights. Applicants require a High School Diploma, valid NYS driver’s license & 6 months of hands on care experience. Must obtain PCA Certification. Includes competitive salary, comprehensive benefit plan with mileage reimbursement. Send letter of

application and resume to: Human Resources Happiness House, 731 Pre-Emption Rd., Geneva NY 14456  
[www.happinesshouse.org](http://www.happinesshouse.org) EOE 1/11

**LOCAL TAX PRACTICE SEEKING** individuals with experience in tax preparation, working with a team of financial service professionals. Compensation based on experience. Submit resume with details on experience, background and work history to TWW Consultants, PO Box 161, Penn Yan, NY 14527 1/4

Explore career opportunities at Keuka Lake School **ADMINISTRATOR** – Oversee B-5 programs for children with disabilities. Successful candidate must be SAS or SBL certified and have experience with special needs population.  
**OCCUPATIONAL THERAPIST** – NTSED Certified to provide services for early intervention and preschool programs. Send resume to Human Resource, Arc of Yates, 235 North Avenue, Penn Yan, NY 14527 or [HR@arcofyates.org](mailto:HR@arcofyates.org). Complete job description and other employment opportunities are available at [www.arcofyates.org](http://www.arcofyates.org). 1/4

**A CAREER OPPORTUNITY** with Arc of Yates – Habilitation Specialist – responsible for the daily operation of assigned program area including direct supervision of Inclusion Specialists, and the development-implementation of program activities both on and off site that promote individuals independence and inclusion. Full job description and other employment opportunities available at [www.arcofyates.org](http://www.arcofyates.org). Send resume to JoAnn Cuyle, Director of HR, Arc of Yates, 235 North Avenue, Penn Yan, NY 14527 or [hr@arcofyates.org](mailto:hr@arcofyates.org). EOE 1/18

**GREAT CAREERS START WITH GUARDIAN INDUSTRIES** Industrial Production Associates. Guardian Offers: 401K w/ Company Match \*Health Benefits \* On-site Fitness Center \* Quarterly Bonuses. Paid Holidays, Vacations. 50 Forge Ave., Geneva, NY 14456. Starting rate \$11.50 /HR ! \$13.35/HR with One Year Related Experience! Within 3 years of employment, you can earn \$16/hour! Qualified candidates must be willing to work a rotating shift schedule, team oriented, possess strong leadership skills, and be able to work independently. Willing to work in a clean environment. Apply on site, or with the NYS Department of Labor at 70 Elizabeth Blackwell Street, Geneva, NY 14456 1/18/

**GREAT CAREERS START WITH GUARDIAN INDUSTRIES INDUSTRIAL MAINTENANCE MECHANICS** – Guardian Offers: 401K w/ company match, Health Benefits, On site fitness center, Quarterly bonuses, Paid Holidays, Vacations. Experience in any of the following areas a plus: Electrical, welding, fabrication, industrial pneumatic, troubleshooting. Qualified candidates must be willing to work a rotating shift schedule, team orientated, possess strong leadership skills, and be able to work independently. Willing to work safe in a clean environment. Starting salary based on experience. Apply on site, or with the NYS Department of Labor at 70 Elizabeth Blackwell Street, Geneva, NY 14456 1/18/

**FINGER LAKES PREMIER PROPERTIES AND THE BEST WESTERN PLUS VINEYARD INN & SUITES** in Penn Yan, New York is hiring the following positions:.

**SEASONAL GUEST SERVICES** – Looking for organized people who enjoy helping others as well as working in a fast paced environment. Candidates must possess excellent communication, customer service skills and a flexible schedule to support the hospitality industry. Previous supervisory experience a plus. Positions available January-October, working 40 hours per week during peak season.

**ACCOUNTANT(S)** – Looking for full-time benefit eligible mid-level accountant in our Canandaigua office. Person will be responsible for facets of the finance department to include accounts payable, accounts receivables, owner statements, other payroll functions, reconciliation of general ledger, bank statements and other administrative duties. Person needs to have excellent communication skills, attention to detail, able to work well under pressure, and good customer service skills. Candidates need an Associate's Degree with three years of experience or equivalent of education and experience. Prefer someone with knowledge of QuickBooks and Microsoft Office program.

**PROPERTY SERVICE TECHNICIAN** – Full time position. We are looking for a person to install, test, troubleshoot, repair and upgrade software and equipment both for our company and the property owners we serve. The work performed must follow safety guidelines as well as pre-approved installation, security, testing, repair and upgrading procedure

**PROPERTY SERVICES MANAGER** – Looking for a full time benefit eligible Manager to oversee the daily operations of the housekeeping , quality assurance and laundry department. Coordinate seasonal start up, day-to-day oversight during season and end of season operations. Serves as the liaison between management and property owners to ensure high customer satisfaction. Some traveling involved. Candidates need to have a Bachelor's Degree in

Management/Hospitality or other Related Discipline and 5+ years of Management overseeing Operations and Staff. Valid driver's license and reliable vehicle Compensation is Negotiable..

OTHER CAREER OPPORTUNITIES, please visit our website at [flplake.com](http://flplake.com). **Benefits include contribution to Health and Dental Plans, Paid Holidays, Sick and Vacation Days. Salary is Negotiable.**

Interested parties send a letter of interest and resume to: Email: [employment@FLPP.com](mailto:employment@FLPP.com).

Mail: Employment, FLPP, 142 Lake St., Penn Yan, 14527 or call 888-414-5253. 1/4

---

### **CHECK OUT THIS NEW AND EXCITING WORKSHOPS "Training Options Workshop"**

#### **An online presentation/discussion using Google Groups**

Finger Lakes Works has funds available to help people who need training either to change careers or enhance skills necessary for advancement to a better job. Our "Training Options" workshop is an orientation that provides information on what is needed to access these funds available under the Workforce Investment Act. It will also provide considerations to think about when choosing a school or program. This discussion can be accessed from any computer with an internet connection. (1 hour).

The Training Options Workshop will be an online discussion using Google Groups. The dates for this information session are **Tuesday, February 14 @ 10am** and **Wednesday, February 29 at 10 am**. To register, please email Ryan DeVay at [rdevay@co.seneca.ny.us](mailto:rdevay@co.seneca.ny.us). Ryan will email you detailed instructions on how to create a Google account and assist you with the registration process. This service is free of charge.

**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 Keys 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 more.

# January 2012

## Yates County Workforce Development Calendar of Events

Monday	Tuesday	Wednesday	Thursday	Friday
2 <b>GED Class</b> 9:00am – 12:00pm	3 <b>VESID Orientation</b> 1:00pm – 3:00pm	4 <b>GED Class</b> 9:00am – 12:00pm <b>WorkKeys</b> 9:00am – 12:30pm <b>Department of Labor</b> 9:00am – 4:00pm	5 <b>Job Club</b> 9:15am – 12:15pm <b>Wheels to Work</b> 9:30am – 4:00pm	6

9 <b>GED Class</b> 9:00am – 12:00pm	10	11 <b>GED Class</b> 9:00am – 12:00pm	12 <b>Job Club</b> 9:15am – 12:15pm	13
16 <b>Office Closed</b> 	17 <b>VESID Orientation</b> 1:00pm – 3:00pm	18 <b>GED Class</b> 9:00am – 12:00pm	19 <b>Job Club</b> 9:15am – 12:15pm	20
23 <b>GED Class</b> 9:00am – 12:00pm	24	25 <b>GED Class</b> 9:00am – 12:00pm	26 <b>Job Club</b> 9:15am – 12:15pm	27
30 <b>GED Class</b> 9:00am – 12:00pm	31			

**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 employer.

**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 loans.

**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.

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, targeted to develop and increase the WorkKeys Skills.

**To sign up for one of our FREE workshops or for more information contact:**  
**Yates County Workforce Development**  
**417 Liberty Street Suite 2021, Penn Yan, NY 14527**  
**315-536-5140**

**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)**, which certifies that job seekers have the core employability skills required across all industries and occupations. The CRC validates job applicant’s skill levels in the three areas selected by employers as the most important: Reading for Information, Locating Information, and Applied Mathematics.