



**ONTARIO COUNTY
FINGER LAKES WORKS
DEPT. OF WORKFORCE DEVELOPMENT
JOB LEADS March 8, 2010
Web site: www.co.ontario.ny.us/workforce**

Part TIME Weekend **Activity Aid, Kitchen Assistant and Housekeeper**. Please apply in person at Vienna- Armstrong Management, Main Street, Phelps. 315-548- 5116. EOE

Administrative Assistant: Local Plumbing, Heating, Electric, and Home Energy Performance contractor is seeking an energetic professional to work in our fast paced office. Job duties include but are not limited to managing multiple line phone system and transferring customer calls to proper the team member, assisting with data entry for accounts payable and receivables, electronic filing, and working with team managers on projects. Strong computer ability and customer service skills necessary. Good work ethic and team attitude a must. Email resume: ana@halcoheating.com

Administrative Support Team Associate: Part time. As an Administrative Support Team Associate, you will be part of a team that handles all administrative functions important for a store's day-to-day operation. This includes Human Resource responsibilities, scheduling responsibilities, Cash Office responsibilities, and other operational administrative functions. Apply online: www.macysjobs.com

Aqua Farm Associates: Two, full time day positions in Canandaigua. Seasonal, April-September. Ideal for a college student or a snow bird. Variety of duties, including care of aqua plants and accessories, eventual customer service and sales. Strong communication skills and pc skills. Some labor intensive duties. Interest or knowledge in fishery and/or biology helpful. For additional details on the company, visit www.willowpondaquafarms.com. Email resume to sales@willowpondaquafarms.com

ASSISTANT DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY Ensure college compliance with federal, state, and local policies and procedures. Establish, implement, coordinate, and maintain campus-wide environmental health and safety program. Primary point of contact for OSHA, PESH, and other health and safety organizations. Bachelor's degree in Environmental Science or related field plus three years full-time experience managing or administering the occupational health and safety process in an organization with at least 50 employees. Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) preferred. Extensive knowledge of federal and state environmental health and safety regulations required. Conduct inspections, provide training, evaluate operations, maintain records and write reports. NYS DL required. **ASSISTANT DIRECTOR - FACILITIES AND GROUNDS** Responsible for efficient and economical utilization of consultants, contractors, materials, and equipment in the maintenance, repair, operation, and renovation of college facilities. Assist with the utilization of consultants and contractors in the planning, design, and construction of college facilities. Bachelor's degree in mechanical engineering, civil engineering, construction management, facilities engineering or closely related field and two years full-time experience in either facilities engineering, maintenance, operations, or construction management. Demonstrated knowledge of: facility maintenance and operational systems; construction codes, regulations, practices and procedures. Develop reports using spreadsheet, database, and word processing programs (i.e., Microsoft Office); CAD applications; AIA contracts and documents. NYS DL required. For full consideration apply by March 26, 2010 by submitting a cover letter and resume to Grace Loomis, Director of Human Resources, at www.flcc.edu/employment. Applications will only be accepted online. FLCC is an Affirmative Action/ Equal Opportunity Employer.

Auto Mechanic: Must possess thorough knowledge of automotive mechanics and diagnostics to fully prepare used autos for sale. Use of OBDII diagnostic scanners to identify and repair is essential. Ability to test drive, identify areas in need of repair and complete those repairs to include but not limited to: suspension components-remove and replace intake/exhaust gaskets, EVAP, ignition, electrical, cooling and ABS brake systems. Ability to swap out engine/transmission. Use of computer based automotive repair programs to research needed repairs. Email resume: mbuda@timebuyer.com. Fax: 315-342-3386

Bookkeeper/Office Manager: Manage accounts receivable, accounts payable, invoicing, etc. using QuickBooks. Provide administrative support to staff and business, to include: answering phones, writing proposals, generating reports, filing, and other general office duties as assigned. Ideal candidate will have high energy, be comfortable working in a fast paced environment, and be able to flex to general business needs. Must be willing to work O/T as necessary. Strong communication and organizational skills are a must. Must have 2-4 years of Quickbooks experience. Email resume: sss.rochester@superior-sdc.com

CARPENTER / LABORER - Exp'd. w/ own transportation a must! 315-719-2303

Census Jobs: Hundreds positions available in our area. Available positions include: Census Takers, Crew Leaders, Crew Leader Assistants, Recruiting Assistants and Census Clerks. All candidates must be at least 18 years old. Pay starts at \$13.50 hour. Part and full time hours, very flexible. All candidates must complete a 28 question test. More information, including a practice test, is available at www.2010censusjobs.gov or call 1-866-861-2010.

Thompson Health is currently accepting online applications for: **CNAs, Nurse Manager, Community Wide Scheduler, Athletic Trainer, Nutritional Services Aide, ED Technician, and LPNs.** Apply online at www.thompsonhealth.com

Part time Cleaners: Geneva and Lyons areas. Part-time (may turn into full-time for the right person). Employer seeking part-time cleaners for floors and windows. Strip, wax, and buff floors. Also, to do general cleaning, mopping, and dusting. Will train. Pay: \$9.00 per hour, negotiable based on experience. To Apply - Complete an application in person at: NYS Department of Labor / Finger Lakes Works, 70 Elizabeth Blackwell Street, Geneva, New York 14456

Pizza Delivery Driver needed to work Thursday – Sunday Apply in person at Chew’s Creekside Pizzeria 2630 Main St. Gorham, NY

Truck Drivers Crane Operators • Clean CDL-A license required • DMV driving abstract is required We offer health and dental insurance, paid holidays, paid personal time, 401k, disability, life insurance and paid vacation. Work to earn monthly efficiency bonus Apply in person here at the office on Wednesdays, Thursdays & Fridays between 8am and 2pm: Superior Walls of Upstate NY, Inc 7574 E. Main Road, Lima, NY 14485 Front of building #7574 Apply Here N 15A 5&20 Lima

Positions Available **Drivers, Servers & Cooks** All shifts available. Apply in person. Morey’s 113 West Avenue, Canandaigua

Class A DRIVER - needed for regional dump trailer work. 1 yr experience. Good pay & benefits. Sheppard Trucking 315-548- 9271

EQUIPMENT OPERATORS Syracuse Sand and Gravel, Phelps, taking resumes. \$14-15/hr. Experience required. Send resume to:matts@riccellienterprise.com or fax to 585-334-8425.

Front Desk Clerk Full Time Days, Some Weekends Experience preferred but will train the right person. Apply in person: Comfort Inn & Suites 6026 Route 96, Farmington or e-mail or fax resume to gm.ny333@choicehotels.com 742-0189

Habilitation Assistants: The perfect position if you are looking for day hours, Monday-Friday. Help adults with developmental disabilities in community settings, generally in a small group or one-to-one. This is a great job for someone looking to use their people-experience. Assignments can be a few hours per week or combined with other positions to be benefit eligible. Working somewhere else and looking for extra hours? You might be who we are looking for! Starting pay range \$8.70-\$10.32.

Home Health Aide Training Available Classes start April 6th - 21st. Call for appointment to apply. CareGivers M-F 8:30am-4:00pm 585-394-6090 caregivershomecare.com CareGivers EOE

HHA/PCA Part time nights, competitive wage and supportive work environment. Apply in person at: Seneca Lake Terrace 3670 Pre-Emption Rd. Geneva

Positions available: **Housekeeping Hotel Front Desk PM Line Sous Chef Janitor/Cleaner Day/Night Servers Bartenders Banquet Servers/Bartenders** Nights and weekends required. Experience preferred. No CALLS, apply in person 5410 Seneca Point Road www.bristolharbour.com

Kitchen Help All positions. In the Farmington area. Call 585-526-5225 & ask for Eric

Kitchen Supervisor: Two (2) full time openings. \$12.-\$15. hour. Assures quality, consistency and proper presentation from all associates in their prospective job responsibilities. Oversees all stations of the Buffet and staff to assure productivity, consistency, quality and cleanliness. Maintains a clean department and enforces the State of New York's health codes. Plan and direct the food operations for the buffet or restaurant. Develop and implement standards of quality and performance in all phase of the Food Service operation. Maintain knowledge of departments Union contract. Supervises the production and service of food from the kitchen. Assures quality, consistency and proper presentation. Responsible for the supervision of the kitchen staff. Supervises the kitchen staff to assure productivity, consistency, quality and cleanliness. Maintains a clean kitchen and buffet area and enforces the State of New York's health codes. Communicates desired specials and any shortages to the Chef. Assures that all kitchen staff has left the kitchen at the end of shift, locks all coolers and storage areas. Assist with ordering and inventory. Ensures that all progressive disciplinary procedures are followed as outlined by Delaware North Companies and that all employees under him/her are given fair and equitable treatment. Responsible for keeping kitchen area clean. Email: amartin@dncinc.com. Phone: 585-924-3232. Online:<http://www.fingerlakesracetrack.com>

Lift Truck Operators: 4 openings - 2 for A Shift and 2 for C shift. Full time. A Shift = Midnight to 8 am; C Shift - 4 pm to midnight. Overtime. Salary: \$ 13.10 per hour. Benefits. Operate lift truck and clamp truck to load and unload finished product as necessary. May also operate high bay equipment. Hand loading of cases required as well to ensure full trailer count. Email: dclements1@pactiv.com. Fax: 585-393-3141. Mail: Danielle Clements, 100 North St, Canandaigua, NY 14424.

Light Industrial: Kelly Services has Light Industrial openings in Geneva and Newark. 1st, 2nd and 3rd shifts available. Open Recruiting in our Newark office Mon - Thurs at 9:30 sharp. On-site recruiting at Zotos Mon and Wednesday at 8:00am sharp. On-Site recruiting at Geneva DOL Tues and Thurs at 9:00am Sharp

Sears at Eastview Mall, Victor has the current openings: **Loss Prevention Associate, Sales Associate (Commissioned), Receiving Associate and Tire Installer.** Part time hours, which include a minimum of one weekend day per week. Apply at the kiosk at the store or online at www.searsholdings.com/careers/

Remedy Staffing has openings in: **Machine Mechanics, Mechanical Assembly, Clerical - various, Production Shop Fabrication.** For all the openings call Remedy Staffing, 315-597-6939 Apply online at www.remedystaff.com pick Palmyra Zip

Machine Operators: Hiring in Canandaigua for Operators for evenings or nights, starting at \$9.50 an hour. Light industrial position with fast paced packing lines, with some machine setup. Able to lift up to 40 lbs, with multi-tasking, trouble shoot, correct quality deficiencies and basic maintenance of machinery. High School Diploma or GED required. Must pass DT and background check. Must be able to work weekends on a rotating monthly basis. Fill out application on line at www.HireThinking.com or call 585-393-3387.

Machine Operator: Canandaigua. 1st shift position using hand tools and instructions to put together pre-fabricated parts to make final product. Skills required are basic mechanical knowledge, use of hand tools and some measuring. Pay is based on experience, around \$10-\$12/hr. Contact Remedy Staffing. Phone: 315-781-6200. Fax: 315-781-0280. Email: erica.caraballo@remedystaff.com

Maintenance Specialist: The position requires senior skills in mechanical repair and maintenance of manufacturing equipment and facility maintenance. The person must be able to work independently. The person must have his or her own tools, a tooling list will be provided. Must have above average technical knowledge and ability in the following areas: Arc Welding, Torch and Plasma cutter operation, Steam systems and boilers, Water systems, Compressed air systems and air compressors, Hydraulic Systems, Fire Protection Systems, Power distribution systems, Combustion engines. Email: kplumbo@victorinsulators.com. Fax: 585-924-7906

Marketing Assistant: Finger Lakes Premier Properties are the largest lakefront real estate company in the Finger Lakes. We manage more than 200 lakefront vacation homes and a 43 room hotel. We also sell lakefront real estate on six of the Finger Lakes. We are looking for someone to join our marketing team who has previous experience with internet marketing. This person will help keep our businesses ranked high in the search engines, leverage our investments in social marketing and develop new, innovative strategies for attracting customers. This is an exciting opportunity for someone who wants to join a growing company, has experience with internet marketing and is creative. Marketing or Business Degree required. Two years of experience. \$12.-\$15. hour, based on experience. Email resume: CSwan@FingerLakesPremierProperties.com

Mechanic: Full time. Geneva. Two years experience required with heavy truck and heavy equipment mechanic. Email: empirepaving@rochester.rr.com. Fax: 315-781-0897.

Merchandise Associate: Responsible for assisting in the daily operations of the store. Must be able to work in the areas of merchandise presentation, processing, markdowns, fitting room, cashier, customer service and layaway. Greets, interacts with and thanks customers on a regular basis. Maintains housekeeping standards of area, including ongoing recovery. Performs other duties, as assigned. Part-time or full-time. Apply in person, TJ Maxx, Roseland Plaza, Canandaigua.

Metal Fabrication Supervisor Must be experienced in all phases of a CUSTOM metal fabrication business including sales, customer relations, design, drawing, quoting, ordering, and seeing a job through from start to finish. **Metal Fabricator** Must be experienced in all phases of CUSTOM metal fabrication including layout, welding and machinery. **Apprentice** Some welding, painting and metal fabricating machinery experience is helpful. Hansen Metal Fabrication PO Box 25100, Farmington, NY 14425
585-398-2020 • fax: 585-398-3138 • email: hansenfab@aol.com

NP/PA POSITION Surgical specialty practice with offices in Geneva & Penn Yan. Requires exceptional clinical skills and independence for patient care w/ physician oversight. Competitive salary and benefits. Fax resume to: 315- 789- 4781.

office PERSONNEL/DISPATCHER Jet Charter company seeks full time scheduler. Duties include scheduling aircraft and coordinating world wide travel operations in a fast paced environment. Based in Penn Yan. Fax resume to: 315- 536- 7468 .

TIME FOR A CAREER CHANGE German Brothers Marina, in Canandaigua, NY, is seeking an **Office Manager** . Qualified candidate will possess the following: 5+ yrs. proven accounting/ bookkeeping exp. Proficiency in Windows based software Excellent communication skills Excellent customer service skills Must be detail oriented & team player. Salary based on experience and includes benefits. Send resume to German Brothers Marina, Inc. PO Box 739, Canandaigua, NY 14424

Rochester Computer Recycling & Recovery (RCR&R) has an immediate opening for a **PC and Laptop Bench Technician**. This position with RCR&R will provide an opportunity for you to gain more hands-on experience with a large variety of electronics including computers, servers, printers and laptops. As an RCR&R Technician you will be testing, troubleshooting, refurbishing, and repairing computers, servers, printers and laptops for our sales channels. Applicants should have PC troubleshooting and repair knowledge. Laptop experience is plus. Applicants must have experience loading Microsoft Operating systems. Applicants must also have laptop disassembly experience. Leading applicants will be required to demonstrate troubleshooting and repair techniques, ability to perform internet research and demonstrate the ability to locate the appropriate drivers, software and hardware required to refurbish and test the equipment for functionality. The Technician may also interact with other departments and must have good personal communications skills and a great attitude. Mail, email, fax, or post your resume to: RCR&R Employment, 7318 Victor-Mendon Road, Victor, NY 14564. Fax: 585-924-3841. Email: employment@rochestercomputer.com. Post your resume or submit an application online at <http://www.ewaste.com/jobopenings.php>. Or stop in to complete an application

CAREER OPPORTUNITY Pool/Spa Service Manager Servicing pools & spas/managing service dept.
• Pool/spa service experience required • Hourly Pay/Benefits/Bonus Incentives • Must have valid drivers license Send resume to: 404 Lakeshore Drive Canandaigua, NY 14424 (585) 396-9404

The U S Postal Service is seeking a **Part-time Post Master Relief** for it's' office in West Bloomfield, N.Y. This is a non-career position which may not lead to a career position. Deadline: 2/15/10. Responsibilities include customer service and community relations, distribution of mail, and window services; and, accountability for sale of postal retail products. Must have an attitude of responsive services to customers; present a favorable image to the community; and be able to react with, and relate well, with others. Assumes major responsibilities during all hours the Post Office is open to the public. The number of work days / hours may vary, but will always include Saturdays (8:30 am-12:30 pm). Could be called to substitute at any time during the rest of the week. Must be able to lift up to 70 lbs. Apply on-line at:

www.usps.com/employment ; click on search jobs online; criteria for employment opportunities; choose NY, then start; click on opening and apply.

Reservationist/Dispatcher: Growing business located in Geneva, seeking an energetic, driven, friendly reservationist who works well in a fast paced casual atmosphere for a full time position open immediately. Applicants must have good telephone skills and the ability to handle a variety of tasks simultaneously and efficiently. Computer skills are a must along with strong communication, math skills and sales experience preferred. Apply at FingerLakesHelpWanted.com

Restaurant Staff: Multiple openings. Experience required for high volume seasonal full service restaurant on Cayuga-Seneca Canal. Post season limited opportunity at another restaurant owned by same people. Openings include: **Wait Staff, Bartenders, Host/Hostess and Line Cooks.** Email: mak14456@email.com

Retail Computer/Electronics Hardware Sales Associate: We're looking for a Retail Computer/Electronics Hardware Sales Associate who can sell computers, laptops, printers, parts & service, and a large variety of other electronics. If you're interested in a fun, fast paced environment, then bring your Sales & Tech skills to the table! We're looking for an experienced retail sales person who has solid technical skills and knowledge. Our retail store in Downtown Rochester has been in business for over 14 years and has an excellent reputation and great customer following. Please mail, fax or email your resume to: RCR&R, Attn: Human Resources, Retail Dept., 7318 Victor Mendon Rd (Rt. 251), Victor, NY 14564. Fax: 585-924-3841. HR@RochesterComputer.com

Sales Account Executive: Are you a top performer who is ready to take on a new challenge and desire to work for environmentally responsible company? If so, we want you to join our team! A powerful telephone presence and strong closing skills required. Regional Computer Recycling & Recovery is seeking a highly motivated ACCOUNT EXECUTIVE for Client Services. Candidate will be responsible for acquiring electronics recycling contracts and opportunities within Upstate New York. Our ideal candidate enjoys the sales process, has strong verbal and active listening skills and is proficient using MS Office products. If you are a top performer at your current job, and you have a great competitive spirit, sound business judgment and a phone presence that helps you develop strong relationships with customers, we want you to apply. These are your requirements: A college degree and/or three years business development experience, Experienced in using CRM and other business management software, Persuasive and motivational communication skills, both verbal and written, Strong computer skills including Word, Excel and PowerPoint. Ability to multi-task in a fast paced environment and act with a sense of urgency in fulfilling business objectives. Strong interpersonal, organization, and time management skills. 90% Inside sales/ 10% outside, minimal travel. Email resume: info@ewaste.com

Looking for **Sales Associate/Team Member** Motivated, willingness to learn and listen. Flexible schedule, professional appearance. Good with people and computers a must. Apply in person. The PC & Wireless Shop, In the old Wegmans Plaza 699 South Main St. • Canandaigua, NY (585) 598-4365

Hardware Salesperson Full or part-time. Flexible schedule. Send Resume to: P.O. Box 215 Bloomfield, NY 14469

Sewing/Production Assembly: Temporary Position (potential to lead to full time). Person with sewing experience that can also help with light assembly/packaging as needed. Must be able to work with bulky material. Work Hours: 6:30am to 5:00pm Monday thru Thursday. Apply in person at Select Fabricators Inc 5310 North Street Bldg 5 Canandaigua, NY 14424 or mail resume to PO Box 119 Canandaigua, NY 14424

Skill Instructors: Provides training to residential consumers in the activities of daily living skills on an individual and small group basis. Implements individual goals and services recommended by the treatment team, according to methods, time frames, outlined by the Manager. HS diploma and one (1) year experience or equivalent, performing or participating in assessments and service planning for individuals with developmental disabilities. Starting pay range \$8.70-\$10.32. Submit cover letter and resume noting position of interest to: Human Resources, Ontario ARC, 3071 County Complex Drive, Canandaigua, NY 14424. Resumes can be faxed to 585-394-1987. Cover letters/Resumes can be emailed to humanresources@ontarioarc.org (attachments must be in MS Word® .doc format)

Test Technician: Conducts physical property and end-use testing on Pactiv and competitive products. Records data from instruments and test equipment. Provides data for decision making for cost reductions, new products, competitive evaluations. Enters raw data into computer and assembles data reports. Works with Engineers and other Technicians in developing new tests for existing products and/or new tests for products under development. Sets testing priorities by working with multiple customers. Performs miscellaneous testing and development tasks as assigned. High School graduate or equivalent required with 2-4 years related experience. Experience in lab testing relating to multiple Pactiv product lines is preferred. Able to perform work that is often repetitive and work efficiently with concern for accuracy and detail. Work under deadline oriented schedules. Good communication and personal skills. Good high school math skills and computer skills. May be required to work flexible schedules and weekends, depending on workload in the labs. Overtime may be required. May require minimal travel. Apply online at www.pactiv.com

**COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM - FOR
FURTHER JOB LEADS
3010 County Complex Drive, Canandaigua, NY 14424 –Telephone: (585) 396-4020.Hours: Monday
thru Friday 8:00 - 5:00**

ONTARIO COUNTY

3019 COUNTY COMPLEX DRIVE, CANANDAIGUA, NY 14424 (585) 396-4465

<http://www.co.ontario.ny.us/humanresources>

CURRENT EXAM INFORMATION

EXAMS SCHEDULED BY N.Y.S. CIVIL SERVICE:

<u>Exam Title</u>	<u>Last Filing Date</u>	<u>Exam Date</u>
Correction Officer	3/10/2010	4/10/2010
Correction Officer (Spanish Speaking)	3/10/2010	4/10/2010

CONTINUOUS EXAMS: These examinations will be conducted on the third Wednesday of every month with a last filing date of the first Wednesday of that month:

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST/FINANCE CLERK I
TYPIST/OFFICE SPECIALIST I

Training & Experience - Rated Periodically:

Occupational Therapy Assistant
Physical Therapist
Physical Therapy Assistant

Supervising Nurse
Supervising Public Health Nurse

Training & Experience - Completed questionnaires postmarked by the third Wednesday of the month will place your name on the Eligible List effective the first full week of the following month:

Code Enforcement Officer

Application Support Services Assistant
Computer Services Assistant
Customer Service Representative
Information Technology Network Analyst I
Information Technology Network Analyst II
Information Technology Network Technician

Wide Area Network Manager

Programmer Analyst
Senior Application Support Services Assistant
Senior Computer Services Assistant
Systems Analyst
Technical Specialist (Information Systems)
Web Developer

**ALL EXAMINATIONS REQUIRE A \$15.00 APPLICATION FEE. CHECK OR MONEY ORDER ONLY,
PAYABLE TO: ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES.**



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.



Sponsored By:

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.





Frequently Asked Questions about Career Navigator

I have already attended workshops at Finger Lakes Works or elsewhere, why do I need this?

Career Navigator will explore some of these topics in more depth. You will also have the opportunity to work on your own personal assessment and plan your job search within a group structure that will become an important support system throughout your search.

I don't think I need it. I didn't have a problem finding a job before.

Let's hope that's the case again! Today's market figures, however, point to a more extended and challenging search period. Why not arm yourself with the most effective skills and tools for creating a successful outcome in the current job market?

I don't know what I want to do.

It's very common, and a good idea, to reassess career options at this time. Career Navigator will walk you through the self assessment process, help you identify the skills you have that could be applied in another industry or occupation and give you the tools you need to explore those options so that you can make the best choices.

Will this get me a job?

No one can get you a job except you! Career Navigator will equip you to do the best job possible in that endeavor. CN is your launching pad to identify the tools and strategies that will prepare you to compete in today's job market.

Why do I need this? I have a good resume and/or I interview well.

Job search has changed and the strategies for successful job search are more than a resume or interview. Over 70% of job landings contain a component of networking.

I already have interviews lined up.

Are you getting interviews for jobs that you would take? Do you know how to be the candidate that is chosen from the interview? Do you know how to follow up after the interview process? Career Navigator will arm you with important interview, follow-up and negotiation techniques.

This layoff might be temporary.

In the event that it isn't, or that it occurs again, you can use this time to get the training you'll need, regardless. If other opportunities present themselves or In a future layoff, you'll be ready.

There aren't any jobs anyway, why should I bother.

You're right that most jobs aren't evident, but it doesn't mean they don't exist. In Career Navigator, you'll learn to find the "hidden job market." You'll learn how to get to the hiring managers *before* a job is even identified or posted. And you'll get the group support you'll need to be persistent in your search.

I am enrolled in training/school.

Getting new skills or updating your existing skills is good strategy. You'll still need to look for a job and you need job search skills. Career Navigator is the perfect way to begin the process even before you're done with school. Wouldn't it be great to have that new job waiting for you when you're finished?



THE JOB DEVELOPMENT NETWORK'S

23rd ANNUAL JOB FAIR

CO-SPONSORED by the Rochester Psychiatric Center

**ROCHESTER PSYCHIATRIC CENTER
1111 ELMWOOD AVENUE—BLDG. 16
ROCHESTER, NY 14620**

WEDNESDAY, MARCH 10, 2010

JOB FAIR OPEN TO THE PUBLIC: 1:00pm – 4:00pm

MEET EMPLOYERS WITH CAREER OPPORTUNITIES IN:

- ***Warehouse/Distribution***
- ***Manufacturing***
- ***Food Service***
- ***Health Care***
- ***Hospitality***
- ***Maintenance***
- ***Communications***

FREE ADMISSION FOR ALL JOB SEEKERS!!!



Career Info. Sessions

Monday March 22nd

Tuesday March 30th

3pm-5pm

Held at

Ontario County

Work Force Development

(NYS DOL)

3010 County Complex Dr.

Human Services Bldg, 2nd Floor

Room 8

Recruiting for Ontario County

Visiting Positions:

RN

Physical Therapist

Occupational Therapist

Speech Therapist

Certified Home Health Aide

Home Health Aide Trainee

Social Worker

Physical Therapy Assistant

Bilingual (English/Spanish) Applicants Encouraged to Attend)

Can't Attend?

Contact a Recruiter (585) 214-1133

View Job Opportunities at

www.lifetimecare.org

eo

MARCH 2010 Finger Lakes Works Geneva One Stop Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
1 Interested in Training 10:30am	2 Kelly Services Recruitment 9am Resume Workshop 1pm	3 Job Search Over 50 – 2pm	4 Kelly Services Recruitment 9am Start Your New Career 2pm	5	Resume Workshop This workshop is designed for job seekers who either have never had a resume and also for those whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up to date and accurate. (Up to 3 hours)
8 E-Learning Workshop 10:30am	9 Kelly Services Recruitment 9am	10	11 Kelly Services Recruitment 9am Career Club 2pm	12	Start Your New Career Group session with an Employment Counselor designed to assist in mapping out changes in career paths. A number of assessments are available to aid in determining the best path to take in changing vocational directions. (1 hour)
15 Interested in Training 10:30am	16 Kelly Services Recruitment 9am Resume Workshop 1pm	17	18 Kelly Services Recruitment 9am	19 Interviewing Techniques 1pm	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. (2 hours)
22 E-Learning Workshop 10:30am	23 Kelly Services Recruitment 9am	24	25 Kelly Services Recruitment 9am Career Club 2pm	26	Career Club Join others who are looking for work, get job leads and find out what businesses are looking for when they hire, through this job club. This is an excellent opportunity to network with others and get insight and support in your job search. Learn about resources available (1 hour)
29 Disability Workshop 1:30pm	30	31			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. (2 hours)

Interested in Training

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 "Interested in Training" workshop is an orientation that provides information on what is needed to access these training funds available under the federal Workforce Investment Act. It will also provide things to think about when choosing a school or program. (1 hour)

Job Search Over 50

Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome challenges and use maturity to your advantage. (1 hour)

Basic Job Search

Looking for a new job, especially after a layoff, can sometimes be overwhelming. This workshop, especially for those that have not had to look for a job in a while, will help the jobseeker to use all of the current tools available to organize the job search. The basics of how and where to look for a job will be emphasized. (2 hours)

Is E-Learning Right for Me?

See a demonstration and learn the pros and cons of self-directed online learning. If Finger Lakes Works' Metrix Learning system is right for you, you will be set up with a plan and an account. (1 hour)

For more info or to sign up for one of our FREE workshops, contact:
Finger Lakes Works –NYS Department of Labor
70 Elizabeth Blackwell, Geneva, NY 14456
Phone: 315-789-1771 Fax: 315-781-2289



Visit www.fingerlakesworks.com for more info on jobs, recruitments and much more!
 Become a fan of our new Finger Lakes Works Geneva One Stop page on facebook.com for the latest news, events, etc.!

Finger Lakes Works-Ontario County

3010 County Complex Drive

Canandaigua, NY 14424

585-396-4020

March 2010

Monday	Tuesday	Wednesday	Thursday	Friday
1 Career Club 9-11am	2	3 VESID Orientation 1:30 pm	4	5
8 Career Club 9-11am	9	10	11	12
15 Career Club 9-11am	16	17 VESID Orientation 1:30 pm	18	19
22 Career Club 9-11am	23	24	25	26
29 Career Club 9-11am	30	31	1	2