

LIVINGSTON COUNTY  
**WORKFORCE**  
 DEVELOPMENT

A proud partner of the American Job Center network

**Upcoming Recruitments - Jobs -  
 Workshops 9/19/17**

All events, workshops and recruitments take place at Livingston County Office of Workforce Development, 6 Court Street, Room 105 unless otherwise noted.

**Fall Job Fair Thursday**

**Geneseo Methodist Church  
 4520 Genesee Street (RT 63)  
 Thursday, September 21  
 Noon – 2pm  
 Geneseo, NY 14454**

**Attending Employers**

ADT  
 Applied Energy Solutions  
 CCOR  
 Dunkin Donuts  
 Health & Wellness Referral Services  
 Lifetime Assistance Inc.  
 Medical Solutions  
 Pathways Inc  
 Remedy Intelligent Staffing  
 ST James Mercy Hospital  
 Tradesmen International  
 Walmart

Aldon Corporation  
 Barilla America NY  
 Cheesed and Confused  
 Elderwood at Hornell  
 Heritage Christian Services  
 Lifetime Care, Home Health Care  
 Monks' Bread  
 Pioneer Credit Recovery  
 RTS Livingston  
 SUNY Geneseo  
 U.S. Customs & Border Protection  
 Tender Loving Family Care

Applebee's  
 Campus Auxiliary Services  
 Coastal Staffing  
 H&R Block  
 JCPenney Portrait Studio  
 Liv Co Nursing and Rehab  
 Noyes Health  
 Power & Construction Group  
 Sheriff's Office / 911 / Jail  
 The Arc of Livingston-Wyoming  
 Venture Forthe  
 Private Label Foods

**Livingston County**  
**Fall Job Fair**  
**Geneseo Methodist Church**  
**4520 Genesee St. (Route 63)**  
 Geneseo, NY 14454  
**Thurs, Sept. 21<sup>st</sup>**  
**Noon - 2:00**  
 - Meet with Employers  
 - Regular & Seasonal Positions  
 - Bring Copies of Your Resume  
 - Dress to Impress  
 Presented by:  
 LIVINGSTON COUNTY  
**WORKFORCE**  
 DEVELOPMENT  
 An State Community Enterprise Program

**New Local Jobs Posted with Department of Labor**

A select listing of jobs available through the DOL web site. A full listing or full text of job postings are available at <http://newyork.us.jobs/>, Put in your zip code and the name of the position.

- [CLEANER 61740006 Part Time - ABM Industries, Inc. \(Avon\)](#)
- [Quality Technician - DP Tool & Machine, Inc. \(Avon\)](#)
- [Flexographic Press Operator - Allen-Bailey Tag & Label, Inc. \(Caledonia\)](#)
- [Machine Operator - Allen-Bailey Tag & Label, Inc. \(Caledonia\)](#)
- [Press Operator - Allen-Bailey Tag & Label, Inc. \(Caledonia\)](#)
- [Route Sales \\$1500 Sign on Bonus! - Schwan's Company \(Dansville\)](#)
- [Parts Analyst - Matthews Buses Dansville NY \(Dansville\)](#)
- [General Manager - Salary - Pizza Hut \(Dansville\)](#)
- [Production - Pizza Hut \(Dansville\)](#)
- [Shift Manager - Pizza Hut \(Dansville\)](#)
- [Server - Pizza Hut \(Dansville\)](#)
- [Area Manager - Schwan's Company \(Dansville\)](#)
- [Electrician Apprentice - Tradesmen International, Inc. \(Dansville\)](#)
- [RN Supervisor- Evenings- 1,000 Sign-On Bonus - Centers Health Care \(Dansville\)](#)
- [RN Supervisor- Part Time - Centers Health Care \(Dansville\)](#)
- [Director of Annual Giving - SUNY Geneseo \(Geneseo\)](#)
- [Production - Pizza Hut \(Geneseo\)](#)
- [General Manager - Salary - Pizza Hut \(Geneseo\)](#)
- [Server - Pizza Hut \(Geneseo\)](#)
- [Shift Manager - Pizza Hut \(Geneseo\)](#)
- [Assistant Vice President for College Advancement - SUNY Geneseo \(Geneseo\)](#)
- [Affirmative Action Compliance Specialist - SUNY Geneseo \(Geneseo\)](#)
- [Title IX and Affirmative Action Investigator - SUNY Geneseo \(Geneseo\)](#)
- [Store Manager Trainee - Rite Aid \(Honeoye Falls\)](#)

[Full-time Teller - Honeoye Falls Office - Five Star Bank \(Honeoye Falls\)](#)  
[Assembly - Randstad \(Honeoye Falls\)](#)  
[Conductor - Livonia, Avon & Lakeville Railroad \(Lakeville\)](#)  
[Water and Quarry Truck Driver/Laborer - Westside - OldCastle \(Le Roy\)](#)  
[Plant Maintenance - Quarry/Laborer -Westside - OldCastle \(Le Roy\)](#)  
[Direct Care/Direct Support Professional - Lifetime Assistance Inc. \(Leroy\)](#)  
[Utility Worker - Bushings Floor Person - PCORE Electric \(Leroy\)](#)  
[Lab Technician - Dairy Farmers of America, Inc. \(Pavilion\)](#)  
[Call Center Representatives Needed-October 9th Start - Navient \(Perry\)](#)  
[Bilingual Collection Specialist-October 9th Start - Navient \(Perry\)](#)  
[Laboratory Technician- Rush NY 14602 - Kelly Services \(Rush\)](#)  
[IP Biotechnology & Pharmaceutical Associate - Foley & Lardner LLP \(York\)](#)

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## Spotlighted Jobs

### **Children's Health Home Care Manager, Catholic Charities of Livingston**

**RATE OF PAY:** To be discussed at interview.

**POSITION RESPONSIBILITIES:** Provide direct care management services maintaining accurate and verifiable documentation of all services rendered. Complete assessments, reviews, crisis plans and care plans as required by standards set by DOH and lead Health Home contractors. Conduct additional assessments including, but not limited to, Child and Adolescents Needs and Strengths. Oversee implementation of plans to the satisfaction of the clients served. Provide a core service for each client monthly as required or when needed, to assure all care plan goals are addressed. Maintain telephone availability for clients during the workday. Assist clients with applications and paperwork for and management of benefits, financial, housing, or other related areas as needed.

**QUALIFICATIONS:** Bachelor's degree in Human Services or related field and two years of paid experience working with persons with disabilities and/or chronic illnesses. OR Bachelor's degree in an unrelated field with five years of paid experience working with persons with disabilities and/or chronic illnesses. In addition, Child and Adolescents Needs and Strengths (CANS-NY), Community Mental Health Assessment (CMHA) and Health and Recovery Plan (HARP) may be required.

**BENEFITS:** Paid vacation, sick and holiday time. Agency-paid retirement plan, group life and disability insurance. Opportunity for dental, vision and voluntary accident, short term disability, auto, home & accident insurance plans at group rates. Pre-tax flexible spending plans for medical expenses or dependent care. Agency-supplemented health care options.

**TO APPLY:** Cover Letters and Résumés to:  
CatholicCharitiesOfRochester@gmail.com



### Outreach Worker position

At Livingston County  
Department of Health



Exciting opportunity to provide community outreach regarding public health programs such as chronic disease prevention, reproductive health and cancer services.

- Flexible Hours
- 14 hours per week

**Minimum requirements:** Graduation from high school or possession of high school equivalency diploma and one year of full-time paid experience or two years of part time experience providing services to consumers in need of assistance offered by a government or private charitable organization in the areas of health, welfare or a similar area of service. Possession of a New York State driver's license and possession of same throughout employment.

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**Please submit application by September 25, 2017**  
to:

Livingston County  
Personnel Department  
Government Center – Room 206  
Geneseo, NY 14454

For more information contact the Livingston  
County Department of Health at (585)243-7299  
Livingston County is an EOAAE

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## Upcoming Job Search Workshops

(Contact John at [JJJaeger@co.livingston.ny.us](mailto:JJJaeger@co.livingston.ny.us) or call 243-7047 to register for a workshop)

**Fliers and full workshop descriptions available at <http://www.co.livingston.state.ny.us/index.aspx?NID=541>**

Monday, September 25: 9am - 10:30: **Building a Better Resume**

Monday, September 25: 10:30am - Noon: **Application Academy**

Thursday, September 28: 1pm - 2pm: **Crafting Your Cover Letters**

Monday, October 2: 9am - Noon: **Jump Starting Your Job Search**

Monday, October 16: 9am - Noon: **Finding Job Leads**

Monday, September 23: 9am - Noon: **Impressive Interviewing**

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## Livingston County Civil Service Exams

(To Apply Visit: [www.co.livingston.state.ny.us/Index.aspx?NID=207](http://www.co.livingston.state.ny.us/Index.aspx?NID=207))

**Open Positions (No Exam Necessary)**

[NEW...Outreach Worker Part-time @ Department of Health](#) Application dues September 25  
[Licensed Practical Nurse FT, PT, & PD at Center for Nursing & Rehab](#) App: November 30  
[Nursing Assistant Positions - FT, PT, and PD at Center for Nursing & Rehab](#) App Deadline: November 30

#### **Open Competitive Exams**

[Bridge Construction Supervisor - Open Competitive](#) Application Deadline: September 22  
[Village Public Works Superintendent - Open Competitive](#) Application Deadline: September 22  
[WIC Program Nutritionist - Open Competitive](#) Application Deadline: September 22

#### **Bi-Monthly On-Going Exams**

[Account Clerk Series](#) - Application Deadline: October 4, Test: October 18  
[Clerk](#) - Application Deadline: October 4, Test: October 18  
[Clerk/Typist](#) - Application Deadline: October 4, Test: October 18  
[Custodian](#) - Application Deadline: October 4, Test: October 18  
[Library Aide](#) - Deadline: October 4, Test: October 18  
[Telephone Operator](#) - Deadline: October 4, Test: October 18  
[Water Wastewater Treatment Plant Operator/Trainee](#) - Deadline: October 4, Test: October 18

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## **Why Attending a Job Fair Is Still Important**

*By Joe Stein*

As you sit in front of your computer sending out your Resume and passively waiting for a Recruiter to call, you may be wondering why you should even consider attending a Job Fair. The simplest answer is “why wouldn’t you?” especially if you are currently unemployed. In a situation of unemployment, you should be trying anything possible to find a new job.

There are some more subtle reasons why attending a Job Fair makes perfect sense, and they may be things that you have not considered. So, here are 6 reasons for you to place an importance on attending a Job Fair.

- **Actual Time with Recruiters** – It is generally accepted that when you submit your Resume for a position, a Recruiter may review for (at most) 20-30 seconds before making a decision. Compare this scenario with a Job Fair. In a Job Fair, you can actually speak to a Recruiter in a face-to-face conversation. You can also do it for more than a cursory few seconds (although you should be respectful of his or her time). Since it is a rare occasion when a Recruiter will pick up a phone and speak to a calling potential candidate, this is one of the only opportunities you will have to present yourself beyond a paper Resume.
- **Good Conversational Practice** – It is rare for a person to feel comfortable selling themselves in an interview. Unless you have that rare extroverted personality that is conducive to this, then only practice will help you get better at it. It helps to role play with your friends and family, but let’s be realistic - you still need to be able to present to someone outside of your inner circle. Going to a Job Fair is a great way for you to get some of this real world practice. You can try different “selling techniques” in order to determine what seems to work with Recruiters, and work on that all important “small talk” that can be so awkward at times. You can do all of this without the pressure of being in an actual interview with a job on the line.
- **Open Positions!** – A Job Fair can be a fairly expensive option for an employer. You have the cost of the table, all the promotional items (pens, etc.), plus the tremendous cost of time (you are tying up a Recruiter or two for an entire day). The point being that these companies are generally pretty serious about hiring. It may be because they have multiple openings, they can’t find the right person, or they need someone immediately. All of these reasons can be viewed as good news for you.
- **It is Efficient** – If you are looking for a job, I am going to write something that you already know...searching can be a lot of work. You have to search online for postings, read papers, network, etc. With a Job Fair, you have all the Recruiters in a room...waiting for you! All you need to do is go to each table that interests you, hand in a resume, and start a conversation. In a couple of hours, you could have several legitimate job leads and the name of the actual Recruiter working on it. Now that is a good use of your time!
- **Discover Something New** – With online or paper postings, you are primarily finding what you are searching for. By this, I mean you are looking at certain positions, industries, or companies. With a Job Fair, however, you really don’t have any restrictions. You are free to explore and find out about different industries (perhaps a company you never heard before) or even a different career.

- **It Physically Engages You** – I mentioned in the opening that most Job Seekers take a passive approach to job searching. They conduct it from their home, send out resumes and wait for a call. Going to a Job Fair requires you to take your search off of auto-pilot. In my opinion, that is a good thing. For one, it gets you out of the house, which is especially important if you are unemployed. A Job Fair can also be a great place to network. You can meet and engage with other Job Seekers, there often are seminars that you can attend, and (of course) you meet a bunch of Recruiters. If you think a Job Fair is a 1990s relic of the past then you are sadly mistaken and, unfortunately, missing out on a great opportunity. The next time there is a Job Fair near you, make a point to attend with a stack of your freshly printed Resumes, as there will be dozens of Recruiters waiting for you. You will probably find that a Job Fair is very much a 2016 thing.

### **Subscribing**

If you would like to subscribe to these weekly announcement. Please send an email to [JJaeger@co.livingston.ny.us](mailto:JJaeger@co.livingston.ny.us)