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Summer Job Opportunities for Young Adults



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Did You Know...



SPECIAL POINTS OF INTEREST:

- * *Oswego County Workforce New York has computer labs for updating your resume and searching for jobs.*
- * *Many workshops are available to assist you with your job search.*
- * *Our staff are ready to help you!*

Are you age 14-24? Do you want a summer job? The **Workforce New York Summer Youth Employment Program (SYEP)** may have a job for you!

This program is open to young adults (age 14-24) who are residents of Oswego County AND meets **at least one** of the following criteria:

- Low household income (e.g.: \$55,500 for a family of four), OR
- Currently receiving
 - TANF (Cash Public Assistance)
 - SNAP (Food Stamps)
 - Medicaid
 - HEAP
 - Foster Care

IMPORTANT!!!

All applicants must attend a work readiness/payroll enrollment workshop

***AND** an Oswego County employee orientation session.*

Job opportunities are limited.

Call SYEP at (315) 591-9000 now for more information and to reserve your seat!

The Oswego County Workforce New York Summer Youth Employment Program (SYEP) provides paid work and job readiness training to empower young people (income eligible, 14-24 years of age) to develop their work interests, skills, and abilities. Participants earn their own money, build a resume, gain professional references, and reinforce productive work habits and positive attitudes. Eligible applicants may be offered paid employment at the current NYS minimum

wage (\$13.20 per hour) for up to 30 hours per week from early July to the middle of August.

SYEP provides a variety of opportunities throughout the county, but placements may be limited in some areas. The work sites include local school districts, community-based organizations and Oswego County Conservation Corps (OC3) landscaping crews. Job opportunities include clerical trainee, custodial trainee, recreational program helper, OC3 crew member and more.

Public, private and not-for-profit employers are encouraged to apply as work sites!

For more information or application packets you may contact:

Elizabeth Kapuscinski
Senior Employment Specialist
Oswego County Workforce New York
200 North Second Street
Fulton, New York 13069
(315) 591-9000

Elizabeth.Kapuscinski@OswegoCounty.com



200 NORTH SECOND STREET
FULTON, NY 13069
www.ocwny.org
ocwny@oswegocounty.com



PHONE 315-591-9000
TTY 315-591-9247
FAX 315-591-9009
FAX 315-591-9024

Need a Change? Don't Let it Derail Your Career Path

Promotions, lateral transfers, and other internal moves can breathe new life into your career. But you can stumble if you expect everything to remain the same just because you're still working in the same building. If you're considering a transfer of any kind, keep this advice in mind:

- **Choose your goal with care.** Don't apply for every opening in your organization. You may need a change, but you'll present a stronger image to your managers and co-workers with a clear plan for development and advancement.
- **Communicate with your manager.** The transfer shouldn't come as a complete surprise to your supervisor (or your colleagues). Talk the situation over with your manager, and emphasize how a new position will support your career goals. You don't want to appear disloyal to the people you've been working with.
- **Be prepared to fail.** You may find out you don't like the new job—and returning to your former position may be difficult, if not impossible. Don't burn your bridges, and keep your options open. A temporary transfer may be a good idea, rather than a permanent switch that leaves you without a lifeline.

Remember These Guidelines for Gathering References

A list of good professional references can come in handy in many different situations:

- When you want to move up in your company;
- When you want to join a professional association;
- When you want to speak at an industry conference or seminar

Here are some guidelines:

- 1) Pick co-workers and former co-workers who have an intimate knowledge of your work and whom you can trust to say the right thing.
- 2) Before you give out anyone's name for a reference, make sure to call that person and ask if you may do so. Very few professional people like surprises. Even when you have

permission, it is a good idea to call your references and let them know when they might be contacted. The more warning they have, the better prepared they will be.

- 3) Brief your references. Suggest specific examples to talk about—situations where your unique skills and traits contributed to the success of an overall project or effort.
- 4) Create a list containing the names, phone numbers, and companies of your references to bring along to the interview, but do not attach it along with your resume.
- 5) Keep your references up to date on your job search process and who they may be hearing from. And when you get a new job, be sure to thank your references!

Keep Learning While Striving for Achievement

The learning process never really ends when you're striving for success. Wherever you are in your career—monarch of the mountain or cubicle dweller—keep cultivating the knowledge and skills you need to maintain your momentum. Start with these:

- **What's your job?** Think beyond your job title, whatever it is. Find out what you're expected to accomplish, what your superiors want you to do, why you were chosen for this particular position, and so forth. A clear set of expectations will help you make better decisions.
- **Study your business.** Get to know what your organization and industry are all about. Read widely for a thorough understanding of the

history surrounding your business and the context it's operating in today. Pay attention to trends on the horizon that could affect your success in the long run.

- **Spend time on strategy.** Don't just react to circumstances. Schedule some time on a regular basis to think about where you are, where you want to be, and how you can move forward. Talk to people, and explore the possibilities.
- **Stay focused.** Clarify your goals and review them frequently to ensure that you're not drifting off course. Develop a road map to guide your team and track your progress, and consult with your own supervisor to confirm that you're supporting the right objectives.



Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
For more information or to sign up, please call – 315-591-9000				1
4	5 10:00-11:00 Metrix	6	7 9:00-4:00 Word 11:00-12:00 Effective Resume	8 9:00-10:00 Social Media
11	12	13 10:00-3:30 Human Technologies Hiring Event 1:30-3:30 Intro to Computers	14 9:00-4:00 Excel	15
18	19 2:00-6:00 Make a Change Hiring Event	20	21 1:00-2:00 Metrix 1:30-3:30 Internet Job Search	22
25	26	27	28 9:00-4:00 QuickBooks	29 11:00-12:00 Effective Interviewing

Workshop Descriptions:

EFFECTIVE COVER LETTER-This workshop offers best practices to craft an effective, professional cover letter while avoiding the common pitfalls that can make hiring managers groan.

EFFECTIVE INTERVIEWING-Suggestions to prepare for a successful job interview and interview phases will be discussed.

EFFECTIVE RESUME WRITING-An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.

INTERNET JOB SEARCH-Learn to research employers, advantages and disadvantages of job banks and upload, copy and paste your resume into online applications. **Email address & electronic resume required.**

INTRODUCTION TO COMPUTERS-Develop a new skill and learn the basics of using a Personal Computer. Learn about windows, the mouse, files and more. **Email address & resume requested but not required.**

METRIX-An online learning system with a large catalog of courses and assessments. Customers can choose a goal job, assess their skills, and the system will then suggest courses.

MICROSOFT EXCEL-Learn to move around spreadsheets and how to enter data. Begin with simple formulas and move on to auto-sum and functions. Skills taught include filter, formatting and charts.

MICROSOFT WORD 2016-Learn how to work efficiently with Word to build your skills. Emphasis is placed on how to type a resume. Skills include formatting, spellcheck, managing bullets and graphics.

OVER 40 & HIRED-Discuss the many positive contributions made by mature experienced workers, review the hiring process as well as marketing strategies in a highly competitive job market.

POWERPOINT 2016-Learn how to build a presentation. Skills include changing colors and background, adding text and graphics, transitions, animations, sound and packaging the presentation to share.

QUICKBOOKS 2014-Not just an accounting program, QuickBooks is used by front desk, customer service and sales. Learn the basics of accounts receivable, accounts payable, inventory and reports.

READY SET GO (TO WORK)-How to look for work, the hidden job market, selecting the best resume format, cover letters, discussion time for any questions.

SOCIAL MEDIA-This workshop will go through some social media platforms and how they can be used to enhance your job search process through privacy tools, online presence, company research and creating your personal online network.

TICKET TO WORK (TTW)- These sessions will assist SSDI and SSI beneficiaries in learning how working will affect cash benefits payments and medical insurance coverage.

UNDERSTANDING THE CIVIL SERVICE SYSTEM-Get a better understanding of how to obtain employment with local and state governments and school districts.

Make a Change Hiring Event



Connect with Local Employers on Tuesday, April 19, 2022
2:00-6:00pm @ Oswego County Workforce NY
200 N 2nd St., Fulton, NY

Various Positions Available:

- Direct Care & Support
- Clinical/Treatment
- Care Management/Coordination
- Protective/Preventive Services
- Administrative/Clerical
- Crisis Intervention
- Skills Teaching
- Office Based
- Outpatient Clinics
- Hospital Settings
- Residential Settings
- In-Home Services
- In-Community Services
- Day Programs

Participating Employers

- Oswego Health
- Farnham Family Services
- Hillside Children's Center
- Huntington Family Centers
- Catholic Charities
- ConnexCare
- Oswego County Opportunities
- Cayuga Centers
- Oswego County Department of Social Services
- Liberty Resources
- Oswego Industries/ARC
- DePaul

Did You Know...

Did you know...that Oswego County’s average unemployment rate for February 2022 was **5.1%**? This was an increase from the January 2022 rate of **4.8%**.

Did you know...that we are on LinkedIn? To view job postings and other information go to www.linkedin.com and search for Oswego County Workforce New York.

Did you know...that we are on Facebook? To view job postings and other information go to www.facebook.com and search for Oswego County Workforce New York.

Did you know...that we are on Twitter? To view job postings and other information go to www.facebook.com and search for Oswego County Workforce New York.

Did you know...that we are on Instagram? To view hiring events and other information go to www.facebook.com and search for [ocwny13069](https://www.instagram.com/ocwny13069).

Did you know...that you should have different versions of your resume if you’re looking for work in more than one field? Update and customize your resume for each new position.

Did you know...that we have staff to help you in your job search if you receive SSI/SSDI? Stop in and see Lisa to learn more.

Did you know...that you should prepare for an interview by researching the company? By doing some research ahead of time, you’ll be better prepared and able to ask questions about the company.

Partner Agencies/Websites

Oswego County Opportunities
www.oco.org

Oswego County BOCES
www.citiboces.org

Cayuga Community College
www.cayuga-cc.edu

www.indeed.com

Indeed.com is a new type of job search engine which pulls job listings from a variety of sources—such as America’s Job Bank, syracuse.com and monster.com. Click on Advanced Search to narrow your results by keyword, location and full or part-time.

Mark your Calendars!

Spring Job Fair @ Fulton War Memorial

5/4/2022

2:00-6:00



To see our most recent events and recruitments follow us on Social Media!

-  • Oswego County Workforce New York
 • Oswego County Youth Works (Ages 16-24)
 -  • Oswego County Workforce New York
 -  • Oswego County Workforce New York
-
-  • [ocwny13069](https://www.instagram.com/ocwny13069)

Please call or see the front desk attendant for more information.

→ Local employers need YOU to help fill job openings in the following occupations: Transportation, Health Care, & Manufacturing/Trades
If you’re interested in training or a scholarship, see your caseworker or call Mary at (315) 591-9026 or email her at mary.ferry@oswegocounty.com

Oswego County Workforce New York is an equal opportunity employer/program.
Auxiliary aids are available upon request to individuals with disabilities.