

**If you have questions regarding any of this information or you are interested in any of the grant opportunities, please call/email me at the number listed below**

# **COLUMBIA GREENE WORKFORCE NEW YORK**

## **JOB FAIR**

Columbia Greene Workforce New York will once again be holding a Job Fair on Wednesday, April 29<sup>th</sup> from 10-2 at Columbia Greene Community College. As well as job opportunities, the event will also focus on Education/Training & Financial Aid offerings and available Community Resource. The event is open to the public and college students. If you are interested in attending the Job Fair, please email the below address.

## **GRANT/TRAINING OPPORTUNITIES**

### **Total Internship Management Workshop and Networking Event**

This workshop for Tech Valley employers, provided by Richard Bottner of Intern Bridge, will be held on Tuesday, April 28<sup>th</sup>, from 9 a.m. to 4 p.m. at Siena College. The program is designed for employers who want to provide effective and meaningful internship opportunities for regional students. It will offer valuable information on how to develop or refine your internship program, as well as opportunities for roundtable discussions and networking. The program is based on in-depth research on the successful management of internship programs.

More information about this interesting and interactive workshop can be found at:

<http://internbridge.com/workshops/abouttheworkshops.htm>.

To register for this workshop go to: <http://www.eventbrite.com/event/227374082>. Reserve your spot today – seating is limited! And remember - Tech Valley Internships is a free resource to help meet your internship needs.

Post your internship opportunities today by going to: [www.techvalleyinternships.org](http://www.techvalleyinternships.org).

### **Employer Prescreening, On Line Skill Assessments: Prove It**

The Columbia Greene Workforce Area has recently begun to use Prove It, a skills assessment program for job seekers. Prove It has over 900 validated tests and is now available to assist businesses with prescreening potential employees. Assessments cover a wide content area including clerical, software, industrial, healthcare, financial and technical job classifications. Please review the Prove It website and contact me to discuss how we can assist you in identifying the most qualified applicants for your positions! <http://www.columbiagreneworks.org/Online-assesment.html>

On Line Learning is now available to job seekers to close skills gaps through Greene Workforce New York. If you have job applicants that have not passed your pre-hiring testing please refer them to the Career Center so they will have the opportunity to remediate their skills using the NY Wired, Matrix Learning system enabling them to more quickly re-enter the workforce.

### **Shared Work**

The Shared Work program helps employers survive temporary business downturns by giving them an alternative to firing/laying off full-time workers. It makes sense to help businesses retain productive workers. Under this program, instead of cutting staff, an employer can reduce the number of hours of all workers, or just a select group. Under an approved plan, employees may collect partial Unemployment Insurance benefits while working a reduced workweek. Review the following link for details. <http://www.labor.state.ny.us/ui/dande/sharedwork1.shtm>

### **Employee Enhancement Program: FLEXIBLE & SIMPLE!!**

Are you looking for an effective proven way to increase the retention rates & develop workplace skills? If so, then the Employee Enhancement Program is for you! This four module workshop is designed to help workers develop soft skills necessary for success on the job. The next session will run May 2009, Thursday mornings from 9-12am.

Workshop topics include:

1. Having it All-Managing Your Job & Life
2. Employee Strategies for Creating On-the-Job Success
3. Communication at Work; Pulling Together-Being Part of Your Work Team
4. Business is a Service Thing- Excellent Customer Service for both Internal & External Customers

Anyone earning under \$16.00 can now attend any or all four trainings, no reviews are necessary, the *30 Ways to Shine* workbook cost is just \$10.00/person. For employees earning over \$16.00 there is a \$50.00 fee per module or \$175.00 for the series plus a book fee of \$10.00.

### **Columbia Greene May JSEC: Training Topic: "Succession Planning: As It Relates to Performance & Retention of Employees"**

The program will explain how Performance Management Systems are used to identify and measure future leaders. This system provides a mechanism to carve out career development, reward performance, which in turn, helps companies retain employees who will lead the company in the future!

Date: Thursday, May 28, 2009

Time: 8:00 am Breakfast, 8:30-10:00 Program, Q & A's \$15.00 per person, cost includes breakfast

Location: Columbia Greene Community College, Professional Academic Center

Trainer: Rose Miller, SPHR

Sponsor: Taconic, Smart Solutions to Improve Human Health, [www. Taconic.com](http://www.Taconic.com)

Contact: Debra Lombardo: 828-4654 ext. 4209; Fax 828-8474 or [debra.lombardo@labor.state.ny.us](mailto:debra.lombardo@labor.state.ny.us)

### **JSEC Sponsorship**

Looking for a low cost, efficient marketing tool that will distribute your business logo to over 600 businesses? The Columbia Greene JSEC is seeking sponsors for some of their 2009-2010 programs. The cost is \$125 and it includes two program registrations; an opportunity to briefly address program participants and distribute corporate literature. Your logo will also be attached to the program flyer which is sent to over 600 businesses, as well as the media, Chambers of Commerce, CRHRA and many other organizations.

### **COLUMBIA GREENE COMMUNITY COLLEGE:**

#### **Computer Courses: Microsoft Office 2007 Software Application Classes for Windows**

All Classes 9am to 4pm; Main Building Room 111

Course fee is \$97.00.

- Advanced Excel 2007                      Monday, May 11              9am - 4pm
- Beginning Excel 2007                      Friday, May 22              9am - 4pm
- Intermediate Access 2007                      Monday, June 8              9am - 4pm

### **NYSDOL On Site Consultation Program, Safety Training:**

The Department of Labor, Division of Safety & Health offers a wide variety of safety training at no cost. Many courses are offered in the Albany area, below is a link which will outline upcoming trainings. Also included is a link for the complete course catalogue. If you have an interest in a particular topic and we can get together a group of trainees there is the possibility of holding the training session here at Columbia Greene Community College.

**Scheduled Trainings:** An updated list of available trainings will be listed in the near future on the following site.  
[http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH\\_TRAINING.shtm](http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH_TRAINING.shtm)

**Training Course Catalogue:** <http://www.labor.state.ny.us/workerprotection/safetyhealth/PDFs/21D/On-Site%20Training%20Catalogue.pdf>

### **Greene Chamber Announces Business Idol Contest**

The Business Idol contest is an exciting competition exclusively for Greene County Chamber members to win a Business Makeover valued at over \$5,000. To enter, Chamber members must submit an application with a \$25 entrance fee. Selected applicants will be evaluated based on a 3-minute presentation in June. The finalist will be announced at the Greene Jeans Gala on September 17 and will receive a free package of marketing collateral and business consulting. <http://www.greencounty-chamber.com/> **Applications due June 1<sup>st</sup>**

### **Greene County Chamber of Commerce: Breakfast Seminar**

#### **Training Topic: Raise Your Visibility, Raise Your Profits**

Date: May 12<sup>th</sup>, 8:00 - 9:30 a.m. \$15 members and \$25 non- members

Location: The Inn at Leeds, Route 23B, Leeds, NY

For information and reservations call 943-4222

### **Occupational and Environmental Health Center of Eastern NY (OEHC)**

OEHC is a non-profit occupational health center dedicated to the diagnosis, treatment and prevention of occupational and environmental illness and injury. OEHC provides medical services, training and educational programs for eight counties including Columbia and Greene.

#### **AVAILABLE CLINICS:**

- Diagnoses for work-related diseases
- Treatment for injured or ill workers
- Screening for workers at increase risk
- Industrial hygiene evaluation of workplace hazards
- Recommendations to reduce or eliminate hazards in the workplace and
- Training and education for workers, employers, unions and healthcare professionals

#### **TEEN WORKER SAFETY INITIATIVE**

Did you know?

- 200,000 young workers are injured annually on the job in this country
- 70,000 end up in the hospital with serious injuries
- One teen worker dies every 5 days

Check out : <http://www.osha.gov/SLTC/teenworkers/teenworkers.html>

Contact: contact Susan Zucker at 518-690-4420 ext 220 or [szucker@occmedgroup.com](mailto:szucker@occmedgroup.com) for info or to discuss providing educational programs, including TEEN SAFETY, services, trainings or flu clinics at your worksite.

## **Recruitment**

### **Greater Capital Region Internship Program**

The Greater Capital Region Internship Program's mission is to connect local employers with high school or college students to promote the quality career opportunities that exist in our community. Employers benefit by providing part time paid internships that focus on promoting the high skill jobs in which they have the most difficult time recruiting qualified candidates. Do you have a short term project you need complete? Are you in need of temporary help, interns can be a great way to get quality work completed without the expectation of full time employment.  
<http://www.techvalleyinternships.org/>

### **America's Job Exchange**

Any New York State employer wishing to post a job lead can do so at no cost by registering with the following site ([www.americasjobexchange.com/ny](http://www.americasjobexchange.com/ny)). Please remember that all employers that register with NYSAJE are required to have an active Federal Employer Identification Number (FEIN) obtain through the IRS and a New York State Employer Identification Number (SEIN) obtain through NYSDOL-Registration. Upon approval, employers will have the ability to review resumes of job seekers in the Talent Bank.

### **Job Central – National Labor Exchange**

Job Central is a site that will “index” or transfer jobs that are listed on your business website to Job Central for no cost. When job seekers click on your listing they are directly connected to your corporate website. If your available positions are on line and listed individually (vs one page with a listings of all positions and with no separate link for each position) this service is for you! Register now at <http://www.jobcentral.com/indexingrequest.asp>

### **On Site Recruitment**

The Career Center offers Job Fairs twice a year, for the times between events we have on site recruitment options for you. If you would like the opportunity to meet with a number of job seekers, talk to us about on site recruitment. This can happen in either of two ways, if you are looking for part time/weekend help, college students may be a great solution. Your business can set up a table in front of the Student Center. This would provide you with a high traffic area to advertise positions, meet and talk with students about your available positions.

If you are looking to fill full time positions and would like to meet a group of potential employees for interviews or to provide information about your business, we recommend you place an ad in the newspaper, list your positions with the Career Center and we will schedule a room for you here at Columbia Greene Community College, Workforce Career Center. In addition we will list the event on our website and the NYSDOL site, post a flyer in the Career Center, the college and distribute to local agencies.

## **WORKSHOPS/NETWORKING OPPORTUNITIES**

### **Human Resource Manager's Roundtable**

The HR Roundtable provides a forum in which HR Managers can exchange information, answer HR questions and discuss best practices. Guest speakers or group members often volunteer to lead a discussion a topic. Bring your HR questions and share your expertise with this group of HR professionals.

Thursday April 9th, 8:00-9:15am, future meeting dates will be available soon.

Location: Columbia Greene Community College, Professional Academic Center, Lower Level-Room 611

### **Greene County Chamber of Commerce: Greene Women in Business: Welcome Spring Dinner**

Date: April 13<sup>th</sup> 5 p.m.

Location: Tatiana's Restaurant, 601 Main Street, Catskill

Cost: Members \$25 per person. Non-members \$35 per person

RSVP to Tracy McNally at 518-943-4222by April 8<sup>th</sup>.

### **Columbia County Chamber of Commerce, Business After Hours: Sundog Solar**

Date: Thursday, April 23 from 5:00 - 7:00 pm

Reservations appreciated 828-4417

Location: 343 Route 295, Chatham

### **Columbia County Chamber of Commerce, Women's Networking Luncheon**

Date: Wednesday, April 29 from 12:00 - 2:00 pm.

Location: 2627 Route 23 in Hillsdale

Reservations 828-4417, \$18 members, \$22 non members

## For Your Employees...

### **Consumer Credit Counseling Services of NY**

This organization assists consumers with debt management, counseling for credit, bankruptcy or for those in danger of foreclosure. Unfortunately we have seen a rise in customers with these types of issues. This organization can really help, especially in the management of credit card debt! We have had very positive response from customers that have met with counselors. <http://www.credithelpny.org/> , a representative is available to meet the first Thursday of every month here at the Career Center.

### **Low Interest Car Loans**

Community Action of Greene County, Inc in partnership with NYSOTDA & the Bank of Greene County are offering low interest loans of 5% for 3 years for up to \$5,000 for eligible applicants residing in Greene or Columbia Counties. No down payment required, there is eligibility criteria please contact 943-9205 and ask for the Wheels for Work Program for further information.

### **Does the lack of transportation affect your employee's ability to get to work?**

If so, you might have a solution through Community Action of Greene County, Partner's Van Program. The program providing eligible Greene County residents a ride to and from work has been expanded. Increased route services are now available, along with second shift transportation services! For further information call 954-9205 and ask for the Partner's Van Program.

### **Child Health Plus Expands to All Uninsured Children and Teens**

The Child Health Plus program has expanded its eligibility guidelines September 1, making affordable health insurance coverage available to all uninsured children and teens. Child Health Plus provides free or low cost health insurance for children in NYS who are not eligible for Medicaid or a state health benefits plan and do not have other health insurance coverage. Effective September 1, the income eligibility guidelines for the program have expanded. No family makes too much money to enroll their uninsured children in health insurance. Depending on household size and income, some families may have to pay a family premium contribution.

For more information on Child Health Plus, visit <http://www.nyhealth.gov/nysdoh/chplus/index.htm>

Local Contact: Healthcare Consortium, Columbia Greene Facilitated Enrollment Program 822-9600.

### **Volunteer Income Tax Assistance**

Need help completing your tax returns? Community Action of Greene County, Inc and Columbia Opportunities Inc. offer no cost assistance to mid to low income earners for personal income tax preparation. (Qualifications include family income under \$42,000.) Free electronic filing! Free direct deposit of your tax refund check!

#### **Contact Information:**

Community Action of Greene County, Inc: Call 943-9205 OR Columbia Opportunities Inc.: Call 828-4611

## EVENTS

### **Greene Chamber: Recognition Dinner: Business Woman & Man of the Year**

Congratulations to Florence Ohle, Executive Director of Community Action of Greene County, Inc. and Gary Nichol森, Corporate President of Sunny Hill Resort & Golf Course, Greene County Chamber 2009 Business Woman and Business Man of the Year. The pair will be honored at the Chamber's 9<sup>th</sup> Annual Recognition Dinner on Thursday, June 11, 2009, 6:00 p.m. at Anthony's Banquet Hall in Leeds, N.Y. Tickets for the Recognition Dinner are \$50 per person. Call 943-4222 for additional information.

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