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Chautauqua Works

americanjobcenter®

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Executive Director's Message



During this pandemic, all of the staff from Chautauqua Works have been working from home. Staff have been reaching out to customers and businesses asking how can they help. They will continue to do so as we all weather through crisis. We are here for you.

This is a stressful time for all of us as we adjust to this new normal. We all need to take

care of ourselves both physical and mentally. Make sure to carve out some time for yourself.

Stay connected to us through social media. Chautauqua Works has an active Facebook page to keep you informed.

Social media has also made it possible to search and find jobs online. There are several legitimate websites that you can use to look for work online.

When this pandemic is over we will need everyone to be ready to get our economy moving again. Now is a good time for job seekers to utilize the resources provided in this

newsletter. Information is provided on how you can take a free online course offered by the Chautauqua-Cattaraugus Library System., how to stay positive, skills needed to compete in today's workplace, along with information to protect yourself from COVID-19 also known as the coronavirus.

We look forward to the day when we all can meet face-to-face. It is our hope that each and every one of you stay safe and healthy during time. In the meantime, we will continue to serve you as best we can.

Stay informed like us on Facebook at <https://www.facebook.com/Chautauqua-Works-280188958769133/>

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Visit the Library: Online Library Services

Online library services are available to those who have access to a personal computer with internet access. Now is a great time to join an online course and brush up your math and reading skills. You can participate in Penn Foster

online course work through the library. Here is information to help you get access now. If you have a library card and don't know your account information, fill out this online form: [https://www.cclsny.org/need-](https://www.cclsny.org/need-help-with-your-account/)

[help-with-your-account/](https://www.cclsny.org/need-help-with-your-account/) If they don't have a library card you can sign up for a temporary 60 day card here: <https://catalog.cclsny.org/cgi-bin/koha/opac-memberentry.pl>

Happy reading!
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Staying positive during the Coronavirus

Chautauqua Works' doors may be closed during this pandemic but we want you to know that we are here to help you cope. Help us to stay in contact with you by liking us Facebook. Valuable information is posted daily such as job postings, ways to look for work, and motivational tips. Staff are reaching out to individuals via emails and calling. If you need help let us know.

Routines have changed for all of us. Maybe you are at home with your children trying to

help them cope with not being in school, homeschool or missing extracurricular activities. As challenging as this time is, look for the positive in the situation. Try not to be consumed by cable news or Facebook. Look for inspiring messages, and rely on trusted news sources for updates.

There are many things that families can do together that provide enjoyment, go for a hike, ride bikes, enjoy a nature walk keeping your distance with others, of course. Board

games or cards are fun, try to learn a new language, tell family stories, bake cookies together, teach your children practical life skills like sewing, or sing or dance to get everyone moving. Stay positive we got this!

To receive messages and tweets from CW <https://www.facebook.com/Chautauqua-Works-280188958769133/> for FB or <https://twitter.com/ChautauquaWorks> for Twitter. <https://twitter.com/ChautauquaWorks>

“Professional in approach to help you find a job, friendly, courteous people who want you to succeed!”

Jobseeker Quote on Facebook

Top Skills Needed to Compete in Today's Workplace

BY DAWN ROSENBERG MCKAY (thebalancecareers)

Whoever said, "it's a rat race out there" knew nothing about how competitive today's workplace would be. Rats have it easy! Make it through a maze, grab your treat, and you're done. It's not enough to be the best at what you do. Having the hard skills you need to excel at your occupation is a requirement, but being the best at your job won't help you win the race. Having competitive skills that employers' value will. Let's take a look at what they are.

- **Stop Talking and Start Listening**
Some people think they can talk their way to the top. Sharing your knowledge with others is important, but listening can benefit you in so many ways. You can learn a lot when you make an effort to understand what others are saying to you.

- **Solve Problems Instead of Complaining About Them**

Every workplace has its problems, and it's hard to avoid letting them bother you. Complaining about these nuisances won't help even a little bit. On the contrary, it will be harmful since negativity brings everyone down, and can quickly turn the environment toxic.

- **Think Critically**
When you are making a decision, you may be tempted to do so as swiftly as possible. After all, you have a lot to get done in a very short amount of time. The faster you can solve a problem or figure out how to reach a goal, the more quickly you can cross an item off your list and move on to the next thing. Although it may seem like a waste of your limited time to spend a lot of it considering all your choices when making a decision, you will

be much more successful if you do.

- **Be an Effective Time Manager**

As a busy professional, your life is hectic. The ability to manage your time well is essential. It is one of the most competitive skills you can have.

- **Get Along With Everyone**
When you realize that getting along with your coworkers doesn't mean you have to like them all, it becomes a more achievable mandate. Excellent interpersonal skills will allow you to fulfill your boss's wish for harmony in the workplace.

- **Show Them Who Is The Leader**

Finally, if you want to make it to the top, you will have to exhibit your leadership ability. You can't be a leader without followers, so the first thing you have to do is get people to respect and trust you enough to line up behind you.

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Do Your Part to Stop the Coronavirus Spread

This is a challenging time for our country. Chautauqua County may seem like it is a far distance from NYC but don't kid yourself we are not immune to this virus. It is an invisible enemy that requires all of us to practice preventive measures to stop its spread.

We will get through this but we need everyone to follow the health guidelines set by the Center for Disease Control (CDC) on how to slow

the coronavirus spread:

- Wash your hands often for a minimum of 20 seconds– sing *Happy Birthday* twice
- Practice social distancing stand six feet apart
- Cover your cough with a tissue (throw away when done) or use your elbow
- Avoid those who are sick
- If you have to go to the store, go quickly and get the supplies you need, keep your distance from

others, and remember this is not a trip for a family outing

Chautauqua Works staff look forward to the day when we can serve you face to face. For the time being you can use this time to strengthen your skills (page one links), read, sing, exercise, go for a walk, enjoy the wonder of nature, or sit and meditate and clear your mind. Stay safe and we wish you good health!

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Chautauqua County Government Services

The following county offices will be closed to the public until further notice.

County Clerk's Office

- All record searches are required to be completed online at www.searchiqs.com
- All other legal documents can be filed via: o E-Recording o E-Filing o Mail- 1 N. Erie St. P.O. Box 170 Mayville, NY 14757

All DMV Offices

There will be drop off boxes at each DMV location. Customers will be allowed to drop off these items:

- New Registration/ Renewals
- Invitations/Renewal Notice you received in the mail
- Plate Surrenders
- Please have all your paperwork ready. You can obtain forms online at www.dmv.ny.gov. You must leave your contact

information as we will call you to process the payment over the phone. Only credit cards will be accepted at this time.

Department of Health & Human Services

In an effort to reduce face-to-face contact, the Chautauqua County Department of HHS is encouraging all Social Services clients to not come in for scheduled appointments or nonemergency services. Negative actions will not be taken on the case as a result of missing an appointment. The Department of Health and Human Services is committed to continue to serve the public, while balancing the health and safety of the community. Temporary Assistance, SNAP

All Public Assistance eligibility, recertification, and emergency interviews can be done by phone. Domestic Violence and Drug/Alcohol Screenings will be done by phone. These interviews can be conducted

without face-to-face contact through 4/11/20 and recertification interviews can be conducted by phone through 5/15/20. All applications and required documents can be mailed, e-mailed, faxed, scanned, or dropped off. SNAP benefits can be applied for on-line at mybenefits.gov.

Temporary Housing Assistance (Homeless) and Non-PA Emergency Assistance

applications and documentation can be mailed, e-mailed, faxed, scanned, or dropped off.

Fair Hearings

Please contact the office of Administrative Hearing at 1-800-342- 3334 for rescheduling.

HEAP applications and documents can be mailed, e-mailed, faxed, scanned, or dropped off.

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Chautauqua Works helped 95 job seekers to get hired with SKF Aero engine this year!

Chautauqua Works

americanjobcenter®

LOCATIONS

4 E. 3rd Street, Suite 102
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www.chautauquaworks.com

www.chautauquaworks.com

Find us on Facebook!

[www.facebook.com/
Chautauqua-Works](http://www.facebook.com/Chautauqua-Works)



Chautauqua Works - American Job Centers

Interested in getting a job in western NY? Chautauqua Works can help. Interested in career counseling, career exploration, or work readiness training such as resume writing, interviewing, or basic computer skills? Chautauqua Works can help.

Interested in economic development, recruiting, hiring, or other business services? Chautauqua Works can help.

Interested in youth services such as youth employment or work readiness training? Chautauqua Works can help!

Chautauqua Works operates two American Job Centers within Chautauqua County providing a network of comprehensive services and provide labor market information for employers, workers and job seekers. American Job Center staff assist individuals in assessing their skills to find their best path forward. A central posting of jobs and other resources are available at each center and may include providing access to qualified service providers, locating financial aid for training and college, or identify appropriate social service agencies for enrolled participants.

RELIEF FOR WORKERS AFFECTED BY CORONAVIRUS ACT Pandemic Unemployment Assistance (PUA)



Pandemic Unemployment Assistance (PUA) provides payment to workers not traditionally eligible for unemployment benefits (self-employed, independent contractors, workers with limited work history, and others) who are unable to work as a direct result of the coronavirus public health emergency.

COVID-19 SCENARIOS	COVERED	NOT COVERED
Diagnosed with COVID-19 or with COVID-19 symptoms and seeking diagnosis	✓	
Member of household has been diagnosed with COVID-19	✓	
Providing care for family or household member diagnosed with COVID-19	✓	
Primary caregiver for child unable to attend school or another facility closed due to COVID-19	✓	
Unable to reach place of employment due to an imposed quarantine or because advised by medical provider to self-quarantine due to COVID-19	✓	
Scheduled to commence new employment and cannot reach workplace as direct result of COVID-19	✓	
Became major breadwinner because head of household died from COVID-19	✓	
Quit job as a direct result of COVID-19	✓	
Place of employment closed as a direct result of COVID-19	✓	
Self-employed / Independent Contractors / 1099 filers / Farmers – and affected by COVID-19	✓	
Seeking part-time employment but affected by COVID-19	✓	
With insufficient work history and affected by COVID-19	✓	
Otherwise not qualified for regular or extended UI benefits and affected by COVID-19	✓	
Individuals that can telework with pay		X
Individual receiving paid sick leave or other paid leave benefits (regardless of meeting a category listed above)		X