



TELEPHONE:  
(716) 661-9553  
(716) 366-9015

# Chautauqua Works

americanjobcenter®

Volume 2, Issue 3

October 2020

## Executive Director's Message



It has been six months since the United States had its first reported COVID-19 case, also known as the Coronavirus. Over these past months, our Country's health experts have learned much about how this deadly virus moves from person to person. Mask wearing, social distancing, and washing hands and work areas have become standard mitigation and cleaning procedures that are practiced at the center by all staff. When you schedule

an appointment to meet with any of the Chautauqua Work staff members, at either the Jamestown or Dunkirk offices, you can be assured that you will be safe coming into the building for your appointment. Areas are sanitized after each customer visit, and throughout the day.

Before meeting with staff, customers will be required to comply with safety procedures when given entry into the buildings. Customers will call 716.661.9553 to speak with the receptionist. Questions will be asked regarding Coronavirus exposure. Face masks are required for entry. Once cleared for entry, customers sanitize hands when they meet staff for the scheduled appointment. The process has been working well since

June 22, 2020. As of September 28, 2020, the centers have moved into the next phase, scheduling one-hour appointments with customers that want to use the computers for job searching, use of fax machines, and telephones to contact potential employers. Call 716.661.9553 to schedule your visit.

Chautauqua Works is here to help you get back to work. Staff is not able to help with Unemployment Insurance (UI) questions. You will need to call **1.888.209.8124** or utilize the website at [www.labor.ny.gov](http://www.labor.ny.gov) for assistance

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

### Inside this issue:

- Is it time to see a career specialist at Chautauqua Works? 2
- Ways to Stand Out in Your Job Search 2
- Actions that help Chautauqua County contain Coronavirus 3
- How To Job Search During The Coronavirus 3
- How to Move Forward After Being Laid Off 4
- Reasons to check out Chautauqua Works' Facebook 4

## Chautauqua Works Welcomes New Staff Members

Chautauqua Works, your American Job Center welcomes aboard employees, Yanaija Potter, and Michele Hazelett. Yanaija Potter is our Career Specialist/Youth Navigator in the Dunkirk office. Yanaija has been working for CW since this past spring. She is available

to help you in your job search or connect with training opportunities.

Michele Hazelett is the Business Service Specialist for the Jamestown office. Michele will work with dislocated workers to find a new start in the On-Job-Training (OJT) Program.

Both are available to help customers transition into employment and training opportunities.

To schedule an appointment call **716.661.9553** to connect with Michele or Yanaija for their help and assistance.

## Is it time to see a career specialist at Chautauqua Works?

Are you looking for a job but feel like you are not getting anywhere? Maybe it's time to get some help with your job search. Chautauqua Works' staff is available to meet with customers for a scheduled appointment to help them with their career assessment, job search, and resume development. Customers should first contact the Chautauqua Works office to schedule an appointment with a staff member.

The following procedures will be utilized before admittance into the building. A sign on the front doors informs customers to call the front desk at **716.661.9553** to let us know you are here for your appointment.

You will be asked questions regarding your exposure to COVID-19, and you will need a mask to enter the building. If you do not have a mask, one will be provided. Upon entering the building you will sign

in and be asked to use the hand sanitizer provided by Chautauqua Works.

Once you are cleared to enter the building, a staff member will escort you to the appointment. Chautauqua Works' staff follows the guidance of the Chautauqua County Health Department and the CDC for the protection of both customers and staff.

To receive messages from CW: <https://www.facebook.com/Chautauqua-Works>

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

**Jobseeker Quote on Facebook**

## Ways to Stand Out in Your Job Search During the Coronavirus Pandemic

*"Should I keep looking for a new job with all of this going on?"*

If this thought has crossed your mind at some point since the coronavirus pandemic began, you're not alone. In the middle of all the chaos, fear and uncertainty, it's normal to wonder if you should put your job search on hold or keep looking.

There are steps you can take to successfully tackle your job search during the coronavirus pandemic. But, now is not the time to pause the breaks. While hiring may slow down, companies are still hiring. Sure, every company may not continue to hire. But there are still so many companies looking to bring on great talent to alleviate problems and solve frustrating challenges.

### Shift your mindset

If you allow fear to make you feel like there aren't any opportunities out there for you, then you will not find any opportunities. If you focus on all the reasons getting a new job is no longer possible for you, getting a new job will not be possible for you. You have to shift your mindset. Even if it feels weird or too optimistic during this time, thinking positively and tapping into an abundance mindset will keep you focused on finding the right opportunities rather than settling or not finding anything at all because you've convinced yourself that it's impossible to land a new job right now.

### Avoid the numbers game

Contrary to what everyone else might be saying, this is not the time to send your

resume to every job opening you see online. It's not about how many applications you're sending out. It's about making sure the applications you are sending out communicate the best version of you. You need to prioritize quality over quantity.

### Be a problem solver!

Jobs open because a company needs to solve a problem. Maybe an employee recently left and they need to fill the position as quickly as possible. Maybe they're having trouble with a new product and need a fresh strategy. Maybe a specific team is overworked and they need more hands to get things done more efficiently. But whatever the problem is, if you want to stand out in a slow job market, it's important to show employers that you can alleviate their frustrations and tackle their challenges.

(Adapted from **Adunola Adeshola**- Contributor ForbesWomen)

## Actions that help Chautauqua County contain Coronavirus

We have learned many things about the coronavirus. 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 to yourself

- 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

After months of working from home, Chautauqua Works staff are now able to schedule office visits with customers.

Job searching can be hard, and it is downright difficult during a pandemic. If you have been looking for a while with no luck, why not meet with someone to get some fresh new approaches for your job search routine? Call us at (716) 664-9553 and schedule an appointment with a CW career specialist today!

## How To Job Search During The Coronavirus Pandemic

As our current job market is shifting and experiencing layoffs and companies are moving to remote work to combat the coronavirus pandemic (COVID-19), many are wondering, “How do I even search for a new job during this uncertain time?” In chaos, anxiety and uncertainty it’s normal to be discouraged from developing a strong job search.

Although hiring has slowed down, companies are still actively recruiting and looking for strong new talent to problem solve and continue to be resilient in the face of adversity. While less hiring means a more competitive search, you can also leverage this time to stand out within your job search by being strategic, intentional and nimble to land a job that you’re passionate about. Remember that you have options. In addition to

full-time employment opportunities, companies are hiring to fill project and contract-based positions. During this tumultuous time you have the opportunity to enhance your expertise, build your network and reflect on your next step professionally. Hiring during a crisis also means a quicker hiring process and cycle.

**Create a timeline for your job search.** If you are currently unemployed, it’s likely you feel a sense of urgency. If you truly need a job fast, consider your job search itself a full-time job. To keep your sanity, set a timeline for when you’d like to get a new role to level-set expectations while simultaneously benchmarking career goals.

**Strengthen your connections with online network.** Tap into your networks that might include friends, professional

mentors, and old colleagues to see if they know anyone hiring or organizations with open roles.

**Revamp your resume and online profiles.** Take the time to revamp your resume and online profiles to highlight your current career accomplishments, education, passions and skills.

**Add to your professional toolkit by taking online courses.** Use your free time to take online courses to expand your professional toolkit.

**Be flexible, and consider temporary opportunities.** Consider gig work or freelance jobs to tide you over.

Adapted from Dominique Fluker article

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

## LOCATIONS

4 E. 3rd Street, Suite 102  
Jamestown, NY 14701

407 Central Avenue  
Dunkirk, NY 14048

Phone: 716-661-9553  
Jamestown

716-366-9015  
Dunkirk

[www.chautauquaworks.com](http://www.chautauquaworks.com)

[www.chautauquaworks.com](http://www.chautauquaworks.com)

Find us on Facebook!

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



## How to Move Forward After Being Laid Off

Once you've been laid off from your job, it is important to prepare a strategy for coping with being out of work by managing your finances and eventually finding employment again. Although being laid off can feel isolating, many people have gone through the process of recovering from a sudden layoff and there are plenty of resources available to help you take control of your situation.

Following these steps after losing your job can help you avoid recover from a layoff, allowing you to leverage the time as an opportunity for growth:

1. Confirm the details of the layoff
2. File for unemployment
3. Practice self-care
4. Draw up a budget
5. Reassess your goals
6. Seek out a mentor

## Reasons to check out Chautauqua Works' Facebook Page

1. Job postings from employers seeking new employees.
2. Facebook Live Events on various topics, e.g., resume writing; interviewing; searching for jobs when you have a disability; and choosing your career path.
3. Videos of past FB Live events to be watched at your convenience.
4. Inspirational posts for motivation.
5. Job search articles from experts to help you as you look for your next position.