Happy New Year 2021 from the Training & Employment Staff.

Setting Goals for the New Year?

Unemployed or Employed. Let us help you with your training and employment goals.

The New Year stands before us, like a chapter in a book. Waiting to be written. We can help you write that story by setting goals.

You’re never too old to set a new goal or new dreams! Start NOW!

For Training Opportunities visit www.ed2go.com to search your interests. There are a wide variety of fundamental and advanced online trainings; in Arts and Designs, Business, Computer Applications and Programs, Construction and Trades, Health and Fitness, Hospitality, Teacher Professional Development, Information Technology, Legal and MORE!

Benefits include; 1 on 1 Instructor, Flexible Schedule, Externships, Books Included and CERTIFICATIONS!

NEW YEAR, NEW GOALS!

“The harder you work for something the greater you’ll feel when you achieve it!”

New Year Goal Tips

1. Write down & review them periodically
2. Create goals for different areas of life
3. Set goals that are measurable
4. Design goals that can be accomplished with a pattern
5. Reward yourself for achieving your goals!

“You’ll never get bored when trying something new, there’s no limit to what you can do!”
Purpose of the Pre-Screen Form for Applicants

Having the applicant fill out the pre-screen gives us a better understanding of the services you are requesting and which program best fits your qualifications in terms of eligibility.

Our VR Program empowers individuals with disabilities to achieve maximum employability.

Provides career readiness for individuals who have legal issues/convictions; or may be on parole or probation, etc.

Based on your responses, you are recommended to apply for the 477 program.

Based on your responses, you are recommended to apply for the Vocational Rehabilitation program.

We can help find you work experience or assist with preparing you for job placement.

Place to express any and all other services you are interested in, not limited to list options above.
APPLICATION REQUIREMENTS

Acceptable Supporting Documentation

1.) **Proof of Age:**
   - Birth Certificate
   - Permit/Driver’s License

2.) **Proof of Residency:**
   - Current Postdated Mail
   - Utilities Bill
   - Proof of Residency Letter from SNI Clerks Office
   - Vehicle Registration
   - Insurance Car

3.) **Tribal Enrollment Verification:**
   - Tribal I.D. Card
   - Tribal Certification Letter
   (First Descendent of Seneca ONLY: Fathers Tribal Verification from SNI Clerks Office with proof of father’s name on Birth Certificate)

4.) **Employment Status:**
   - Current Paystubs (4)
   - Verification of Employment Letter
   - Public Assistance letter
   - Unemployment Benefit Letter
   - Retirement Letter
   - Worker’s Compensation Letter
   - Zero Income Form

*Adult applications must have proof of income for all adults in household*

5.) **Selective Service:** (ALL Males)
   - Registration Acknowledgment Card
   - Online Registration
   - Registration Letter
News from Staff

Youth Coordinator: Patti Brisley


An Employment Development Plan (EDP) is a written assessment tool and action plan for each participant created by the participant and the Employment Counselor together.

The EDP is the third step in the process of becoming a participant. When applying and awaiting for an approval or denial, the individual is in the “applicant” stage.

After an individual turns in an application with all required documentation, the Intake Worker reviews it to ensure it is complete, then submits it to the Director for approval or denial.

Following eligibility approval, applicants are assigned to the Youth Services Coordinator for ages 14 to 24 and the Adult Employment Counselor or adults, ages 25 and up.

The participant is asked what kind of services they are looking for, what types of skills and experience they possess, what new skills they want to learn, and other similar questions. They are then asked what types of barriers they have to meeting their goals – for some, it may be childcare; or a driver’s license; or they might not have their high school diploma thus needing their High School Equivalency Diploma (HSED). The EDP is a mapping of a step by step plan to attain goals and a timeframe to achieving the goals.

Lack of occupational skills or certifications may be a barrier, so classroom training may be the first step. Or, they may have the certification or diploma, but need more experience, so would need Work Experience which consists a 500 hour placement into a worksite. Or, the participant may just need to utilize our computer room and be assisted with Job Search which also includes Career Readiness Workshops. Career Readiness is also available after obtaining employment such as Job Retention, Employer Expectations, Chain of Command, Attendance, Good Work Attitude, etc.

So that is what an EDP is! Feel free to stop into one of our offices on either territory or get an application online at the www.sni.org site. Go under Departments/Training & Employment Resource Center.
News from Staff

Adult Employment Counselor: Katrina Ray

Classroom Training

The training program activity is any training of type normally conducted in an institutional setting, including vocational education, such as BOCES. Classroom training is designed to provide individuals with technical skills and information required to perform a specific job. The training must lead to a certificate. It does not include college courses or degree programs. A high school diploma or GED or High School Equivalency is required before enrolling in classroom training. There are Supportive Services that can be provided in conjunction with or following training. Below are types of Supportive Services:

- Stipend's
- Clothing Allowance
- Union Initial fees
- Child Care
- Job Search and Referral
- Career Readiness Workshops
- Transportation Assistance
- Tuition Assistance for Training

Examples of resources that offer certificate training are BOCES, JCC, JCC & ECC Ed2go, and our Seneca Construction Program (STC). Apply for assistance early! The process must be started at least 20 days before the start date. There is a process to get all required paperwork done in advance of the start date.

- Auto CAD
- Welding
- Phlebotomy
- ServSafe Management
- Heavy Equipment
- Dental Assisting
- Medical Insurance and Billing
- Nurse Aide/Home Health Aide

These are just a few examples that Olean BOCES is offering this Spring. If there is a certificate program you want to enroll in, let us know and we will do what we can assist you in achieving your goal! Training may be held in person or online, depending on the subject.
News from STC

Construction Technology Program

Dan Macakanja, BOCES Instructor
Paul Andelora, BOCES Instructor
Duane “Jim” Ray, Advanced Instructor

Trainee Graduates

Elliot Bowen
Lindzy Buffalo
Tristan Jimerson
Rikki Johns
Bryce Lichy
## News from HSED

### 2021 New HSED (GED) Test Dates at Following Locations

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<tr>
<th>Location</th>
<th>Date</th>
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<td>January 13th &amp; 14th</td>
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<td>February 3rd &amp; 4th</td>
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<td>March 17th &amp; 18th</td>
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<td>October 13th &amp; 14th</td>
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## Staff Accomplishments

Congratulations to Sarah Pangborn, Tari Squires, Adult Education Instructors and Patricia Brisley, Youth Coordinator for their completion of Building Native Communities Financial Literacy Course and earning their Financial Education Trainer Certificates. You all are an inspiration of building career certification goals! Great job on your training course. Keep up the good work!

SNI TERC TEAM

Congratulations to Tari Squires, Adult Education Instructor, and Veronica Cook, Secretary, on passing the NYS Notary Public Exam and obtaining their Notary Public License’s. Way to go! Keep working hard toward your career training goals!

SNI TECR TEAM
Job Postings / Applications

Additional Job Search Resources

- Buffalo Job Finder
- Career One Stop
- NYS Department of Labor
- WNY Job Finder

Please click on the links below for job postings and/or applications.

- SNI Training & Employment Application
- Seneca Nation of Indians SNI Application
- Seneca Gaming & Entertainment SGE Application
- Seneca Gaming Authority SGA Application
- Seneca Resorts and Casinos Application

For more information about our program visit our website at www.sni.org or call us at;

**SNI Training & Employment Resource Center**
**Cattaraugus Territory**
23 Thomas Indian School Dr.
Irving, NY 14081
(716) 532-1033

**SNI Training & Employment Resource Center**
**Allegany Territory**
3674 Administration Dr.
Salamanca, NY 14779
(716) 945-8120

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<tr>
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<th>Title</th>
<th>EXT.</th>
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<tr>
<td>Sharon Patterson</td>
<td>VR Program Mgr.</td>
<td>5496</td>
<td>716-801-6951</td>
<td><a href="mailto:S.Patterson@sni.org">S.Patterson@sni.org</a></td>
</tr>
<tr>
<td>Jackie John</td>
<td>VR Counselor</td>
<td>5417</td>
<td>716-801-3261</td>
<td><a href="mailto:Jackie.John@sni.org">Jackie.John@sni.org</a></td>
</tr>
<tr>
<td>Vacant</td>
<td>VR Counselor</td>
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<td>716-801-3046</td>
<td><a href="mailto:Alana.Montour@sni.org">Alana.Montour@sni.org</a></td>
</tr>
<tr>
<td>Kristi Millar</td>
<td>Job Developer/Couch</td>
<td>5418</td>
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<td><a href="mailto:Kristi.Millar@sni.org">Kristi.Millar@sni.org</a></td>
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<td>Sarah Pangborn</td>
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<td>716-801-2775</td>
<td><a href="mailto:Sarah.Pangborn@sni.org">Sarah.Pangborn@sni.org</a></td>
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<td>Veronica Cook</td>
<td>Secretary II</td>
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<tr>
<td>Allegany</td>
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<tr>
<td>Nancy Toth</td>
<td>Director - Allegany</td>
<td>3081</td>
<td>715-983-2485</td>
<td><a href="mailto:Nancy.Toth@sni.org">Nancy.Toth@sni.org</a></td>
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<tr>
<td>Katrina Kay</td>
<td>477 Counselor</td>
<td>3045</td>
<td>716-801-3034</td>
<td><a href="mailto:Katrina.Kay@sni.org">Katrina.Kay@sni.org</a></td>
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<tr>
<td>Patti Briley</td>
<td>Youth Svs Coord.</td>
<td>3043</td>
<td>716-257-0263</td>
<td><a href="mailto:Patti.Briley@sni.org">Patti.Briley@sni.org</a></td>
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<td>Jackie John</td>
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<td>716-801-3261</td>
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<td>Julia Smith</td>
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<td>3042</td>
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<tr>
<td>Tari Squires</td>
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<td>716-801-3332</td>
<td><a href="mailto:Tari.Squares@sni.org">Tari.Squares@sni.org</a></td>
</tr>
</tbody>
</table>

**PHONE NUMBERS**

- Catt 716-532-1033
- Allegany 716-945-8120
- STC 716-354-2050

**FAX NUMBERS**

- Catt 716-532-3285
- Allegany 716-945-8146
- STC 716-354-2080

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