



Community, Counseling and Correctional Services Inc.

TITLE:	Entry level positions, Resident Assistant (RA), Client Technician, Security Technicians, Juvenile Correctional Officer (JCO), Youth Care Workers (YCW)
STATUS:	Full-time
PROGRAM:	Butte Pre-Release, Women's Transitional Center, Connections Corrections Program, WATCH (Warm Springs and Glendive), START, NEXUS, Martin Hall, Bismarck Transition Center, Gallatin Re-Entry Program

ESSENTIAL FUNCTIONS

The entry level positions provide supervisory, security, transportation, and recreation services as required by the individual program.

KNOWLEDGE SKILLS AND ABILITIES

High School diploma or equivalent and one-year experience working in a corrections, addictions treatment or other human service program/agency. Supervisory experience and experience working in a correctional or other human service type facility/program is preferred.

HOURS OF WORK

Hours of work vary although all positions are full-time. Positions work either eight (8) hour, ten (10) or twelve (12) hour shifts depending upon the facility.

STARTING SALARY

Salary range is DOE depending upon the facility.

BENEFITS

Unless otherwise noted, benefits generally include: optional health, life and dental insurance for employees and dependents; vacation, sick leave, paid holidays; 401-K Plan; Cafeteria Benefits Plan; Employee Assistance Plan; and Education Assistance. Benefit eligibility is determined by length of service and employment status.

APPLICATION PROCEDURES

Interested persons should submit an application on line at http://www.cccscorp.com/job_openings/.

REASONABLE ACCOMMODATION

Qualified applicants with disabilities are entitled to reasonable accommodations. Modifications may be provided to assist applicants to participate in the recruitment and selection procedure, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to others. Applicants must request an accommodation when needed. To request an accommodation, contact Colleen O'Leary, Director of Human Resources, 406.782.0417.

EMPLOYMENT ELIGIBILITY

As required under the Immigration and Control Act, any persons wishing to work for CCCS, Inc. regardless of the nature of the job or the number of hours employed are required to show proof of U.S. Citizenship or legal authorization to work prior to beginning employment. Examples of such documentation include but are not limited to: a birth certificate or social security card along with a driver's license or other picture identification including U.S. Passport and/or green card.

CCCS, Inc is an Equal Employment Opportunity Employer. CCCS, Inc does not discriminate on the basis of Race, Color, Religion, Sex, Age, Sexual Preference, National Origin, Mental or Physical Disability, Veteran Status or any other basis provided by statute.

CCCS, Inc. strongly encourages qualified minorities to apply.