



# Community, Counseling and Correctional Services Inc.

## Internal Position Vacancy Announcement

<b>OPENING DATE:</b>	8/3/22
<b>APPLICATION DEADLINE:</b>	Noon, 8/10/22
<b>TITLE:</b>	Shift Leader Day Shift
<b>STATUS:</b>	Full-time
<b>PROGRAM:</b>	Nexus

### ESSENTIAL FUNCTIONS

The Shift Leader provides supervisory, security, transportation and recreation services as required by the Nexus Program. In the absence of the Shift Supervisor, the Shift Leader supervises Nexus staff. The position is supervised by a Shift Supervisor.

### 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 two years of experience working in a correctional or other human service type facility/program is preferred.

### HOURS OF WORK

The position is scheduled to work five (4) 12 hours shifts one week of PP then (3) 12 hours shifts the next week.

### STARTING SALARY

Salary is dependent upon experience and qualifications.

### 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 Internal Position Application Form to Patti Hould no later than Noon 8/10/22.

**Application materials that are late will be rejected.**

#### 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.**