



# Community, Counseling and Correctional Services Inc.

## Internal/External Position Vacancy Announcement

<b>OPENING DATE:</b>	October 19, 2022
<b>APPLICATION DEADLINE:</b>	Until filled
<b>TITLE:</b>	Licensed Addictions Counselor
<b>STATUS:</b>	Full-time
<b>PROGRAM:</b>	WATCh West, Warm Springs

### PROGRAM DESCRIPTION

The WATCh Program is a 6-month modified therapeutic treatment community for adult offenders convicted of 4<sup>th</sup> or subsequent DUI offenses.

### ESSENTIAL FUNCTIONS

The Licensed Addictions Counselor provides assessment and review of all Chemical Dependency cases including counseling in individual and group settings.

### KNOWLEDGE SKILLS AND ABILITIES

Preferred candidate will have a BS in Human Services or related field and one-year experience in Social Service field. Montana Licensure as a Licensed Addictions Counselor is required. **Licensed eligible applicants will be considered.** One (1) year of experience working with adult offenders in a correctional facility is preferred.

### CONDITIONS OF WORK

Working conditions are inside in a climate-controlled environment with occasional background noise. Occasional travel may be required. **The Licensed Addictions Counselor works four (10)-hour shifts per week. Day of work are TBD.** Considerable documentation and paperwork requirements exist.

### STARTING SALARY

The salary is depending upon experience and education.

### 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 to Colleen O'Leary, Human Resources Director.

**Application materials that are late or incomplete 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.**