

Additional CCYS Employment Information

Summary of Employee Benefits:

As an integral part of its total compensation package, CCYS offers the following benefits (this is only a partial list – details are available through Human Resources):

Group Health and Dental Insurance: The portion of the monthly premiums which staff are expected to pay varies with type of coverage selected and employee classification. Insurance coverage is available 90 days after the employee begins work with CCYS.

Life Insurance: As the budget allows, full-time regular employees are eligible for one (1) times their salary in term life insurance at no cost to the employee.

Accidental Death & Dismemberment: As the budget allows, full-time regular employees are eligible for Accidental Death and Dismemberment insurance at no cost to the employee.

Short Term Disability: As the budget allows, full-time regular employees are eligible for short-term disability insurance at no cost to the employee.

Retirement Plan: Employees who have completed one year of services with the agency in which they have worked at least 1000 hours and are at least 21 years of age are eligible for the Retirement Plan. The plan is on a vesting schedule and the employee has the option to make individual contributions as well as benefit from the contributions the agency makes as the budget allows.

Paid Time Off:

- Vacation Leave – starts at 12 days per year upon initial eligibility, increases at 3, 5 and 10 years.
- Sick Leave – 12 days per year
- Holidays – 11 paid holidays
- Other – 2 personal days per year and bereavement leave when applicable.

Licensure Supervision: Supervision hours are provided for eligible master level professional to obtain LMHC or LCSW status.

Application for Employment

If you are interested in attaining a position with CCYS, you must fill out an Application for Employment form.* Please click [here](#) for a list of open positions.

Download and print out the forms. Fill them out and submit the completed package to CCYS. Please keep in mind that, even if you are submitting a resume, the application must be completed in full and signed.

Submitting your application

Mail your application materials to:

CCYS Human Resources
2407 Roberts Avenue
Tallahassee, FL 32310

or

Fax your application materials to:

FAX (850) 576-2580

Status of Your Application:

You may call to verify receipt of your application. If you are selected for an interview you will be contacted by phone or email.

Applications are considered active for one year. If you have not secured employment with CCYS, Inc. within that time and you wish to remain under consideration, you must notify Human Resources in writing with a letter of intent to be considered for any further employment or submit another application/resume.

Background Screening

Drug Testing: All job offers are contingent upon the candidate's ability to pass a drug test.

Driving Records and Driver's Licenses: Applicants considered for employment in position requiring driving must have a valid Florida driver's license, be able to provide proof of auto insurance and have an acceptable driving record. An acceptable driving record is one that has not more than two moving violations in the past five years and which does not reflect a DUI in the past five years.

A motor vehicle records check will be completed at time of hire and annually thereafter if the person is working in a position that requires them to drive.

All applicants, regardless of job duties, will be required to provide a copy of their current driver's license for use in the background screening process.

References: CCYS, Inc. will secure personal and employment references for applicants under final consideration for employment. Applicants are asked to advise their references that they will be contacted by CCYS and to encourage their references to respond promptly and honestly. Job offers may be made contingent upon receipt of acceptable references.

Verification of Education/Professional Licensure: CCYS will verify that education and licensure information provided on your application or resume is accurate. If the position requires an undergraduate or graduate college degree, an official transcript must be received by CCYS within the first ninety days of employment.

Applicants with professional licensure should bring the license to the interview so it may be viewed and copied.

Department of Juvenile Justice (DJJ) Background Screening: In addition to personal and employment references, verification of education and any professional licensure if applicable, all applicants must pass the DJJ Screening standards associated with the position. This includes local law checks and national criminal background checks.

A copy of your driver's license and your social security card is required for this purpose. If selected for an interview, please bring these items with you so they may be copied at that time. Just knowing your social security number is not adequate, you must have a card or a receipt showing that you have applied for a replacement card.

Click Here to see the *Affidavit of Good Moral Character* (http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/Home_Care/docs/Aff%20Moral%20Char%20Admin%2010-2004.doc) which provides a list of offenses which may disqualify you from employment and which must be signed and notarized prior to employment.

All new hires are asked to submit fingerprints for the final screening step.