

**Company:** The Westin Savannah Harbor

**Location:** Savannah, GA

Apply online at [www.westin.jobs/savannah](http://www.westin.jobs/savannah)

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**Positions:**

- Sever- Club (\$5.35 + Gratuity)
- Sever- MNS (PT-S; \$4.75 + Gratuity)
- Sever- MNS x2 (\$4.75 + Gratuity)
- Sever- AS (\$5.00 + Gratuity)
- Sever- Banq. (OC) x2 (\$4.50 + Gratuity)
- Banquet House Attendant (\$9.00)
- Sever Assistant- MNS x2 (\$7.45 + Gratuity)
- Bartender (1 FT/ 1 FT-S; \$6.00 + Gratuity)
- In-Room Dining Server (1 FT/ 1 PT; \$4.50 + Gratuity)
- Barista (1 FT/ 1 PT; \$9.15)
- Greeter (1 FT/ 1 PT; \$9.15)
- Beverage Cart Attendant (PT/S; \$4.50)
- Cook x4 (\$11.00+)
- Steward x2 (\$8.85)
- Housekeeping Room Attendant x4 (\$8.50+)
- Housekeeping Houseman (\$9.00)
- Front Desk Agent x2 (\$10.00 + Incentive)
- Concierge (\$10.00)
- Shuttle Driver (\$8.50)
- PBX Phone Operator (\$9.75)
- Activities Attendant (PT/S x2; \$9.15)
- Nail Technician (1 FT/1 PT; \$7.25 + Commission)
- Cosmetologist (FT; \$7.25+ Commission)
- Esthetician (PT; \$7.25 + Commission)
- Stylist (OC; Commission)
- Maintenance Engineer (\$11.00+)
- Security Agent x2 (\$11.00)
- Executive Chef (Salary)
- Chef de Cuisine (Salary)
- Bar Manager (Salary)
- Front Desk Manager ( Salary)
- Housekeeping Manager (Salary)
- Housekeeping Supervisor (\$11.25+)
- Kitchen Supervisor (\$13.00+)
- Front Desk Supervisor (\$14.00+)
- Restaurant Supervisor (12.00+)

**Position:** Bone & Joint Surgery Scheduler

**Company:** Beaufort Memorial Hospital

**Location:** Beaufort, SC

Schedule, confirm and reschedule patient's surgical appointments & diagnostic testings. Maintains and updates current information on physician's surgery schedules. Discuss and counsel patients on surgery information, guidelines, facility and date and time of procedure as needed. Obtains insurance verification and pre-authorizations for surgical procedures, tests, scans, etc. as needed and coordinates surgical estimate costs, collection of surgical deposits. Coordinates information with the hospital/medical facility to ensure proper billing and authorizations. Relay pertinent medical information to the physician with appropriate urgency. Coordinates supplies and equipment from external vendors being requests for surgical procedures. Arrange for surgical assistants when necessary. Maintains open and frequent communication with physician regarding surgical preferences. Answers all questions from the front/back office staff in regards to medication refills, physical therapy, surgical questions, appointment concerns and physician schedules. Calls in & obtains approvals for Rx's. Performs other related duties and cross trains as assigned by the manager. Helps answer incoming calls and assists from staff in making appointments as needed. Triage messages to MD and physician assistants.

Minimum Requirements

#### EDUCATION

High school diploma or equivalent preferred.

#### EXPERIENCE

MA or clinical experience preferred, but not required. 1-2 years' experience scheduling surgeries required, orthopaedic experience a plus. Excellent professional, organization and communication skills. Knowledge of medical terminology, orthopaedic preferred, but not required. Computer skills required. Effective communication skills, verbal & written, ability to work in a team environment.

#### CERTIFICATIONS/LICENSES

None Specified

Apply online at [www.indeed.com](http://www.indeed.com)

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**Position:** Host- Seasonal

**Company:** Omni Hotel & Resorts

**Location:** Hilton Head Island, SC

The Omni Hilton Head Oceanfront Resort is looking for a full-time PM HH Prime host.

Responsibilities Include:

- \*Ensure all guests are greeted and seated in a friendly and courteous manner using appropriate procedures, in accordance with Omni Standards.
- \*Ability to consistently deliver a fine dining service experience
- \*Full familiarity with menus; promote hotel specialties and promotions
- \*Full knowledge of beverage offerings to assist servers and guests as needed
- \*Complete side work as needed
- \*Assist servers and dining room attendant as needed
- \*Perform any other duties assigned by the F&B Supervisors/Management
- \*Be pleasant, smile and greet all guests, using surnames when obtained
- \*Be actively engaged with our guests and deliver a memorable guest experience for every guest
- \*Create unique, personalized moments at every opportunity

Job Requirements Requirements Include: \*Previous restaurant or other food/beverage experience; fine dining and hotel experience is preferred.

- \*Must possess the ability to multi-task in a busy environment, follow through successfully on guest requests, ensure guest satisfaction, and work as a team player.
- \* Completed TIPS Alcohol Training upon hire.
- \*Excellent communication and presentations skills
- \*Must be familiar with how to operate a computer (Micros experience a plus)
- \*Proven phone etiquette skills
- \*At minimum, high school diploma or equivalent
- \*The ability to stand and/or walk for long periods of time and lift/push/pull up to 30 lbs.
- \* All applicants must have a flexible schedule, and be able to work weekends and holidays.

Apply online at [www.indeed.com](http://www.indeed.com)

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**Position:** Part Time Medical Assistant- Surgical

**Company:** Ortho. Assc. of Lowcounty

**Location:** Hilton Head Island, SC

The position provides direct nursing care and performs administrative procedures for the medical office.

Assists in the assessment of patient needs and health plan by taking vital signs, blood pressure, patient history. Performs lab tests when needed. Prepares equipment and assists physicians with medical treatments, exams and medical procedures and administers prescribed oral medications and gives intramuscular and subcutaneous injections.

Completes all necessary documentation in the patient's medical record in accordance with practice's charting policy. Arranges for specialized consultations and appointments for testing as ordered by the physicians. Calls appropriate insurance personnel to pre-certify surgeries or tests ordered by the physician or other health care provider, which require pre-certification by the insurance company.

**Qualifications:**

Completion of medical assistant program required, CMA preferred; one year experience in medical office environment required. Ability to prioritize and organize work area.

Knowledgeable of HIPAA aspects of medical records. Excellent interpersonal skills with the ability to interact with patients, physicians, hospital staff, members and health plan representatives in a tactful manner. Ability to work with patients, doctors, and families to provide optimal levels of patient care. Demonstrates a professional attitude and appearance.

Legible handwriting. Proficiency in keyboarding skills and experience with electronic medical records and appointment scheduling/billing system preferred

Apply online at [www.indeed.com](http://www.indeed.com)

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**Position:** Medical Receptionist

**Company:** Broad River Primary Care

**Location:** Hilton Head Island, SC

The Medical Receptionist provides support with daily activities of a medical office including greeting patients, telephone coverage, appointment scheduling, patient registration, and patient referrals. This position answers the telephone and either responds to inquiry, directs caller to appropriate personnel, or initiates a triage email for response by medical personnel. Schedules appointments and enters appointment date and time into computerized scheduler. Sets up files for reminder calls to all patients in the appointment reminder system. Greets and directs patients and visitors. Registers patients by verifying that patient's record is up to date and accurate.

Makes appropriate changes in computer system and on patient's chart/record. Coordinates referrals for patients through insurance and other physician offices. Prepares all billings in computerized system for processing. Collects payment from patients and reconciles daily cash reports.

Maintains a clean, orderly and safe front office environment for patients and visitor

Qualifications:

High School, GED Required. One year of medical office experience to include multi-line telephone, data entry, and customer service responsibilities. Legible handwriting. Proficiency in keyboarding skills and experience with electronic scheduling systems preferred. Ability to prioritize and organize work area and maintain accuracy of work despite multi-faceted task directions and interruptions. Excellent interpersonal skills with the ability to interface with patients, physicians, and coworkers in a tactful, informed and customer service oriented manner. Strong written and verbal communication skills. Demonstrates a professional attitude and appearance.

Apply online at [www.indeed.com](http://www.indeed.com)

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**Position:** Clerical Volunteer

**Company:** Beaufort Memorial Hospital

**Location:** Parris Island, SC

A clerical volunteer is needed at the Beaufort Memorial Hospital LowCountry Medical Group Office (located on Paris Island). Some clerical experience necessary. Monday thru Friday 8AM-Noon.

Apply online at [www.indeed.com](http://www.indeed.com)

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**Position:** Medical Assistant

**Company:** St. Joseph's Candler Immediate Care Center

**Location:** Bluffton, SC

St. Joseph's Candler Immediate Care Center in Bluffton. Medical Asst. needed part-time to provide excellent patient care. Prior medical office experience and a professional attitude are a must. The ideal candidate will have experience with triage, IV/phlebotomy, X-ray and DOT/BAT. Must have weekend and evening availability. Current Certification, CPR & First Aid. EOE. Email resume: [geahrmanager@gmail.com](mailto:geahrmanager@gmail.com)

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**Position:** Front Office Agent

**Company:** Hilton Head Marriott Resort & Spa Palmetto Dunes

**Location:** Hilton Head Island, SC

Hilton Head Marriott Resort & Spa Palmetto Dunes. Looking for a highly qualified Front Office Agent to participate in our Manager in Training program. Marriott, PMS & MARSHA experience highly desirable. Come work for the most beautiful resort on Hilton Head Island. Immediate interview for the right candidate. Please send cover letter & resume with 3 professional references to: elizabeth.mckeeon@ columbiaussex.com

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**Position:** Physical Therapist

**Location:** Hilton Head Island, SC

Supplemental Health Care has an immediate need for a Physical Therapist - PT to do hospital work in the Hilton Head, South Carolina 29926. This position will guarantee 40 hours a week for a 10 week contract. The position would start on Monday June 23, 2014. The hospital would need the contractor to be available to work in outpatient care with Pediatrics and Adults.

\*\* For immediate consideration please contact Sharee Whitten at 866.571.2700 or by e-mail at swhitten@supplementalhealthcare.com \*\*

Come join the team and work for the #1 staffing company in South Carolina while making a difference in someone's life!!

We offer:

- \*Medical/Dental/Vision/401k
- \*PRN-Full time permanent positions
- \*Guaranteed weekly hours regardless of census
- \*Weekly pay
- \*Earn points for every hour you work to be redeemed for gifts
- \*24 hour support from our staff
- \*Mileage for home health contract
- \*Competitive pay
- \*CEUs

Requirements:

South Carolina PT License

Apply online at [www.indeed.com](http://www.indeed.com)

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**Position:** Bookkeeper

**Company:** St. Helena Elementary School

**Location:** St. Helena, SC

Performs various routine-to-moderately complex bookkeeping and clerical work to ensure efficient and effective school fiscal operations. Provides assistance to supervisor, co-workers, students and the general public as required.

**ESSENTIAL FUNCTIONS:**

- Obtains price quotes and verifies available funds for equipment, supplies and materials; prepares electronic purchase orders; processes invoices for payment.
- Communicates with vendors as needed to obtain pricing and availability information, expedite orders and resolve billing discrepancies.
- Manages the use of procurement cards and electronically reconciles transactions in the card management program.
- Collects, receipts, records and deposits various school revenues; prepares billing invoices as required; maintains individual accounts as assigned, including pupil activity accounts.
- Maintains accurate and up-to-date ledgers and other financial records; prepares periodic financial reports as required by the school and district; balances imprest account bank statements.
- May perform routine bookkeeping and reporting duties for assigned grants.
- Processes reimbursement requests, travel vouchers, travel requests, etc.
- Records the receipt of equipment and supplies electronically.
- Prepares records for internal and external audits.
- Orders, dispenses and takes inventory of school supplies.
- Assists supervisor and other department staff by performing a variety of clerical duties, which may include but are not limited to typing routine reports and correspondence, copying and filing documents, collating materials, sending and receiving faxes, maintaining logs and lists, processing daily mail, distributing staff paychecks and direct deposit notifications, etc.
- Interacts and communicates with a variety of individuals and groups, which may include the immediate supervisor, other school administrators and staff, district staff, students, parents/guardians, sales representatives, various outside organizations and professionals, and the general public.

- Performs computer data entry to record and retrieve information; generates spreadsheets and other computer reports as required.

- Answers telephone to provide information, take messages, or transfer calls.

ADDITIONAL DUTIES: Performs other related tasks as assigned by the Principal, Chief Officer, Superintendent or other district office administrator as designated by the Superintendent.

QUALIFICATIONS:

- High school diploma or GED.
- Bookkeeping experience strongly preferred.
- One to three years related work experience considered.

EXPERIENCE :

- To perform this job successfully, an individual should be proficient in the use of Microsoft Office products including Word, Excel, Outlook and PowerPoint. Ability to use the Internet for research applications. Minimum of 60 wpm. Database management skills are desirable. Must possess working knowledge of common office equipment, such as fax, copier, calculator, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.



#### WORK PLACE EXPECTATIONS:

1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgement in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
3. Have regular and punctual attendance.
4. Follow all District policies, work procedures, and reasonable requests by the proper authorities

Apply online at [www.indeed.com](http://www.indeed.com)

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**Position:** Secretary

**Company:** Beaufort Memorial Hospital

**Location:** Beaufort, SC

Performs the receptionist and secretarial duties on patient care units. Functions as the focal communication source in the patient care station. Responsible for the initial order entry and administrative data entries into the Meditech Computer System

•Minimum Requirements

#### EDUCATION

High school graduate preferred or equivalent work experience including the ability to read, write, and comprehend medical terminology

#### EXPERIENCE

Previous experience as nursing assistant or unit clerk preferred.

Apply online at [www.indeed.com](http://www.indeed.com)

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**Position:** Correctional Officer Trainee

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$14.07/hr.

Will be responsible for performing correctional duties involving the care, custody, and control of inmates at the Beaufort County Detention Center.

#### MINIMUM REQUIREMENTS:

- High school diploma or GED
- College degree, military experience or law enforcement experience preferred

- Must be at least 21 yrs of age, a U.S. Citizen, able to pass a physical examination, have a satisfactory credit history

- Must possess a valid driver's license with no DUI convictions within the past five years.

- No prior criminal domestic violence convictions, felonies, or any crime of moral turpitude

- Required to work any hours, days or shift, including holidays and weekends

- Bilingual preferred.

- Must pass an extensive background check to include criminal history and credit history.

- Additional insert with application and prescreening required. The insert is available at [www.bcgov.net](http://www.bcgov.net) or at Employee Services, 100 Ribaut Road, Beaufort, SC. Applicants being considered for the position will be contacted to schedule the prescreening.

- Employment will remain contingent upon successfully completing training at the SC Criminal Justice Academy and passing a physical examination prior to attending the academy. All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

Apply online at [www.bcgov.net](http://www.bcgov.net)

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**Position:** Electrical Technician- Revised

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$19.00/hr.

Responsible for the installation, repair and preventive maintenance of the County's electrical systems, fixtures, controls and equipment. Ensures that all electrical systems repair and maintenance activities are in compliance with all applicable codes, laws, regulations and specifications.

**MINIMUM REQUIREMENTS:**

- High school or GED

- Vocational/technical training in electrical systems and industrial electrical maintenance.

- Three (3) years experience and/or training that includes installation, repair and maintenance of commercial electrical systems/equipment and general building maintenance

All jobs found through Career Services Email, Careerbuilder.com, and Indeed.com

- Must possess and maintain valid Beaufort County electrician's license.
- Must possess and maintain valid driver's license
- Basic communication, comprehension and math skills required

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Apply online at [www.bcgov.net](http://www.bcgov.net)

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**Position:** Emergency Communications Tech. I Trainee (Full Time)

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$14.80/hr.

Undergoes 7-9 months of on-the-job training to answer emergency and non-emergency calls in order to dispatch emergency agencies for the Communications Department.

**MINIMUM REQUIREMENTS:**

- High school diploma or equivalent
- No criminal history
- Must possess/maintain a valid driver's license with no suspensions within the past 5 years
- Must obtain/maintain SC E911, CPR, and NCIC within one year of hire date
- Completed dispatcher inserts (Available at the Employee Services Division Office or here) must be submitted with application.
- Applicants must submit official monitored typing test results from a SC Department of Employment & Workforce office (SCDEW) or a state employment office if not in South Carolina. The Beaufort County office of SCDEW is located on Castle Rock Road in Beaufort. No other typing tests are acceptable.
- Applications submitted without official typing test results and required inserts will not be considered.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to

appointment. Employment is contingent upon clearing both the drug screening and background investigation. EOE.

Apply online at [www.bcgov.net](http://www.bcgov.net)

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**Position:** EMT

**Company:** Beaufort County Government

**Location:** Beaufort, SC

Full Time & Part Time - Basic, Intermediate and Paramedic: Responsible for responding to emergency calls and providing efficient and immediate care to the ill and injured. Will also provide care to patients at the scene and during transport to a medical facility.

**MINIMUM REQUIREMENTS:**

- Basic: Must have successfully completed the required basic EMT Basic course and be state certified. Also requires CPR certification (Basic Life Support).
- Intermediate: Must have successfully completed the EMT Intermediate course, be state certified and have one year of related experience; national registration preferred. Also requires CPR certification (Basic Life Support).
- Paramedic: Must have successfully completed the EMT Paramedic course, be state certified and have one year of related experience; national registration preferred. Also requires CPR certification (Basic Life Support) and Advanced Cardiac Life Support certification (ACLS).
- IMPORTANT: Submit a copy of your state and national registry certification card and your driver's license with application. Applications submitted without these items will not be considered.

**SALARY:** EMT/Basic: \$11.69 hr.  
EMT/Intermediate: \$12.19 hr.  
EMT/Paramedic: \$13.69 hr.  
(Based on 24 hour shifts)

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation. EOE.

Apply online at [www.bcgov.net](http://www.bcgov.net)

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**Position:** General Support Superintendent (Public Works)

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$47,378/yr.

Under limited supervision of the Public Works Director, supervises the administrative and field operations of the General Support section of the Public Works Department. Supervises General Support personnel, coordinates daily work activities. Ensures that section activities comply with all applicable codes, rules, regulations, standards, policies, and procedures. Develops and implements section budgets.

**MINIMUM REQUIREMENTS:**

- Vocational/Technical degree with emphasis in public works construction preferred.
- Five years of experience including progressively responsible public works construction administration, roads/drainage system construction and maintenance, project management, heavy equipment operation.

- Ability and experience supervising multiple work crews.

- Ability to utilize a computer in performance of duties.

- Must possess and maintain a valid SC driver's license, as well as a Commercial Driver's License (CDL) with endorsements.

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Apply online at [www.bcgov.net](http://www.bcgov.net)

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**Position:** HVAC Technician (Facilities Maintenance)

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$19.00/hr.

Responsible for the installation, repair and preventive maintenance on all types of heating and air conditioning systems. This covers reciprocating systems to 110 tons as well as all types of high and low temperature reach-in and walk-in coolers and window air conditioners. Installs, repairs and maintains gas furnaces, heat pumps for Facilities Management.

**MINIMUM REQUIREMENTS:**

All jobs found through Career Services Email, Careerbuilder.com, and Indeed.com

- High school or GED
- Vocational/technical training in refrigeration and heating, ventilation and air conditioning (HVAC) systems maintenance
- Three (3) years experience and/or training that includes installation, repair and maintenance of HVAC/refrigeration systems/equipment and general building maintenance
- Must be familiar with energy management control systems
- Must possess and maintain valid Environmental Protection Agency (EPA) Chloro Fluoro Carbons (CFC) Technician certification for recovery of refrigerant
- Must possess and maintain valid driver's license
- Basic communication, comprehension and math skills required

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Apply online at [www.bcgov.net](http://www.bcgov.net)

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**Position:** Lifeguard- Part Time

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$12.62/hr.

Under direct supervision, responsible for public safety in all areas of pool operation and assisting in teaching swimming lessons for Beaufort County Parks & Leisure Services\*.

**MINIMUM REQUIREMENTS:**

- Must be at least 16 years old.
- Life guard training: must possess and maintain valid Certified Lifeguard, First Aid and CPR for the Professional Rescuer certifications from the American Red Cross
- Copies of the above certifications **MUST BE SUBMITTED WITH APPLICATION.** Applications without them will not be considered.
- Six months life guarding experience preferred
- Basic communication, comprehension and math skills required.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

\*Beaufort County has various facilities within the county, and many departments have multiple offices to serve our citizens. Management reserves the right to transfer employees from one location to another within the county at any time based on business need. Employees will be given as much notice as possible prior to a change in work location.

Apply online at [www.bcgov.net](http://www.bcgov.net)

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**Position:** Recreational Aide I- Part Time PALS

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$8.27/hr.

Under close supervision, assists with various recreational/art programs provided to the citizens of Beaufort County\*. Assists in maintaining recreational/art center facilities, monitors facilities, transports clients in passenger van to and from events and facilities and assists clients with various recreational/art facilities. Assists center director with various activities. Performs other related duties as assigned.

**MINIMUM REQUIREMENTS:**

- High school diploma, GED
- Willing to work evenings and weekends
- Must possess and maintain a valid driver's license with good driving record.
- One year experience working with youth
- Experience in recreation programs, equipment, facilities and events preferred
- Basic communication, comprehension and math skills required.

\* Beaufort County has various facilities within the county, and many departments have multiple offices to serve our citizens. Management reserves the right to transfer employees from one location to another within the county at any time based on business need. Employees will be given as much notice as possible prior to a change in work location.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to

appointment. Employment is contingent upon clearing both the drug screening and background investigation.

Apply online at [www.indeed.com](http://www.indeed.com)

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**Position:** Recreation Specialist II- PALS

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$14.80/hr

Plans, develops and implements athletic programs for the Beaufort County Parks & Leisure Services Department\*. Plans, coordinates, schedules, publicizes and organizes special events, athletic tournaments and new programs. Supervises recreation staff. Manages athletic programs.

**MINIMUM REQUIREMENTS:**

- Associate's Degree in recreation or closely related field. Bachelor's Degree preferred
- Experience in athletic program management
- Must possess and maintain a valid driver's license with good driving record
- Willing to work evenings and weekends

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation. EOE.

\*Beaufort County has various facilities within the county, and many departments have multiple offices to serve our citizens. Management reserves the right to transfer employees from one location to another within the county at any time based on business need. Employees will be given as much notice as possible prior to a change in work location.

Apply online at [www.bcgov.net](http://www.bcgov.net)

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**Position:** Residential Shift Supervisor (Disabilities & Special Needs)

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$13.35/hr.

Under the general supervision of the CRCF Administrator, responsible for ensuring both the individualized person-centered programming/training as well as the health, safety and accountability for adults with mental disabilities. Supervises direct care staff to ensure that semi-



routine and diversified duties within the limits of established practices and procedures of both the residential program and Beaufort County Disabilities & Special Needs Department are followed.

**MINIMUM REQUIREMENTS:**

- High school diploma or equivalent; Associates Degree in related field strongly preferred
- Two years experience working with adults with developmental disabilities, autism and related disabilities
- Staff supervisory experience
- Must possess and maintain valid SC driver's license having no DUI convictions within the last 5 years and a conscientious driving record due to client transporting responsibilities.
- No convictions for any criminal violence, a crime of moral turpitude.
- Must be computer literate and possess flawless attention to details.
- Ability to work flexible hours, days, and weekends.
- Basic communication, comprehension and math skills required.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

Apply online at [www.bcgov.net](http://www.bcgov.net)

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**PALS SUMMER JOBS**

**2014 Summer Camp Dates: June 9, 2014 – August 15, 2014**

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation. Apply to all jobs at [www.bcgov.net](http://www.bcgov.net)

**ASSISTANT HEAD CAMP COUNSELOR (10 weeks):** Under the direct supervision of the PALS Summer Camp Head Counselor the Assistant Head Counselor will act as a key holder and is responsible in the event the Head Counselor is absent. The Assistant Head Counselor works with the Head Counselor in planning, organizing and supervising all activities at a Summer Camp. They will participate with the children in planned activities and field trips. They will perform related duties as assigned.

**MINIMUM REQUIREMENTS:**

All jobs found through Career Services Email, Careerbuilder.com, and Indeed.com

- Must be at least 16 years of age.
- Must have at least one year experience as a PALS summer camp counselor or at least two (2) yrs. experience working with children ages 5-12, with at least one year being a camp counselor at a similar establishment.
- Desire and ability to work with young children.
- CPR/First Aid certification recommended.

SALARY: \$9.00 to \$9.25 hr. DOQ

**CAMP COUNSELOR (10 weeks):** Under the direct supervision of the PALS Summer Camp Head Counselor, the Camp Counselor assists with all activities at a Summer Camp. They will participate with the children in planned activities and field trips. They will perform related duties as assigned.

**MINIMUM REQUIREMENTS:**

- Must have one year experience working with children ages 5-12
- One year experience as a summer camp counselor recommended.

SALARY: \$8.25 to \$9.25 hr. DOQ

**HEAD LIFEGUARD (16 weeks):** Under direct supervision, responsible for public safety in all areas of pool operation. Assists in teaching swimming lessons for Beaufort County Parks & Leisure Services

**MINIMUM REQUIREMENTS:**

- High School Diploma or GED
- Must be Red Cross-certified Lifeguard (Certified Lifeguard, First Aid and CPR for the Professional Rescuer) with one year experience as a lifeguard. Must submit copies of certifications with application to be considered!!!
- Must be knowledgeable of pool operation and at least 18 yrs. old.

SALARY: \$13.35 hr.

**LIFEGUARD (16 weeks):** Under direct supervision, responsible for public safety in all areas of pool operation. Assists in teaching swim lessons.

**MINIMUM REQUIREMENTS:**

- Must be a Red Cross-certified Lifeguard (Certified Lifeguard, First Aid and CPR for the Professional Rescuer). Must submit copies of certifications with application to be considered!!!
- Must be at least 16 yrs. old.

- 6 months life guarding experience and/or training

SALARY: \$12.62 hr.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

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**SUMMER FOOD SERVICE PROGRAM SITE SUPERVISOR (10 weeks):** Serves lunches and performs necessary record keeping at assigned site. Responsible for daily log of meal service. One to three hours per day.

MINIMUM REQUIREMENTS:

- Ability to work with young children
- Food service experience needed

SALARY: \$7.25 to \$8.00 hr.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

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**Position:** Training Specialist (Disabilities and Special Needs)

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$12.62/hr.

Under either direct or indirect supervision, provides individualized person centered programming/training, as well as ensures the health, safety and accountability for adults with developmental disabilities in a residential facility/residence or Day Program.

MINIMUM REQUIREMENTS:

- High school diploma or GED
- One (1) year of experience in patient care required.
- Experience with individuals with developmental disabilities preferred.
- Physically demanding work - requires the ability to stand for sustained periods of time and physical ability to perform two-man lifts up to 200 pounds

- Must possess and maintain valid driver's license with no DUI convictions within the past 5 years and a conscientious driving record due to client transporting responsibilities
- No convictions for criminal domestic violence or any criminal convictions for a crime of moral turpitude or crime that carries a sentence of one or more years
- Extensive criminal background investigation, including driving record, will be conducted on all applicants considered for this position.
- Must be available to work a flexible schedule and varied hours
- Basic communication, comprehension and math skills required

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation. EOE.

Apply online at [www.bcgov.net](http://www.bcgov.net)

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**Position:** Waiver Respite Provider – Breakers Disabilities and Special Needs

**Company:** Beaufort County Government

**Location:** Beaufort, SC

\$9.64/hr.

Provides home-based respite care for adults and children with developmental disabilities and other special needs within DSN's Breakers Program. This position is on an as needed basis. Will be required to attend a one week orientation/training the 2nd week of the month Monday through Friday for 8 hours per day.

Breakers Program hours: Tuesdays and Thursdays 2:00 until 6:00 p.m. Saturday 10:00 a.m. until 5:00 p.m.

Respite services are provided to individuals unable to care for themselves: furnished on short-term basis because of need for relief of those persons normally providing care. Beaufort DSN.

This is a grant-funded position.

**MINIMUM REQUIREMENTS:**

- Proof of High school diploma or GED
- Excellent communication skills
- Ability to lift up to 50 pounds
- Ability to work flexible hours and days, including holidays

- Valid driver's license with no DUI convictions within the past five years
- No convictions for criminal domestic violence, any criminal violence, crime of moral turpitude or crime which carries a sentence of one or more years
- An extensive background check will be conducted on all applicants considered for this position.
- Ability to attend required one week of training with annual renewal of training.

#### PREFERED REQUIREMENTS

- Medical background (CNA or LPN preferred)
- Experience in providing care for children and/or adults

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation. EOE.

Apply online at [www.bcgov.net](http://www.bcgov.net)

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**Position:** Team Members and Leadership Positions

**Company:** Whole Foods Market

**Location:** Hilton Head Island, SC

Whole Foods is seeking to hire approximately 100 Team Members who are passionate about great food and the communities they live in. Our starting pay is at \$11/hour for full and part-time team member positions and we offer great benefits beginning with a full complement of medical and other traditional group health plan coverage, 401k plan, and a 20% discount at our stores. Leadership positions are also available. Find out why we've made the list for top "100 Best Companies to Work For" with Fortune Magazine for 15 years in a row. Apply your passion today. Apply online at, [www.wholefoodsmarket.com/careers](http://www.wholefoodsmarket.com/careers).

You may also join us on June 12th for a Question and Answer session hosted by Goodwill. The June 12th event will be held at the Technical College of the Lowcountry in Bluffton with three sessions; 10:00 a.m., 11:30 a.m. and 2:00 p.m. PRE-REGISTER by emailing your contact information to [hireme@palmettgoodwill.org](mailto:hireme@palmettgoodwill.org). If you are unable to make the event, you are encouraged to still apply online at [www.wholefoodsmarket.com/careers](http://www.wholefoodsmarket.com/careers). Applicants may also visit the temporary Hilton Head Island Team Member Center at Whole Foods Market, 50 Shelter Cove Lane, Hilton Head Island, SC 29928.

All jobs found through Career Services Email, Careerbuilder.com, and Indeed.com

3-6 months of customer service experience desired. College graduates welcomed.

Salary/Pay starts at \$11.00/hr.

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**Position:** HVAC Technician

Hilton Head Island Property Management Company in need of experienced HVAC Technician. Permanent position with no seasonal layoffs. All full time employees are eligible for medical, vacation, holiday pay & retirement planning. Must have a valid SC Driver's License and clean driving record. Please fax resume to: 843-842-2428

Do not need someone who is certified or has a lot of experience, just someone who is willing to work 40 hours a week and learn from a more experienced HVAC tech. Our benefit package is superb. It includes free health insurance for the employee, as well as other benefits such as optional dental insurance, life insurance, etc. This is an hourly position that starts around \$18.00 per hour, with the potential for increase when initiative and skill are demonstrated.

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**Position:** Communications Manager

**Company:** Charleston County Government

**Location:** Charleston, SC

HIRING SALARY RANGE: \$46,633 - \$57,387

Minimum requirements:

Minimum Education - Position requires a high school diploma (or GED)

Minimum Qualification - Ten years of job related experience of which five (5) years as Fire, EMS or Law Enforcement Dispatcher plus five (5) years as a Communications Shift Supervisor

Description:

This position ensures overall management and supervision of the Consolidated Dispatch operations.

This position will stay open until filled.

Duties include: provide direction, guidance and management to the operations staff of Consolidated Dispatch and directly oversee floor supervisors; assist in developing procedures and regularly review all procedures to determine impact on the operations; determine effective working schematics for subordinates to ensure no degradation to service; prioritize work assignments for floor supervisors; communicate regularly and effectively with all Consolidated Dispatch management staff regarding operation issues and needs; interview and hire candidates for dispatch and supervisory positions within the operations section of Consolidated Dispatch;

represent department in meetings and on various committees; prepare, analyze and review all reports prepared by operations staff; review service level metrics reports to determine staffing numbers and schematics; review complaints to determine if disciplinary action and operational changes must be made. Position requires a high school diploma (or GED) supplemented with ten (10) years of job related experience of which five (5) years as Fire, EMS or Law Enforcement Dispatcher plus five (5) years as a Communications Shift Supervisor (can be combination thereof as long as at least five years as Communications Shift Supervisor); applicants with broader first responder management experience and less than five years of 911 supervisory experience will also be considered; Associate's Degree preferred. Certifications: Must be 40-hour NCIC and successful completion of NIMS 100, 200, 300, 400, 700, 800. EMD, EFD, EPD certified is preferred. Applicants should be familiar with Microsoft Office Suite, recording equipment and the following systems: radio communication; telephony, computer aided dispatch, GIS and Fire, Medical and Law Priority Dispatch. Applicants who are familiar with Motorola P25, Intrado, NICE, Tritech, Arcview and the geographic structure and area of Charleston County is preferred. Applicants must have good interpersonal, communication (both verbal and written), organization, analytical, and high attention to detail skills. Applicants must have ability to prioritize and multi-task, prepare and deliver small and large group presentations and make decisions

Apply online at <http://www.charlestoncounty.org/employment.htm>

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**Position:** School Crossing Officer

**Company:** Charleston County Government

**Location:** Charleston, SC

Salary Range: \$7.40 per hour, with a total of 15 hours per week.

Minimum requirements:

Minimum Education - Eighth grade education.

Minimum Qualification - Must be a United States citizen and at least 18 years old.

Description:

The Charleston County Sheriff's Office is seeking mature, responsible individuals to provide a valuable service by monitoring school crosswalks and ensuring the safety of children crossing. Immediate openings exist thru out Charleston County. Salary: \$7.40 per hour, with a total of 15 hours per week. Crossings are monitored during early morning and afternoon hours. Pay

continues during school holidays in accordance with policy. Minimum Education: Eighth grade education. Minimum Qualification: Must be a United States citizen and at least 18 years old. Training and uniforms are provided. Applicants meeting the minimum criteria must submit to, and successfully complete, all phases of the hiring process to be considered for employment. The process includes, but is not limited to the following: a two-phase background investigation, an oral interview and, upon offer of employment, a pre-employment physical and drug screen. Apply online at <http://www.charlestoncounty.org/employment.htm>

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**Position:** IT Supervisor

**Company:** Charleston County Government

**Location:** Charleston, SC

Salary Range: HIRING SALARY RANGE: \$43,638 - \$53,684

Minimum requirements:

Minimum Education - A High School diploma or GED; Associate degree in Computer Science, Database Administration or Business Administration (with a concentration in Computer Science) is preferred.

Minimum Qualification - Seven (7) years of progressively responsible technical or professional IT job experience working with hardware, software, servers, database administration, CAD or GIS.

Description:

This position supervises staff in the daily technical operation of multiple systems to include telephone, radio, recording, mobile data servers and workstations/laptops. Ensures hardware and software issues are resolved in a timely manner. Ensures scheduled system events such as upgrades and updates comply with industry standards, vendor recommendations and local technical policies and procedures. Duties include: develop, modify and/or maintain technical processes for all systems, internal and external, supported by the CDC to include phone, recording, computer aided dispatch (CAD), mobile data terminals (MDTs), records management system (RMS), GIS and console systems. Direct and supervise staff in troubleshooting system and software when problems arise, installing, configuring, implementing software applications, providing technical support to system end-users, maintaining equipment records and reporting repairs. Act as Assistant to the Consolidated 911 Center Technology Manager and liaison with the outside agencies regarding specific external systems. This position requires the following: a



High School diploma or GED; Associate degree in Computer Science, Database Administration or Business Administration (with a concentration in Computer Science) is preferred. Seven (7) years of progressively responsible technical or professional IT job experience working with hardware, software, servers, database administration, CAD or GIS. Experience working in emergency response organization highly desirable. Must be NCIC certified and a member of National Emergency Number Association (NENA). Must have knowledge of the following: methods and techniques of systems integration and information sharing and operational characteristics of various emergency recording and dispatching equipment; modern and complex principles of server and PC installation and maintenance in a multi-domain, Microsoft active directory environment; use of virtualization software such as Citrix XenApp, VMWare, ESX Server, Mobile Data Terminals and AVL tracking system in a Public Safety setting; ProQA call taking software. Successful applicants must pass an oral interview as well as an intensive police background investigation which will include driving record, financial history, employment history, education and training, illegal conduct (drug use, etc.), personal references and polygraph test. Due to the sensitive nature of the position, great care is taken in the selection of a new hire. The selection process can take as long as 45 days, following application submission. This timeframe is an estimate and is subject to change by the Department. Applicants may want to monitor email communications frequently regarding application status. Application Deadline: JULY 11, 2014 or until positions are filled.

Apply online at <http://www.charlestoncounty.org/employment.htm>

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**Position:** Telecommunicator Trainee

**Company:** Charleston County Government

**Location:** Charleston, SC

Salary Range: **HIRING HOURLY RANGE:** \$13.65 - \$16.77

Minimum requirements:

Minimum Education - High school diploma or equivalent

Minimum Qualification - Must be 18 years of age or older; Read, write, spell and speak in clear and concise English; Must be a US citizen, permanent resident, or possess an Employment Authorization Document (EAD)

Description:

Minimum Requirements:

Minimum Education – High school diploma or equivalent

Minimum Qualification – Must be over 18 years of age. Candidate must be a U.S. citizen, permanent resident, or possess an Employment Authorization Document (EAD). No felony convictions. Misdemeanors will be evaluated on a case by case basis.

Shift Requirements – during classroom training, the typical work schedule is 8:00 a.m. to 4:30 p.m. with an occasional alternate schedule for larger classes. Once on the job training begins, half the training sessions may occur on the day shift and half occur on the night shift. The day shift begins at 5:45 a.m. and ends at 6:00 p.m. and the night shift begins at 5:45 p.m. and ends at 6:00 a.m. Once a Trainee has successfully completed the training program and can meet minimum performance standards, the employee will be required to work either the day shift or the night shift. There is a high probability that newly trained Telecommunicators will be assigned to the night shift. Shift rotations may last up to one year and longer depending upon the operational needs of the 911 Center. Ability to work a rotating schedule outside of normal business hours that includes nights, weekends, holidays and overtime is an essential function of this position

If you believe you can learn and demonstrate correct telephone answering and public safety dispatching techniques, follow oral and written instructions, demonstrate the ability to stay calm during emergencies and obtain relevant information from citizens who are in stressful situations, learn and demonstrate the ability to enter information into the computer system while receiving information by telephone and radio, learn and demonstrate the ability to read and interpret maps; learn and demonstrate the ability to use the radio and codes used in creating computer-aided calls for dispatch; demonstrate the ability to deal tactfully with the public and others; demonstrate the ability to work in a confined area and wear a radio headset and work an assigned schedule, including mandatory overtime, we have the job for you.

This position is responsible for receiving and processing incoming administrative, non-emergency and emergency police, fire, and medical calls. Duties include: providing the appropriate pre-arrival instructions; entering data into a computer-aided dispatch system; evaluating situations and making decisions as to the assistance the caller needs based on training, standard operating procedures and guidelines; dispatching, monitoring and recording all public-

safety responder activity via radio; performing queries through the National Crime Information Center, state and local public-safety systems.

**MINIMUM EMPLOYMENT STANDARDS:**

- Must be 18 years of age or older
- High school diploma or equivalent
- Read, write, spell and speak in clear and concise English
- Candidate must be a US citizen, permanent resident, or possess an Employment Authorization Document (EAD)
- No felony convictions, misdemeanors will be evaluated on a case by case basis
- Pass an intensive police background investigation which will include driving record, financial history, employment history, education and training, illegal conduct (drug use, etc.), personal references and polygraph test
- Pass a computer aptitude test and applicant performance assessment
- Demonstrate the ability to type a minimum of 35 words per minute (WPM) or 10,500 keystrokes per hour (KPH)
- Pass a health physical to include a hearing test as well as a psychological examination
- Physically able to lift 45 pounds

We look forward to hearing from you and having you join our Consolidated Dispatch Center.

Due to the sensitive nature of the job to which you are applying, great care is taken in the selection of a new hire. The selection process can take as long as 90 days, following application submission. This timeframe is an estimate and is subject to change by the Department. Monitor your email daily for application status updates.

Application Deadline: JULY 11, 2014 or until positions are filled.

Apply online at <http://www.charlestoncounty.org/employment.htm>

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**Position:** Telecommunicator

**Company:** Charleston County Government

**Location:** Charleston, SC

Salary Range: **HIRING HOURLY RANGE:** \$14.88 - \$18.30 Plus relocation reimbursement assistance

Minimum requirements:

Minimum Education - A high school diploma (or GED)

Minimum Qualification - At least 3 years 9-1-1 Dispatch center experience. Knowledge of computer aided dispatch (CAD) system and telephony system.

Description:

We have openings for experienced Law Dispatchers, Fire/EMS Dispatchers, and Call Takers that we intend to hire by September 2014. Call Takers receive, process and disseminate emergency and non-emergency information to/from citizens, general public, other ambulance services, doctors' offices, police agencies, fire departments, nursing homes, etc. requesting emergency assistance from law enforcement, EMS or Fire. The requests are answered via E911 phone lines and administrative lines. Ask for pertinent information utilizing standard protocols, e.g., location, phone number, type of emergency from caller and then forward call to appropriate dispatch personnel. Update CAD system throughout phone call following departmental protocols. Dispatchers receive calls from Call Taker regarding emergency services needed which may require dispatching EMS, law enforcement, fire or rescue first responders. Utilize computer aided dispatch (CAD) system in tracking first responders, gathering pertinent, accurate information and conveying to appropriate emergency personnel. Monitor radio communications at same time and update CAD throughout emergency. Follow departmental protocols throughout emergency.

Requirements: The position requires a high school diploma (or GED) and at least 3 years 9-1-1 Dispatch center experience. Knowledge of computer aided dispatch (CAD) system and telephony system. Applicants must have the ability to read maps, multi-task, work under pressure. You will work in close proximity to others in a secure location and you must be able to speak English clearly and concisely. NCIC certification, EPD, EFD, EMD and Call Taking certifications highly desired. Applicants must have good communication skills, ability to prioritize, ability to multi-task and ability to interact with multiple people at any given time. Ability to work a rotating schedule outside of normal business hours that includes nights, weekends, holidays and overtime is an essential function of this position.

Why Charleston County Consolidated 9-1-1 Center? The Charleston County Consolidated 9-1-1 Center currently dispatches for 20 agencies and has a multitude of federal, state and local

All jobs found through Career Services Email, Careerbuilder.com, and Indeed.com

partners that assist us in accomplishing our mission. In 2013, our total call volume was 844,352 calls and we processed 578,406 incidents. We are funded to employ 132 telecommunicators and supervisors and we are looking for you to join us.

#### MINIMUM EMPLOYMENT STANDARDS:

- Must be 18 years of age or older
- High school diploma or equivalent
- Read, write, spell and speak in clear and concise English
- Candidate must be a US citizen, permanent resident, or possess an Employment Authorization Document (EAD)
- No felony convictions, misdemeanors will be evaluated on a case by case basis
- Pass an intensive police background investigation which will include driving record, financial history, employment history, education and training, illegal conduct (drug use, etc.), personal references and polygraph test
- Pass an applicant performance assessment
- Pass an oral interview
- Submit a certified typing test demonstrating the ability to type at least 35WPM.
- Pass a health physical to include a hearing test as well as a psychological examination
- Physically able to lift 45 pounds

The Center is equipped with a variety of technology and is located in a brand new 38,000 square foot building in North Charleston that is designed to withstand winds of over 190mph. It houses the 9-1-1 PSAP, the Emergency Operations Center, and a sensitive compartmented information facility (SCIF). The Center is accredited by the International Academies of Emergency Dispatch (IAED) for Emergency Medical Dispatch and Emergency Fire Dispatch. The Center is currently enrolled as an agency seeking Public Safety Communications Accreditation through CALEA (Commission on Accreditation for Law Enforcement Agencies) and is actively working towards meeting over 200 nationally recognized best practice standards. Both CALEA and APCO view the standards as reflecting the best professional requirements and practices for a public safety communications agency.

Due to the sensitive nature of the job to which you are applying, great care is taken in the selection of a new hire. The selection process can take as long as 90 days, following application submission. This timeframe is an estimate and is subject to change by the Department. Monitor your email daily for application status updates.

Application Deadline: JULY 11, 2014 or until positions are filled.

Apply online at <http://www.charlestoncounty.org/employment.htm>

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**Position:** Licensed Practical Nurse

**Company:** Charleston County Government

**Location:** Charleston, SC

Salary Range: HIRING HOURLY RANGE: \$16.23 - \$19.91

Minimum requirements:

Minimum Education - Position requires a licensing as an LPN from the State of South Carolina

Minimum Qualification - Three years of practical work experience in an inpatient or outpatient human services delivery system, hospital medical unit. Familiarity with substance abuse patients is preferred. Must be annually re-certified in CPR.

Description:

This position performs nursing care in an inpatient/outpatient alcohol and drug setting. Duties include: working with other healthcare professionals to coordinate care, screening calls for admission, completing admissions and discharges, monitoring signs and symptoms of withdrawal, vital signs, administering medications, following physician orders and documentation in medical records; attending daily medical rounds, scheduling follow up appointments; cleaning/inspecting all medical equipment for proper functioning. Position requires a licensing as an LPN from the State of South Carolina, supplemented by three (3) years of practical work experience in an inpatient or outpatient human services delivery system, hospital medical unit. Familiarity with substance abuse patients is preferred. Must be annually re-certified in CPR and have appropriate attitude and demeanor for maintaining smooth working relations with patients, staff, outside agencies and the general public. A valid SC driver's license or the ability to obtain one upon acceptance of the position is required. Primarily this position will require the LPN to work every Saturday and Sunday night shift from 7:30pm – 8:00am and one to two additional shifts Monday - Friday; however, the applicant must be available to work

days, evenings and holidays. Continuation of employment in this position is contingent upon availability of funding from services, program and agency earnings.

Apply online at <http://www.charlestoncounty.org/employment.htm>

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**Position:** Registered Nurse

**Company:** Charleston County Government

**Location:** Charleston, SC

Salary Range: HIRING SALARY: \$43,638

Minimum requirements:

Minimum Education - A South Carolina or multi-state nursing license

Minimum Qualification - BCLS certification in all areas. One year work experience in medical/surgical or substance abuse as a Registered Nurse is preferred but not mandatory.

Description:

This position provides general and specialized direct and indirect patient care through the application of sound Nursing Practice. Applicants must also demonstrate competency in the psychological, behavioral, developmental, and psychosocial needs of the population served (adults, pregnant women, infants and children). We are seeking an individual(s) who can work every other weekend 7am – 7pm or 7pm – 7am; including mid-week shifts primarily on evenings and night shifts. This position requires the following: a South Carolina or multi-state nursing license; excellent interpersonal skills; possession of a valid SC driver's license; and BCLS certification in all areas. One year work experience in medical/surgical or substance abuse as a Registered Nurse is preferred but not mandatory. Continuation of employment in this position is contingent upon availability of funding from services, program and agency earnings.

Apply online at <http://www.charlestoncounty.org/employment.htm>

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**Position:** Detention Officer

**Company:** Charleston County Government

**Location:** Charleston, SC

Salary Range: HIRING SALARY RANGE: \$30,432 - \$37,388

Minimum requirements:

Minimum Education - Possess a high school diploma (or GED)

Minimum Qualification - Be a Citizen of the United States over 21 years of age; have a valid driver's license with the ability to obtain a South Carolina one upon acceptance of the position is required; have no criminal convictions.

Description:

As a Charleston County Detention Officer, you will join an outstanding team responsible for protecting the public by providing care and custody of inmates housed within the Charleston County Detention Center. This important position will not only enhance your communication, teamwork and interpersonal skills, but will also give you the opportunity to make a difference in the lives of detainees and in the community. As a detention officer, you will have the ability to work on a variety of specialized teams throughout the Detention Center and court system including: Booking; Identification; Classification; Tactical Action Control Team (TACT); Transportation; Releasing; Inmate Work Program; Court Security; Juvenile Detention Center; and Central Control. Charleston County Detention Officers receive an excellent starting salary of \$30,432 – \$37,388 (based on related experience, military service and education). After completion of the state academy, officers receive a three percent salary increase. Detention Officers are vested in the S.C. Police Retirement Plan after only eight (8) years of service. Other benefits include health, dental and life insurance as well as 12 county holidays observed and 7 vacation days a year. Uniforms are provided. REQUIREMENTS: A qualified applicant must (1) be a Citizen of the United States over 21 years of age; (2) possess a high school diploma (or GED); (3) have a valid driver's license with the ability to obtain a South Carolina one upon acceptance of the position is required; (4) have no criminal convictions. No prior experience is necessary, however, prior work-related experience will be considered in the hiring process. Applicants meeting the minimum criteria must submit to and successfully complete all phases of the hiring process including: a tour of the detention facility; the Nelson-Denny Vocabulary and Reading Examination; completion of an applicant questionnaire; a two-phase background investigation; a credit check; a polygraph examination; a psychological evaluation: an interview and a physical examination. There is a one-year probationary period and all Detention Officers serve at the pleasure of the Sheriff of Charleston County. In addition, all candidates must successfully complete the South Carolina Criminal Justice Academy's Basic Jail course of instruction within the first year of employment. Work is performed on 12.25 hour rotating shifts, and employees must be able to work days, nights, weekends, and during natural disasters. 'Work



periods or schedules are established as required by Federal law, departmental workloads, and organizational needs. This position may be required to work overtime in order to meet or maintain departmental operations.' Applicants who have applied within one (1) year of this advertisement are not eligible to re-apply.

Apply online at <http://www.charlestoncounty.org/employment.htm>

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**Position:** County Services Representative III

**Company:** Charleston County Government

**Location:** Charleston, SC

Salary Range: HIRING HOURLY RANGE: \$13.65 - \$20.61

Minimum requirements:

Minimum Education - Position requires a high school diploma (or GED); Associate's Degree and Parking experience is preferred.

Minimum Qualification - one or more years trade work experience in custodial, electrical, plumbing, carpentry or painting disciplines.

Description:

This position will be responsible for general maintenance, troubleshooting and repair of the County's parking facilities. Duties include: collecting all tickets/monies from each pay station at 4am; extensive interaction with the "Close Day" audit exemption reporting process within the parking software package and the use of automated cash counting devices; extensive monitoring and interaction with Parking Control System to maximize performance and potential revenues, including routine maintenance and diagnosis of any hardware/software issues; actively engaging and delegating maintenance duties; recommend to parking management any changes that would result in a smoother operation; act as lead over County Service Representatives I and II's; perform the duties of County Service Representative I and II's as needed. Position requires a high school diploma (or GED) supplemented with one or more years trade work experience in custodial, electrical, plumbing, carpentry or painting disciplines. Associate's Degree and Parking experience is preferred.

Applicants subject to a criminal background check.

Apply online at <http://www.charlestoncounty.org/employment.htm>

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