

# Are you in pursuit of an inspiring career that encourages your community members to thrive?



## Is the place for you!

CCS is committed to offering their award-winning Behavioral Health, Addictions, and Developmental Disabilities services throughout Eastern Oregon and our rapid growth has allowed us to expand our employment opportunities.

**Full and Part time positions available!**  
Ranging from entry level to Master's degree in **Morrow and Umatilla Counties!**

Details including wage and FTE status about each position can be found on our website: [www.communitycounselingsolutions.org](http://www.communitycounselingsolutions.org)

You may also contact the HR department at 541-676-9161 for more information.

CCS has a wonderful benefit package including, but not limited to, health, dental and vision insurance, 401K match, potential for tuition reimbursement, student loan forgiveness, relocation expenses and paid licensure supervision.

**BE PART OF OUR TEAM!**



## Understanding ATS

Companies today use a software called applicant tracking systems. Failing to understand how the ATS works can leave you losing opportunities even if you're highly qualified for a position. This section will help you understand the ATS and how it works.

### What is ATS?

ATS are used by companies' human resources departments to quickly filter through applicants that are qualified and not. The great thing about ATS is they make the job search process easier for companies by cutting down the numbers, but make it hard for applicants, because if you aren't aware of how they work, you can get filtered out.

### How does ATS work?

ATS uses keywords and phrases to filter applicants resumés for companies. Applicant tracking systems keep similar resumés in one place, helping recruiters organize the applicants they are interested and keep them all in once place. Is ATS the best way to filter through applicants? Well, it does help companies save time and organize candidates, but the truth is, the ATS also can allow for top candidates to slip away if they don't use the keywords or phrases they are looking for in resumés.

Today, more companies than ever are using ATS to help recruiters find applicants easier and more quickly. The best thing for job seekers to do is to familiarize themselves with the systems and how to use them to their advantage.

### Beat ATS

Keywords and phrases are important when trying to take advantage of

ATS. If you've held a job title of the position you are applying for, make sure to use it again at the top of your resumé. Even if you haven't had the job title you are applying for, add it. Doing so will help filter you through the competition.

Use section headings that are friendly to ATS. Don't get cute with headings such as "Where I'm going" or "What I've done." Rather, use simple section headings such as "Experience" or "Education" to help you be identifiable to ATS.

Another way to beat the ATS is make sure you use the key phrases over and over again in your section headings, summary of skills or description. You want to make sure your resumé is as ATS-friendly as possible to help you be more easily identified. This means if you are applying for different positions in different areas, then you will have to tailor that resumé to fit the job you are applying for.

Another way to beat ATS is to format your resumé in a ATS-friendly way. You can do this by placing all your information in chronological order and not using charts or graphs in your resumé.

You can also do the same by using traditional fonts such as Helvetica, Times New Roman or others like them. The more simple and to the point you keep it, the better.

Some applicants try to beat ATS by using white letters to use the key phrases and terms over and over again in their resumé, but some ATS have been programmed to detect this in your resumé. Make sure you are not cheating ATS and actively beating it with the information and experience you possess.



*Building essentials for a better tomorrow.™*

**The world's largest plastic pipe company is now hiring for the following positions:**

### PRODUCTION LINE OPERATOR

- No experience necessary, employer is willing to train
- 18 years old • Pass drug screen and background check
- Work any day of the week including weekends and holidays
- Pay is \$17 per hour, DOE. Hours are 7am-7pm or 7pm or 7am
- Great benefit package, medical, 401k and retirement

### CLASS A CDL TRUCK DRIVER

- For our fast paced shipping department.
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### INDUSTRIAL MAINTENANCE MECHANIC

- No experience necessary, employer is willing to train
- 18 years old • Pass drug screen and background check
- Work any day of the week including weekends and holidays
- Pay is DOE. Hours are 7am-7pm or 7pm or 7am
- Great benefit package, medical, 401k and retirement



Apply in person at 31240 Roxbury Rd., Umatilla, OR, 97882 or send resume to [branditurner@jmeagle.com](mailto:branditurner@jmeagle.com)

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