



500 E. Carson Plaza Dr., Suite 127
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www.hpcemployment.org

Opening: *Energetic Activities Coordinator, Adult Residential Facility*

Location: Lynwood, CA

Pay: \$2,340/Month

Hours: TBD

Minimum Requirements: High School diploma or its equivalent; completion of Activity Leader State approved program; prior experience providing care for adult residential facility residents is desirable; the ability to obtain/receive a Criminal Record Clearance from the US DOJ and FBI prior to presence in the facility; physical examination at start of employment including but not limited to TB testing no older than 6 months; First Aid certification; the ability to speak, read, and write the English language; the ability to work and make decisions independently within the scope of responsibility and adult facility policies and procedures; the ability to lift 50 pounds; minimum 18 year of age or older

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to www.HPCemployment.org.

The position: The ideal applicant will provide evidence of (1) planning, organizing, developing, and directing overall operation of activities in accordance with governing bodies, adult residential facility policies, and as may be directed by the adult residential facility administrator; (2) planning and conduct in-service training of the staff of the adult residential facility at least annually; (3) coordinating the activity schedule with other events in the adult residential facility; (4) maintaining a current list of residents who are not physically able to participate in activities; (5) posting the activity schedules conspicuously, in large visible print, for the information of patients and staff; (6) requesting and maintaining equipment and supplies; (7) developing and maintaining contacts with community agencies and organizations; (8) developing and implementing activities for non-ambulatory adult residents; (9) maintaining progress notes specific to the adult resident's activity plans which are recorded at least quarterly, and more frequently if needed, in the adult resident's health record; (10) maintaining a current record of the type frequencies of activities provided and the names of adult residents participating in each activity; (11) where appropriate, the activity leader may recruit, train and supervise a volunteer program to assist with and augmenting of services of the activity program; (12) completing other duties and/or assignments as assigned.

To apply: Please submit your resume stating your desired salary and an employment application to the Human Resources Department at resume@hpcemployment.org or fax to (310) 756-1562. An application can be obtained from our website at www.hpcemployment.org. Please call (310) 756-1560 to confirm the fax was received.