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Opening: Casework Supervisor/Assistant Center Manager, Parolee Service Center (PSC)

Location: Los Angeles County, CA **Pay:** \$2856.00- \$3128.00/Monthly **Type:** Project Hire, Minimum two (2) year project

Hours: Full Time; TBD

Benefits: 401K; Direct Deposit; Medical and Dental/Vision Insurance.

Minimum Requirements: Possess one of the following requirements: either a BA degree in Social Sciences or a related field from a granting institution accredited by the Western Association of Schools and Colleges, or equivalent; or two (2) years of experience supervising casework staff.

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) providing provision and oversight of new hire training and mentoring, as well as conducting company in-service trainings as required; (2) coordinating casework services, workflow and communication action plans and/or staff tasks lists for consistency and to ensure compliance of casework guidelines, timelines, and expectations; (3) traveling between sites as required for complete program monitoring, ensuring program outreach activities; (4) serving as the liaison for casework management program enrichment and enrollment increases; (5) serving as the leader of Casework Management Team while supervising, resolving, completing and monitoring all Casework staff concerns, staff accountability, disciplinary actions, shift schedules, time sheets, evaluations, performance evaluations, and work duties for effective operations and program quality; (6) conducting quality assurance reviews and audits of database and facility information, casework tasks, reports including performing necessary administrative tasks such as typing, revising paperwork, schedules, forms, etc.; (7) being responsible for monitoring, enhancing and providing casework services, resources, educational groups, participant/caseworker interactions, interviewing, assessments and case activities; (8) incorporating of other community services, intervention, additional mental or emotional health support or drug and/or alcohol treatment services and/or provision and oversight of career/vocational planning, with continual case plan updates and evaluation of progress, and as well as follow-up and after care services; (9) meeting regularly with participants, documenting progress or regress, completing reports, case reviews, and program database entries as required; (10) assisting in arranging participants' schedules, workshops, and progression activities based on assessments, goals, and compliance, risks and current and/or previous dependency concerns; (11) being responsible for file maintenance and company database entries for participants upon intake, during case status reviews, with service referral or employment information, and upon incident or exit from the program; (12) supervising participants during free and unstructured time, identifying and using tools to monitor and support structure and goals within the program; (13) identifying and implementing crisis intervention techniques to prevent or intervene; (14) facilitating educational, psycho-educational, and/or behavior modification workshops and/or groups; (15) interacting with other agencies, professionals, and referral sources, while presenting a positive image of him/herself, the facility, and the organization; and (16) attending conferences, staff and team meetings, and company in-service trainings as required.

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.