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www.hpccemployment.org

Opening: Caseworker, Parolee Service Center (PSC)

Location: Los Angeles County, CA **Pay:** \$2688.00 - \$2944.00/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 Bachelor of Arts (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, valid photo ID; proof of citizenship; security check clearance; CPR/First Aid Certification; and negative TB skin test.

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. Armed Forces to include Army, Air Force, Marine Corp and Naval Facilities, and the California Department of Corrections. We offer 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 superior Casework including: 1) making decisions regarding caseload matters; 2) conducting and participating in case conferences for each participant assigned to the caseload; 3) providing services to caseload of participants as required; 4) preparing initial needs assessments for each participant, considering the participant's physical, mental, emotional and social services needs, skill and literacy level, and substance abuse status and needs; 5) providing accurate 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; 6) preparing a detailed client specific services/treatment plan on each participant on his/her caseload; 7) updating, at the monthly case conference, the participants service/treatment plan; 8) conducting initial interviews of participants assigned to the caseload; 9) conducting individual counseling and small group counseling sessions; 10) participating in and facilitating large group counseling; 11) reviewing with the Center Manager, Casework Supervisor/Assistant Center Manager and Parole Agent the participant's services/treatment plan; 12) preparing evaluation/transition plans five (5) days prior to the participant's completing the residential and/or outpatient portion of the program; 13) providing aftercare service to participants according to the contract; 14) coordinating with the Center Manager, Casework Supervisor/Assistant Center Manager and assigned Parole Agent in matters pertaining to medical, disciplinary and program progress; 15) notifying the Site Supervisor and the assigned Parole Agent when a participant refuses to participate in the services/treatment plan; 16) bringing program problems to the attention of the Center Manager, Casework Supervisor/Assistant Center Manager and the assigned Parole Agent; and (17) serving as a member of the Casework Team.

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