



IMMEDIATE JOB OPENINGS

Position: Case Workers; Case Aids, Case Managers, Lead Case Managers
Location: Central Los Angeles / Vernon & Western Area
Hours: Varies; Some M-F including Weekends and Evenings
Pay Rate: \$28, 200 – \$34,000.
Classification: 1 year Project Hire
Benefits include; 401K, Flex Spending Accounts, Direct Deposit, Mileage and Personal Planning Assistant

EXAMPLES OF DUTIES:

Caseworker in a parolee residential facility. Reports to Site Manger, Lead Case Manager and/or designees; Makes decisions regarding caseload matters; Performs routine administrative and maintenance tasks per daily/weekly/monthly checklist and schedule, to include transportation of emergent/non-emergent routes; Perform and respond to routine telephone information and intake requests, handle program and residential intakes and assessments, eligibility screening, resource referrals, support services, data entry of case information, provision and oversight of intake cases, and selection of appropriate initial services; Handle all aspects of assessments, eligibility, resource referrals, support services, provision and oversight of career/vocational planning, selection of appropriate training and services; Carry out management's directions/decisions regarding program planning/delivery of services; Work effectively with participants in evaluating career options; develop and coordinate appropriate and realistic sets of services and case plans for participants; Evaluate participants' progress; provide follow-up services, and general case work duties as assigned; Act as liaison with community agency partners; provide outreach services and community presentations; Responsible for reporting all duties via caseworker standard reports. Participate in participant team meetings, conferences, and trainings.

MINIMUM REQUIREMENTS:

- ◆ **CASE AID (28,000 - 31,200)**
High School Diploma and 1-2 years experience working with disadvantaged populations performing intakes, assessments, eligibility screenings or similar duties;
- ◆ **CASEWORKER (\$31, 200 – \$32,760)**
Requires possession of a High School Diploma and 3 three years of full-time experience of residential services, counseling, substance abuse, case work and/or experience with Criminal justice population
OR A Bachelors of Arts degree in a human services or a related field with 1-2 years experience;
- ◆ **LEAD CASE WORKER (\$34, 000.)**
Requires ALL of the above **AND** a valid Alcohol/Drug Counselor Certification through an agency recognized by ADP.

Required for All Case Worker Positions:

- ◆ Computer skills are a must! Ability to demonstrate Computer and/or data base skills and experience is required via INTER-OFFICE TESTING.
- ◆ Ability to demonstrate casework experience, a stable work history, flexibility, and time management skills is required.
- ◆ Personal & Reliable Vehicle, Drivers License, Vehicle Registration, and Insurance required; Travel within Los Angeles and surrounding communities required.

HPC requires all candidates to pass brief INTER-OFFICE TESTING; as well as a Case Worker Supplemental test, before advancing to the interview phases.

HOW TO APPLY:

Only those who meet minimum qualifications need apply. If your materials are submitted incorrectly, your application may be immediately rejected. Email your resume Attention cbrimmer@hpcemployment.org AND fax a completed HPC Application AND 3 completed reference forms to (310) 756-1562 – These forms may be found on our website at www.hpcemployment.org; Click the "Employment Tab" for the forms.