
Opening: Center Manager, Parolee Service Center (PSC)

Location: Los Angeles County, CA **Pay:** \$3192.00-\$3496.00/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 either one of the following requirements: 1) a Bachelor of Arts (BA) degree from a granting institution accredited by the Western Association of Schools and Colleges or equivalent and one (1) year of work experience in the field of correctional inmate management; or 2) a minimum of 60 units of college credit and at least four (4) years of staff supervisory experience in a correctional inmate setting; or 3) high school diploma or General Equivalency Degree (GED) and at least six (6) years of staff supervisory experience in a correctional inmate setting. ability to work flexible hours; 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 supervising of staff in the criminal justice population including but not limited to: 1) ensuring efficiency of the overall program; 2) ensuring compliance contractually (personnel, participants, operations, safety codes, physical environment); 3) supervising of all personnel who provide rehabilitative services for participants; 4) demonstrating knowledge of the drug abuse and treatment programs; 5) participating in the participant/employee recruitment process; 6) training and overseeing all contracted site employees; 7) completing all requested reports and program evaluations data in an efficient and timely manner; 8) ensuring parolees are in compliance with their service/treatment plans; 9) approving and monitoring treatment methodology; 10) contacting assigned parole agents on issues that are not resolved at the Caseworker level; 11) facilitating Casework Management Team meetings; 12) assisting in resolving program and personnel problems; 13) determining the need, arranging, and conducting all staff & individual meetings; 14) monitoring and periodically assisting in facilitating small and large groups and individual counseling for quality assurance; 15) planning, monitoring and approving program activities; 16) attending and participating in monthly and unscheduled case conferences; 17) coordinating with outside agencies to ensure program enrichment (e.g. recruitment of volunteers, outside resources and referrals services, etc) and submit recommendations for approval to the assigned Parole Agents; and 18) report breaches of security to the Human Resources Department, CEO, and assigned Parole Agents.

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.