
Opening: *Energetic Administrator, Adult Residential Facility*

Location: Lynwood, CA

Pay: \$40,000-\$45,000/Annually

Hours: M-F 8A-5P

Minimum Requirements: High school diploma or its equivalent; being a certified administrator through department of social services, community care licensing for an adult residential facility; knowledge of the requirements for providing care and supervision appropriate to the adult residents; knowledge of and ability to conform to the applicable laws, rules and regulations; the ability to maintain and supervise the maintenance of records, financial and otherwise; the ability to direct the work of others; good character and a continuing reputation of personal integrity; minimum 21 years of age or older; first aid certification; the ability to lift 50 lbs; have the personal characteristics of: physical stamina, and competence to provide care and supervision and, where applicable, to work effectively with social workers and outside agencies; the ability to obtain Criminal Record Clearance from the US DOJ and FBI prior to presence in the facility; a physical examination/health screening at the start of employment including TB testing no older than 6 months; the ability to speak, read, and write the English language.

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 Administrator will provide direct care and supervision to the adult. **The ideal applicant** will provide **evidence** of (1) supervising all care and services rendered to the adult residents in accordance with the State of California Department of Social Services, Community Care Licensing Division; (2) the ability to be on call 24 hours a day and be capable of filling in for any position on any shift if no appropriate staff person is available for duty; (3) developing and administering a plan and procedure to ensure clear definitions, lines of responsibility, equitable workloads, and adequate supervision; (4) recruiting, employing, and training qualified staff and terminating employment of staff that performs in an unsatisfactory manner; (5) providing/ensuring the provision of adequate services to adult residents with appropriate regard for the adult resident's physical and mental well-being and needs, including those services identified in the adult resident's pre-admission appraisal as required; (6) maintaining state and federal required records and reporting any special circumstances as needed (i.e. completely check adult resident's physical and mental state if an unusual incident occurs, answering to the facility owner or owner company board, and being responsible for all other employees filling any other positions within the facility and administering the facility in accordance with title statutes, established policies, programming and budgeting); (7) making special provisions for the safety and guidance of adult residents with visual or auditory deficiencies; (8) making provisions for adult residents to attend available community programs, including but not limited to, arranging for transportation; (9) providing interpretations of recognized standards of care and supervision as necessary/required; (10) interviewing potential adult residents and families, completing pre-placement assessments and needs and services plan, obtaining and maintaining resident medical records following all other facility admission procedures.

To apply: Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310)756-1560. Submit to resume@hpcemployment.org or fax to (310)756-1562.