



500 E. Carson Plaza Dr., Suite 127
Carson, California 90746
T. (310) 756-1560
F. (310) 756-1562
www.hpcemployment.org

Opening: *Energetic Community Resource Coordinator (CRC)*

Location: San Diego, CA

Pay: \$12.00/Hour

Hours: Full Time

Benefits: 401K, Flexible Spending, Employee Assistance Program, Medical, Dental and Vision.

Requirements: BS or BA with two (2) years experience in field, Possessing and understanding of the issues dealing with parole re-entry, Strong verbal, written and interpersonal communication skills, Working knowledge of basic computer skills, Reliable Vehicle, Drivers License, Vehicle Registration, Insurance, Valid photo ID, Proof of citizenship, and Security check.

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 Community Resource Coordinator works directly with the PACT Parole Agent II to establish and maintain Parolee orientation meetings. **The ideal applicant** will provide **evidence** of (1) coordinating a minimum of four orientation meetings per month as well as scheduling a motivational speaker for each meeting, (2) attending and participating in all orientation meetings in the respective parole district, (3) recruiting and interfacing with new and or existing community based organizations (CBO's) and Division of Adult Parole Operations (DAPO) contract providers to participate in parolee orientation meetings, (4) assisting the PACT Parole Agent II with tracking parolee attendance and participation at the parolee orientation meetings, (5) completing program reports in a organized and timely matter, (6) working with DAPO staff to compile parolee and CBO attendance reports, acquire data and with subsequent contact and follow up on their success/failure in respective programs, (7) establishing a CBO retention program emphasizing their ongoing participation, (8) developing and maintaining a resource manual of all CBO's and social services located within the respective Parole District, (9) developing and maintain a Parolee Orientation Handbook, (10) coordinating with the PACT Parole Agent II and other California Department of Corrections and Rehabilitation staff to provide education and outreach information to various organizations and (11) attending and providing program information at DAPO Unit/District meetings. **The ideal applicant** will demonstrate superior abilities and skills in (1) taking on responsibilities and challenges, (2) maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations, (3) being open to change (positive or negative) and to considerable variety in the workplace, (4) being honest and ethical, (5) being careful about details and thorough in completing tasks, (6) giving full attention to what other people are saying, not interrupting at inappropriate times, (7) ability to concentrate on a task over a period of time without being distracted, (8) providing information to supervisors, coworkers, and subordinates by telephone, in written form, email, or in person, (9) and accepting criticism and dealing calmly and effectively with high stress situations.

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.