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[www.hpcemployment.org](http://www.hpcemployment.org)

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## Opening: *Energetic Community Work Incentives Coordinator*

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**Location:** Carson, CA

**Pay:** \$23,296 Annually

**Hours:** Full Time

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

**Requirements:** Bachelor's Degree or two years experience with SSA work incentives and required SSA sponsored work incentives training or shall complete said training within 3 months of employment. Reliable Vehicle, Drivers License, Vehicle Registration, and Insurance, valid photo ID, proof of citizenship and Security Check also required.

**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](http://www.HPCemployment.org). *We are an equal opportunity, affirmative action employer.*

**The position:** Counsels disabled persons on incentives for returning to work and their link to Social Security benefits, liaisons with related resource organizations, conducts outreach making presentations to related services and disabled groups, and files documentation of service. **The ideal applicant** will provide **evidence** of excellence in (1) assessing customer/client needs, (2) meeting quality standards for services, (3) taking responsibility, (4) being sensitive to others' needs and feelings, and being understanding and helpful to others on the job, (5) working with others rather than alone, (6) maintaining composure, keeping emotions in check, and controlling aggressive behavior, (7) being reliable, responsible, and dependable in fulfilling obligations, (8) being careful about details and thorough in completing and documenting tasks, (9) being honest and ethical, (10) analyzing information and using logic to address work-related issues and problems, and (11) managing one's own time. Familiarity with disability benefits, social services, and disabled populations is desirable but not mandatory. **The position** is a new opening. **The employee will** be a part of the Social Security Administration Program.

**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](mailto:resume@hpcemployment.org) or fax to (310) 756-1562.