
Opening: *Empowering Case Manager, Residential Re-entry Center Project*

Location: Las Vegas, Nevada **Pay Rate:** \$28, 200 – \$34,000/annually; 5 year project

Hours: Monday – Friday, 8 am to 5 pm, some evenings and weekends may be required

Benefits: 401K, Flex Spending Accounts, Direct Deposit, Mileage and Personal Planning Assistant

Requirements: A BA degree and at least two years of successful full time employment in the criminal justice or social service fields and experience the ability to demonstrate experience in computer and/or data entry skills. Personal & reliable vehicle, valid driver's license, vehicle registration, and insurance required. Must have a social security card and undergo and pass an extensive background 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 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.

Position: The ideal applicant will provide evidence of superior Case Management that includes 1) carrying out management's directions/decisions regarding program planning/delivery of services, (2) developing individualized training and service plans (3) evaluating clients' progress in training and the continued appropriateness of the training and service plans; follow-up services, (4) demonstrating a stable work history as well as reliability, (5) transportation of emergent/non-emergent routes, (6) responding to routine telephone information and intake requests, (7) handling all aspects of intake assessments, (8) carrying out management's directions/decisions regarding program planning/delivery of services, (9) acting as a liaison with community agency partners and (10) providing outreach services and community presentations. The ideal applicant will demonstrate superior abilities and skills in (1) knowledge of principles and processes for providing customer and personal services, (2) assessing client needs, (3) teaching and instructing individuals and groups, (4) giving full attention to what other people are saying, not interrupting at inappropriate times, (5) using logic and reasoning to identify the strengths and weaknesses of individuals, (6) being aware of others reactions and understanding why they react as they do, (7) actively looking for ways to help people, (8) assessing individuals to make improvements, (9) managing one's own time, (10) and being honest and ethical. The position is a new opening. The employee will report to the Lead Case Manager and be a part of the Community Base Coalition Project.

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.