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## Opening: *Superb Center Supervisor, Parole-Community Transition Project*

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**Location:** Central Los Angeles Locations **Pay:** \$37,000-\$39,500/Annually; 2 year project **Hours:** Full time

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

**Requirements:** BA with 3 years experience or 5 years experience in supervision, project mgmt/operations, and rule and regulation enforcement with parolee populations in therapeutic drug/mental health environments. Travel in LA County, driver's license, car, vehicle registration plus proof of insurance, and proof of citizenship or green card.

**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).

**Position:** The ideal applicant will provide evidence of superior center administration that includes (1) assurance and meticulous documentation of rule and regulation compliance, (2) management, training, and maintenance of superior performance among staff with regard to case management including diagnosis, group and individual treatment, and wrap-around referral regarding career/vocational training, mental health, substance abuse, and community integration, (3) liaison with supportive services, (4) management of the physical facility, (5) development of specific goals, priorities, and plans to accomplish your work, (6) knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance, (7) monitoring and controlling resources, and (8) supportive interaction with clients prone to verbal and physical confrontation. The ideal applicant will demonstrate superior abilities and skills in (1) knowing how to lead and coordinate people and model good HR behaviors, (2) monitoring self and others to make improvements or take corrective actions, (3) evaluating information to determine compliance with standards, laws, regulations, (4) analyzing and evaluating evaluate information to choose the best solution and solve problems, (5) telling when something is wrong or likely to go wrong, (6) persisting in the face of obstacles, (7) developing and maintaining constructive and cooperative relationships with others, (8) maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations, (9) accepting criticism and dealing calmly and effectively with high-stress situations, (10) attending to detail and thorough in completing tasks, (11) being honest and ethical, (12) preferring to work with others rather than alone, (13) giving full attention to what other people are saying, taking time to understand the points being make, not interrupting at inappropriate times, (14) being socially perceptive, (15) motivating, developing, and directing people as they work, and (16) managing one's own time and the time of others to meet deadlines and performance goals.

**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.