
Opening: *Program Director; In-Prison Substance Abuse Program*

Location: Corona, CA

Pay Rate: \$24.00/Hour; Approximate 15.5 month project

Days: Monday - Friday

Hours: TBA

Benefits: 401k; Direct Deposit; Business Mileage reimbursement; Dental and Vision; Medical.

Minimum Requirements: A Masters Degree in Social Sciences or related field and a minimum of one (1) year of administrative experience working in a substance abuse program with criminal justice offenders **OR** a Bachelor's degree in Social Sciences or related field and a minimum of two (2) years of full-time administrative experience **AND/WITH** working knowledge of substance abuse programs and gender-responsive treatment approaches to working with women; 12-Step programs; cognitive behavioral treatment and the TC model. In the event the Program Director provides direct services to the participants, the Program Director must be certified as an AOD counselor with a certification as recognized by ADP.

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.

The position: The **ideal applicant** will provide **evidence** of knowledge, skills, abilities and experience to be responsible for: 1) overseeing the evaluation, selection, hiring, and training of the Contractor staff; 2) monitoring program effectiveness; 3) coordinating invoicing; 4) securing prior approval from the OSATS Program Manager when ordering supplies and equipment; 5) submitting monthly and weekly reports in a timely manner; 6) managing the placement of participants into community-based substance abuse services programs; 7) providing the overall administration of the day-to-day delivery of Trauma Informed-Substance Abuse Treatment services; 8) planning, direction and coordination of all Trauma Informed-Substance Abuse Treatment related institutional activities; 9) ability to be on site during working hours and available during non working hours by pager or cell phone in the event of an emergency; 10) ensure that a monthly program services plan is posted for the participants, provided to CDCR staff prior to the beginning of each month; 11) supervision and oversight of all Contractor staff; 12) fiscal monitoring of agreement expenditures and the implementation of systems and monitoring techniques to assure Agreement compliance; 13) reviewing participant case files; and 14) assuring compliance with CDCR policies and procedures.

To apply: Please submit an employment application by faxing it to (310) 756-1562. An application can be obtained from our website at www.hpcemployment.org under the Forms tab. Please call (310) 756-1560 to confirm the fax was received.