
Opening: *Supervising Counselor; In-Prison Substance Abuse Program*

Location: Corona

Pay Rate: \$23.00/Hour; Approximate 15.5 month project

Days: Monday – Friday

Hours: TBA

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

Minimum Requirements: A Bachelor's Degree in a Behavioral Sciences or related field and one (1) year experience providing substance abuse use disorder treatment and recovery services to the criminal justice population; **OR** an Associates Degree and three (3) years experience of full-time experience providing substance abuse disorder treatment and recovery services to the criminal justice population at a responsibility no less than a journey level counselor; **AND** must be certified as an AOD counselor with a certification recognized by ADP at time of hire; working knowledge of substance abuse programs and treatment, relapse prevention, 12-Step programs, cognitive behavioral/behavior modification treatment techniques, trauma treatment services, and verifiable supervisory experience that includes supervision of all Entry Level and Journey Level Counselors.

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 1) oversight and monitoring of TI-SAT responsibilities such as record keeping (i.e. participant files, staff training files, rosters, etc.); 2) tracking all TI-SAT participants (i.e. names of all participants in the program, counselors assigned to participants, stage of program participation, etc.); 3) input to employee evaluations; 4) training to counseling staff; 5) monitoring and scheduling participants to individual and group activities; 6) debriefing counselors on treatment process; 7) monitoring treatment plan development; 8) supervising seminar scheduling; 9) implementing and monitoring program educational activities; 10) coordinating the substance abuse services; 11) directing the Entry & Journey Level Counselors in the implementation of the plan for provision of services; 12) participating in inmate classification hearings as needed; 13) supervising the administration of the introduction and assessment processes of all participants arriving at the TI-SAT; 14) supervising the Entry and Journey Level counselor's activities; 15) securing storage of participant records and participant case files; and 16) working collaboratively with the CDCR and California Institute for Women.

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.