
Opening: *Energetic Employment Coordinator, Parole-Community Transition Project*

Location: Central Los Angeles Locations **Pay:** \$14-\$16/hr; 2 year project **Hours:** Full Time

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

Requirements: A BA Degree OR AA Degree w/ 2-3 years experience in job development, recruitment, business, or marketing field. Personal & Reliable Vehicle, Driver's License, Vehicle Registration, and Insurance required. Travel within LA County required. A valid photo ID, proof of citizenship, security check and CPR/First Aid Training 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 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 counseling that includes (1) marketing, developing, outreaching, and cultivating job openings with hiring managers, human resources, and business owners for immediate and direct hiring of individuals with various employment and educational backgrounds, including ex-offenders (2) marketing job seekers by visiting employers, participating in job fairs, cold calls, research, follow-ups, etc., (3) matching job seekers to employers, (4) screening potential applicants, (5) directly arranging/coordinating interviews with job seekers and hiring managers, (6) handling high volumes of job seeker industry questions, recruiting, and problem solving, (7) communicating with an abundance of employers, business owners, community leaders and hiring representatives for purposes of hiring individuals, (8) carrying out management's directions/decisions regarding program planning/delivering of services, (9) working effectively with clients in evaluating career options, selecting appropriate training programs and developing individualized training as well as employment service plans (10) evaluating clients' progress and appropriateness of employment, (11) providing employment preparation and retention activities, (12) participating in client/program team meetings, conferences, trainings, (13) doing Off-site assessments, (13) knowledge of business and management principles involved in resource allocation and coordination of people and resources, and (14) knowledge of principles, methods, and procedures for career counseling and guidance. The **ideal applicant** will demonstrate superior abilities and skills in (1) knowledge of principles and processes for providing customer and personal services, (2) talking to others to convey information effectively, (3) ability to read and understand information and ideas presented in writing, (4) giving full attention to what other people are saying, not interrupting at inappropriate times, (5) telling when something is wrong or is likely to go wrong, (6) persuading others to change their minds or behavior, (7) communicating information and ideas in speaking so others will understand, (8) assessing individuals to make improvements, (9) communicating information and ideas in writing so others will understand, (10) and being honest and ethical. **The position** is a new opening. **The employee will** report to the Community Program 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.