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

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**Location:** Corona, Vacaville, and Chowchilla      **Pay Rate:** \$24.00/Hour; Minimum 2.5 year project

**Hours:** Monday - Friday; 8am-5pm

**Benefits:** 401k; Direct Deposit; Mileage reimbursement; Dental and Vision (No employer contribution); Medical after 6 months employment

**Minimum Requirements:** A Masters Degree in the Social Sciences or related fields and at least one (1) year of administrative experience working in a substance abuse program with criminal justice offenders; **OR** a four (4) year degree in the Social Sciences or related fields and two (2) years of full-time administrative experience; **AND/WITH** working knowledge of substance abuse programs and treatment; relapse prevention; 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 obtain a FACT certification, or other certification recognized by the 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](http://www.HPCemployment.org).

**The position:** The **ideal applicant** will provide **evidence** of knowledge, skills, abilities and experience to be responsible for: 1) 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 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 available 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) implementation of systems and monitoring to assure Agreement compliance; 13) reviewing participant case files; and 14) assuring compliance with CDCR policies and procedures.

**To apply:** Please submit your resume, to include a salary history, to the Human Resources Department at [resume@hpcemployment.org](mailto:resume@hpcemployment.org) or fax to (310) 756-1562. An application can be obtained from our website at [www.hpcemployment.org](http://www.hpcemployment.org). Please call (310) 756-1560 to confirm the fax was received.