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

Location: Corona, Vacaville, and Chowchilla

Pay Rate: \$23.00 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 Bachelor's Degree in Behavioral Sciences or related field and one (1) year experience providing substance use disorder treatment and recovery services to the criminal justice population; **OR** a two (2) year degree and three (3) years experience of full-time experience providing substance use disorder treatment and recovery services to the criminal justice population at a responsibility no less than a journey level counselor; **AND/OR** FACT certified in substance abuse counseling, or have other certification recognized by the ADP at time of hire; working knowledge of substance abuse programs and treatment, relapse prevention, 12-Step programs, cognitive behavioral/behavior modification treatment techniques, and TC model.

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) verifiable supervisory experience that includes supervision of all Entry Level and Journey Level Counselors; 2) oversight and monitoring responsibilities such as record keeping (i.e. inmate files, staff training files, rosters, etc.); 3) tracking all program participants (i.e. names of all inmates in the program, counselors assigned to inmates, stage of program participation, etc.); 4) input to employee evaluations; 5) training to counseling staff; 5) monitoring and scheduling of 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) scheduling of all inmates into TI-SAT activities; 10) directing the lower management staff in the implementation of the plan for provision of services; 12) acting as the liaison with departmental custody and classification staff; 13) participating in inmate classification hearings as needed; 14) supervising the administration of the introduction and assessment processes of all inmates 15) supervising the Entry and Journey Level counselor's activities; and 16) securing storage of participant records and participant case files.

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