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## Opening: *Energetic Resident Assistant, Parole-Community Transition Project*

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**Location:** Central Los Angeles Locations

**Pay:** \$12.00 hourly

**Hours:** Full-time

**Shifts available:** 7am-3:30 pm / 3:00 pm-11:30 pm / 11:00-7:30 am

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

**Requirements:** High School Diploma or its equivalent; 2 years experience working in a residential setting, or other comparative combination of security experience or education, Minimum of 21 years of age, Ability to lift 20-40 lbs, 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 provide 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).

**Position:** The ideal applicant will provide evidence of superior administration that includes (1) orientating and monitoring parolee program participants in residential centers, (2) observing and monitoring residents, chart resident behaviors, activities and changes in mental and physical conditions, (3) supervising residents as necessary, (4) monitoring safety and security of environment; (5) leading and assisting in emergencies, (6) serving meals, monitoring chores, and activities, (7) informing Supervisor and/or Case Managers of resident and facility needs and/or concerns, (8) knowledge of principles and processes for providing customer and personal services in customer needs assessments, and (9) completing reports and performs other duties as assigned. The ideal applicant will demonstrate superior abilities and skills in (1) taking on responsibilities and challenges, (2) leading, taking charge, and offering opinions and directions, (3) being pleasant with others on the job and displaying a good-natured, cooperative attitude, (4) maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations, (5) being open to change (positive or negative) and to considerable variety in the workplace, (6) being honest and ethical, (7) giving full attention to what other people are saying, taking time to understand the points being made, asking questions when appropriate, and not interrupting at inappropriate times, (8) monitoring/assessing performance of other individuals to make improvements or take corrective action, (9) and the ability to shift back and forth between two or more activities or sources of information.

**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](mailto:resume@hpcemployment.org) or fax to (310) 756-1562.