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## Opening: Casework Supervisor, Parole-Community Transition Project

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**Location:** Riverside, CA **Pay:** TBD **Duration:** April 1, 2010 – March 31, 2013 **Hours:** Full time  
**Benefits:** 401K, Medical, Dental and Vision Insurance

**Minimum Requirements:** Bachelors degree in Social Sciences, or a related field; or 2 years experience supervising casework staff and a High School Diploma or its equivalent; or six cumulative years of full-time experience as a Journey Level Counselor; experience in project management, operations, and rule and regulation enforcement; experience about a therapeutic drug/mental health environment with an emphasis in parolee population; TB test; CPR/First Aid Certification; driver's license; car; vehicle registration; proof of insurance; valid ID; background check.

**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).

**The position:** The ideal applicant will provide evidence of (1) efficient management of casework functions and supervision of casework staff (2) coordinating case manager services, workflow and communication action plans and/or staff tasks lists for consistency and to ensure compliance of case management guidelines, timelines, and expectations; (3) identifying and implementing crisis intervention techniques to prevent or intervene; (4) facilitating educational, psycho-educational, and/or behavior modification workshops and/or groups; (5) interacting with other agencies, professionals, and referral sources, while presenting a positive image of him/herself, the facility, and the organization (6) participating in case conferences, staff and team meetings, and company in-service trainings as required; and (7) monitor the treatment and methodology, procedures governing counselor documentation and ensuring program parolees are working toward goal outlined in the CMPs.

**To apply:** Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit completed applications by fax to (310) 756-1562.