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[www.hpcemployment.org](http://www.hpcemployment.org)

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## Opening: Job Developer, 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:** High School Diploma or its equivalent and six months experience working as a Job Developer. 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 US 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 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) assess parolees to determine employment, training and vocational needs (3) participating in client/program team meetings; conferences; trainings; (13) doing Off-site assessments; (4) knowledge of business and management principles involved in resource allocation and coordination of people and resources (5) provide services that include resume writing, mock interviews, punctuality, how to get along with others in a work environment, how to take and follow instruction, job readiness and job search (6) assist participant in securing and locating appropriate employment or vocational training ; and (7) knowledge of principles; methods; and procedures for career counseling and guidance.

**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.