



500 E. Carson Plaza Dr., Suite 127
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www.hpcemployment.org

Opening: Program Director, Parole-Community Transition Project

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

Minimum Requirements: BA with 3 years experience or 5 years experience in supervision, project mgmt/operations, and rule and regulation enforcement with parolee populations in therapeutic drug/mental health environments. Travel in LA County, driver's license, car, vehicle registration plus proof of insurance, and proof of citizenship or green card, TB test; CPR/First Aid Certification; 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.

Position: The ideal applicant will provide evidence of superior center administration that includes (1) maintain overall administrative responsibility for the delivery of services and assurance and meticulous documentation of rule and regulation compliance, (2) participation in hiring and training of new staff, management and maintenance of superior performance among staff with regard to case management including diagnosis, group and individual treatment, (3) liaison with supportive services, (4) management of the physical facility, (5) knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance, (6) monitoring and controlling resources and overseeing the budget to ensure that operational costs do not exceed the funding allowed and work with the DAPO Program Manager when it is determined funding between line item need to be adjusted in accordance with the Line Item Budget Guide (LIBG), and (7) supportive interaction with clients prone to verbal and physical confrontation.

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.