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## Opening: *Up Beat Secretary I, Residential Re-entry Center Project*

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**Location:** Las Vegas, Nevada

**Pay:** \$14.08/hr; 5 year project

**Hours:** Full-time

**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, Personal & Reliable Vehicle, Drivers License, Vehicle Registration, and Insurance, 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) knowledge of principles and processes for providing customer and personal services in customer needs assessments, (2) knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures, (3) responding to information and business requests, referrals, intakes, applicants, telephone calls and visitors, (4) referring calls and visitors to appropriate staff, (5) performing data input of case files, (6) maintaining participant records, (7) conducting periodic inventories, (8) initiating action for disposal of excess property, (9) Preparing reports, to include monthly strength reporting, as well as other special reports, (10) scheduling appointments (11) receiving and processing all correspondence, (12) Ordering supplies, and (13) operating office automation programs such as various word processing, database and electronic mail programs. The **ideal applicant** will demonstrate superior abilities and skills in (1) taking on responsibilities and challenges, (2) maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations, (3) being open to change (positive or negative) and to considerable variety in the workplace, (4) being honest and ethical, (5) being careful about details and thorough in completing tasks, (6) giving full attention to what other people are saying, not interrupting at inappropriate times, (7) ability to concentrate on a task over a period of time without being distracted, (8) providing information to supervisors, coworkers, and subordinates by telephone, in written form, email, or in person, (9) and accepting criticism and dealing calmly and effectively with high stress situations. **The position** is a new opening. The position is a new opening. **The employee will** report to the Community Program Manager and be a part of the Community Base Coalition Project.

**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.