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## Opening: *Energetic Social Service Coordinator, Residential Re-entry Center Project*

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**Location:** Las Vegas, Nevada **Pay Rate:** \$14– \$16/hour; 5 year project

**Hours:** Monday – Friday, 8 am to 5 pm, some evenings and weekends may be required

**Benefits:** 401K, Flex Spending Accounts, Direct Deposit, Mileage and Personal Planning Assistant

**Requirements:** A Master's degree in a social or behavioral science and at least one (1) year of work experience working with service providers in the Antelope Valley community and the ability to demonstrate experience in computer and/or data entry skills. Personal & reliable vehicle, valid driver's license, vehicle registration, and insurance are required. Must have a social security card and pass an extensive 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 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).

**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) marketing job seekers by visiting employers, participating in job fairs, cold calls, research, follow-ups, etc., (3) matching job seekers to employers, (4) screening potential applicants, (5) directly arranging/coordinating interviews with job seekers and hiring managers, (6) handling high volumes of job seeker industry questions, recruiting, and problem solving, (7) communicating with an abundance of employers, business owners, community leaders and hiring representatives for purposes of hiring individuals, (8) carrying out management's directions/decisions regarding program planning/delivering of services, (9) working effectively with clients in evaluating career options, selecting appropriate training programs and developing individualized training as well as employment service plans (10) evaluating clients' progress and appropriateness of employment, (11) providing employment preparation and retention activities such as: portfolio development, resume writing, proper dress and interview techniques training, (12) participating in client/program team meetings, conferences, trainings, (13) doing Off-site assessments, (13) knowledge of business and management principles involved in resource allocation and coordination of people and resources, and (14) knowledge of principles, methods, and procedures for career counseling and guidance. The **ideal applicant** will demonstrate superior abilities and skills in (1) knowledge of principles and processes for providing customer and personal services, (2) talking to others to convey information effectively, (3) ability to read and understand information and ideas presented in writing, (4) giving full attention to what other people are saying, not interrupting at inappropriate times, (5) telling when something is wrong or is likely to go wrong, (6) persuading others to change their minds or behavior, (7) communicating information and ideas in speaking so others will understand, (8) assessing individuals to make improvements, (9) communicating information and ideas in writing so others will understand, (10) and being honest and ethical, (10) using computer-based technology and resources which include career assistance software and on-line resources when necessary. **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.