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### Opening: *Job Developer, Parolee Service Center (PSC)*

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**Location:** Los Angeles County, CA **Pay:** \$2856.00-\$3128.00/Monthly **Type:** Project Hire; Minimum two (2) year project  
**Hours:** Full Time; TBD

**Benefits:** 401K; Direct Deposit; Medical and Dental/Vision Insurance.

**Minimum Requirements** Possess one of the following requirements: either a Bachelor of Arts (BA) degree in Social Sciences or a related field from a granting institution accredited by the Western Association of Schools and Colleges; or either a high school diploma or GED and two (2) years of experience in duties locating jobs for the general public or a specific population or one (1) year experience in conducting job search and job retention workshops.; a valid photo ID; a valid drivers license, reliable transportation, and valid car insurance and registration; proof of citizenship; security check clearance; CPR/First Aid Certificate; negative TB test.

**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. Armed Forces to include Army, Air Force, Marine Corp and Naval Facilities, 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 1) assessing parolees to determine employment, training and vocational needs; 2) providing services that include resume writing, mock interviews, and punctuality; 3) offering trainings to demonstrate: how to get along with others in a work environment, take and follow instructions, job readiness, and job search; 4) meeting regularly with participants, documenting progress or regress, completes reports, case reviews, and program database entries as required; 5) actively solicit local employers to hire parolee-participants; 6) marketing job seekers by visiting employers, participating job fairs, research for follow up; 7) assisting parolees in locating appropriate work by directly arranging and coordinating interviews with participants and hiring managers; 8) providing employment preparation and retention activities; and 9) keeping updated on principles, methods, and procedures for career counseling and guidance.

**To apply:** Please submit your resume stating your desired salary and an employment application to the Human Resources Department at [resume@hpccemployment.org](mailto:resume@hpccemployment.org) or fax to (310) 756-1562. An application can be obtained from our website at [www.hpccemployment.org](http://www.hpccemployment.org).