
Opening: Program Director, In-Prison Substance Abuse Program

Location: Los Angeles, CA

Hours: Various - Full Time

Pay: \$24.00/Hour; Minimum One (1) Year Project

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

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 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.

Summary: The Program Director plans, organizes, directs and coordinates all program aspects, business management, vocational, and community related functions; directly supervises all Contractor staff, develops, interprets and administers policies and procedures governing the programs and administers appropriate strategies for recruitment, selection and retention of staff.

Minimum Requirements: Master's Degree in the Social Sciences or related fields and at least one (1) year of administrative experience working in a substance abuse program with criminal justice offenders, and must show evidence of experience in program development, personnel/human resources, public relations, and reviewing and monitoring budgetary items, or four (4) year degree in the Social Sciences or related fields and at least two (2) years of full-time administrative experience and working knowledge of substance abuse treatment programs, relapse prevention, 12-Step programs, and cognitive behavioral treatment; certified as an AOD counselor with a certification recognized by ADP; valid photo ID; proof of citizenship; security check clearance; CPR/First Aid Certification; and negative TB skin test.

Essential Duties and Responsibilities: Supports program initiatives, develops and implements effective substance abuse service delivery system that complies with all applicable agency policies and procedures to ensure contract compliance and the efficient on-going operations of the program.

1. Oversee for the evaluation, selection, hiring, and training of the Contractor staff;
2. Coordinate invoicing;
3. Secure prior approval from the OSATS Program Manager when ordering supplies and equipment;
4. Submit monthly and weekly red flag reports to CDCR Adult Programs;
5. Manage the placement of participants into community-based substance abuse services programs;
6. Be responsible for the overall administration of the day-to-day delivery of SAP services;
7. Work with the CC III and the appropriate SOL staff in the planning, direction and coordination of all SAP related facility activities;
8. Be on-site during working hours Monday through Friday with the exception of vacation, sick leave, CDCR approved meetings or training or State holidays. The OSATS Program Manager and the CC III must be notified, one week in advance if possible, of work-related training events, meetings and planned vacation or extended medical leave that will require the Program Director to be off-site;
9. Be available by pager or cell phone;
10. Fax to the OSATS Program Manager and provide to the CC III, a monthly calendar containing the Program Director's schedule prior to the beginning of each month;
11. Ensure that a monthly program services activities plan is posted for the participants, provided to the CC III and parole staff, and faxed to the OSATS Program Manager prior to the beginning of each month;
12. Be responsible for the overall supervision and oversight of all Contractor staff;
13. Be responsible for fiscal monitoring of agreement expenditures;
14. Be responsible for implementation of systems and monitoring techniques to assure Agreement compliance;
15. Review participant case files
16. Assure compliance with CDCR policies and procedures.
17. Provide direct services to the participants, in the event of staff shortage.
18. In the event of a work stoppage, work the hours necessary to staff the center; attend required meetings.

Competencies: Ethics - Upholds organizational values; Treats people with respect; works with integrity; Maintains confidentiality; Managing People - Makes self available to staff and residents; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Customer Service -Manages difficult or emotional customer/resident situations; meets contractual obligations; and, Problem Solving - Identifies and resolves problems in a timely manner

To apply: Please submit an employment application by email to hpccrc@hpccemployment.org or by fax to (310) 756-1562. An application can be obtained from our website at www.hpccemployment.org on the "Careers" page under the "Forms" tab.