



JOB OPENINGS

All positions require the ability to pass a criminal background check, pre-employment physical, drug screen and TB test & maintenance of a good driving record.

DEVELOPMENT ASSOCIATE: Full-time with benefits. Manages multi-approach direct mail and on-line fundraising programs. Works with the Development Director to coordinate a cohesive annual marketing effort to increase annual gifts through advertising, publications, social media and events. Writes messages and content for solicitations for printed and electronic materials, including social media sites and maintenance. Identifies and helps prepare grant requests to foundations and corporations. Supports special events and may attend public functions. Conveys a true passion for youth development and education.

Requirements: Bachelor's degree preferred. Minimum 3 years' progressive experience in direct fundraising, sales, marketing or related experience. Knowledge of the non-profit arena with experience working in and/or understanding the greater Los Angeles County donor landscape. Demonstrated success in soliciting and acquiring gifts, preferably in a non-profit setting. Outstanding verbal and written communication skills. Ability to manage multiple priorities and projects while maintaining attention to detail. Effective computer skills including MS Word, Excel, Outlook and social media knowledge. Professional demeanor and appearance. Able to work collegially with management and department teams. Open to taking direction and willingness to learn new strategies.

HUMAN RESOURCES GENERALIST: Full-time with benefits. Ensures the professional delivery of HR services in an accurate and confidential manner. Builds and maintains effective relationships and works successfully across organizational lines and at all levels. Advises management and counsels staff on employee relations issues, policy and procedures and labor law. Responsible for all activities related to internal and external recruiting, including requisitions, prepares job postings, screens and interviews job candidates. Coordinates job offers with hiring managers and ensures that all pre-employment screening requirements are completed in an accurate and efficient manner. Determines, extends and negotiates job offers for non-exempt staff. Administers all leaves of absence, including FMLA, CFRA, PDL, worker's comp and other mandated leaves, ensuring compliance with notification and record keeping requirements. Manages workers' compensation claims including medical treatment, cost control, and timely communication with injured workers, claims adjusters and industrial clinic. Accurately maintains data using a HRIS and creates analytical reports as requested. Assists in the updates and contributes to the employee handbook, department policies and procedures and other HR related documentation. In the absence of the Director, may attend unemployment hearings or other legal proceedings. Conducts exit interviews, analyzing data and makes recommendations for continuous improvement and employee satisfaction.

Requirements: BA/BS degree in business administration or human resources field or current Professional in Human Resources (PHR) Certification highly preferred. Three to five years of related experience required Heavy experience with leave administration, including but not limited to FMLA, CFRA, PDL, PFL and Worker's compensation. Experience working with ADA requirements and engaging in the interactive process. Strong knowledge of MS Office including, Word, Excel and Outlook. Strong knowledge of compensation and benefits plans and their strategic application. Ability to represent the Center in a professional manner on the phone and in person. Ability to plan, organize, and follow through on a consistent, timely and accurate basis. Ability to relate effectively to all levels of staff, applicants and outside agencies. Ability to exercise sound and professional judgment. Strong communication skills with the ability to explain detailed information at all levels. Strong written skills with the ability to compose communication pieces ranging from legal responses and employment ads to creative pieces for staff events & recognition. Shift: Mon-Fri (8:00am-5:00pm). Must be flexible for some evenings and occasional overnight conferences.

TEAM LEADER (Swain & Wittry Cottage): Full-time with benefits. Under the direct supervision of the Unit Manager, the Team Leader is responsible for implementation of the assigned unit's plans, procedures, and programs for all assigned residents. This includes serving as the lead staff for line staff, and primary care giver and role model to the residents, and supporting/implementing the successful integration of treatment and education services, ensuring all needs of the residents are met. In the absence of the Unit Manager, the Team Leader assumes responsibility for supervising the cottage/program activities and staff.

Requirements: Three or more years' experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program preferred; Must have strong leadership skills; BA/BS degree in a related field preferred.

- Back-end shift: Wed - Sat (12:00pm - 10:00pm)

PROGRAM SUPPORT COUNSELORS: Full-time with benefits. Uses preventative measures and therapeutic interventions to help ensure the physical, emotional, and psychological needs of the residents are met in a safe and productive manner. Primary functions and duties revolve around behavior management, crisis intervention and general support to all clients. Provides absence coverage, as needed. Assists in planning outings for clients. Assists residential staff with behavior interventions. Employs preventative measures and de-escalates crisis situations. Monitors and assists with wake-up and bedtime procedures. Supervises the dining room and ensures smooth and timely campus transitions.

Requirements: Candidates with a BA/BS degree in a related field preferred with related experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program. Lead positions require demonstrated leadership ability, good decision making, professional attitude and accurate follow through.

- Front-end shift: Sun - Wed (2:00pm - 12pm)
- Back-end shift: Wed- Sat (8:00am - 6:00pm)

NOC PROGRAM SUPPORT COUNSELOR: Full-time with benefits.

- Shift: Mon – Fri (10:30pm – 6:30am)

WEEKEND NOC LEADS: Full-time with benefits. Two positions available.

- Shift: Fri – Mon (10:30pm – 8:30am)

VOCATIONAL COUNSELOR: Full-time with benefits. Implement the vocational/independent living skills program for our severely emotionally disturbed clients in our residential treatment program. This includes, but is not limited to, providing and overseeing daily vocational activities and events (e.g. job training and preparation, resume writing and interviewing skills, banking lessons, ILS classes, skill building, goal setting and planning) in accordance with cottage programs and individual treatment plans; using crisis intervention skills in communicating with the children and de-escalating problems.

Requirements: Prior experience teaching and training youth in an independent living skills program is required. BA/BS in a related field and prior experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program preferred.

- Shift: Mon, Wed - Fri (8:00am-8:00pm), Sat (10L00am – 2:00pm)

RESIDENTIAL COUNSELORS: Responsible for implementation of the residential unit's plans, procedures and programs for up to twelve residents. This includes serving as primary care giver and role model to the children/adolescents, and supporting/implementing the successful integration of treatment and education services, ensuring the physical, emotional and psychological needs of the residents are met.

Requirements: Related experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program setting. Candidates with a BA/BS degree in a related field preferred.

On-Call Counselors: Shift varies depending on agency needs to cover vacations, leaves or to provide additional support.
Must work a minimum of 24-hours per month.

WRAPAROUND CHILD & FAMILY SPECIALIST * Internal Candidates Only. DEADLINE TO APPLY: 5/15/15

Full-time with benefits. Maintains an average caseload of 6-12 referred families. Provides one-on-one interactions with the youth. Meets child a minimum of once a week or as determined by the Child and Family Teams (CFT). Provides interventions that encourage and promote family independence and self –sufficiency, including but not limited to:

Assist youth in completing interventions and/or activities; Behavioral modification, independent living skills, positive communication and socialization, accessing community activities and resources; Assist youth in learning the skills necessary to get along with adults and peers across all settings (i.e. biological family, foster home, school, community); Orienting the youth toward socially acceptable activities in the community; Create fun and reinforcing environments to teach skills and reduce deficits; Assist youth in becoming involved in academic, social, and recreational activities; Provide transportation to the youth for academic, social, recreational, and/or employment activities. Maintains a cooperative and effective working relationship with the Facilitators, Therapists and Parent Partners, while fostering a Team concept.

Requirements: Master's of Arts/Science (M.A./M.S.) Degree in Psychology, Social Work, Counseling or related field plus two (2) years of experience in a mental health setting as a specialist in the fields of physical restoration, social adjustment, or vocational adjustment **OR** Bachelor's of Arts/Science (B.A./B.S.) Degree in Psychology, Social Work, Counseling or related field plus four (4) years of experience in a mental health setting as a specialist in the fields of physical restoration, social adjustment, or vocational adjustment **OR** Associates of Applied Science's Degree (A.A.) plus six (6) years of experience in a mental health setting as a specialist in the fields of physical restoration, social adjustment, or vocational adjustment required. Experience working children, adolescents, adults and/or families within the Mental Health, Child Welfare and/or Juvenile Probation systems required Availability to be on-call for crisis related services required. Experience working with high-risk youth within Wraparound, Mental Health and/or Child Welfare/Juvenile Justice systems preferred. Experience with services, documentation and billing practices in accordance with Los Angeles County Department of Mental Health (DMH) highly preferred. Bi-lingual (Spanish) required.

SUBSTITUTE SPECIAL EDUCATION TEACHER: Per diem/no benefits. Openings in ED School Program & Autism School

Responsible for designing and implementing a multi-sensory individualized educational plan (IEP) for each severely emotionally disturbed (SED) child in a self-contained classroom with six to ten students; and maintaining a classroom environment that is conducive to effective individual diagnosis, prescription, correction and evaluation. Provides a safe and structured environment and a comprehensive team approach.

Requirements: Specialized (mild/moderate) California Teaching Credential for ED School Program / Specialized (moderate/severe) California Teaching Credential for Autism Program or (mild/moderate with autism authorization). Prior experience working with emotionally disturbed children or adolescents highly preferred. Must have the ability to assess for skills and deficits, plan the development of clearly defined goals and objectives, utilize effective teaching strategies and apply functional behavior assessments to problem behavior. Demonstrated skill in behavior management and curriculum development.

ONE-to-ONE TEACHER'S AIDE (Autism School): Part-time (30-hrs/wk) without benefits. Mon-Fri (8:00am-2:00pm). Ongoing.

Responsible for working with an assigned student, helping with academics and addressing behavior issues. You will be responsible for assisting a certified teacher in implementing an IEP for autistic or learning disabled children and for transporting students to and from school if needed. Students may be aggressive and engage in self-injurious behaviors.

Requirements: Must have the ability to work with low and high functioning students and to provide a safe learning environment. We are looking for candidates who can be assertive and make decisions independently and quickly based on the best interest of the children. Minimum of 48+ college units required. Prior experience working with autistic children and basic knowledge of PECS and/or ABA preferred. Ability in American Sign Language (ASL) helpful.

LICENSED SPEECH & LANGUAGE PATHOLOGIST (SLP): Full-time with benefits. Works in a non-public school with both severely emotionally disturbed students and students along the Autism Spectrum. Assesses and meets the individual needs of the students through evaluation and diagnosis of speech, language and cognitive-communication. Provides speech and language therapy for the students. Assesses speech and language needs as well as yearly progress towards goals. Evaluates student performance and progress and documents the student's Progress Report. Attends IEP meetings and student/parent conferences. Prepares present level of performance section for IEP's, as well as proposes new goals/objectives. Maintains and completes weekly billing summary and submits to the NPS/NPA accounting staff daily. Participates in committees, programs, and activities. Attends weekly core and team meetings and other meetings.

Requirements: Valid California Speech and Language Pathologist license; Prior experience working with severely emotionally disturbed children and/or children with Autism Spectrum Disorders (ASD), strongly preferred. Able to establish and maintain appropriate rapport with students and their parents/guardians, inter and intra-agency personnel and regulatory bodies. Valid California's driver's license and a driving record acceptable to Agency's insurance carrier. Shift: Mon-Fri (days) with some flexibility needed.

E.B.P. LEAD THERAPIST (Aggression-Replacement Therapy - A.R.T.): Full-time with benefits.

E.B.P. LEAD THERAPIST (Managing and Adapting Practices - M.A.P.): Full-time with benefits.

Provide clinical services to children, adolescents and families within a DMH-Contracted Program. In addition to the essential job duties as a Therapist, the EBP Lead Therapist will develop outstanding proficiency in the theory and practice of the Evidence Based Practice (EBP) and will train all service providers on how to deliver services consistent with best practices of the EBP. This includes, but is not limited to, coordinating/insuring referrals into the EBP; coordinating service delivery to ensure adherence to and fidelity to core principles and established best practice of the EBP model; coordinating all team consultations; maintaining tracking grid to plot all clients' status and progression; and tracking program performance measures.

Requirements: DMH and Evidence Based Practices (EBP) experience preferred. MFT/MFTI or LCSW/ASW required. Must have good writing and interpersonal communication skills; possess a grasp of the clinical skills needed to provide therapeutic services to a wide range of clients.

THERAPISTS: Full-time with benefits. Provides clinical services to children, adolescents and families within a DMH-Contracted Program. Responsible for service/treatment planning and documentation for client cases in accordance with established policies and procedures and contractual obligations.

Requirements: MFT/MFTI or LCSW/ASW required. DMH and Evidence Based Practices (EBP) experience preferred. Must have good writing skills, good interpersonal communication skills, and possess a grasp of the clinical skills needed to provide therapeutic services to a wide range of clients. Bilingual Spanish helpful.

PSYCHIATRIST: Open to candidates searching for part-time/full-time/contract/staff position*

Consulting with a multi-disciplinary team, the Psychiatrist provides primary psychiatric assessment and care to clients including required documentation for contract compliance; Provides Comprehensive examinations and diagnoses to youth in a residential group home setting; Determines appropriate course of treatment and on-going care; Provides medication support and medication authorizations. Consults with treatment teams, including mental health staff, technicians, residential and school staff as needed; Delivers necessary documentation for LA County Department of Mental Health contract in addition to any court related requirements.

Requirements: Current CA Board Certified Psychiatrist MD. Exp. with child and adolescent clients highly preferred. Current DEA Registration. Current malpractice insurance. Strong written & interpersonal communication skills. Able to work with multi-disciplinary treatment teams.

HOW TO APPLY

Download an application at:
www.leroyhaynes.org

Mail applications/resumes **or** apply in person to:

**LeRoy Haynes Center
Attn: Human Resources
233 W. Baseline Road
P.O. Box 400
La Verne, CA 91750**

Fax to **(909) 593-5241**
e-mail: hr@leroyhaynes.org

Internal Applicants should submit a "Transfer Request Form" to the Human Resources Department.

Our Mission

Is to strengthen the Mind and Spirit of children with emotional, special learning and developmental needs by providing specialized programs in a nurturing, caring and therapeutic environment.