



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.

GRANT WRITER: Translates agency's vision, strategies and action plans into fundable proposals. Develops and works closely with contacts to maintain and expand current base of foundation and corporate grant support. Researches and writes fundable grant proposals with completeness and clarity and submits all applications in accordance with grant requirements. Requires BA degree or advanced degree in Communications, English, or related field. Requires three years experience grant writing, preferably for a non-profit organization. Demonstrated ability to successfully and accurately complete projects within requested timeframes. Proven ability to cultivate relationships with foundations and corporations.

LICENSED PSYCHIATRIC TECHNICIAN: Full-time with benefits. Provide medication administration for up to 72 children/adolescents in a residential treatment facility including prescription services by phone or in person; Medication education, medication group services; Crisis management; Consultation with inter and intra-agency personnel; Processing psychotropic medication authorizations; Scheduling and coordinating psychiatric appointments; Completing DMH billing and documentation. Psychiatric Technician License required. Must have two or more years exp. as a LPT. DMH experience preferred. Must have excellent interpersonal communication skills, ability to work autonomously and effective time-management skills. Shift: Tues-Thurs (1:00pm-9:00pm), Fri (2:00pm-9:00pm) and every other Sat & Sun (8:00am-1:00pm, 3:00pm-9:00pm).

ONE-to-ONE TEACHER'S AIDE: Part-time (30 hrs/wk) with benefits. Responsible for working with autistic students, 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. Must have the ability to work with low functioning students and to provide a safe learning environment. We are looking for candidates who can be assertive and make decisions independently and quickly. Minimum of 48+ college units required. Prior experience working with autistic children and basic knowledge of PECS and/or ABA preferred.

SUBSTITUTE SPECIAL EDUCATION TEACHER: (per Diem without benefits). Temporarily fills in for the Special Education Teachers as needed. Responsible for designing and implementing a multi-sensory individualized educational plan (IEP) for severely emotionally disturbed (SED) children and maintaining a classroom environment that is conducive to effective individual diagnosis, prescription, correction and evaluation. Requirements: Emergency 30-Day Substitute Teaching Permit. Specialized (moderate/severe) California Teaching Credential or Specialized (mild/moderate) California Teaching Credential preferred. Authorization to teach students with autism is a plus. Proven skills in working with emotionally disturbed children or adolescents. Demonstrated ability in behavior management and curriculum development.

TEACHER'S AIDE (SED): On-Call without benefits. Responsible for working with severely emotionally disturbed (SED) students in a non-public school, helping with academics and addressing behavior issues. You will be responsible for assisting a certified teacher in implementing an IEP for SED or learning disabled children and for transporting students to and from school. Must have the ability to provide a positive learning environment and to de-escalate students in crisis. Must be patient, self-motivated and have consistent attendance. Minimum of 48+ college units required. Prior experience working with SED children preferred.

OFFICER OF THE DAY NOC: Full-time with benefits. The O.D. Noc works evenings Wed-Sat from 10:00pm – 8:00am and directly participates in the smooth functioning of all residential units, including monitoring residents to establish stability, monitoring/participating in crisis interventions, handling emergencies, coordinating staffing functions to ensure proper supervision of children at all times, and acting as a support and resource to other childcare staff. Relieves Noc Counselors as needed; Monitors grounds and Noc staff and documents all activities. May also be responsible for acting as liaison with community, other government and private agencies as needed. Must be pro-active, take initiative and have strong leadership skills. BA/BS degree preferred. Requires 3 or more years of related experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program.

RESIDENTIAL COUNSELOR (Gatchell Cottage): Full-time (40 hrs/wk) with benefits. 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. Seeking candidates with a BA/BS degree in a related field or related experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program. Requires the ability to pass a background clearance and possess a good driving record.

Shift: Sun (8:00am-8:00pm), Mon & Tues (1:30pm-10:30pm) and Wed (10:00am-8:00pm)

TEAM LEADER (Burton 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. 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. Shift: Wed-Sat, 12:00pm-10:00pm.

CUSTODIAN: Full-time with benefits. Responsible for cleaning residential and school facilities including classrooms, cottages, bathrooms, fixtures and floors to ensure these meet health and safety standards. Requires a high school diploma or its equivalent and one or more years of experience in institutional housekeeping. Shift: Mon-Fri, 8:00am-4:30pm.

CLINICAL SUPERVISOR: Full-time with benefits. Provides the highest quality clinical supervision to a team of pre-licensed interns. Reviews clinical reports and other documents for Los Angeles County Dept of Mental Health compliance and other regulatory requirements. Must have at least 2-years as a CA licensed MFT/LCSW/PhD/PsyD. Requires strong writing and interpersonal communication skills & the clinical skills needed to provide therapeutic services to a wide range of clients in an adolescent, residential facility. Evidence Based Practices trained and DMH experience preferred.

THERAPIST: Full-time with benefits. Provide 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. 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. Requirements: MFT/MFTI or PhD waiverable required. DMH and Evidence Based Practices (EBP) experience preferred. Bi-lingual Spanish preferred.

QUALITY ASSURANCE DATA OUTCOMES SPECIALIST: Full-time with benefits. Tracks and monitors PEI (Prevention and Early Intervention) and EBP (Evidence Based Practices) programming for a large team of therapists and the implementation of Outcome measures as required by L.A. County Dept. of Mental Health (DMH) EBP models. Ensures that the Mental Health Program is meeting billing benchmarks, EBP outcome measures requirements and tracking of DMH contract obligations. Requires BA/BS degree. DMH and IS experience highly preferred.

LEAD THERAPISTS: 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 Lead Therapist will develop outstanding proficiency in the theory and practice of Evidence Based Practices (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. 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. DMH and Evidence Based Practices (EBP) experience preferred. MFT/MFTI or PhD waiverable required.



We are accepting applications for the following positions at Parkhill School, located at 7401 Shoup Ave., West Hills, CA 91307:

SPECIAL EDUCATION TEACHER: Full-time with benefits. Responsible for designing and implementing a multi-sensory individualized educational plan (IEP) for severely emotionally disturbed (SED) children in a self-contained classroom and maintaining a classroom environment that is conducive to effective individual diagnosis, prescription, correction and evaluation. Requires Specialized (moderate/severe) California Teaching Credential or Specialized (mild/moderate) California Teaching Credential. Authorization to teach students with autism is a plus.

TEACHER'S AIDE: Full-time with benefits. Responsible for working with severely emotionally disturbed (SED) students in a non-public school, helping with academics and addressing behavior issues. You will be responsible for assisting a certified teacher in implementing an IEP for SED or learning disabled children. Must have the ability to provide a positive learning environment and to de-escalate students in crisis. Must be patient, self-motivated and have consistent attendance. Minimum of 48+ college units required. Prior experience working with SED children preferred.

DRIVER: Part-time (30 hrs/wk) with benefits. Responsible for transporting severely emotionally disturbed (SED) and special needs students in a non-public school to and from school and on special event trips. Ensures the safe loading, seating and unloading of students from vehicles. Maintains order and adheres to policies and procedures in maintaining appropriate student behavior. Must have good behavior management skills and have the ability to maintain order on the van at all times. Possession of a valid Class B driver's license or a valid School Bus Driver's Certificate required. Split Shift: Mon-Fri (6:45am-10:00am and 2:00pm-5:00pm).

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**

Email: 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.*

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