



## 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.

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**DIRECTOR of DEVELOPMENT:** Full-time with benefits. We are seeking a creative, experienced and dedicated Certified Fund Raising Executive to join our team. Please click [here](#) for additional information.

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**VOCATIONAL COORDINATOR:** Full-time with benefits. Develop and oversee the vocational/independent living skills program for our residential clients. Provide vocational activities in accordance with cottage programs and individual treatment plans. Create opportunities for and teach general life skills, such as team work, work experience, job supervision, skill building, personal accomplishment, goal setting and planning. The Vocational Coordinator will be responsible for leading the vocational team. Requirements: prior leadership experience and prior experience working in an independent living skills program, teaching and training youth, and hands on experience with one or more trades. BA/BS in a related field preferred. Prior experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program preferred. Shift: Mon - Fri, 12:00pm-8:00pm.

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**VOCATIONAL COUNSELORS:** Full-time with benefits. Implement the vocational program for our residential clients. Serve as a primary care giver and role model to the children and adolescents and support the successful integration of treatment and education services, ensuring the physical, emotional and psychological needs of the residents are met. This includes, but is not limited to, providing vocational activities in accordance with cottage programs and individual treatment plans; overseeing daily vocational activities and events; and using crisis intervention skills in communicating with the children and de-escalating problems. Requirements: prior experience working in an independent living skills program, teaching and training youth, and hands on experience with one or more trades. BA/BS in a related field preferred. Prior experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program preferred. Shifts: Sun - Wed, 12:00pm-8:00pm or Wed - Sat, 12:00pm-8:00pm.

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**RECREATION COORDINATOR:** Full-time with benefits. Develop and oversee the recreation/activities program for our residential clients. Provide recreation activities in accordance with cottage programs and individual treatment plans. Create opportunities for and teach general life skills, such as team work, skill building, personal accomplishment, goal setting and planning. The Recreation Coordinator will be responsible for leading the recreation team. Requirements: prior leadership experience and advanced knowledge and skills in two or more recreational activities such as sports, music, arts or crafts which are suitable for the residential program environment. BA/BS in a related field preferred. Prior experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program preferred. Shift: Mon - Fri, 12:00pm-8:00pm.

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**RECREATION COUNSELORS:** Full-time with benefits. Implement the recreation/activities program for our residential clients. Serve as a primary care giver and role model to the children and adolescents and support the successful integration of treatment and education services, ensuring the physical, emotional and psychological needs of the residents are met. This includes, but is not limited to, providing recreation activities in accordance with cottage programs and individual treatment plans; overseeing daily recreation activities and events; and using crisis intervention skills in communicating with the children and de-escalating problems. Requirements: advanced knowledge and skills in a recreational activity such as sports, music, arts or crafts which are suitable for the residential program environment. BA/BS in a related field preferred. Prior experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program preferred. Shifts: Sun - Wed, 12:00pm-8:00pm or Wed - Sat, 12:00pm-8:00pm.

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**SUBSTANCE ABUSE THERAPIST:** Full-time with benefits. Develop and implement a substance abuse treatment program for our residential clients. Responsible for providing clinical services, treatment planning and documentation for children/adolescents. 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: Strong knowledge base of substance abuse issues and previous

experience working in a substance abuse treatment program. CAADAC preferred. LMFT/LCSW required.

**THERAPISTS:** 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.

**RN-REGISTERED NURSE:** Full-time with benefits/Mon-Fri, days. Responsible for the overall management of the Health Services Dept. and coordinating all health care services for the agency's clients ensuring compliance with all County, State and Federal guidelines as well as the agency's nursing procedures and medical protocols. Supervise the Health Services Staff. Submit Dept. of Mental Health billable unit documentation. Requires current RN license and 2 or more years experience. Experience working with emotionally disturbed children/adolescents preferred. Experience with DMH documentation preferred.

**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. Seeking candidates with a BA/BS degree in a related field and related experience working with emotionally disturbed adolescents/children in a group home, youth authority camp/juvenile hall or mental health program. Ability to pass a background clearance and possess a good driving record. Full-time with benefits. Shift: Wed (10:00am-8:00pm), Thurs & Fri (1:30pm-10:30pm) and Sat. (8:00am-8:00pm)

## HOW TO APPLY

Download an application at [www.leroyhaynes.org](http://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](mailto:hr@leroyhaynes.org)

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

### **Our Mission**

*The LeRoy Haynes Center strengthens the mind and spirit of children with emotional, special learning difficulties and developmental needs by providing specialized programs in a nurturing, caring and therapeutic environment.*

07/28/10