



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.

ANNUAL GIVING COORDINATOR: Full-time with benefits. Coordinates a comprehensive annual fund program designed to broaden the agency's donor base and increase overall participation and financial support to the Annual Fund. Coordinates year-round annual giving including: managing a targeted, multi-approach direct mail program, online-fundraising, a pro-active personal solicitation program, administering a calling program and incorporating electronic requests for gifts. Works with the Director to coordinate a cohesive annual marketing effort to increase annual gifts through advertising, publications, social networking and events related to the annual fund. Capable of writing messages and content of annual giving printed, electronic and verbal script materials. Analyzes data regarding annual giving programs and past giving trends to provide analyses of program results and to plan for future segmentation. Implements plans to increase the percentage of donors who take advantage of corporate matching gift programs. Identifies and helps prepare grant request to foundations, government and corporations.

Requirements: Bachelor's degree required. Three years of progressive fundraising, sales, marketing or related experience. Demonstrated success in soliciting and acquiring gifts, preferably in non-profit setting. The successful candidate will have outstanding verbal and written communication skills, as well as the ability to manage multiple priorities and projects while maintaining attention to detail. Excellent interpersonal skills and an ability to motivate others are essential.

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.

STAFF ACCOUNTANT: Full-time with benefits. Responsible for specific accounting areas such as accounts receivable, account reconciliation including health coverage billing and client billing; General Ledger and journal entries; Processes payroll taxes; Checks and verifies accounting data; Enters data into computerized accounting system and uses system to research questions and generate reports; Tracks and prepares reports for Group Home Rate Classification Levels (RCL); Provides back-up support to Payroll Specialist, as needed; Maintains accounting files and performs general clerical work.

Requirements: Must have at least 2-years accounting or bookkeeping experience. Degree in related field such as Accounting, Finance or Business Administration. Strong mathematical skills. Timeliness, thoroughness and accuracy. Strong computer skills in MS Office and database management (Financial Edge & ADP a plus). Positive attitude with good communication and employee service skills. Ability to pass a criminal background check, pre-employment physical, drug screen and TB test & driving record.

RESIDENTIAL CAMPUS MANAGER: Full-time with benefits. Primary functions revolve around campus activities and transitions, special events and programs, campus security, scheduling, budget controls of labor utilization and crisis intervention. Directly supervises dept. staff. Works in close conjunction with the Unit Managers including overseeing residential staffing schedule and ensuring cleanliness and safety of cottages. Ensures licensing and safety standards are met. Provides support to the jobs and recreation programs and transportation. Ensures monthly activity schedules are implemented consistently. Oversees crisis intervention procedures. Evaluates effectiveness of staff and identifies and recommends training needs. Oversees appropriate use of all campus facilities including the pool, gym, field and dining hall. Oversees emergency response procedures. Supervises staff including training, coaching and modeling appropriate routines, behaviors and interventions with children. Maintains a positive attitude with the ability to analyze situations, form a plan of action and communicate to a team. Participates in the interviewing and hiring process. Initiates internal investigations and required documentation.

Requirements: Three or more years of management experience and working with emotionally disturbed children, preferably in a residential treatment environment. Strong leadership skills are a must. Bachelor's degree highly preferred. Must be able to develop, train and motivate a team. Must have the ability to perform investigations in a timely manner and make sound judgments. Must possess management skills and the ability to develop/work effectively as part of a team. Shift: Mon-Thurs (2:00pm-12:00am)

UNIT MANAGER (Dow & Thurber Cottages): Full-time with benefits. Directly responsible for the smooth functioning of an adolescent residential unit which includes the effective delivery of all childcare services to residents, ensuring the successful integration of treatment and educational services for each child. Ensures compliance to all Title 22 regulations and requirements. Supervises approx. 12 staff including one-on-one-training, coaching and modeling of appropriate routines, behaviors and interventions with children. Initiates internal investigations and required documentation including but not limited to child abuse reporting and employee relations issues. Responsible for establishing and maintaining a balanced cottage budget when planning activities, special events, staff schedules, etc.

Requirements: Three 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. Bachelor's degree preferred. Previous management experience required. Strong leadership skills required. Ability to work effectively with other inter-agency teams. Models positive behaviors and Agency values. Competency to develop, train and motivate a team. Able to perform investigations in a timely manner and make sound judgments. Effective oral and written communication & interpersonal skills with children/adolescents, parents, team members and others.

TEAM LEADER (Thurber 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.

- Front-end Shift: Sun - Wed (12:00pm-10:00pm)

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.

Burton Cottage AM Shift (30-hrs/wk. No benefits)

- Front-end shift: Sun (6:00am – 1:00pm), Mon & Tue (6:00am – 12:00pm), Wed (8:00am – 3:00pm), Sat (8:00am – 12:00pm)
- Back-end shift: Sun (8:00am - 12:00pm), Wed (6:00am –1:00pm), Thurs & Fri (6:00am – 12:00pm), Sat (6:00am – 1:00pm)

Burton Cottage PM Counselor (40-hrs/wk. with benefits)

- Back-end shift: Wed (12:00pm – 11:00pm), Thurs & Fri (1:00pm – 11:00pm), Sat (2:00pm – 11:00pm)

Burton Cottage NOC Overnight Counselor (32-hrs/wk. with benefits)

- Front-end shift: Sun (8:00pm – 8:00am), Mon & Tues (10:00pm – 8:00am)

Gatchell Cottage AM Shift (30-hrs/wk. No benefits)

- Back-end shift: Sun (8:00am - 12:00pm), Wed (6:00am –1:00pm), Thurs & Fri (6:00am – 12:00pm), Sat (6:00am – 1:00pm)

Gatchell Cottage PM Counselor (40-hrs/wk. with benefits)

- Back-end shift: Wed (12:00pm – 11:00pm), Thurs & Fri (1:00pm – 11:00pm), Sat (2:00pm – 11:00pm)

Thurber Cottage PM Counselor (40-hrs/wk. with benefits)

- Back-end shift: Wed (12:00pm – 11:00pm), Thurs & Fri (1:00pm – 11:00pm), Sat (2:00pm – 11:00pm)
- Back-end shift: Wed (10:00am – 9:00pm), Thurs & Fri (1:30pm - 10:30pm), Sat (11:00am – 10:00pm)

On-Call Counselors: Internal candidates only. Must work a minimum of 24-hours per month.

PROGRAM SUPPORT COUNSELOR: Full-time with benefits & part-time (16 hrs/wk) without benefits available. 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.

- **Full-time shift:** Sun - Wed (2:00pm – 12pm) - or - **Part-Time Shift:** Sun (7:00am – 3:00pm), Mon & Tues (6pm – 10pm)

TRANSPORTATION COUNSELORS: Full-time with benefits. Through preventative measures and therapeutic interventions, the Transportation Counselor helps ensure the physical, emotional, and psychological needs of the residents are met in a safe and productive manner. Primary functions and duties involve transporting clients to/from activities, programs, appointments, etc. as well as behavior management, crisis intervention, & general support to all clients.

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. Two shifts available:

- Shift: Mon – Fri (7:00am – 3:00pm) - or - Shift: Mon- Fri (10:00am – 6:00pm)

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)

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.