

**ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE**  
**OCAPICA**  
**JOB ANNOUNCEMENT**

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**Title:** Program Director

**Division:** Behavioral Health Services

**FLSA:** Exempt

**Supervisor:** Behavioral Health Director

**Salary Range:** \$104,000 to \$108,160

**Revised:** March 2024

Full-time with comprehensive benefits

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**Summary**

Under the supervision of the Behavioral Health Director, the Program Director will manage designated staff and provide necessary trainings and services to ensure contractual goals are met. The OCAPICA behavioral health services are dedicated to providing culturally and linguistically competent, clinical, case management, peer support, psychiatry, community-based, whole-person integrated care model, and services that are inclusive/innovative that best serve the unique needs of diverse communities.

**Essential Functions**

- Provide supervision to assigned program staff, monitor goals to meet contractual requirements.
- Review programmatic reports in order to make weekly and monthly reports to the Behavioral Health Director.
- Develop culturally, linguistically, and ensure available/accessible resources for staff and participants.
- Create process to identify SED/SMI/SUD, assess needs and assign referral to appropriate staff.
- Work closely with psychiatrist, clinical, family/peer staff members to gather/track data needed from respective participants.
- Provide clinical support and crisis intervention to participants/staff members.
- Assist in developing no wrong door to access services within the behavioral health services and acquire/provide necessary trainings to promote whole-person integrated care approach.
- Participate in the development of best practices and implements methods to maintain highest level of service quality.
- Appropriately and thoroughly documents chart reviews meeting state/funder requirement.
- Work closely with appropriate staff to gather/track data needed from respective participants.
- Review progress notes/encounter documents on a regular basis for quality assurance to ensure that participant/family needs are being met.
- Supports and troubleshoot internal database.
- Maintain required systems to collect/report data requested by management and funder.
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- May perform basic statistical research and writing projects involving data collection, summarization, analysis and design.
- May coordinate development of mental health services data and information.
- Perform any other functions as needed by management and agency.

**Minimum Qualifications - Knowledge, Skills and Abilities Required:**

- LCSW/LMFT or related Board of Behavioral sciences (BBS) licensure with extensive experience in mental health related experience in management of compliance with all contractual requirements.
- Excellent knowledge of the wider objectives of the program and SED/SMI/SUD populations.
- Ability to work positively with the wide range of individuals involved in program, management, and strong leadership/management skills.
- Demonstrate knowledge of and sensitivity to diverse cultures.

- Ability to work in a multidisciplinary team inclusive of other staff, other community agencies, participants, family members, and etc.
- Excellent verbal, written communication, and computer skills.
- Ability to keep accurate records and prepare reports.
- Ability to be proficient and timely with required paperwork.
- Must be able to work collaboratively with other agency partners.
- Must possess interpersonal skills and ability to maintain professional boundaries.
- California Driver's License, car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, trainings, and data collections at other sites.
- Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- Verification of employment eligibility and background check required.
- Regular attendance required.

**Desired Qualifications - Knowledge, Skills and Abilities:**

- Bicultural and bilingual is desired
- Experience with coalition building and working with several community partners
- Experience working for and/or with community-based nonprofits
- Ability to be flexible and take initiative

**Supervisory Responsibilities:**

- ◆ Supervise assigned staff members and interns/volunteers

**Environmental Conditions (Working Conditions):**

- ◆ Duties to be performed in an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the times when performing community-based duties.

**Physical Requirement:**

- ◆ In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

**Mental Requirement:**

The incumbent in this position must be able to accommodate for any/all of the following: tolerance for distractions/interruptions, uncontrollable changes in priorities/work schedules. They must also be able to process information, think, and conceptualize in a clear and timely manner

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**Application Process**

Application deadline: Until filled.

Please e-mail a resume and 3 professional references (past supervisors including e-mail address and phone number) to careers@ocapica.org

Please ensure that the email subject has the job title: **Program Director**

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**Agency Background**

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is a nonprofit community-based organization serving over 80,000 community members on an annual basis in more than 20 different languages throughout Orange County. Program areas include, health, mental health, workforce development, civic engagement and policy, youth leadership development and education, and housing. Founded in 1997 to serve low-income Asian Americans and Pacific Islanders, OCAPICA has since evolved to serve all communities in need. OCAPICA is mainly grant funded through government and private foundation grants.

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*OCAPICA is an Equal Opportunity/Affirmative Action Employer*