

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

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**Title:** Employment Consultant –Vietnamese  
**FLSA:** Non-Exempt, Part Time (20 hrs/week)  
**Pay Range or Rate:** \$25-27/hr

**Division:** OCAPICA – Adult Workforce  
**Supervisor:** Program Manager/Director  
**Revised:** August 2023

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**Summary**

Under the supervision of the Program Director and/or Program Manager (PM), the Employment Consultant (EC) will work in OCAPICA's Employment Support and Post-Aid Supportive Services Program as a member of a team to provide job development and supportive services for CalWORKs Welfare to Work Participants. EC's will work collaboratively with Welfare to Work Case Managers in providing services targeted at removing barriers to employment or self-sufficiency. Services may include issuing supportive services, providing performance incentives, skills training, job search assistance, work readiness workshops, case management and referring to outside partners for additional support. The EC's primary responsibilities are to engage and retain program participants within the context of program services, to assist participants who may have barriers to employment, ensure program surveys are completed, conduct community outreach, and to help participants in need receive additional assistance to become fully job-ready. The Employment Support and Post-Aid Supportive Services Program will provide culturally and linguistically competent, family centered, strengths-based, and needs driven models of service, in which staff promote a self-sustaining lifestyle.

**Essential Functions 100%**

- Provide supportive services to participants to eliminate obstacles that may interfere with program participation and employment
- Provide incentives to post-aid participants that meet time specific employment goals
- Provide job search assistance and encourage participants to use OCAPICA's job resource center
- Ensure that participants fill out program survey after services are provided
- Facilitate culturally sensitive workshops to build skills that are beneficial in the workplace.
- Maintain Participant File, collect required documentation, and update Case Notes regularly
- Provide referrals to education programs, health and mental health programs, childcare programs, and other services that can assist participants to become job ready.
- Collaborate effectively with other community organizations, local businesses, and counseling services to maximize opportunities for partners and effectiveness of program.
- Conduct outreach and recruitment of potential affordable housing opportunities
- Assist with coordination of employment related events and activities, career fairs, employer advisory committees, career exploration events etc.
- As needed, conduct intake, orientation, program suitability and eligibility sessions
- Provide follow-up and assist post-aid participants with job retention
- Maintain timely and accurate documentation of services in accordance with agency and contractual guidelines for quality assurance.  
Participate in scheduled Time Studies as required by Program Management or Contract Administrator
- Participate in staff meetings, trainings, workshops and outreach events.
- Perform any other functions as needed by management and agency.

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

- Bachelor's Degree from an accredited college or university and a minimum of (2) years of experience in human services related experience; or
- A minimum of two (2) years of experience as an Employment Consultant
- Experience working with the CalWORKs or WTW Programs is required
- Bilingual in English and Vietnamese REQUIRED
- Ability to work in multidisciplinary team of care including peers, employers, and families.
- Ability to provide case management services for different levels of care as required by the needs of the client and family members.
- Ability to work with high needs, at-risk populations
- Understanding of CalWORK's Welfare to Work Programs.
- Must have excellent networking and communication skills.
- Current and valid California Driver's License, proof of auto insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- **Will be required to work out of multiple offices as needed . Current need is in Laguna Hills and Orange.**
- Verification of employment eligibility, and background clearance required.

- Ability to work evening, overtime, and weekends may be required.

**Non-Essential Qualifications - Knowledge, Skills and Abilities**

- Familiarity in job/career development, as well as with service providers, employers, and business sectors in the region.
- Ability to work independently.
- Ability to work some Saturdays. Office will be open every other Saturday. Staff will rotate to ensure coverage.
- Demonstrated knowledge and sensitivity to various cultures and underserved communities and their families.

**Supervisory Responsibilities:** This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

**Environmental Conditions (Working Conditions):** The environment for this position is an office environment (may include shared office space).

**Physical Requirements:** In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking, driving, and light lifting.

**Mental Requirements:** The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

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**Application Process:**

Application deadline: **Open until filled.**

Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to:

Email: [careers@ocapica.org](mailto:careers@ocapica.org)

FAX: (714) 228-9795

Please ensure that the email subject has the job title: Employment Consultant – Vietnamese Bilingual

**No Phone Calls Please**

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**Agency Background:**

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community.

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***Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an  
Equal Opportunity/Affirmative Action Employer***