

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

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<b>Title:</b> Arabic Speaking Job Development Placement Specialist	<b>Division:</b> Workforce - Adult
<b>FLSA:</b> Non-exempt, Full-time with benefits	<b>Supervisor:</b> Program Manager
<b>Pay Range or Rate:</b> Commensurate with experience	<b>Revised:</b> 6/29/2020

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**Summary**

Under the supervision of the Program Manager, the Job Development/Placement Specialist (JDPS) will build relationships with community organizations and business in order to place participants into SSA program (EPP, VTR, WEX) sites or training activities. Working with the Social Services Agency Welfare to Work program staff, the JDPS will assess the preferences, values, and needs of program participants with the needs of the organizations and businesses with which he/she has developed a relationship. The JDPS will effectively establish relationships and partnerships with organizations and businesses, identify and/or create work experience for program participants, and develop workforce opportunities in certain business sectors or industries. The JDPS will provide appropriate referrals for participants in need of employment and vocational training services. The JDPS will help participants by linking them to local community resources and/or to employment opportunities that will develop pathways to a self-sustaining lifestyle.

**Essential Functions**

**Program (85%)**

- Identify and network with community organizations and businesses, and develop and strengthen relationships with existing program worksites from diverse sectors to create additional work experience and career opportunities for participants.
- Work with participants in need of employment services and/or other related services to and refer them to employment opportunities and/or appropriate local community resources.
- Assist with coordination of employment related events and activities, career fairs, career exploration events, etc.
- Assist in evaluating and monitoring progress of participants' job skills, placement, work performance and job opportunities.
- Record and monitor job development and placement activities.
- Collaborate with worksites to address barriers as they are identified
- Serve as the liaison between participants and employers.
- Assist participants with enrolling into OAPICA SSA programs
- Serve as a liaison between participants, one-stop, and school staff
- Research periodic reports of employment opportunities and employment trends in the labor market.
- Create job leads on a regular basis.
- Maintain timely and accurate documentation of service contracts in accordance with agency and contractual guidelines for quality assurance.
- Develop and facilitate program workshops.
- Provide case management support to assist participants to eliminate obstacles that may interfere with employment or job retention.
- Participate in staff meetings, trainings, case conferences, events and workshops.
- Outreach to local community organizations, local businesses, employment resources, etc. on behalf of the program and agency.
- Assist in other functions related to employment services within the program as needed.
- Perform any other functions as needed by management and agency.

**Administration (15%)**

- Conduct orientation for participants beginning EPP, VTR, WEX or Training Programs
- Coordinate timesheets of participants

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

- Bachelor's Degree or equivalent experience.
- Employment eligibility and background check required.
- Ability to work in multidisciplinary team of care including peers, employers, and families.
- Ability to work independently.
- Knowledge and ability to provide case management services for different levels of care as required by the needs of the participant.
- Must have excellent networking and communication skills.

- Bilingual Arabic preferred.
- Current and valid California Driver's License, proof of auto insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- Must be comfortable working in a team environment.
- Regular attendance required.
- Demonstrated knowledge and sensitivity to various cultures and underserved populations.

#### **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.
- Experience working with various populations.
- Occasional weekend and evening work hours.

#### **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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#### **Agency Background:**

The Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) was established in 1997 with the mission to build a healthier and stronger community by enhancing the well-being of Asians and Pacific Islanders through inclusive partnerships in the areas of service, education, advocacy, organizing, and research. OCAPICA has since evolved to serve all communities especially those who are low income and underserved. OCAPICA staff speak 26 languages and serve more than 40,000 community members a year through programs in health, mental health, youth development and education, civic engagement and policy, and workforce development.

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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) 636-8828

Please ensure that the email subject has the job title: Arabic Speaking Job Development Placement Specialist

**No Phone Calls Please**

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***OCAPICA is an Equal Opportunity/Affirmative Action Employer***