

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Case Manager
FLSA: Non-Exempt
Pay Range/Rate: \$27 - \$29/hr
(1.0 FTE) *DOE*, benefits are included

Division: Behavioral Health Services
Supervisor: Program Director
Revised: August 2023

Summary

Under the supervision of the Program Director, the Case Manager will provide short-term rehabilitative, case management and peer support services to Asian American, Native Hawaiian and Pacific Islanders (AANHPIs). This community behavioral health program also conducts community outreach, makes appropriate referrals and linkages, and provides preventative interventions to AANHPIs population who have mild to moderate needs.

Essential Functions

- ◆ Provide short-term rehabilitative, case management and peer support services.
- ◆ Conduct presentations, educational/wellness workshops, and assist in group support facilitation.
- ◆ Must be certified as Peer Support Specialist (program will support this process).
- ◆ Provide necessary trainings within the scope of work and support community members to be trained as Peer Support Specialists when needed.
- ◆ Appropriately and thoroughly document all services.
- ◆ Manage crisis situations in a sound and professional manner and consult with supervisor appropriately.
- ◆ Develop and carries out appropriate wellness plans to meet the needs of the participants.
- ◆ Work in partnership with internal team members, community service providers to ensure appropriate care coordination and services are provided in a timely manner.
- ◆ Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- ◆ May perform data collection, summarization, and make reports as needed.
- ◆ May perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- ◆ Bachelor's degree with experience in the behavioral health/social services.
- ◆ Bicultural and bilingual in one of the AANHPIs required.
- ◆ Demonstrate knowledge of and sensitivity to diverse cultures
- ◆ Ability to work in a multidisciplinary team inclusive of internal/external staff, community agencies, participants, family members, and etc.
- ◆ Excellent verbal and written communication skills.
- ◆ Excellent organizational and prioritization skills.
- ◆ Ability to be proficient and timely with required paperwork.
- ◆ Must possess interpersonal skills and ability to maintain professional boundaries.
- ◆ California Driver's License, car insurance, and reliable transportation.
- ◆ 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

- ◆ Ability to be flexible and take initiative

Supervisory Responsibilities: No supervision of employees will be required at this time.

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.

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 email: careers@ocapica.org

Please ensure that the email subject has the job title: **Case Manager**

Agency Background

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low-income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

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