

**ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE, INC.**  
**JOB ANNOUNCEMENT**

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**Title:** Peer Support Specialist  
**FLSA:** Non-Exempt (Full-time)  
**Pay Range/Rate:** \$26 - \$28/hr  
(1.0 FTE) *DOE*, benefits are included

**Division:** Behavioral Health Services  
**Supervisor:** Program Director  
**Revised:** May 2024

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**Summary**

Under the supervision of the Program Director, the Peer Support Specialist will conduct outreach activities, educational presentations, provide rehabilitative, case management and peer support services to underserved and under-resourced communities. The OCAPICA behavioral health services are dedicated to providing culturally and linguistically competent, outreach, educational, 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**

- ◆ Conduct outreach/education services in a culturally and linguistically appropriate manner.
- ◆ Coordinate and develop in-language trainings for peer support specialists to develop knowledge on relevant mental health topics including de-stigmatization, resource navigation, suicide prevention, etc.
- ◆ Must be certified as Peer Support Specialist (program will support this process).
- ◆ Coordinate with on-site provider regarding psychiatry consultation and work with off-site provider to include alternative therapy as needed.
- ◆ Provide necessary trainings within the scope of work and support community members to be trained as Peer Support Specialists when needed.
- ◆ Provide short-term rehabilitative, case management and peer support services.
- ◆ Conduct presentations, educational/wellness workshops, and assist in group support facilitation.
- ◆ 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.
- ◆ Appropriately and thoroughly document all services.
- ◆ 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 is 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.

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**Application Process:**

Application deadline: **Until filled.**

Please e-mail 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)

Please ensure that the email subject has the job title: **Peer Support Specialist**

**No phone calls please.**

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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*