

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Program Director

FLSA: Exempt

Pay Range/Rate: \$106,080 – \$120,640
(1.00 FTE) *DOE*, benefits are included

Division: Behavioral Health Services

Supervisor: Behavioral Health Director

Revised: August 2023

Summary:

Under the supervision of the Behavioral Health Director, the Program Director will provide supervision and necessary trainings to assigned program staff. This is a community behavioral health program that offers short-term counseling, case management, rehabilitative and peer support services to Asian American, Native Hawaiian and Pacific Islanders (AANHPIs). It also conducts community outreach, make appropriate referrals and linkages, and provides preventative interventions to AANHPIs population who have mild to moderate needs.

Essential Functions:

- ◆ Provide supervision and training to assigned staff members.
- ◆ Create programmatic reports in order to make weekly and monthly reports to the Behavioral Health Director.
- ◆ Ensure fiscal compliance and requirements are met, accurate management of the program expenses, and develop business plans.
- ◆ Provide clinical services and support crisis situations to ensure staff/participant's safety.
- ◆ Maintain timely and accurate documentation of service contacts in accordance with agency, funder guidelines and standards.
- ◆ Explore other funding opportunities that will benefit, enhance and leverage current services.
- ◆ Organize trainings and work to secure resources on data management and/or other issues that support the growth and skills of the program and agency.
- ◆ Write reports and coordinate evaluation efforts and outcome measures.
- ◆ Maintain required systems to collect/report data requested by management and funder.
- ◆ Ensure the development and implementation of agency's behavioral health policies and procedures.
- ◆ Ensure compliance with systems of internal and quality controls, monitor, evaluate and revise accordingly.
- ◆ Monitor, evaluate program outcome measures and make recommendation as needed.
- ◆ Collaborate with local universities and act as a Field Instructor for master/bachelor's level interns as needed.
- ◆ May perform basic statistical research and writing projects involving data collection, summarization, analysis and design.
- ◆ Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- ◆ 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:

- ◆ Master's degree or extensive experience equivalent with at least 4-5 years related experience in community behavioral health services, and licensure is highly desired.
- ◆ Knowledge and experience with administration, financial and contract management.
- ◆ 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, 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/or interns and 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.

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: **Program Director**

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