

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Housing Resource Partner -CMRP (Temporary until September 30th, 2022)

FLSA: Non-exempt, Full Time (1.0 FTE)

Pay range or rate: Commensurate with experience

Division: Housing

Supervisor: Program Director

Revised: May 2022

Summary

Under the supervision of the Program Manager, the Housing Resource Partner will work with our policy department to support OCAPICA's Mortgage Relief Assistance program. OCAPICA's Mortgage Relief Assistance program will conduct outreach activities and provide resources and navigation services pertaining to the state of California's Mortgage Relief Assistance Program. Activities include recruiting participants in need of housing services, social media outreach, conducting trainings, creating presentations, providing mortgage relief application assistance to qualified participants, and providing financial counseling to ensure long-term housing stability of participants.

Essential Functions

- Conduct outreach and promote program activities in the local community.
- Work with clients to complete mortgage relief assistance applications.
- Continually monitor and evaluate client's progression through their housing plans, and support revisions as needed.
- Attend weekly program meetings, sharing program information with funders and partners
- Make referrals to supportive services in the community as appropriate, and support client in navigating this process.
- Provide financial literacy services to improve the long-term housing stability of clients.
- Provide referrals to legal services and credit repair services as needed.
- Ensure effective service delivery by coordinating work with other case managers assigned to client.
- Participate in staff meetings, trainings, and supervision sessions.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's degree or equivalent experience in Human Services required
- Have experience in providing case management services, housing resources and/or financial literacy services.
- Ability to work across agency programs, to recruit and promote housing services
- Some experience in developing and carrying out issue campaigns
- Strong organizational, writing and communication skills.
- Ability to work in diverse team of colleagues and populations.
- Must have excellent networking and communication skills.
- Must be comfortable with the philosophy and goals of OCAPICA.
- Ability to work some evenings, weekends.
- Current and valid California Driver's License and reliable transportation to travel to conferences, meetings, and trainings; verification of current car insurance is required.
- Verification of employment eligibility and Background Check required.
- Regular Attendance required.

Non-Essential Qualifications

- Experience working with underserved communities.
- Excellent communication skills, both oral and written.
- Prefer individual with flexibility and initiative.
- Ability to work with diverse populations.
- Some experience in developing and carrying out issue campaigns.
- Excellent organizational skills--good attention to detail and well organized.

Supervisory Responsibilities

This position may supervise volunteers.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared space) as well as out in the field, exposed to weather conditions and noise level prevalent at the time.

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 to any/all of the following: tolerance for distractions and interruptions.

Application Process

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

FAX: (714) 636-8828

Please ensure that the email subject has the job title: Housing Resource Partner

No Phone Calls Please

Application deadline: Open until filled.

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) are 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.

The Orange County Civic Engagement Table (OC CET) is a project of OCAPICA, an innovative partnership of community-based organizations committed to increasing the quality, scale and effectiveness of civic participation in communities of color and among low-income populations. Participating organizations are: Resilience OC, VietRISE, OCAPICA, OCCCO, OCLF, OCEJ, and AHRI for Justice.

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