

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

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**Title:** Housing Resource Partner  
**FLSA:** Non-exempt, Full Time  
**Pay range or rate:** Commensurate with experience

**Division:** Policy  
**Supervisor:** Program Manager  
**Revised:** August 2020

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**Summary**

Under the supervision of the Program Manager, the Housing Resource Partner will work with our policy department to support OCAPICA's Housing Assistance program. OCAPICA's Housing Assistance program will move chronically homeless individuals and families, and those at risk of homelessness due to COVID-19, into permanent housing while providing case management services to promote housing stabilization. Activities include recruiting participants in need of housing services, providing housing counseling to homeless participants or those at risk of homelessness, 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 develop individualized housing plans.
- Continually monitor and evaluate client's progression through their housing plans, and support revisions as needed.
- Assist participants with housing applications, and advocate for participants with prospective landlords.
- Survey rental market for affordable housing units, develop and maintain affordable housing listings for clients.
- Maintain client related database, including case notes, and complete Homeless Management Information System (HMIS) entries.
- 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
- Bilingual in Spanish or Vietnamese preferred
- Have experience in providing case management services, housing resources and/or financial literacy services.
- Working knowledge of participant information databases and/or HMIS a plus.
- 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.

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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 two 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: Housing Resource Partner

No Phone Calls Please

*OCAPICA is an Equal Opportunity/Affirmative Action Employer*