

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Intake Coordinator/Clinician I
FLSA: Non Exempt, Fulltime
Pay Range/ Rate: \$31-\$35/hr

Division: Mental Health- Project FOCUS (FSP/W)
Supervisor: Program Director
Revised: May 2023

Summary

The Intake Coordinator/Clinician I will work support the intake/screening process and work with youth participants, family members, and other needed treatment team members to provide comprehensive clinical services. The Full Service Partnership Wraparound (FSP/W) program focused on underserved, Asian American and Pacific Islander children, youth and transitional age youth (0-25 years old) who have severe mental illness (SMI) or severe emotional disturbances (SED). The FSP/W-Project FOCUS (For Our Children's Ultimate Success) provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners.

Essential Functions

- Assess for eligibility into the program and manage the waiting list and follow-up with referral sources.
- Occasionally will attend offsite meetings with other community service providers and potential participants.
- Conduct presentations and share resources with other offsite providers within the community.
- Link ineligible individuals to other appropriate community resources.
- Provide clinical services for youth and families including, but not limited to: individual, group, and collateral therapy.
- Appropriately and thoroughly document all services rendered and contact had with participants in the form of billable and non-billable progress notes in compliance with state, county, and Medi-Cal standards.
- Manage crisis situations in a clinically sound and professional manner.
- Coordinate care for participants in collaboration with other staff members or other county agencies as part of a multidisciplinary team member.
- Meet monthly goals requirement and maintain a minimum caseload to support both participants and family members.
- Develop and carryout appropriate and clinically sound treatment plans to meet the needs of youth participants and their families.
- Work in partnership with the Personal Service Coordinator (PSC) and other program staff to ensure appropriate services and treatment.
- Support and co-signs PSC's Care Plans and monitors progress on a regular basis.
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- May perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Master's degree with at least 1-2 years direct service, clinical experience.
- Registration and good standing with the Board of Behavioral Sciences (BBS) as an Associate Clinical Social Worker or Associate Marriage and Family Therapy while acquiring hours for licensure.
- Knowledge of DSM-5/ICD-10 and working principles of Recovery and Resiliency Models
- Bicultural and bilingual in any Asian and Pacific Islander Language, preferably Vietnamese or Mandarin
- Demonstrate knowledge of and sensitivity towards various Asian and Pacific Islander cultures
- Ability to work in a multidisciplinary team inclusive of other staff, other community agencies, participants, family members, and etc.
- Excellent verbal and written communication skills.
- Excellent organizational and prioritization skills.
- Ability to keep accurate records and prepare reports, detailed oriented and good organizational skills.
- Ability to be proficient and timely with required paperwork, strong computer skills.
- Must be able to work collaboratively with other agency partners.
- Must possess interpersonal skills and ability to maintain professional boundaries.
- Valid and current California Driver's License, proof of car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, trainings, and data collections at other API 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

Ability to be flexible and take initiative.

Supervisory Responsibilities

No supervision of employees will be required at this time.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared office space), and community (field) based settings. Driving in all weather conditions required.

Physical Requirement

In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening, speaking, and light lifting.

Mental Requirement

The incumbent in this position must be able to accommodate for any/all of the following: tolerance for distractions and 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 or fax a cover letter, resume and 3 professional references (past supervisors including e-mail address and phone number) to: Julia Le: E-mail: jble@ocapica.org

FAX: (714) 636-8354

Please ensure that the email subject has the job title: **Intake Coordinator/Clinician I**

No phone calls please.

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.

OCAPICA is an Equal Opportunity/Affirmative Action Employer