

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

Title: Program Manager

FLSA: Exempt

Pay Range or Rate: Commensurate with experience
Full time with benefits

Division: Mental Health - PEI

Supervisor: Operations & Comm Dev Dir
(Temporary)

Revised: March 2021

Summary

Through our Outreach and Engagement Program, OCAPICA's objective is to increase knowledge, skills and self-awareness about mental illness and wellness, the importance of mental health to decrease the stigma of mental health, promote continued wellness, as well as, participant/client empowerment of their health and wellbeing. The services included are: outreach activities, engagement/intervention services, case management services, limited short-term individual and group counseling services, and group educational and skill building services. OCAPICA is dedicated to developing and carrying out creative and innovative activities that best serves the diversity of Orange County residents and the community need.

Essential Functions

90% Program

- Manage prevention and early intervention mental health projects. Implement and monitor program standards of care and best practices.
- Collaborate effectively with other community organizations, county services, school districts, and wrap around services to establish continuity of care and needed referrals for clients with attention to cultural relevance and competency.
- Network and develop partnerships, agreements, and a referral network with needed resources for clients. Collaborate with local universities and act as a Field Instructor or Preceptor to supervise Master and Bachelor level interns.
- Initiate and collaborate with local organizations for resources for the client and family.
- Assist in developing and revising, as necessary, all program policies and procedures to ensure contractual compliance and the meeting of agency standards.
- Assist and provide direct mentoring, training, and supervision of assigned program staff. Ensure orientation and on-going training for all assigned staff.
- Provide transition support to program staff and agency management.
- Assist in coordinating initial intake process of program, internal triage and assignment process for incoming referrals.
- Maintain timely and accurate documentation of service contacts in accordance with agency, county and state guidelines and quality assurance standards.
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions. Knowledge and coordination of all participants on the Master Participant Roster.
- Assist Operations and Community Development Director and Agency Leadership in the provision of timely response to county and community requests.
- Implement recovery and resiliency principles.
- Perform any other functions as needed by management and agency.

10% Administration

- Assist and ensure that the program is in compliance with all statutory and contractual requirements and that policies are being observed and administered by the staff in order to provide proper delivery of services of the highest quality.
- Assist and ensure compliance with systems of internal and quality controls, monitor, evaluate and revise accordingly.
- Assist and ensure the implementation of agency's mental health policies and procedures.
- Ensure completion of weekly, monthly, and quarterly administrative and financial reporting requirements to your direct supervisor and County/State as needed.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Must have Master's Degree in social work/related field or 8 years' experience in the mental health field
- Demonstrated knowledge and sensitivity to various cultures and underserved populations.
- Must have at least 3-4 years of program training and supervision of staff and intern(s) experience. Must have excellent networking and communication skills.
- Must be comfortable with the philosophy and goals of OCAPICA. Must be comfortable working in a team environment.
- Ability to work weekends, overtime, and holidays when necessary.
- Must have a current and valid California driver license and transportation to travel to conferences, meetings, and trainings. Proof must be submitted.
- Verification employment eligibility and Background Check required.
- Ability to work in multidisciplinary team of care including peers, consumers, and families. Regular Attendance required.

Preferred Qualifications

- LCSW, MSW, LMFT, LPCC or equivalent license or license eligible

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Experience in nonprofit administrative and financial compliance.
- Bicultural and Bilingual preferred.
- Prefer individual with flexibility and initiative.

Supervisory Responsibilities

This position supervises staff members, interns and volunteers.

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 may be required.

Physical Requirements

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

Mental Requirements

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application deadline: until filled.

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

FAX: (714) 636-8828

Please ensure that the email subject has the job title: ***Program Manager***

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.

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