

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Program Supervisor

FLSA: Non-Exempt

Pay range or rate: Commensurate with experience
Full time with comprehensive benefits

Division: Mental Health – Stop the Hate (AAAJ/Kaiser)

Supervisor: Program Manager

Revised: June 2022

Summary

OCAPICA will address mental health equity and integrating racial trauma and healing in mental health systems serving AAPI community members impacted by anti-Asian hate during the pandemic. The goal of the program is to address trauma from racism and discrimination. The program will employ strategies including: 1) community education, mobilization, and coalition building; 2) direct services in mental health; and 3) advocacy and policy effort for systemic change.

Under the supervision of the Program Manager and working closely with the Executive Director, the Program Supervisor will work in a team to provide support in identifying training, coordinating with community partners, developing education materials, developing leadership training curricula, coordinating direct services for mental health, and working with other partners in the county. In addition, conducting education and implementing campaigns on anti-Asian prevention, hate incidents and hate crimes, and providing resources and services for victims of hate.

Essential Functions

100% Program

- Assist in supervision of and coordination of activities for anti-hate efforts.
- Support team building with trainings internally and externally to develop and foster capacity in anti-hate work.
- Complete needed reports and evaluation.
- Work closely with community partners and resources to build capacity for a network of anti-hate providers.
- Recruit, train, and supervise volunteers.
- Promote, market, and post program activities and events through various social media outlets and work closely with the ethnic media.
- Participate in staff meetings, trainings, case conferences, and supervision sessions.
- Work closely and coordinate with mental health team to ensure direct mental health services is available for community members.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor Degree in related field.
- Bilingual/Bicultural preferred
- Must have at least two 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.
- Must have a valid and current California driver license, car insurance and reliable transportation, verification of car insurance is required. Proof must be submitted.
- Verification employment eligibility and Background Check required.
- Ability to work in multidisciplinary team of care including peers, consumers, and families.
- Ability to work with diverse community partners.
- Regular attendance required.

Non-Essential Qualifications – Knowledge, Skills and Abilities

- Ability to work independently.
- Experience in nonprofit administrative and financial compliance.
- Demonstrated knowledge and sensitivity to various cultures and underserved youth and their families. Must be comfortable working in a team environment.
- Prefer individual with flexibility and initiative.
- Ability to work weekends, overtime, and holidays when necessary

Supervisory Responsibilities

This position supervises assigned staff and interns and volunteers as needed.

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, walking, typing, filing, listening and speaking, driving, and light lifting.

Mental Requirement

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 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

Please ensure that the email subject has the job title: **Stop the Hate Program Supervisor**

No Phone Calls Please

Application deadline: Open until filled.

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.

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