

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 – API Hope Project

Supervisor: Program Director

Revised: June 2022

Summary

OCAPICA's API Project Hope for south Orange County is funded by Kaiser Permanente through their community benefit program. The purpose of the program is to provide mental health services targeting Asian American and Pacific Islander youth and families in South Orange County.

Under the supervision of the Program Manager, the Program Supervisor will focus on developing parenting and youth education materials related to mental health and wellness, work with volunteers to field test and develop education materials and social and ethnic media resources, and develop a mental health resource tool kit for families.

Essential Functions

100% Program

- Develop educational materials and resources for AAPI parents and youth.
- 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: **API Project Hope 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***