

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

Title: Rehabilitation Service Coordinator (RSC)
FLSA: Non Exempt, Fulltime
Pay Range/ Rate: (Commensurate with experience)

Division: Mental Health- Project FOCUS FSP/W
Supervisor: Program Director
Revised: July 2021

Summary

Project FOCUS (For Our Children's Ultimate Success) is a 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). Project FOCUS 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. Under the supervision of the Program Director, the Rehabilitation Services Coordinator will work with youth participants and their family members to support and link them to appropriate resources in the community.

Essential Functions

- Ensure that treatment goals are being met by participants through different rehabilitation activities, events/outings, support groups, and workshops.
- Coordinate support groups, workshops, and activities to meet the needs of various participants' treatment goals by networking with rehab providers/vendors on-site and off-site.
- Meet monthly minimum requirement direct service hours, Medi-cal hours (if appropriate) and other face-to-face encounter requirements.
- 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.
- Assist in creating goals for the care plan as needed.
- Serve as a backup clinical staff to support the treatment team and work with the participants to ensure their individualized goals are met.
- Perform evaluations to assess rehab service effectiveness and planning for future activities.
- Facilitate workshops or rehab services as needed.
- Coordinate life-skill building activities and outings.
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- May perform basic statistical research and writing projects involving data collection, summarization, analysis and design.
- May coordinate development of mental health services data and information.
- May perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's degree with at least 2-4 years' experience in the mental health or social services field.
- 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.
- Strong computer skills.
- Ability to keep accurate records and prepare reports, detailed oriented and good organizational skills.

- Ability to be proficient and timely with required paperwork.
- 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 community 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

- Bicultural and bilingual in any Asian and Pacific Islander Language.
- Ability to be flexible and take initiative.
- Master's degree with some experience in the mental health or social services field preferred.

Supervisory Responsibilities: No supervision of employees will be required at this time.

Environmental Conditions (Working Conditions): Duties to be performed in an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the times when performing community based duties.

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 for any/all of the following: tolerance for distractions/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: August 31, 2021 or 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: Deborah Roe: E-mail: droe@ocapica.org

FAX: (714) 636-8354

Please ensure that the email subject has the job title: **Rehabilitation Services Coordinator**

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.
