

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

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<b>Title:</b> Outreach and Education Coordinator	<b>Division:</b> Mental Health – Well(ness)essity
<b>FLSA:</b> Non Exempt, Full Time with comprehensive benefits	<b>Supervisor:</b> Program Supervisor
<b>Pay Range or Rate:</b> \$25 - \$28 / hour	<b>Revised:</b> November 2022

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**Summary**

Through the Outreach and Engagement Program Well(ness)essity, 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, create awareness on suicide prevention, promote and increase help-seeking behaviors, as well as, participant/client empowerment of their health and wellbeing. The Outreach and Engagement Program Well(ness)essity services include: outreach activities, peer-based support services, case management 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**

**70% Community Outreach**

- Conduct services in a culturally and linguistically appropriate manner.
- Conduct outreach and education to community members about social support services.
- Represent program at outreach events and activities hosted by partners to educate community members about services and advertise upcoming events and/or workshops.
- Develop calendar to plan and host community events based on national mental health campaigns and cultural holidays, practices, and other significant dates.
- Coordinate events by working with Program Assistant, Program Supervisor, vendors, and partner agencies; developing agendas; and overseeing other logistical details in pre-planning.
- Maintain network of community partnerships at collaborative meetings, convenings, and other spaces to stay informed on community needs and actions.
- Attend special events as requested by the Agency and/or County at times on weekends or after office hours.
- Learn and implement recovery, resiliency, and peer support principles.

**20% Workshops and Education**

- Facilitate educational workshops/community events on social support, cultural healing practices, mental disorder stigma reduction, help seeking behaviors, suicide prevention awareness, etc. in culturally- and linguistically-appropriate ways.
- Research and develop workshops or skill-building practices based on community needs.
- Collaborate effectively with other community organizations, county services, etc. to establish continuity of care and needed referrals for clients.
- Maintain timely and accurate documentation of service contracts in accordance with agency, county and state guidelines and quality assurance standards.
- Participate in staff meetings, trainings, case conferences, and supervision sessions.
- Perform any other functions as needed by management and agency.

**10% Marketing and Communications**

- Develop flyers and digital marketing for outreach events and workshops culturally- and linguistically-appropriate ways..
- Coordinate dissemination on social media platforms with OCAPICA's Marketing Coordinator.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

- Bilingual in: Tagalog, Korean, Hindi, Farsi, Arabic, Vietnamese, Japanese, Lao, Khmer, or any other Asian Pacific Islander (API) language or Arab Middle Eastern North African (AMENA) language.
- Self-identify as an individual with lived experience of the process of recovery from mental illness or substance use disorder, either as a consumer of these services or as the parent, caregiver, or family member of a consumer.
- Be willing to share your story as a person with lived experience.
- Bachelor's degree in mental health or related field.
- Ability to be proficient and timely with required paperwork.
- Ability to work in multidisciplinary team of care including peers, consumers, and families.

- Ability to provide case management services for different levels of care as required by the needs of the client and family members.
- Must have excellent networking and communication skills.
- Demonstrated knowledge and sensitivity to the cultures of immigrant and refugees and their families.
- Valid and current California Driver's License, proof of auto insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- 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.
- Other duties as needed.

### **Non-Essential Qualifications - Knowledge, Skills and Abilities**

- Understanding of immigrant and refugee cultural issues and dynamics.
- Understanding of youth, adult and older adult development.
- At least 1-2 years experience in the mental health field.
- At least 1-2 years case management experience.

### **Supervisory Responsibilities**

No supervision of employees required at this time.

### **Environmental Conditions (Working Conditions)**

The environment for this position is an office environment (may include shared space) as well as community based, exposed to weather conditions and noise level prevalent at the time.

### **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 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.

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### **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](mailto:careers@ocapica.org)

Please ensure that the email subject has the job title: **Well(ness)essity – Outreach & Education Coordinator**

### **No Phone Calls Please**

Application deadline: Open until filled.

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### **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.

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*OCAPICA is an Equal Opportunity/Affirmative Action Employer*