

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Program Assistant	Division: Mental Health – Well(ness)essity
FLSA: Non Exempt, Full time with comprehensive benefits	Supervisor: Program Supervisor
Pay Range or Rate: \$25 - \$28 / hour	Revised: November 2022

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.

Under the supervision of the Program Supervisor, the Program Assistant will support the Program Supervisor, Senior Data/Research Analyst, and program needs.

Essential Functions

- Assist in the collection of and inputting of weekly and monthly data as it relates to programming with team members including subcontractors.
- Act as a liaison between different departments internally at OCAPICA as well as externally with subcontractors and partners.
- Support the Senior Data/Research Analyst to provide timely analysis and summary of compiled data.
- Answer phone calls to maximize efficiency of agency communications.
- Support coordination of outreach events with program staff through research, booking locations, compiling supplies, ensuring adequate staff coverage, etc.
- Attend outreach events and activities to support Wellness Specialists as needed.
- Develop and maintain monthly calendar and online promotion for community events to post on website, PORT, Eventbrite, mass emails, StigmaFree OC, county calendars, etc.
- Compile list of office supplies and items for purchase; research 3 bids for each item to analyze cost-effectiveness from varying suppliers.
- Maintains inventory list on a consistent basis.
- Collaborate effectively and attend meetings as needed/assigned with other community organizations, county services, school districts, wrap around services, etc. to establish partnership for referrals for case management, support groups, and capacity building with attention to cultural relevance and competency.
- Assist Agency Leadership in the provision of timely response to County and community requests.
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- Provide support on special projects as needed.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's Degree in Information Systems or related fields.
- Strong computer skills.
- High attention to detail and commitment to high quality work.
- Strong reading comprehension and analytical skills.
- Active listening and assessment skills.
- Ability to keep accurate records and prepare reports.
- Must have excellent networking and communication skills.
- Able to work independently as well as part of a multi-disciplinary team.
- Valid California Driver License, proof of car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- Ability to work flexible schedule.

- Verification of employment eligibility and background check required.
- Regular attendance required.

Non-Essential Qualifications - Knowledge, Skills and Abilities Required

- Demonstrated knowledge and sensitivity to diverse cultures, youth, adults and their families.
- Valid California Driver's License, proof of car 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.

Supervisory Responsibilities

Support supervision of interns and volunteers as needed.

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 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: **Well(ness)essity – Program Assistant**

No Phone Calls Please

Application deadline: Open until filled.

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.

OCAPICA is an Equal Opportunity/Affirmative Action Employee