

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Program Manager	Division: Mental Health – Well(ness)essity
FLSA: Exempt, Full time with comprehensive benefits	Supervisor: Program Director
Pay Range or Rate: \$79,040 - \$85,280 / year	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 events and 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 Director, the Program Manager will work in a team to provide support to the Program Supervisor and program staff members and build program capacity. The Program Manager will manage the budget, represent the organization, and lead sustainability and integration of the program at various levels. The Program Manager will work on fiscal management, budgeting, and sustainability planning.

Essential Functions

100% Program

- Provide timely response to County and community request and attending County, Collaborative and other relevant meetings as needed.
- Collaborate effectively with other community organizations, county services, school districts, wrap around services, etc. to establish partnership for referrals for clients and capacity building with attention to cultural relevance and competency.
- Manage supervision and coordination of activities for Program Supervisor, Senior Research/Data Analyst, and program staff.
- Provide supervision of MSW/BSW interns as Preceptor as needed.
- Provide oversight and supervision for undergraduate and consumer volunteers.
- Ensure orientation and on-going training for all staff and subcontractors for retention of quality services and objectives.
- Lead staff and subcontracted agencies in achieving contractual objectives and goals.
- Assist in coordination of API/AMENA mental health quarterly collaborative meetings to train, plan, and prepare mental health initiatives that are culturally- and linguistically-appropriate.
- Manage and maintain program budget, fiscal management, and sustainability planning.
- Maintain timely and accurate documentation of service contacts in accordance with agency, county and state guidelines and quality assurance standards.
- Conduct administrative work to support program efficiency within team and subcontractors.
- Facilitate staff meetings, trainings, case conferences, peer review meetings, supervision sessions, subcontractor meetings, etc.
- Oversee program inventory in compliance with HIPAA and PHI retention.
- Knowledge and coordination of all participants on the Master Participant Roster.
- Assist Agency Leadership in the provision of timely response to County and community requests.
- Oversee reporting, documentation, and compliance requirements.
- Support the overall agency's growth and development and participate on the agency's Leadership Team.
- Learn and implement recovery and resiliency principles.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Master's Degree in social work or related field preferred.
- Bilingual/Bicultural preferred.
- Must have at least two-five years of program training and supervision of staff and intern(s) experience.

- Must have excellent networking and communication skills.
- Demonstrated knowledge and sensitivity to the cultures of immigrant and refugees and their families.
- 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.
- 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, interns, and volunteers.

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 Requirements

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 Requirements

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 Manager**

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