

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

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<b>Title:</b> Outreach and Intervention Specialist	<b>Division:</b> Behavioral Health - PEI
<b>FLSA:</b> Non Exempt, with benefits	<b>Supervisor:</b> Program Supervisor
<b>Pay Range or Rate:</b> Commensurate with experience Full time with comprehensive benefits	<b>Revised:</b> February 22, 2022

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**Summary**

Through our Outreach and Engagement Program, 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, promote continued wellness, as well as, participant/client empowerment of their health and wellbeing. The services included are: outreach activities, engagement/intervention services, case management services, limited short-term individual and group counseling 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**

- Work with youth, adults and older adults in need of mental health services and/or other related services and their families to help link them to local community resources.
- Conduct outreach and education to families about available mental health and other resources.
- Prepare and disseminate mental health promotion materials or coordinate development of mental health services data.
- Provide comprehensive mental health services that include crisis intervention, group educational and skill building services and case management.
- Collaborate effectively with other community organizations, county services, school districts, wraparound services, etc. to establish continuity of care and needed referrals for clients with attention to cultural relevance and competency.
- 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, peer review meetings, and supervision sessions.
- Perform any other functions as needed by management and agency.

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

- 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.

- Bicultural and Bilingual in any language other than English desired
- 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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***OCAPICA is an Equal Opportunity/Affirmative Action Employee***