

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

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<b>Title:</b> Program Supervisor	<b>Division:</b> Mental Health – Well(ness)essity
<b>FLSA:</b> Non Exempt	<b>Supervisor:</b> Program Manager
<b>Pay Range or Rate:</b> \$28 - \$32 / hour	<b>Revised:</b> February 2024

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Full time with comprehensive benefits

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**Summary**

Through the Outreach and Events 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 Events Program Well(ness)essity services include: events and outreach activities, peer-based support services, case management services, educational workshops, 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 Manager, the Program Supervisor will work in a team to provide support and training to program staff members and subcontractors.

**Essential Functions**

**100% Program**

- Provide timely response to County and community request and attending County, Collaborative and other relevant meetings as needed.
- Assist in supervision of and coordination of activities for Program Assistant, Peer Support Coordinators, and Wellness Specialists.
- Assist Program Manager in supervision of MSW/BSW interns and volunteers as Preceptor as needed.
- Provide oversight and supervision for undergraduate and consumer volunteers.
- Ensure orientation and trainings for all staff for retention of quality services and objectives, and assist Program Manager with subcontractor staff support and training to ensure program quality and service delivery.
- Support team building with trainings internally and externally to develop and foster team growth.
- Demonstrate strong administrative skills with team requests, adhering to protocols and procedures for workshop implementation and supplies, event coordination and requests for expenses, participant recruitment and documentation, outreach activities and materials, and training structure and participant stipends to promote program efficiency within the team.
- Lead staff in achieving contractual objectives and goals.
- Support the promotion, marketing, and posting of program activities and events through various social media outlets, coordinating with County for approval on flyers, calendars, and posts.
- Participate in staff meetings, trainings, case conferences, peer review meetings and supervision sessions.
- Coordinate API/AMENA/Black and African American mental health quarterly collaborative meetings to train, plan, and prepare mental health initiatives that are culturally- and linguistically-appropriate.
- Assist Program Manager in collaborating effectively with other community organizations, county services, wrap around services, etc. to establish and strengthen partnerships for workshops, peer support services and training, outreach events and activities, etc. and capacity building with attention to cultural relevance and competency.
- Assist Agency Leadership in the provision of timely response to County and community requests.
- Maintain timely and accurate documentation of service contracts in accordance with agency, county and state guidelines and quality assurance standards.
- 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**

- Bachelor's Degree in mental health or related field

- Bilingual/Bicultural preferred.
- Must have at least 1-2 years of program training and supervision of staff and intern(s) experience.
- Must have excellent networking and communication skills.
- Must have strong administrative skills.
- Ability to work independently.
- Demonstrated knowledge and sensitivity to the cultures of immigrants and refugees and their families. 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**

- Experience in nonprofit administrative and financial compliance.
- Prefer individual with flexibility and initiative.
- Ability to work weekends, overtime, and holidays when necessary

**Supervisory Responsibilities**

This position supervises 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:**

Application deadline: **Open until filled.**

Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to:

Email: [careers@ocapica.org](mailto:careers@ocapica.org)

FAX: (714) 228-9795

Please ensure that the email subject has the job title: Program Supervisor

**No Phone Calls Please**

**Agency Background:**

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community.

***Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an  
Equal Opportunity/Affirmative Action Employer***