

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE, INC.
JOB ANNOUNCEMENT

Title: AOD/Substance Abuse Disorder Specialist
FLSA: Non-Exempt, Full-time with benefits
Pay Range/Rate: \$32 – \$35/hr (DOE)

Division: Behavioral Health – AOA FSP
Supervisor: Licensed Clinical Supervisor/BHD
Revised: June 2026

Summary

Under the supervision of the Clinical Supervisor and Behavioral Health Director, the AOD/SUD Specialist will work with adult participants and family members (if applicable) within the Adult and Older Adult (AOA) Full Service Partnership (FSP) programs, including ACT/FACT (Level 2) and FSP ICM (Level 1), serving participants who have serious mental illness (SMI) and co-occurring substance use disorders. This position delivers services in alignment with Medi-Cal, BHSA, and County requirements while maintaining fidelity to the ACT/FACT/FSP ICM model, including a team-based shared caseload, in vivo services, and 24/7 service availability. OCAPICA Behavioral Health Services are grounded in a whole-person integrated care model that includes clinical services, case management, peer support, psychiatry, and community-based support. The AOD/SUD Specialist plays a key role in supporting engagement, stabilization, recovery, and long-term wellness outcomes for participants in a culturally and linguistically competent, family-centered, strength-based, and need-driven model of care.

Essential Functions

- Provide confidential addiction counseling, education, and support to participants and their families in the AOA FSP program to promote healthy lifestyles, healthy choices, and recovery-oriented outcomes.
- Deliver individual, family, and group counseling focused on the causes and effects of addiction, co-occurring mental health and substance use disorders, and recovery support strategies.
- Conduct comprehensive substance use assessments and develop individualized treatment plans in collaboration with the multidisciplinary team, including clinicians, case managers, peer specialists, and the psychiatrist.
- Provide 24/7 services and crisis intervention to participants in the FSP program as part of the team-based on-call rotation, consistent with the ACT/FACT/FSP ICM model.
- Meet monthly minimum productivity requirements for billable hours (50-65% of FTE) and face-to-face service delivery in compliance with program and funder requirements.
- Participate in daily ACT/FACT team meetings, shared caseload planning, peer review, case conferences, staff meetings, trainings, and supervision sessions.
- Appropriately and thoroughly document all services rendered in the form of billable and non-billable progress notes in compliance with state, County, Medi-Cal/Medicare, and BHSA standards.
- Link participants and their significant support members to appropriate community resources, treatment programs, and recovery support services to increase self-sufficiency and community integration.
- Deliver in vivo services in the community, including home visits, field-based outreach, and accompaniment to treatment appointments, consistent with the ACT/FACT/FSP ICM model.
- Provide education to individuals and groups in the community with a focus on high-risk populations regarding substance use prevention, harm reduction, and recovery resources.

- Promote a healthy, addiction-free lifestyle to support the health and wellness of participants, family members, and the broader community.
- Maintain timely and accurate documentation of all service contacts in accordance with agency, County, and state guidelines and standards.
- Participate in quality assurance/improvement initiatives, program development, and case consultation meetings to continuously enhance service delivery.
- Prepare reports and documentation to meet program, funder, and regulatory requirements, including DHCS and Orange County ADMH reporting.
- Support culturally and linguistically competent care for diverse populations, consistent with OCAPICA's mission.
- May perform basic statistical research and writing projects involving data collection, summarization, analysis, and design.
- May coordinate development of mental health services data and information.
- Perform other duties as assigned by the Clinical Supervisor or Behavioral Health Director.

Minimum Qualifications – Knowledge, Skills and Abilities Required

- Bachelor's degree in a related field with a minimum of 1-2 years of experience in an AOD (Alcohol and Other Drugs) or behavioral health setting.
- Certificate in Addiction/Substance Use Counseling (e.g., CADC-I, CADC-II, CCAPP, or equivalent); or a combination of comparable skills, experience, and education.
- Bicultural and bilingual in an Asian or Pacific Islander language (e.g., Vietnamese, Korean, Tagalog, Khmer) is required.
- Demonstrated knowledge of and sensitivity toward various cultures, with experience serving diverse and underserved communities.
- Ability to work effectively within a multidisciplinary team inclusive of internal and external staff, community agencies, participants, and family members.
- Excellent verbal and written communication skills; ability to prepare accurate records, reports, and required documentation in a timely manner.
- Strong organizational, prioritization, and computer skills; detail-oriented with ability to maintain accurate records.
- Ability to be proficient and timely with required clinical paperwork and electronic health record (EHR) documentation.
- Must possess interpersonal skills and the ability to maintain professional and ethical boundaries.
- Must be able to work collaboratively with other agency and community partners.
- Valid California Driver's License, reliable personal transportation, and proof of automobile insurance; ability to travel for meetings, trainings, and field-based services.
- Ability to work a flexible schedule, including occasional evenings, weekends, and on-call hours as needed.
- Verification of employment eligibility and satisfactory background check required.
- Regular and consistent attendance required.

Desired Qualifications – Knowledge, Skills and Abilities

- Knowledge of Medi-Cal billing, BHSA requirements, ACT/FACT/FSP ICM models, and County behavioral health program standards preferred.
- Personal recovery experience is not required; however, knowledge of recovery support systems, harm reduction models, and 12-Step programs is preferred.

- Familiarity with co-occurring disorder treatment models and integrated behavioral health approaches.
- Experience with Electronic Health Record (EHR) systems and Medi-Cal documentation requirements.
- Ability to be flexible, take initiative, and adapt to a fast-paced, field-based environment.

Supervisory Responsibilities

- No formal supervision of employees required at this time.

Environmental Conditions (Working Conditions)

- This position operates in a hybrid environment including an office setting (which may include shared workspace), community field-based locations, participant homes, and other community sites. Incumbent may be exposed to weather conditions and noise levels prevalent when performing community-based duties, consistent with the in vivo service delivery model of ACT/FACT/FSP ICM programs.

Physical Requirement

- In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening, and speaking. May be required to travel to community locations for field-based service delivery.

Mental Requirement

- The incumbent must be able to accommodate any/all of the following: tolerance for distractions and interruptions, uncontrollable changes in priorities and work schedules, and the ability to process information, think, and conceptualize clearly and in a timely manner in a dynamic, community-based environment.

Application Process

Application deadline: Until filled.

Please e-mail a resume and 3 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: **AOD/SUD Specialist**

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is a nonprofit community-based organization serving over 80,000 community members on an annual basis in more than 20 different languages throughout Orange County. Program areas include health, mental health, workforce development, civic engagement and policy, youth leadership development and education, and housing. Founded in 1997 to serve low-income Asian Americans and Pacific Islanders, OCAPICA has since evolved to serve all communities in need. OCAPICA is mainly grant funded through government and private foundation grants.

OCAPICA is an Equal Opportunity Employer