Title: Outreach Specialist
FLSA: Non Exempt
Supervisor: Program Manager
Pay Range or Rate: Commensurate with experience
(FT 100% FTE/40 hrs. per week eligible for benefits)
Revised: February 12, 2018

Summary
Under the supervision of the Workforce Program Manager, the WIOA Outreach Specialist will work in OCAPICA’s Workforce Innovation and Opportunity Act (WIOA) Young Adult Program as a member of a team that provides employment/education services. The primary responsibility of the WIOA Outreach Specialist is to perform outreach activities in the community which lead to enrollments for the WIOA program. The WIOA Program will provide culturally and linguistically competent, family centered, strengths-based, and needs driven models of service, in which enrollees identify their needs, and assist them to find employment to eventually lead a self-sustaining lifestyle. Under the supervision of the Program Manager, the Outreach Specialist will be responsible for outreach activities, engagement/intervention services, educational and skill building services.

Essential Functions
- Conduct outreach and education to individuals and organizations about youth employment program and various OCAPICA programs.
- Prepare and disseminate program promotion materials and coordinate development of program data.
- Collaborate effectively with other community organizations, county services, non-profit agencies, businesses, etc. to promote the youth employment program and build program relationships
- 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 or relevant experience.
- Ability to be proficient and timely with required paperwork.
- Ability to work in multidisciplinary team of care including peers, consumers, and families.
- Must have excellent networking and communication skills.
- Demonstrated knowledge and sensitivity to the cultures of immigrant and refugees and their families.
- Current and valid 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
- Bilingual in Spanish or Vietnamese preferred
- Understanding of youth, adult and older adult development.
- At least 1-2 years experience in a related field.
- At least 1-2 years outreach 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.

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: John Gutierrez
Email: careers@ocapica.org
FAX: (714) 228.9796
Please ensure that the email subject has the job title: Outreach Specialist
No Phone Calls Please

Agency Background:
The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) are 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