Title: Site Supervisor
Division: Behavioral Health - FSP/W
FLSA: Non Exempt
Supervisor: Behavioral Health Director
Pay Range/ Rate: (Commensurate with experience)
Revised: July 2019

Summary
Under the supervision of the Behavioral Health Director, the Site Supervisor will oversee Personal Services Coordinators (PSCs) within a Full Service Partnership Wraparound (FSP/W) program, which focused on underserved, Asian American and Pacific Islander children, youth and transitional age youth (0-25 years old) who have severe mental illness (SMI) or severe emotional disturbances (SED). The FSP/W-Project FOCUS (For Our Children’s Ultimate Success) provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners.

Essential Functions
- Review and pre-approves all ISS/Flex Fund requests to ensure that all requests adhere to the policies and procedures before submittal to the Behavioral Health Director and other County Admin for final approval.
- Review programmatic reports in order to make weekly and monthly reports to the Behavioral Health Director.
- Review staff’s forms and surveys prior to submittal to the Data Specialist and Data Research Analyst.
- Appropriately and thoroughly documents chart reviews using state, county, and Medi-Cal standards.
- Work closely with the Data Research Analyst to gather data needed from respective participants and site staff.
- May assist in reviewing non-billable service progress notes/encounter documents on a regular basis for quality assurance to ensure that participant/family needs are being met.
- Maintain timely and accurate documentation of service contacts in accordance with agency, county and state guidelines and standards.
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- 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.
- May perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required
- Bachelor’s degree with at least 3-5 years full service partnership wraparound related experience in county and Medi-Cal documentation
- Assist in management of data and compliance with all contractual requirements.
- Bicultural and bilingual in any Asian and Pacific Islander Language.
- Demonstrate knowledge of and sensitivity towards various Asian and Pacific Islander cultures.
- Ability to work in a multidisciplinary team inclusive of other staff, other community agencies, participants, family members, and etc.
- Excellent verbal and written communication skills.
- Strong computer skills.
- Ability to keep accurate records and prepare reports.
- Ability to be proficient and timely with required paperwork.
- Must be able to work collaboratively with other agency partners.
- Must possess interpersonal skills and ability to maintain professional boundaries.
- California Driver’s License, car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, trainings, and data collections at other API sites.
- 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.

Desired Qualifications - Knowledge, Skills and Abilities
- Experience with coalition building and working with several community partners
- Experience working for and/or with community based nonprofits
- Ability to be flexible and take initiative

Supervisory Responsibilities: Some supervision of employees will be required.

Environmental Conditions (Working Conditions): Duties to be performed in an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the times when performing community based duties.

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 for any/all of the following: tolerance for distractions/interruptions, uncontrollable changes in priorities/work schedules. They must also be able to process information, think, and conceptualize in a clear and timely manner.

Application Process: Application deadline: August 30, 2019 or until filled.
Please e-mail or fax a cover letter, resume and 3 professional references (past supervisors including e-mail address and phone number) to:
Kelly Tran: E-mail: ktran@ocapica.org (Please ensure that the email subject has the job title: Site Supervisor)

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.

“OCAPICA is an Equal Opportunity/Affirmative Action Employer”