

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

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<b>Title:</b> Clinical Supervisor	<b>Division:</b> Project HOPE
<b>FLSA:</b> Non-Exempt, Part Time	<b>Supervisor:</b> Program Director
<b>Pay Range or Rate:</b> \$50 to \$55/hour	<b>Revised:</b> April 2024

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**Summary**

The Clinical Supervisor will supervise and train interns to provide clinical services for youth and young adult participants and their families. Project HOPE is a community-based mental health program under OCAPICA (Orange County Asian & Pacific Islander Community Alliance). It seeks to promote wellness, recovery, and adaptive community functioning primarily by increasing awareness of mental health, addressing racial trauma and hate, and ensuring access to services. Project HOPE serves as the first point of contact to meet participants' needs through API culturally and linguistically competent services delivered on a continuum of care. The services included are: outreach activities, case management and rehabilitation services, individual and/or group counseling services, and group educational and skill building services. This program 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**

- Ensure that the program is in compliance with all statutory and contractual requirements and that policies are being observed and administered by the staff in order to provide proper delivery of services of the highest quality.
- Assist in development and revise as necessary all program policies and procedures to ensure contractual compliance and the meeting of agency and funder standards.
- Assist in implementation and monitor program standards of care and best practices.
- Supervise, direct, train assigned program staff.
- Ensure and provide all clinical staff to receive weekly group and individual/triatic supervision and review documentation regularly.
- Ensure orientation and on-going training for program staff.
- Collaborate effectively with other community organizations, county services, school districts, and wrap around services to establish continuity of care and needed referrals for clients with attention to cultural relevance and competency.
- Provide clinical assessment of children, youth and young adults and their family members when appropriate.
- Collaborate with local universities and act as a field instructor for Master and Bachelor level interns as needed.
- Knowledge of DSM-V and ICD-10.
- Ensure compliance with systems of internal and quality controls, monitor, evaluate and revise accordingly.
- Assist in ensuring the development and implementation of agency's mental health policies and procedures.
- Perform any other functions as needed by management and agency.

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

- Must have a current California License as a Clinical Social Worker (LCSW) or Marriage and Family Therapist (LMFT).
- Completion of required Supervision Training and maintenance of continuing professional development in supervision according to the Board of Behavioral Sciences (BBS).
- Extensive management and clinical training with a minimum of three years' experience working with youth, transitional-aged youth (TAY), adults, and families.
- Demonstrate competence in service coordination and networking with other human service and health care providers.
- Strong organizational, writing and communication skills.
- Knowledge and experience in administration of a team effort, including team building; familiarity with referral sources; and the ability to supervise and manage both professional and paraprofessional staff.
- Knowledge of DSM V and working principles of Recovery and Resiliency Models.
- Ability to work in multidisciplinary team of care including peers, consumers, and families.
- Must have excellent networking and communication skills.
- Must be comfortable with the philosophy and goals of OCAPICA.

- Active and current California Driver's License and transportation to travel to conferences, meetings, and trainings; verification of car insurance is required.
- Verification employment eligibility and Background Check required.
- Regular Attendance required.

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**Desired Qualifications - Knowledge, Skills and Abilities**

- Bicultural and bilingual preferred.
- Understanding of immigrant and refugee cultural issues and dynamics.
- Understanding of children, youth and adults development.
- At least 5 years of experience in the mental health field.
- Experience working with diverse communities.

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**Supervisory Responsibilities**

This position is responsible to supervise Masters and Bachelor level interns.

**Environmental Conditions (Working Conditions)**

The environment for this position is an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the time when out in the field.

**Physical Requirement**

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 in a clear and timely manner.

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**Application Process:**

Application deadline: **Until filled.**

Please e-mail 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)**

Please ensure that the email subject has the job title: **Project Hope Clinical Supervisor**

**No phone calls please.**

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**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.

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