

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

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**Title:** Family Wellness Specialist  
**FLSA:** Non-Exempt, Part Time  
**Pay Range or Rate:** \$25 to \$30/hour

**Division:** Project HOPE  
**Supervisor:** Program Director  
**Revised:** April 2024

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**Summary**

The Family Wellness Specialist will provide education and support services to the parents and caregivers of youth and young adult participants. The Family Wellness Specialist will also conduct outreach and education to the community on various wellness and mental health topics. 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**

- Provide education and support services to parents and caregivers to assist in the implementation of effective strategies to help the participant
- Serve as a point of contact for the monolingual parents/caregivers to assist them in learning about services within the community
- Link parents/family members to appropriate resources to increase self-sufficiency and community integration
- Conduct outreach and education to participants and caregivers about available mental health and other resources, offer coaching, technical assistance and support to individuals identified as needed.
- Encourage parents/caregivers to participate in group sessions where topics will cover: independent life skills, parent-child interactions, parental support, cultural adjustment, etc.
- Maintain timely and accurate documentation of service contacts in accordance with agency and funder requirements
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions
- Collaborate effectively with other community organizations, county services, school districts, wrap around services, etc. to establish continuity of care and needed referrals for clients with attention to cultural relevance and competency.
- Maintain timely and accurate documentation of service contracts in accordance with agency, county and state guidelines and quality assurance standards.
- Perform any other functions as needed by management and agency.

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

- Bicultural and bilingual in one of the API languages.
- Demonstrates knowledge of and sensitivity towards various Asian and Pacific Islander cultures.
- Ability to be proficient and timely with required paperwork.
- Ability to work in multidisciplinary team of care including peers, consumers, and families.
- Ability to provide case management services, crisis intervention for different levels of care as required by the needs of the client.
- Must have excellent networking and communication skills.
- Valid and current California Driver's License, proof of auto insurance, and reliable transportation.
- Ability to do some travel for outreach, 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.

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

- Understanding of immigrant and refugee cultural issues and dynamics.
- Ability to take initiative and learn information and skills efficiently and thoroughly.
- At least 1-2 years of experience in the mental health field and case management.

**Supervisory Responsibilities**

No supervision of employees required at this time.

**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, driving, walking, typing, filing, listening and speaking, and light lifting.

**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 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 Family Wellness Specialist**

**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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