

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Case Manager

FLSA: Non-Exempt

Pay Range or Rate: \$24 - \$25 /hr

Part time position: 20 hours per week (.50 FTE)

Division: OCAPICA – Adult Workforce

Supervisor: Program Manager

Revised: 11/27/23

Summary

Under the supervision of the Workforce Program Manager, the Case Manager will work in OCAPICA's WARP Program as a member of a team to provide job development and employment services for targeted population. Services include skills training, social counseling, and academic support. The WARP Case Manager's primary responsibilities are to engage and retain program participants within the context of program services, to assist participants who may have barriers to employment, conduct community outreach, and to help participants in need receive additional assistance to become fully job-ready. The WARP 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.

Essential Functions

100%

- Provide case management to assist participants to eliminate obstacles that may interfere with program participation and employment
- Facilitate culturally sensitive workshops to build skills that are beneficial in the workplace.
- Evaluate competencies and monitor progress of participants' job skills and trainings.
- Provide referrals to education programs, health and mental health programs, childcare programs, and other services that can assist participants to become job ready.
- Collaborate effectively with other community organizations, local businesses, and counseling services to maximize opportunities for partners and effectiveness of program.
- Conduct outreach and recruitment
- Assist with coordination of employment related events and activities, career fairs, employer advisory committees, career exploration events etc.
- As needed, conduct intake, orientation, program suitability and eligibility sessions
- Determine and document program eligibility using WARP rules and guidelines
- Conduct initial and in-depth assessments and develop individual service strategy plans
- Monitor participation in work experience and internship activities
- Assist with job development and placement activities
- Provide follow-up and retention services
- Maintain timely and accurate documentation of services in accordance with agency and contractual guidelines for quality assurance.
- Participate in staff meetings, trainings, workshops and outreach events.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's Degree or higher or minimum of 2 years related work experience.
- Ability to work in multidisciplinary team of care including peers, employers, and families.
- Ability to provide case management services for different levels of care as required by the needs of the client and family members.
- Ability to work with high needs, at-risk transitional age youth.
- Understanding of child and transitional age youth developmental issues.
- Must have excellent networking and communication skills.
- Current and valid California Driver's License, proof of auto insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- Verification of employment eligibility, and background clearance required.
- Ability to work evening, overtime, and weekends may be required.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Familiarity in job/career development, as well as with service providers, employers, and business sectors in the region.
- Ability to work independently.
- Demonstrated knowledge and sensitivity to various cultures and underserved youth and their families.

Supervisory Responsibilities: This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

Environmental Conditions (Working Conditions): The environment for this position is an office environment (may include shared office space).

Physical Requirements: 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.

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:

Email: careers@ocapica.org

FAX: (714) 228-9795

Please ensure that the email subject has the job title: Case Manager

No Phone Calls Please

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) was established in 1997 with the mission to build a healthier and stronger community by enhancing the well-being of Asians and Pacific Islanders through inclusive partnerships in the areas of service, education, advocacy, organizing, and research. OCAPICA has since evolved to serve all communities especially those who are low income and underserved. OCAPICA staff speak 26 languages and serve more than 40,000 community members a year through programs in health, mental health, youth development and education, civic engagement and policy, and workforce development.

OCAPICA is an Equal Opportunity/Affirmative Action Employer