

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Housing Resource Partner

FLSA: Non-exempt, Full Time with comprehensive benefits

Pay range or rate: \$25-\$27

Division: Housing

Supervisor: Program Director

Revised: March 2024

Summary

Under the supervision of the Program Director, the Housing Resource Partner will work with our policy department to support OCAPICA's Housing Assistance program, providing CalAim housing services. OCAPICA's Housing Assistance program will move chronically homeless individuals and families, and those at risk of homelessness into permanent housing while providing case management and supportive services to promote housing stabilization. Activities include recruiting participants in need of housing services, providing housing counseling to homeless participants or those at risk of homelessness, and providing financial counseling to ensure long-term housing stability of participants.

Essential Functions

- Conduct outreach and promote program activities in the local community.
- Work with clients to develop individualized housing support plans.
- Continually monitor and evaluate client's progression through their housing support plans, and support revisions as needed.
- Assist participants with housing/rental applications, and advocate for participants with prospective landlords.
- Survey rental market for affordable and market rate housing units, develop and maintain housing listings for clients.
- Maintain client related database, including case notes.
- Make referrals to supportive services in the community as appropriate, and support client in navigating this process.
- Maintain a caseload of at least 25 active participants.
- Provide financial literacy services to improve the long-term housing stability of clients.
- Provide supportive services to clients under the Housing Deposits program, pertaining to clients identified needs in their housing support plan.
- Ensure effective service delivery by coordinating work with other case managers assigned to client.
- Participate in staff meetings, trainings, and supervision sessions.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's degree or 1-2 years experience working in Human Services related career required
- Bilingual in Spanish or Vietnamese preferred
- Have experience in providing case management services, housing resources and/or financial literacy services.
- Working knowledge of participant information databases a plus.
- Ability to work across agency programs, to recruit and promote housing services
- Some experience in developing and carrying out issue campaigns
- Strong organizational, writing and communication skills.
- Ability to work in diverse team of colleagues and populations.
- Must have excellent networking and communication skills.
- Must be comfortable with the philosophy and goals of OCAPICA.
- Ability to work some evenings, weekends.
- Current and valid California Driver's License and reliable transportation to travel to conferences, meetings, and trainings; verification of current car insurance is required.
- Verification of employment eligibility and Background Check required.
- Regular Attendance required.

Non-Essential Qualifications

- Experience working with underserved communities.
- Excellent communication skills, both oral and written.
- Prefer individual with flexibility and initiative.
- Ability to work with diverse populations.
- Some experience in developing and carrying out issue campaigns.
- Excellent organizational skills--good attention to detail and well organized.

Supervisory Responsibilities

This position may supervise volunteers.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared space) as well as out in the field, 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.

Application Process

Application deadline: **Open until filled.**

Please e-mail or resume and two professional references (past supervisors including e-mail address and phone number) to:

careers@ocapica.org

FAX: (714) 636-8828

Please ensure that the email subject has the job title: **Housing Resource Partner**

No Phone Calls Please

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.

***Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an
Equal Opportunity/Affirmative Action Employer***