

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

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<b>Title:</b> Program Director	<b>Division:</b> Project HOPE
<b>FLSA:</b> Exempt	<b>Supervisor:</b> Executive Director
<b>Pay Range or Rate:</b> \$104,000 to \$108,160/year	<b>Revised:</b> April 2024

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**Summary**

The Program Director will manage designated staff and provide necessary trainings and services to ensure contractual goals are met. 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**

- Manage Project HOPE and mental health projects.
- Provide supervision to assigned program staff and monitor goals to meet contractual requirements.
- Implement and monitor program standards of care and best practices.
- Assist in monitoring and managing program expenses within the allotted budget.
- 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.
- Network and develop partnerships, agreements, and a referral network with needed resources for clients.
- Initiate and collaborate with local organizations for resources for the client and family.
- Assist and provide direct mentoring, training, and supervision of assigned program staff.
- Ensure orientation and on-going training for all assigned staff and interns/volunteers, as needed.
- Assist in coordinating initial intake process of program, internal triage and assignment process for incoming referrals.
- Maintain timely and accurate documentation of service contacts in accordance with agency and funder guidelines and quality assurance standards.
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- Implement recovery and resiliency principles.
- Assist and 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 and ensure compliance with systems of internal and quality controls, monitor, evaluate and revise accordingly.
- Ensure completion of weekly, monthly, and quarterly administrative and financial reporting requirements to the Funder as needed.
- Perform any other functions as needed by management and agency.

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

- Master's degree in Social Work or Marriage and Family Therapy or related field.
- Current California Licensure as Clinical Social Worker (LCSW) or Marriage and Family Therapist (LMFT) or related Board of Behavioral Sciences (BBS) licensure with extensive experience in mental health related experience in management of compliance with all contractual requirements.
- Ability to work positively with the wide range of individuals involved in program, management, and strong leadership/management skills.
- Demonstrate knowledge of and sensitivity to diverse cultures and underserved populations.
- Ability to work in a multidisciplinary team inclusive of other staff, other community agencies, participants, family members, and etc.

- Excellent verbal, written communication, and 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 be comfortable with the philosophy and goals of OCAPICA.
- Strong organizational, writing and communication skills.
- 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.
- Experience in nonprofit administrative and financial compliance.
- Experience working for and/or with community-based nonprofits.
- Ability to be flexible and take initiative.

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### **Supervisory Responsibilities**

This position is responsible to supervise assigned staff members, interns, and volunteers.

### **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 3 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 Program Director**

**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.

***OCAPICA is an Equal Opportunity/Affirmative Action Employer***