

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Wellness Coordinator
FLSA: Non Exempt, Part time
Pay Range or Rate: \$25 to \$30/hour

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

Summary

The Wellness Coordinator will provide support groups, case management, and rehabilitation services to youth and young adult participants and their families. The Wellness Coordinator 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

- Work with children, youth, adults and family members and provided necessary mental health services and/or other related services to help link them to local community resources.
- Identify and engage with community-based programs, non-profits, local schools, faith-based organizations, etc. to connect with those impacted by hate crimes/hate incidents.
- Coordinate and promote wellness/racial healing/mental health trainings/workshops at schools for students and family; coordinate guest speakers as needed.
- Conduct outreach and education to participants about available mental health and other resources, offer coaching, technical assistance and support to individuals identified as needed.
- Prepare and disseminate mental health materials or coordinate development of mental health services data.
- Provide professional development, educational and skill building workshops, sessions, case management.
- 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

- Bachelor's Degree in mental health or related field.
- Must be comfortable with the philosophy and goals of OCAPICA.
- 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.
- Demonstrated knowledge and sensitivity to the cultures of immigrant and refugees and their families.
- Valid and current California Driver's License, proof of auto insurance, and reliable transportation.
- Ability to do some travel for 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, and other duties as needed by management.

Desired Qualifications - Knowledge, Skills and Abilities

- Bicultural and bilingual preferred.
- Understanding of immigrant and refugee cultural issues and dynamics.
- Understanding of children, youth, adult and older adult development.

- At least 1-2 years of experience in the mental health field and case management.

Supervisory Responsibilities

This position may supervise Bachelor level interns and volunteers as needed.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment which may include shared space, as well as community based, 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.

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

Please ensure that the email subject has the job title: **Project Hope Wellness Coordinator**

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.

OCAPICA is an Equal Opportunity/Affirmative Action Employer