

**ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE, INC.**  
**JOB ANNOUNCEMENT**

---

**Title:** Registered Nurse

**FLSA:** Non-Exempt, Part-time (20 hours)

**Pay Range/Rate:** \$55 - \$65/hr (DOE)

**Division:** Behavioral Health- Adult FSP

**Supervisor:** Psychiatrist/BHD

**Revised:** June 2024

---

**Summary**

Under the supervision of the Psychiatrist and the Behavioral Health Director, the Registered Nurse will work with participants and family members (if applicable) in a Full Service Partnership program focused on Vietnamese population in Orange County to serve participants who have serious mental illness. The program provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners.

**Essential Functions**

- ◆ Monitor patients' overall health, and in partnership with clinicians, case managers/PSCs, specialists and other internal team members to develop an individualized plan of care for the patients.
- ◆ Provide patient education about disease management and other specialized services.
- ◆ Perform medical tasks, check patients' conditions, record patient's vital signs, administer injections, change gauze and provide patients with medication as directed by the MD/Psychiatrists.
- ◆ Coordinate with patients for timely complete blood counts with differentials, echocardiograms (EKGs) as indicated or directed by the MD/Psychiatrists.
- ◆ Support with transportation to lab draws, call reminders to get lab draws as indicated prior to follow-up appointments.
- ◆ Provide case management to support patients who have history of physical/mental health.
- ◆ Write progress note to record history, reason for treatment, intervention and any necessary information in the respective patient charts.
- ◆ Update patient charts in regards to allergies, medication use, and immunization history which information provided from patients and/or their PSC/Case Manager.
- ◆ Provide 24/7 services and crisis intervention to patients in the Adult FSP program.
- ◆ Meet monthly minimum requirement of Direct Service Hours (billable and non-billable hours) and other Face-to-Face meeting requirements.
- ◆ Support patients and triage with staff/providers as needed to ensure patient's safety.
- ◆ Participate in quality assurance/improvement, program development, case consultation meetings.
- ◆ Continually assess for areas of improvement and develop plans and evaluation criteria as needed
- ◆ Consult with the provider or as per established procedures in that regard to gather helpful information as part of coordination of care.
- ◆ Prepare reports to meet program and funder requirements.
- ◆ Perform other duties as assigned by the Behavioral Health Director/Psychiatrists.
- ◆ May perform basic statistical research and writing projects involving data collection, summarization, analysis and design.
- ◆ May coordinate development of mental health services data and information.
- ◆ Perform any other functions as needed by management and agency.

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

- ◆ Minimum 3 years RN experience preferably in behavioral health settings.
- ◆ Must possess an active CA Registered Nursing License
- ◆ AA, BSN, MSN and current CPR and BLS Card
- ◆ Bicultural and bilingual Vietnamese.

- ◆ Must be active in developing of patient care programs within the clinical policies and program objectives and relating them to the funding requirements.
- ◆ Must be sensitive to the needs of the patients in a community behavioral health setting, in the areas of health and social services as one component.
- ◆ Must possess interpersonal skills and ability to maintain professional boundaries.
- ◆ Ability to work in a multidisciplinary team inclusive of internal/external staff, community agencies, participants, family members, and etc.
- ◆ Demonstrate knowledge and sensitivity to diverse cultures.
- ◆ Comply with federal, state, and local nursing regulations, standards, and policies.
- ◆ California Driver's License, reliable transportation and proof of care insurance.
- ◆ Ability to work flexible schedule. May occasionally work on weekend and/or off hours as needed.
- ◆ Verification of employment eligibility and background check.

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

- ◆ Collaborate well with clinicians, case managers/PSCs, specialist, doctors, and administrators
- ◆ Exhibit strong clinical skills
- ◆ Ability to be flexible and take initiative

**Supervisory Responsibilities**

- ◆ No supervision of employees required at this time

**Environmental Conditions (Working Conditions)**

- ◆ The environment for this position is an office environment as well as 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

**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: Until filled.

Please e-mail a resume and 3 professional references (past supervisors including e-mail address and phone number) to careers@ocapica.org

Please ensure that the email subject has the job title: **Registered Nurse**

---

**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*