

**SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT**

**Title:** Parent Partner

**Division:** Orange County Asian and Pacific Islander  
Community Alliance

**FLSA:** Non-Exempt; Part-time position at 20 hrs/per wk (50% FTE)

**Supervisor:** Program Director

**Pay Range or Rate:** \$12.00-\$15.00/hr

**Revised:** September, 2014

**Summary**

Under the supervision and direction of the Program Director and/or the Executive Director, the HAPIY (Healthy Asian Pacific Islander Youth) Program Parent Partner will work with the Program Manager to communicate, coordinate and collaborate with the parents of our HAPIY Program youth. The Parent Partner will work to engage the students' parents, pastors, and other key community leaders to increase involvement in the school and integrate healthy behaviors into their home setting. The Parent Partner will provide education and interpretation on how to navigate health and education systems as well as, will provide support and engagement of parents in program activities and other supportive services to increase access to their child's school and health needs. The Parent Partner will work with the Program Coordinator to assist in the development of ongoing presentation and trainings linking students and their families to additional resources available in the community. The Parent Partner will serve as an assistant to the Program Coordinator and Program Director as a support to the continued development of the HAPIY Program.

The HAPIY program is a partnership between OCAPICA, California State University, Fullerton, and Anaheim Union High School District to improve health behaviors among high school students thus leading towards improved graduation and college retention. The Parent Partner will work closely with the program's high school, school district, local university and other community partners.

**Essential Functions**

**Program (85%)**

- Coordinate activities for parents of the youth in the HAPIY Program. This includes but is not limited to facilitating parent meetings, providing training opportunities, and developing/implementing parent workshops on college preparation, community resources, health education, etc.
- Coordinate the development of parent program curricula.
- Assist the Program Coordinator in the coordination of activities for the youth of the HAPIY Program. Provide on-site program services when necessary.
- Collaborate effectively with other community organization and school district contacts to ensure appropriate support and engagement of students and their families.
- Assist Program Manager in the development and management of program interns and volunteers.
- Assist in evaluation and assessment of the program.
- Develop, maintain, and publicize a schedule of programs and activities offered to our youth and their families. Create parent flyers.
- Maintain timely and accurate documentation of contact made with parents and families of the students we serve.
- Work with Program Manager to develop program strategies.
- Participate in staff meetings, trainings, workshops and outreach events as time and availability permits.

**Administration (15%)**

- Collaborate effectively with university departments, community organizations, school districts, Magnolia High School staff, administration and students, and other OCAPICA program staff to establish continuity of program services with attention to cultural relevance and competency.
- Maintain reporting and documentation requirements.
- Assist with other administrative duties as they relate to the program.
- Perform any other functions as needed by management and agency.
- Regular attendance required.
- Other duties as needed.

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

- A minimum of a high school diploma or equivalent.
- Must have excellent networking and communication skills (verbal and written).
- Bicultural/bilingual in any Asian or Pacific Islander language.
- Demonstrated knowledge and sensitivity to the cultures of Asian, Pacific Islander, and other youth and their families.
- Ability to multi-task and manage multiple activities concurrently.
- Have at least 1 year experience coordinating programs and/or working with diverse communities
- Excellent communication skills.
- Ability to do some travel for conferences, meetings, and trainings.
- Must be comfortable working in a team environment
- California Driver's License, proof of car insurance and reliable transportation to travel to conferences, meetings, and trainings.

- Verification of employment eligibility and Background Check.
- Regular attendance required.

**Non-Essential Qualifications (optional) - Knowledge, Skills and Abilities**

- Experience with program development, coordination, evaluation, and community outreach
- Experience with coalition building and working with several community partners
- Experience working for or with community based nonprofits
- Experience working with Asian and Pacific Islander populations
- Experience working with at-risk, high needs youth and young adults
- Understanding of cultural issues and dynamics.
- Understanding of immigrant and refugee cultural issues and dynamics.
- Understanding of child and transitional age youth developmental issues
- Prefer individual with flexibility and initiative
- Bachelors degree or higher or 4 years of community experience coordinating health or youth programs
- Ability to work evening, overtime, and weekends may be required

**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), and community (field) based settings. Driving in all weather conditions required.

**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.

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**Application Process:**

**Application deadline: 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:

Ashley Cheri

E-mail: [careers@ocapica.org](mailto:careers@ocapica.org)

FAX: (714)636-8828

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

**No Phone Calls Please**

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**Agency Background:**

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) are dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community. Special Service for Groups, Inc. (SSG) serves as the legal employer to this position.