



Painted Brain

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<https://paintedbrain.org>

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## Announcement

Please submit your resume and a cover letter (optional) to [hello@paintedbrain.org](mailto:hello@paintedbrain.org) with the subject line:  
Peer Job Developer & Trainer Inquiry.

# Peer Job Developer & Trainer

**Title:** Peer Job Developer & Trainer, \$20/hour (non-exempt, Full-Time)

**Hours:** 40 hrs./per wk.

**Supervisor:** Rashawn Morris, Program Development & Training Manager

### How Painted Brain Defines a Peer:

Painted Brain defines a Peer as a person with lived experience with mental illness or substance abuse and who uses that experience to promote recovery.

### Summary of Job Developer Role:

The responsibility of the Peer Job Developer & Trainer is to assist individuals from multiple contracts that may be Peers or have a history of unlawful behavior to help find external and potential internal employment within a variety of fields at different capacities of employment. This position requires working knowledge of the current job market, the ability to connect with recruitment departments of other organizations and preparing individuals to receive fulfilling and secure employment opportunities. The job developer role of this position is essential for strengthening PB contract relationships through establishing diverse employment opportunities, developing career preparation skills for both program participants, and Peers within the process of recovery.

### Summary of Trainer Role:

Along with the role of job development of Peers and other individuals within Painted Brain "PB" external programs, the Peer Job Developer & Trainer is to lead multiple forms of training services such as digital health literacy and peer training. The role of the position is to prepare all material, such as training curriculum, presentations, and tools to perform training. This requires working knowledge with computer technology and software specific to digital health. The training role is important to ensure peers have access to resources and tools regarding digital health and standard Peer health through training that is adapted to each specific diverse group implemented by the Peer Job Developer & Trainer. The Peer Job Developer & Trainer is also responsible for ensuring the training is properly evaluated for feedback and progress. In connection with the Job Developer role, any necessary training needed for job preparation is performed and evaluated by the Peer Job Developer & Trainer.

### **Essential Job Functions of Job Developer Role:**

- Use working knowledge of the labor market to assist PB program participants, and/or Peers in finding equal employment opportunities.
- Keep up to date on PB grants and contracts staffing deliverables.
- Outreach to various organizations and establish relationships with HR recruitment teams.
- Establish relationships with individuals in need of employment to assist and advise them with their career goals and needs.
- Ensure all employment opportunities and their staffing developments are efficiently tracked and communicated.
- Be active in the community in search of employment opportunities, such as attending job fairs or other events.
- Support participants and/or peers with the hiring process through resume building, interview prepping, or developing other employment skills.

### **Essential Job Functions of Trainer Role:**

- Perform client-centered training groups within Peer and digital health literacy.
- Develop training materials and curriculum when needed.
- Schedule training and plan training.
- Reporting upon completion of each training session and completing notes as indicated by the partner agency's needs.
- Analyze training needs to modify and improve existing PB programs.
- Plan, develop, and provide training weekly using knowledge of effective methods such as demonstrations, workshops, and diverse backgrounds.
- Assist in preparing training budget and communicating training needs.

### **Minimum Qualifications:**

- Bachelor's Degree and/or equivalent years of experience in training, peer support, and job development.
- Working knowledge of the Job Market.
- Experience with job development.
- Have recruitment skills.
- Able to adhere to multiple learning styles.
- Experience performing training relative to technology and/or health.
- Experience working with multi-ethnic populations and individuals with mental health challenges.
- Understanding of succession trends and hiring processes.
- Proficient in Word, PowerPoint, Excel, and cloud computing technology.
- Understanding of the Peer Model.

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- Working knowledge of digital health, and health resources.
- Able and willing to travel to other office sites and work evenings or weekends if necessary.
- Skills in planning and curriculum development.
- Have access to reliable transportation.

**Other Qualifications – Knowledge, Skills, and Abilities**

- Well organized and able to work on multiple projects at once.
- Can successfully collect and manage data.
- Effective communication skills (oral and written).
- Group leadership skills.
- Conflict resolutions skills.

**Supervisory Responsibilities-**

Supervise program participants' worksite placement and performance.

**Environmental Conditions (Working Conditions)—**

The environment of this position is hybrid, meaning it will take place remotely and at PB facilities. This position may require travel to various PB sites. While online strong internet condition is required. There may be possible exposure to highly or moderately aggressive clients.

**Mental Requirements—**

Must be able to accommodate distractions and interruptions due to emergencies and exposure to inappropriate behavior and/or languages of others.

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