



Please submit your resume and a cover letter (optional) to hr@paintedbrain.org with the subject line:

Peer Job Developer Inquiry.

Peer Job Developer

Job Classification: Full-Time (Non-Exempt)

Supervisor: Program Manager

Hours: up to 40 hrs./per wk.

Pay Range: \$24-\$32 per hour

Last Revision Date: 8/2023

Organization Background:

The mission of Painted Brain is to create lasting community-based solutions to mental health challenges and the impact of social injustice through arts, advocacy, and enterprise. Painted Brain is an innovative peer-run mental health arts and tech forward organization that uses a peer model focus on recovery. Painted Brain defines a peer as any person with lived mental health challenges and or trauma including but not limited to: social injustice, interpersonal violence, and/or societal exclusion. Our primary focus over the years has always been using the arts to help people learn to interact socially and effectively while experiencing the impacts of trauma, psychosis, depression, autism, anxiety, and other unwanted mental experiences.

Summary:

This position is performance based and success will be demonstrated by consistent ability to place individuals into sustainable jobs/volunteer opportunities. On an annual basis, place up to 60 - 100 participants in employment positions or volunteer positions (this may vary based on contract needs). Maintain contact and support for placed participants for 3 to 6 months. The job developer works directly with participants who have legal and/or mental health/substance-use history to understand their strengths and communication abilities and tailor job placement to match skills and strengths. These responsibilities include finding external and potential internal employment within a variety of fields (e.g. skilled labor, peer support specialist, volunteer) 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 and organizational partnerships through establishing diverse employment opportunities, developing career preparation skills for both program participants, and Peers within the process of recovery. The Job Developer will be responsible for tracking program deliverables by maintaining data tracking tools such as JotForm applications and Excel Workbooks to ensure proper tracking of participant activities and outcomes.

Essential Duties/Responsibilities/Functions

- 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 within and outside the mental health system and establish relationships with HR recruitment teams to identify a wide range of job types.
- 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

new opportunities are 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.
- Communicate with other program staff about opportunities to present career counseling services to participant groups.
- Maintain HIPAA compliance and protect sensitive information.
- Regular and predictable attendance is required.
- Employees may be asked to perform other duties as assigned.

Other Duties/Responsibilities/Functions

- This position requires traveling to multiple locations as needed.
- Ability to work some evenings and weekends as the program requires.
- Represent the organization professionally in community, state, and national gatherings to create a clear and positive understanding of the organization's programs.
- Assist with coordination of training class enrollment.
- May Assist Program Team/Directors with special events and activities.
- Regularly attend administrative meetings to evaluate program services and logistics for quality control, effectiveness and contract compliance.
- Implement high quality data management and extraction processes for funder reporting by managing training enrollment through the interest, registration and scholarship application processes
- Assess all training applications on a weekly basis for qualifications and required forms (e.g. copy of transcripts, proof of identification) and work with program staff to market and fill training classes

Supervisory Responsibilities

None

Minimum Qualifications

- Bachelor's Degree and/or equivalent years of experience in training, peer support, and job development.
- 1 year working in Job Development
- At least one (1) year of interagency collaboration experience.
- Minimum six (6) months of experience in resume writing and & job skills support.

Other Knowledge, Skills, and Abilities Required

- Working knowledge of the Job Market.
- Have recruitment skills.
- Able to adhere to multiple learning styles.
- 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.
- Able and willing to travel to other office sites and work evenings or weekends if necessary.
- Have access to reliable personal transportation throughout the workday.
- 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.

The requirements above are representative of the knowledge, skills, and/or abilities required for successful performance of the essential duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions (Working Conditions)

The working conditions for this position are temporarily hybrid. This means working either remotely or in an office environment which may involve travel to community spaces outside the office. The Peer Outreach Specialist must have access to an appropriate workspace. Transportation is not to be provided by Painted Brain.

Physical Requirements

The physical demands here represent those that an employee must meet to perform the essential functions of this job successfully. The employee is occasionally required to stand, walk, twist, bend, squat, kneel and lift and carry items weighing 10 pounds or less as well as to frequently sit, use a keyboard, and do simple grasping. The position requires the ability to hear regularly and talk and requires manual deviation, repetition, dexterity, and occasional driving for up to 240 minutes per day. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and functions. The inability to cope with a stressful work environment does not constitute a protected disability.

Mental Requirements

The incumbent in this position must be able to accommodate all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules, processing information, and handling stress. There may be exposure to inappropriate behavior and/or the language of those being served at times..

Painted Brain is an Equal Opportunity/Affirmative Action Employer

All opportunities at Painted Brain are contingent upon the successful completion of a criminal background check and verification of any applicable degree or license. If the position requires driving, a valid driver's license, a motor vehicle clearance, and proof of auto insurance are required at the time of employment and must be maintained throughout employment.