



Please submit your resume and a cover letter (optional) to [hr@paintedbrain.org](mailto:hr@paintedbrain.org) with the subject line:  
PADs Program Manager.

## **Psychiatric Advance Directive (PADs) Program Manager**

**Job Classification:** Part-time (Non-Exempt)

**Supervisor:** Director of Development & Contracts

**Hours:** up to 20 hrs./per wk.

**Rate:** \$25 - \$35 per hour

**Last Revision Date:** 9/2023

### **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**

Under the supervision of the Director of Development & Contracts, the Psychiatric Advance Directive “PADs” Program Manager is expected to Collaborate with various counties within California to support the peer voice by training and facilitating how to complete a digitized Psychiatric Advance Directive (PAD) template for peers through an accessible web-based platform. PADs are an advanced crisis planning legal document that supports individuals who may experience a mental health or justice involved crisis. The Program Manager will coordinate and facilitate community outreach (in-person, hybrid, virtual) to inform peers about PADs and the PADs Project. The Program Manager will also support the development of and facilitate the train-the-trainer curriculum and community PADs modules to support peers with completing sections within a Psychiatric Advance Directive “PADs”. The PADs Program Manager will be responsible for coordinating and providing ongoing technical assistance (in-person, hybrid, and remote) to counties, peers, and project partners throughout the duration of the contract.

### **Essential Duties/Responsibilities/Functions**

- Lead and participate in meetings virtually, or in-person with 7 counties for PADs platform development and evaluation.
- Evaluate and continually make updates based on the needs of the 7 counties, partner peer organizations, project subcontractors, Lead Contract

- Manager and consult with the PB team for program improvements.
- Support with the peer voice for legislative development and advocacy, form advocacy groups, work groups, or similar peer-developed alliances to support the peer voice in PADs
- Coordinate and participate in in-person outreach opportunities through connections with Contra Costa, Fresno, Mariposa, Monterey, Orange, Shasta, and Tri-City counties.
- Coordinate the utilization of the Lead and Partner Agencies social media platforms for digital outreach and engagement
  - Develop and distribute marketing materials for digital outreach (newsletters, flyers, brochures, informational videos, ads, etc.)
  - Contribute peer voice to California PADs website padsca.org
- Coordinate and/or host in-person/hybrid or virtual feedback listening sessions in the following counties: Contra Costa, Fresno, Mariposa, Monterey, Orange, Shasta, and Tri-City.
- Manage registration application, virtual meeting links and participant surveys
- Research and develop a PAD train-the-trainer curriculum/training
  - Collaborate with subcontractors to provide the peer voice in the creation of training materials and videos.
  - Support the implementation of the PAD train-the-trainer model within the county identified priority populations.
- Develop accessible curriculum, materials, and a schedule to meet training needs.
- Coordinate and manage training/technical development, implementation, and measurements throughout the term of the program.
  - Conduct regular Peer project team meetings and online/onsite meetings with staff for planning and to ensure milestones are met.
  - Resolve any challenges, adjust or tailor programs, as necessary to ensure deliverables are met.
- Support data collection for funding reporting requirements as determined by the contract agreement (i.e., monthly, quarterly, an end of project summary).
- Conduct presentations to report progress of program implementation and to educate the general community about mental health and advanced planning decision making.
- Adhere to the Peer Support Ethical Code of Conduct:
  - Painted Brain
  - [Medi-Cal Code of Ethics for Peer Support Specialist in California](#)
- This position requires traveling to multiple locations throughout the day.
- This position requires traveling to multiple counties throughout the duration of the contract not limited to:
  - Fresno, Mariposa, Contra Costa, Orange, Monterey, Shasta and Tri-Cities
- Ability to work evenings and weekends as the program requires.
- Regular and predictable attendance is required.
- Follow safety standards and protocols.
- Maintain HIPAA compliance and protect sensitive information.
- Represent the organization professionally in community, state, and national gatherings to create a clear and positive understanding of the organization's initiatives and programs.
- Employees may be asked to perform other duties as assigned.

### **Other Duties/Responsibilities/Functions**

- Engage individuals to participate in the PADs technology testing to ensure peer accessibility.
- Manage registration application, virtual meeting links and participant surveys.
- Facilitate one-on-one and group sessions for non-clinical emotional and advanced planning support and sharing of available community resources using digital platforms, telephone and/or in-person support.
  - Provide written documentation of outreach engagements and individual and group sessions via data collection tool.
- Provide resources, and guidance to expand knowledge and strategic processes for Peers for advanced planning before a mental health or justice involved crisis.
- Develop accessible curriculum, materials, and a schedule to meet training needs.
- May support with grant writing and contract management for various PB programs.
- May Assist other Program Managers/Directors with special events and activities.

### **Supervisory Responsibilities**

Manage Peer Facilitators/ PADs Program support staff through tasks, training, and other program deliverables.

### **Minimum Qualifications – Knowledge, Skills, and Abilities Required**

- High School diploma or equivalent.
- Has Peer certification, in the process of certification or willing to receive certification.
- Have Personal Lived Experience
  - Be self-identified as having experience with the process of recovery from a mental illness or substance use disorder, either as a consumer of these services or as the parent, caregiver or family member of a peer.
- Have at least one year of experience as a Peer Trainer/Facilitator.
- Have at least two years of experience within contract management.
- A background working with counties within CA in the Mental Health Field.
- Willing and able to travel through various counties within California.
- Able to be flexible and work weekends as the program requires.
- Reliable personal transportation is readily available throughout the workday.
- A valid class “C” California Driver’s license
- An auto insurance policy that meets or exceeds the minimum legal standards in California.

### **Other Knowledge, Skills, and Abilities Required**

- Teachable knowledge on creating a PADs document.
- Has knowledge of Peer language.
- Exceptional organizational skills.
- Skilled developing and doing large scale presentations.
- Great with Public Speaking.

- Excellent writing skills (proofreading/editing).
- Outstanding oral communication skills.
- Great with time management and can manage time of program deliverables.
- Must be self -started, but can work well with others.
- Willingness to learn.
- Able to take criticism and provide constructive feedback.
- Outreach experience and skills.
- Ability to compose general email correspondences, marketing and outreach materials (print and digital), and ability to proofread for spelling, grammar, layout etc.
- Able to manage multiple projects at once time.
- Must be able to use computers with a high skill level and develop and use online training tools.
- Proficient in Microsoft Office and Google Workplace applications.
- Ability to use smart devices and navigate digital platforms and data forms for data collection.
- Demonstrate ability to work with racially, ethnically, and culturally diverse groups and populations with mental illness.
- Conflict resolution skills.

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

### **Preferred - Non-Essential Qualifications - Knowledge, Skills, and Abilities**

- Grant research and writing skills.

### **Environmental Conditions (Working Conditions)**

The working conditions for this position are temporarily hybrid. Temporarily hybrid means working either remotely, at the community center, or traveling throughout the state of California. 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 drive. 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 others.

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.*