



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

Program Director

Job Classification: Full-Time (Non-Exempt)

Supervisor: Co-Executive Director

Hours: Up to 30 hrs./per wk.

Rate: \$35-\$42

Last Revision Date: 5/2024

Organization Background:

The mission of Painted Brain (PB) 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 art and tech-forward organization that uses a peer model focused 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 mental health experiences.

Summary

Under the supervision of the Co-Executive Director, the Program Director will oversee the implementation and operations of the California Reinvestment Grant "CRG" program. CRG is a forensic treatment program intended to provide psychotherapy, case management, peer counseling, peer support groups, therapeutic art groups, and collaborative community-based mental health services to combat mental health and employment barriers for individuals who have been impacted by the criminal justice system and are experiencing mental health challenges. The Program Director will be responsible for overseeing clinical and non clinical program operations including all personnel management, development of services, program evaluations, and contract and budget adherence to ensure quality standards are met within the timelines. Furthermore, the Program Director will manage the daily program services at 3 Sustainability Hubs, and PB's Community Center.

Essential Duties/Responsibilities/Functions

- Oversee the implementation of the program such as personnel management, operations, and contract and budget adherence.
- Utilize and analyze clinical outcomes to maintain clinical quality and progress across clients.
- Implement and set goals for the program according to the strategic objectives of the program and the organization involving deadlines, and milestones.
- Analyze services and cases to determine if clinical teams assignments and ongoing caseload maintenance is appropriate.
- Manage daily services and programs staff's tasks at the 3 Sustainability Hubs, and PB's Community Center.

- Create and manage evaluation strategies to monitor performance and determine the need for improvements and/or modifications.
- Manage all program staff involved and provide feedback to resolve complex problems.
- Coordinate and/or lead program meetings virtually, or in-person with program staff to plan and to ensure milestones are met.
- Support development of budgets and ensure program operations stay within the budget and meet contract timelines.
- Ensure clinical and non-clinical program operations and activities adhere to legal guidelines and internal policies.
- Keep other program staff and upper management informed with detailed and accurate reports or presentations by tracking program efforts.
- Oversee use and storing of EHR documentation system.
- This position requires traveling to multiple locations as needed.
- May be required to work some evenings and weekends in Los Angeles or in surrounding areas as needed.
- Regular and predictable attendance is required.
- Employees may be asked to perform other duties as assigned.

Other Duties/Responsibilities/Functions:

- Support data collection for funding reporting requirements as determined by the contract agreement (i.e., monthly, quarterly, an end of project summary).
- Follow safety standards and protocols.
- Maintain HIPAA compliance and protect sensitive information.
- Conduct outreach to get eligible and non eligible Medi-Cal program participants as needed.
- May Assist other Program Managers/Directors with special events and activities.
- Employees may be asked to perform other duties as assigned.

Supervisory Responsibilities

The Program Director will supervise the Social Worker, Peer Support Specialists, and the Peer Art Manager.

Minimum Qualifications

- Master's Degree in Social Work or a related field.
- Has been licensed in California for two (2) years as one of the following; LCSW, LMFT, LPCC, LEP or related licensure.
- Has practiced psychotherapy or has provided psychological counseling at least two (2) years.
- At least two (2) years of experience as a program director or other role related to clinical and/or non-clinical program management.
- At least two (2) years of experience providing direct supervision to MFT Trainees, AMFTs, Associate Professional Clinical Counselors, or Associate Clinical Social Workers who perform psychotherapy.
- Has completed or is willing to complete required training to supervise individuals who perform psychotherapy and Peers who perform peer support.
- 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

- Great understanding of clinical services and how to develop a clinical workflow.
- Strong Knowledge on how to use and manage EHR documentation systems.
- Thorough understanding of project/program management techniques and methods.
- Working knowledge of forensic treatment services.
- Have knowledge of the LA human services landscape.
- Excellent Knowledge of performance evaluation techniques and key metrics.
- Good knowledge of data analysis, reporting and budgeting.
- Excellent communication skills
- Group leadership skills/experience
- Conflict resolution and problem solving skills/experience
- Ability to work in a flexible work environment
- Demonstrated ability to work with multi-ethnic populations and populations with mental illness.
- Demonstrate cultural competency and a deep understanding of social determinants of health.
- Ability to use smart devices and navigate digital platforms and data forms for data collection.
- Must be able to use computers with a high skill level and develop and use online training tools.
- Strong organizational, documentation and writing skills
- Proficient in Microsoft Office and Google Workplace applications.

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 environment for this position is hybrid and involves traveling to PB work sites and within the LA Community up to 50% of the time. Transportation is not to be provided by Painted Brain.

Physical Requirements

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 to do simple grasping. The position requires the ability to regularly hear and talk, and requires manual deviation, repetition, dexterity and to drive up to 180 minutes a day as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential 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.