



Please submit your resume and a cover letter (optional) to hr@paintedbrain.org with the subject line: Peer Facilitator & Job Coordinator Inquiry.

Peer Facilitator & Job Coordinator

Job Classification: Full-Time (Non-Exempt)

Supervisor: Program Manager

Hours: Up to 30 hrs./per wk.

Rate: \$25-\$27 per hour

Last Revision Date: 11/2024

Benefits:

This position is eligible for the following benefits; Health, Vision, and Dental insurance, Health Savings Plan, 401(k) Plan, Paid Sick Time, Paid Vacation Time, 13 Paid Holidays, and 3 days of Paid Bereavement Leave.

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 direction of the Program Manager, the Peer Facilitator & Job Coordinator will work directly with individuals enrolled in the Peer HEART Program who are justice involved and/or have mental health/substance-use history to find tailored job placement options that match their skills and strengths and place them into sustainable jobs/volunteer opportunities. The responsibilities of this role include supporting participants with resume building, interview preparation, and finding external and potential internal employment within a variety of fields (e.g. peer support specialist, volunteer) at different capacities. This role requires working knowledge of the current job market, the ability to connect with recruitment departments of other organizations.

Additionally, the Peer Facilitator & Job Coordinator will provide oversight of outreach and non-clinical emotional support through various modalities such as 1:1 peer support sessions, group sessions hosted in person, telephone and/or online. While Supervisors are in charge of general coordination, they will work with Support Specialists who have lived experience and/or learned expertise in the mental health field and mental illness. The Peer Facilitator will also lead/co-facilitate training to prepare Peers to be successful in training others through recovery processes, and provide information/relevant resources to further their learning post-training.

Essential Duties/Responsibilities/Functions

- Use working knowledge of the labor market to assist PB program participants/Peers in finding equal employment opportunities by establishing relationships with participants/Peers to assist and advise them with their career goals and needs as well as supporting them with resume building, interview prepping, and developing other employment skills.
- Outreach to various organizations within and outside the mental health system as well as attending job fairs or other events to establish relationships with HR recruitment teams to identify a wide range of job types.
- Ensure all employment opportunities and their staffing developments are efficiently tracked and new opportunities are communicated.
- In coordination with other staff members, document required information to meet contract deliverables.
- Mentor and support Peer Trainers' tasks and performance.
- Supervise and support Peer Specialists with preparing, implementing, documenting and facilitating non-clinical emotional support groups, events, and activities.
- Coordinate and implement one-on-one and group sessions for emotional and social support and sharing of available community resources using digital platforms, telephone, and/or in-person support as well as facilitate as needed.
- Manage, conduct, complete and document outreach engagements with potential strategic partners to educate the general community about PB programming and linkage to resources.
- This position requires traveling to multiple locations as needed.
- Occasional availability to work evenings and weekends as needed.
- Regular and predictable attendance is required.
- Follow safety standards and protocols.
- Knowledge of relevant HIPAA laws and the importance of HIPAA compliance in order to maintain participant confidentiality and protect sensitive information.

Other Duties/Responsibilities/Functions:

- Liaison between training programs (PSCT + Peer HEART)
- Coordinate implementation of training marketing on social media platforms and email (e.g. Canva, MailChimp, Instagram)
- Assist with coordination of training class enrollment and managing training enrollment through the interest, registration and scholarship application processes
- Represent the organization professionally in community, state, and national gatherings to create a clear and positive understanding of the organization's initiatives and programs.
- Be active in the community in search of employment opportunities, such as attending job fairs or other events.
- May Assist Program Managers/Directors with special events and activities.
- May be asked to perform other duties as assigned.

Supervisory Responsibilities

This position will not directly supervise, but may provide support with on site management, guidance and coordination of staff and activities.

Minimum Qualifications

- Associates Degree in Behavioral Health, Human Services or a related field preferred, or equivalent work experience of a minimum of three years in the Behavioral Health field or related field.
- Peer Training & Certification
 - Certified Medi-Cal Peer Support Specialist (CMPSS), OR
 - 80-hour Medi-Cal Peer Support Specialist Certificate training (Certificate of Completion required) with plans to gain certification within 4 months of hire, OR
 - Training/Certification in-progress with plans to complete training and gain certification within 4 months of hire.
- 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.
 - Be comfortable sharing lived experience with individuals receiving services as described in the Medi-Cal Peer Support Specialist Code of Ethics.
- At least one year working in a Job Placement or Recruitment role with experience supporting resume writing and job skills development.
- At least two years of experience providing in-person services as a Peer Support Specialist.
- Reliable personal transportation readily available throughout the workday.
- A valid class "A" California Driver's license
- An auto insurance policy that meets or exceeds the minimum legal standards in California.

Other Knowledge, Skills, and Abilities Required

- Working knowledge of the Job Market, succession trends, and the hiring processes.
- Have strong recruitment skills and knowledge.
- Have knowledge of the LA human services landscape.
- Can successfully collect and manage data.
- Knowledge on how to use EHR documentation systems.
- Have strong computer skills, the ability to use online training tools, and use learning management systems.
- Proficient in Microsoft Office and Google Workplace applications
- Demonstrate cultural competency and a deep understanding of social determinants of health.
- Demonstrate ability to work with racially, ethnically, and culturally diverse groups and populations with re-entry, mental health, and substance use challenges.
- Group leadership skills.
- Conflict resolution and de-escalation skills.
- Well organized and able to work on multiple projects at once.
- Time management skills.

- Excellent oral and written communication 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.

Environmental Conditions (Working Conditions)

The working conditions for this position is hybrid and may have 50% or more hours in-person. Hybrid means working either remotely or in an office environment which may involve travel to community spaces outside the office. Transportation is not to be provided by Painted Brain, but mileage reimbursements may be available for eligible travel.

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 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.