



THE DROP-IN CENTER ASSISTANT

MISSEY, Inc. (Motivating, Inspiring, Supporting and Serving Exploited Youth) is a community-based organization in Alameda County, CA, founded in 2007 to respond to the epidemic of commercial sexual exploitation. MISSEY is committed to empowering commercially sexually exploited youth and ending commercial sexual exploitation. We believe in the power, brilliance, and resiliency of young people and work to provide consistent, non-judgmental support, safe spaces for healing, and meaningful opportunities for growth.

MISSEY facilitates the inner transformation of commercially sexually exploited youth by holistically addressing their specific needs with a spectrum of customized direct services.

Position Summary

Our daily Drop-In Center is a safe and intentional space for victims and survivors of commercial sexual exploitation. We seek to create an environment where young people learn new life skills, build peer relationships, access resources, receive crisis support, and strengthen self-efficacy. Under the direct supervision of the Prevention and Outreach Manager, the Drop In Center Assistant supports Drop In Center programming by co-facilitating workshops, preparing for daily activities, keeping the space clean and safe for participants, conducting new client intakes, supporting orientation, connecting youth to resources, responding to drop in center participants' immediate needs, and assisting the Drop In Center Coordinator with daily planning and program implementation.

PRIMARY DUTIES AND RESPONSIBILITIES

Drop-In Center Assistant

1. Ensures all participants sign in/out of the Drop-In Center and take attendance for group participation.
2. Prepares meals, snacks, hygiene and clothing kits.
3. Keeps the drop-in space clean and hazard-free.
4. Conducts client intakes and orients new participants to Drop-In Center programming and group agreements.
5. Co-facilitates workshops and group activities in the Drop-In Center.
6. Attends to participants' physical and emotional well-being and provides one-to-one support that includes connecting participants to resources and making referrals to services.
7. Encourages group participation and assists participants during self-directed activities.
8. Assists in contacting Drop-in Center participants to inform them of daily activities and resources.
9. Assists with Drop-In Center program development.
10. Supports the Drop-In Center Coordinator and Prevention and Outreach Manager in planning and executing special events and field trips.
11. Assists in the development and distribution of participant evaluations.
12. Communicates critical participant information and needs to internal agency staff as needed.

13. Maintains confidentiality at all times.
14. Acts as a role model for participants.
15. Other tasks asked of you.

REQUIREMENTS

Education

High School Diploma or General Education Diploma (GED).

Experience

Positive experience working in youth services preferred.

Positive experience working with communities of color and LGBTQ youth preferred.

Knowledge, Skills and Abilities

1. Ability to be consistently dependable and present .
2. Knowledge of commercial sexual exploitation and understanding of vulnerabilities to sex trafficking.
3. Ability to respond to youth in a positive and loving manner.
4. Ability to serve as a role model for youth.
5. Ability to adhere to confidentiality rules.
6. Ability to develop collaborative relationships with participants, colleagues, and supervisors.
7. Ability to assume a leadership role in initiating workshops and activities.
8. Ability to work with teens and accommodate the specific needs of teens.
9. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position.

Additional Requirements

1. Complete a background check including fingerprinting.
2. Complete a TB test.

SALARY AND BENEFITS

- This is a part time (25 hours a week), non-exempt position.
- Hourly pay is \$17/hour.

MISSEY is an equal opportunity employer. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.