



436 14<sup>th</sup> Street  
Oakland, CA 94612  
www.missey.org

## TRANSITIONAL AGE YOUTH (CSE-TAY) CASE MANAGER POSITION DESCRIPTION

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***\*Please note that this is a temporary position. The funding source for this program will sunset in March 2018.***

**MISSEY, Inc. (Motivating, Inspiring, Supporting and Serving Exploited Youth)**, founded in 2007 to respond to the epidemic of sexual exploitation, is a community-based organization in Alameda County, CA, where comprehensive services are provided in a safe environment to support and serve sexually exploited youth. Through MISSEY's Training Institute, staff provides training for law enforcement, social services personnel, and other professionals in identifying and working with CSEC – children and youth who have been sexually exploited. Workshops and information are also offered throughout the community to raise awareness among the public.

### **Case Manager Position Summary**

MISSEY believes that with the right opportunities and support, domestically trafficked youth can overcome the circumstances of their exploitation and lead a quality life with purpose. Case management services are provided in the community as well as to children and transitional age youth incarcerated in public institutions.

Under the supervision of the Director of Programs, the Case Manager is responsible for developing and maintaining MISSEY's case management services, including one-on-one services to transitional age youth between the ages of 16 - 24 years old, engaging with families, collaborating across systems and disciplines, and working as part of a service delivery team focused on victims and survivors of commercial sexual exploitation. Through a trusting relationship with clients, the Case Manager focuses on facilitating recovery and growth of the young people they serve. The Case Manager works within the limitations of the organization's resources and in compliance with grants, contracts and agency policies and procedures.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **Direct Services**

1. Assess clients' basic needs for shelter, food and clothing; functional status; physical and mental health; and risk factors such as substance abuse.
2. With clients, develop and implement goal oriented case plans based on clients' overall needs and hopes for the future.
3. Meet individually with clients on a weekly basis to:
  - Identify appropriate resources and advocate for services for them.
  - Assist clients to secure identified resources.
  - Support clients' enrollment and attendance at school and their academic achievement.
  - Facilitate referrals to individual and family therapists in the community.
  - Ensure housing is stabilized, including placements through the foster care system as needed.
4. Provide crisis intervention services as needed.
5. Develop and implement topic specific workshops as requested.
6. Provide support, milieu management and group facilitation to Transitional Age Youth in MISSEY's Drop In Center.

#### **Indirect Services**

7. Work collaboratively with child welfare workers, probation officers, family members and client-identified healthy supportive adults, housing providers, therapists, and others to carry out case plans, maintain client stabilization and advocate for clients' overall needs.
8. Assist foster parents, parents, family members and client-identified healthy supportive adults, as well as providers in understanding the transitional age youth, their special needs, the impact of their experiences on their self-esteem, and how to best support their recovery.



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9. Advocate for youth at Team Decision Meetings, in Emancipation Conferences, at court hearings, schools, foster homes, and with their child welfare worker.
10. Keep up to date records of contacts and activities in compliance with contracts, grants and agency policies and procedures.

#### **Other**

11. Annually, as part of supervision, develop a professional development plan identifying personal goals, objectives and activities.
12. Actively participate in supervision, case conferences and staff trainings.
13. Maintain confidentiality at all times.

### **POSITION REQUIREMENTS**

#### **Education**

- Bachelor's Degree in social work, psychology, counseling, sociology or other related degree required; relevant experience may be considered.

#### **Experience**

- Relevant experience providing case management with highly at-risk youth and young adults is required.
- Experience with client documentation and data entry is required.
- Experience working in gender specific services is preferred.
- Knowledge and experience accessing relevant government and community resources in Alameda County is preferred.

#### **Knowledge, Skills and Abilities**

- Excellent speaking and writing skills.
- Knowledge of commercial sexual exploitation and vulnerabilities to sex trafficking.
- Ability to develop positive relationships with youth and co-workers.
- Ability to take the initiative, be dependable, flexible and resourceful, and to follow directions.
- Ability to function independently and as part of a team.
- Proficient in Microsoft Office Suites, Google Docs/ Calendar and Internet usage.

#### **Additional Requirements**

- Current driver's license, clean driving record along with cleared background check.

### **SALARY AND BENEFITS**

This is a full time (40 hours a week), non-exempt position with benefits.

- Annual salary is \$46,000.
- Medical, paid time off and other benefits available to both part-time and full-time staff.

*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 construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*