



424 Jefferson Street Oakland, CA 94607 | 510-251-2070 | 866-585-7819 (f) | www.missey.org

TRANSITIONAL AGE YOUTH (TAY) DROP IN CENTER FACILITATOR

MISSEY, Inc. (Motivating, Inspiring, Supporting and Serving Sexually Exploited Youth) is a community-based organization in Oakland, CA, founded in 2007 to respond to the needs of commercially sexually exploited children. We are a survivor-centered organization supporting young people, age 12-24, through direct services including intensive case management, one to one mentoring, and a daily drop in center. In addition to providing direct services, we work diligently for systemic change and contribute to the growing movement to end commercial sexual exploitation. Commercial Sexual Exploitation is a serious human rights issue that deserves a powerful, collective response.

Position Summary

The Drop-In Center is a space for victims and survivors of commercial sexual exploitation that provides a safe environment where they can learn new life skills, build peer relationships, access resources, receive crisis support, and build internal resources that reduce their vulnerabilities to being re-victimized by the commercial sex industry. The TAY Drop In Center Facilitator ensures that programming for transitional age youth in the Drop In Center is gender specific, culturally responsive, trauma informed, strength-based, and developmentally appropriate (GCTSD), as well as informed by survivors of commercial sexual exploitation. Under the supervision of the Program Manager, the TAY Drop-In Center Facilitator is responsible for developing and maintaining drop-in center services for transitional age youth, including peer-support and transition services to survivors accessing the drop-in center. The TAY Drop In Center Facilitator serves as a role model for survivors accessing the space and leads activities and support services for transitional age youth at the center. The TAY Drop In Center Facilitator involves the community in the drop-in center as volunteers and is an important part of MISSEY's volunteer program. Additionally, the Drop-In Center Facilitator works within the limitations of MISSEY's resources and in compliance with grants, contracts and agency policies and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES

Drop-In Center Facilitation

1. Facilitates drop in center groups for transitional age youth and co-facilitates large groups with the Drop In Center Coordinator and/or Community Mentors on a daily basis.
2. Provides services in the drop-in center in compliance with contracts and grant awards, including the following:
 - Educational and life skills workshops
 - Creative arts activities
 - Peer support
 - Healthy food
 - Special events and field trips
3. Develops drop-in center curriculum in keeping with contracts and grant related goals and objectives. Maintains a monthly calendar of events.
4. Orients participants to the drop-in center; provides support and resources to all participants.
5. Serves as a role model for participants.
6. Assists participants in achieving behavioral goals, developing interpersonal relationships, as well as resolves conflict between participants as needed.
7. Provides crisis intervention and de-escalation to participants as needed.
8. Facilitates intakes, assessments, and develops safety plans with participants eligible for drop-in services as needed.
9. Oversees the incentive program for TAY drop-in center participants, matching financial incentives with achievements.



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10. Ensures that the drop-in center space is attractive and clean, and that supplies are stocked and used wisely.
11. Plans menus and prepares food for the drop-in center; monitors food budget ensuring compliance with budgeted allocations.
12. Conducts outreach to young people to engage in drop in center services, and maintains sign-in sheets of all clients that visit the drop-in center in a binder; inputs data into database on a daily basis.
13. Works collaboratively with the Program Manager, Drop In Center Coordinator and Director of Programs to evaluate programming and collect client feedback.
14. Supports workshop facilitators, volunteers, and interns in conducting their work in the drop-in center space.
15. Works with partners and fosters meaningful collaboration with supportive services for the drop in center.
16. Speaks and trains the community, including conducting youth presentations as needed.

Other

17. Annually, as part of supervision, develops a professional development plan identifying personal goals, objectives and activities.
18. Actively participates in supervision and staff trainings.
19. Enters volunteer data into Salesforce and participant data into Cityspan; produces reports as needed.
20. Writes short articles for MISSEY's newsletters and messages for Facebook.
21. Communicates relevant information and needs between clients and other direct service staff.
22. Maintain confidentiality at all times.
23. Other tasks asked of you.

REQUIREMENTS

Education

High School Diploma or General Education Diploma (GED)

Experience

1. Experience providing direct services to youth and transitional age youth, as well as group facilitation experience preferred.
2. Experience working with communities of color and LGBTQ youth.
3. Experience developing curriculum and facilitating groups required.

Knowledge, Skills and Abilities

1. Ability to be dependable and present
2. Knowledge of and commercial sexual exploitation and 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 being served
5. Ability to administer a procedure that ensures confidentiality of participant records
6. Knowledge of crisis intervention and de-escalation



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7. Ability to develop positive relationships with participants, colleagues and supervisors
8. Ability to assume a leadership role in initiating workshops and activities
9. Ability to work with teens and accommodate the specific needs of teens
10. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position

Additional Requirements

Complete a background check.

SALARY AND BENEFITS

This is a full time, non-exempt position with benefits.

\$36,421 annually.

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