



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

JUVENILE JUSTICE CASE MANAGER POSITION DESCRIPTION

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 youth. We are a survivor-centered, trauma-informed organization supporting young people ages 12-24 through direct services including intensive case management 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. MISSEY believes that with the right opportunities and support, exploited youth can overcome the circumstances of their exploitation and begin to heal.

Juvenile Justice Case Manager Position Summary

Case management services are provided in the community as well as to minors and transitional age youth incarcerated in public institutions. Under the supervision of the Oakland Unite Program Manager, the Juvenile Justice Case Manager is responsible for implementing and maintaining MISSEY's case management services, including one-on-one services to victims and survivors of commercial sexual exploitation, engaging with families, collaborating across systems and disciplines, court advocacy and working as part of a service delivery team. Through a trusting relationship with clients, the Case Manager supports youth experiencing exploitation and moving "out of the life." The Case Manager works within the limitations of the organization's resources and in compliance with grants, contracts, and agency policies and procedures. The ideal candidate is able to build rapport with highly at-risk and exploited youth; a self-starter; comfortable navigating systems; reliable, efficient, and highly organized; and committed to the empowerment of marginalized young people.

PRIMARY DUTIES AND RESPONSIBILITIES

Direct Services

1. Assess participants' basic needs for shelter, food, and clothing; physical and mental health; risk factors
2. Help youth to develop positive coping and life skills
3. In partnership with participants, develop and implement goal-oriented case plans that are based on participants' hopes for the future, while also addressing immediate needs and future stability



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

4. Meet individually with participants on a weekly basis to:
 - Identify appropriate resources and advocate for services
 - Assist participants to secure identified resources
 - Support participants' enrollment and attendance at school and/or 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
5. Provide crisis intervention services as needed
6. Provide advocacy for youth in court and other settings

Indirect Services

1. Work collaboratively with probation officers, child welfare workers, housing providers, family members, participant-identified healthy and supportive adults, as well as others to carry out case plans
2. Maintain participant stabilization and advocate for participants' overall needs
3. Provide psycho-education about exploitation and its aftermath to youth, their families or caregivers, service providers, and other systems that interact with the youth
4. Advocate for the young person at Safety Net meetings with the District Attorney's office, at court hearings, in schools, and in housing
5. Attend partner meetings in the community and create multi-disciplinary team meetings to develop wrap-around services
6. Keep up-to-date records of contacts and activities in compliance with contracts, grants, and agency policies and procedures

Other

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

POSITION REQUIREMENTS

Education

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



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

Experience

- Relevant experience providing case management with highly at-risk youth and young adults is required
- Experience with client documentation and data entry
- Ability to use good judgement, discretion, and diplomacy in all decisions and communications
- Knowledge and experience accessing relevant government and community resources in Alameda County

Knowledge, Skills and Abilities

- Sound judgement
- Excellent speaking and writing skills
- Knowledge of commercial sexual exploitation
- Ability to develop positive relationships with program participants and co-workers
- Ability to take the initiative, follow directions, be dependable, flexible, and resourceful
- 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, reliable vehicle, proof of liability insurance coverage, and a clean driving record required
- A criminal background check including fingerprint clearance
- TB clearance is required
- Enthusiastic interest in supporting the mission of MISSEY, Inc.

SALARY AND BENEFITS

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

- Starting annual salary is \$44,100
- Medical and dental benefits
- Coverage of work-related travel and mileage
- 3 weeks paid vacation to start, 12 sick days, holiday paid time off

MISSEY is an equal opportunity employer. Survivors and women of color (trans-inclusive) are encouraged to apply. 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.