



## Drop-In Center Facilitator

### JOB DESCRIPTION

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**MISSEY, Inc. (Motivating, Inspiring, Supporting and Serving Sexually Exploited Youth)** is a community-based organization founded in 2007 to respond to the epidemic of commercial sexual exploitation in Alameda County, CA. **Our mission is to provide services to commercially sexually exploited youth and to work for systemic change with the youth we serve.** Our service model is focused on healing through trauma-informed, survivor-centered, and youth-focused approaches. We recognize the crucial voices of survivors in facilitating healing in victims of commercial sexual exploitation and the value of young people empowering other young people. Our work with youth is a partnership, helping them transition from victim to survivor to leader, encouraging their long-term stability and success in whatever path they choose. MISSEY believes that with the right opportunities and supports, youth can overcome the circumstances of their exploitation and thrive.

#### Position Summary

The Drop-In Center Facilitator is a key staff member within the Drop-In Center, providing engagement services to youth age 14-24 who are vulnerable to or have experienced commercial sexual exploitation. Under the supervision of the Director of Engagement Programs, the Drop-In Center Facilitator is responsible for engaging participants in the Drop-In space, facilitating groups and workshops, providing crisis intervention, and linking youth to longer-term MISSEY or other services. The goal is to develop positive relationships, assess safety and meet immediate needs, provide groups that are beneficial to personal growth and life skill attainment, and to assist in the stabilization of young people. Some evening and weekend hours will be required. The Drop-In Facilitator works within the limitations of the organization's resources and in compliance with grants, contracts, and agency policies and procedures. The ideal candidate will be: able to quickly and effectively build rapport with highly at-risk and exploited youth; comfortable providing youth-focused workshops; reliable and steady; committed to the self-determination of marginalized young people; able to work collegially with colleagues and collaboratively with members of the MISSEY team; steadfast in their goal of delivering services with impact.

#### The ideal candidate for this position would:

- Have a minimum of 2-years experience providing direct services to youth and young adults
- Excel in your ability to develop curriculum and facilitate groups
- Have solid experience working with youth of color who have experienced homelessness, gender violence, trafficking and abuse
- Have a thorough understanding of youth development and crisis intervention
- Be a continual learner deeply invested in women and girls

- Be skilled at de-escalation, restorative practices, interpersonal relationship and resiliency building, and harm reduction theory and practice
- Have the ability to co-create a strong, reflective, highly productive, and caring culture

**Duties and Responsibilities:**

Direct Services (70%)

1. Facilitate a robust daily Drop-In Center program for exploited and vulnerable youth
2. Develop curriculum and deliver groups/workshops in keeping with contract and grant related goals and objectives
3. Work in tandem with the Drop-In Center Coordinator and other MISSEY staff to positively engage youth, assess safety and meet immediate needs
4. Orient new participants to the space; provide support and resources to participants
5. Ensure that the space is neat and clean and that supplies are stocked and used wisely
6. Coordinating participant field trips
7. Conduct regular workshops that provide tools such as:
  - Develop life skills
  - Teach healthy coping techniques
  - Support in identifying healthy relationships
  - Job readiness
  - Creative expression
  - Parenting skills
8. Assists participants in developing interpersonal relationships, as well as resolves conflict between participants as needed
9. Works collaboratively with the Director of Engagement Programs to evaluate programming collect participant feedback
10. Works with partners and fosters meaningful collaboration with other providers, including attending and facilitating meetings prior to drop-in hours
11. Foster an environment that promotes harmony, partnership, alliance, healing, and thriving

Indirect and Administrative (25%)

1. Maintain all active Drop-In participant files and enter all new participants into Cityspan database
2. Organize and file relevant documents, including intakes and sign in sheets
3. Attend all relevant internal and external meetings and events, advocating for the young person and representing the organizational philosophy
4. Participate in weekly/biweekly one-on-one supervision, the development of work plans and annual reviews
5. Collaborate with MISSEY team to support organization-wide initiatives

Other (5%)

1. Implement goals and objectives of the California Office of Emergency Services contract
2. Actively participate in supervision, staff meetings, and trainings
3. Guide and participate in collaborative processes to improve all work at MISSEY

**Qualifications:**

- Bachelor’s Degree in social sciences such as psychology, criminal justice, social work and/or public health preferred. Relevant experience will be considered.
- Minimum 2 years’ experience providing direct service to youth.
- High level of skill and comfort in developing curriculum and facilitation of groups.
- Knowledge of youth development within a strength-based and client-centered model.
- Experience working with African American cis, trans, and non-binary women and girls.
- Ability to identify, assess, and intervene effectively with behavioral health issues.
- Passion for supporting young people, promoting healing-centered, trauma-informed youth development practices and working towards social change.

**Required Licenses and Certificates:**

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

**Position title:** Drop-In Center Facilitator

**Classification:** Full time, non-exempt

**Compensation:** \$44,100

**Benefits:** Generous Holiday Calendar: Including – 1 week Winter Break, 3 weeks starting vacation and 12 accrued sick days per year  
Coverage of work-related travel, mileage, and parking

For more information about MISSEY, please visit our website [www.MISSSEY.org](http://www.MISSSEY.org)

**To apply, please send your resume and cover letter by email to [jobs@missey.org](mailto:jobs@missey.org), attention Human Resources. Enter the job title in the subject line.**

Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. MISSEY is an equal opportunity employer.

*NON-DISCRIMINATION POLICY: MISSEY DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY, OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION. SURVIVORS AND WOMEN OF COLOR (TRANS INCLUSIVE) ARE ENCOURAGED TO APPLY*