



## Director of Integrated Services

### 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

Under the supervision of the Executive Director, The Director of Integrated Services (DIS) supports and supervises Integrated Services staff and oversees comprehensive strengths-based case management services to Commercially Sexually Exploited (CSE) and vulnerable youth. The DIS provides leadership, representation, and direction for MISSEY's Case Managers. Effective service delivery, evaluation, and enhancement are priorities. The DIS is a role model for all staff, works collegially with colleagues and collaboratively with members of the MISSEY leadership team to ensure that case management is delivered with impact and that MISSEY staff provide comprehensive strengths-based case management services.

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

- Be highly skilled in youth development with the ability to address the bio-psychosocial, emotional, educational, vocational and functional needs of young people
- Have the ability to organize and motivate staff to co-create a strong, reflective, highly productive and caring culture
- Be a continual learner deeply invested in women and girls
- Have solid experience working with youth of color that have experienced homelessness, gender violence, trafficking and abuse.
- Have experience building relationships with community partners and coordinating services that engage youth and support them to thrive
- Have a practiced and nuanced grasp of crisis intervention, de-escalation, restorative practices, interpersonal relationship and resiliency building, and harm reduction theory and practice

- Ability to be forward thinking; conduct program assessment and evaluation; continually improve and enhance case management services; have knowledge of and Implement tools that improve outcomes for vulnerable youth

### **Duties and Responsibilities:**

#### Leadership, Supervision and Management (20%)

- Provide leadership for MISSEY's Integrated Services team by supervising case management staff, planning services based on clearly identified needs and in alignment with program goals, completing reports and program assessments, and ensuring the delivery of inspiring spaces for youth
- Attend all relevant internal and external meetings and events; represent the organization and clearly communicate organizational philosophy and youth needs to the community, our funders, and our partners
- Must lead collaborative service planning and have a thorough understanding of the stages of change and development
- Collaborate with MISSEY leadership and staff to support organization-wide initiatives
- Recruit, train and motivate a team to implement MISSEY's vision of high-quality case management services.
- Coach, supervise and provide professional development to IS staff, including weekly/biweekly one-on-one supervision, job-embedded coaching, work plans and annual reviews
- Plan and facilitate regular staff meetings and trainings on topics including MISSEY's trauma- and survivor-informed, healing-centered approach, and other best practices in CSEC services and youth development
- Foster an environment that promotes harmony, partnership, alliance, healing and thriving.
- Guide and participate in collaborative processes to improve all work at MISSEY

#### Integrated Services (50%)

- Coordinate day-to-day case management activities and Integrated Services and ensures compliance with all funding and MISSEY requirements.
- Work with IS team to develop individualized service plans in coordination with youth continuum of care team as well as leverage relevant community resources as needed.
- Ensure support and targeted intervention activities for identified youth. Accurately record and track attendance, participation, and incentives for all Engagement Programs activities through MISSEY database and Citispan online system and maintain all physical attendance documents.
- Maintain system of data collection for all other required documentation, including intake forms, emergency cards, payroll, receipts, and evaluation tools.
- Ensure EP activities are aligned and in compliance with grant outcomes, including attendance and units of service requirements.
- Ensure additional programming and community events are aligned and in compliance with grant objectives as well as youth participant needs.

#### Communication (20%)

- Develop and maintain a high level of communication with key stakeholders
- Regularly attend SSA and other relevant partner meetings
- Establish strong internal marketing of programs to internal stakeholders
- Develop and maintain positive partnerships through regular, strategic communication

#### Fiscal Management, Fund Development and Contract Management (10%)

- Collaborate with Executive Director and Operations Director to manage budget and track program expenditures
- Work with MISSEY's fund development staff to support fund development activities
- Support fund development staff as needed for grants development and reporting
- Manage contract development and compliance paperwork

#### **Qualifications:**

- Minimum 4 years experience working with strength-based and client-centered models, restorative and trauma informed care practices.
- Bachelor's Degree in social sciences such as: psychology, criminal justice, social work and/or public health required. Master's Degree of Social Work preferred.
- Experience in trauma-informed healing centered youth development with CSE youth
- At least 4 years case management supervision experience.
- Experience working with African American women and girls (cis and trans) and non-binary people.
- 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:** Director of Integrated Services

**Classification:** Full time, salaried, exempt

**Compensation:** \$53,000 - \$61,000 per year depending on qualifications

**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.misseey.org](http://www.misseey.org)

**To apply, please send your resume and cover letter by email to: [jobs@misseey.org](mailto:jobs@misseey.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*