



## Career Readiness Specialist

### JOB DESCRIPTION

**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 development approaches. We recognize that the voices of survivors in facilitating healing in victims of commercial sexual exploitation is crucial and the value of young people empowering other young people is essential. 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 Career Readiness Specialist provides one-on-one and group career readiness support to youth who have experienced commercial sexual exploitation. Under the supervision of the Director of Engagement Services, the Career Readiness Specialist (CRS) is responsible for meeting with youth to assist in their personal and professional development. Will engage evidence-based and promising practices for ensuring career readiness, including facilitating workshops that cultivate attitudes and behaviors that lead to self-actualization and a shift in consciousness about their ability to change their circumstances, themselves and our society. Additionally, the CRS will build alliances with potential employment sites to facilitate job placement.

### This positions might be a good fit if you:

- Are able to take initiative and quickly and effectively build rapport with exploited youth
- Have a **minimum of 1-year experience** providing supportive career readiness services
- Have solid experience working with African American youth who have experienced homelessness, gender violence, trafficking and abuse
- Deeply invested in women's and girls' innate power to heal and transform
- Can build relationships with community partners that engage youth and support them to thrive
- Understand the bio-psychosocial, emotional, educational, and functional needs of young people
- Have the ability to co-create a strong, reflective, highly productive, and loving culture

### Duties and Responsibilities:

Direct Services (70%)

1. Work with participants to help them understand how prior traumatic experiences impact workplace attitudes, performance and any work alienation.
2. In partnership with participants and community partners, develop strategies to support young people to obtain and maintain employment
3. Provide workshops and one-on-one sessions and develop curriculum tailored for youth survivors based on a distinct set of barriers to joining the workforce.
4. Assist participants in retaining employment by increasing their communication, time management and emotional regulation skills
5. Develop internship opportunities for youth, supporting them through each step of the process
6. Implement relationship-building and retention strategies with employers
7. Work with participants in various stages of readiness, having a thorough understanding of the stages of change
8. Attend all relevant internal and external meetings and events, advocating for the young person and representing the organizational philosophy
9. Maintain transparency and assist participants in making informed decisions
10. Provide psycho-education about exploitation and its aftermath to youth, employers, service providers, and other systems that interact with the youth
11. Foster an environment that promotes harmony, partnership, alliance, healing, and thriving

#### Indirect and Administrative (25%)

1. Ensure Career Readiness activities are aligned and in compliance with contracts, grants, and agency policies and procedures
2. Maintain up-to-date participant files with all relevant intakes, releases, and documentation
3. Input attendance in to online data system within 72 hours of client contact; track progress and relate notes to life map goals
4. Accurately record and track attendance, participation, and incentives
5. Participate in weekly/biweekly one-on-one supervision, the development of work plans and annual reviews
6. Collaborate with MISSEY team to support organization-wide initiatives

#### Other (5%)

1. Implement goals and objectives of the California Office of Emergency Services grant
2. Actively participate in supervision, case conferences, staff meetings and trainings
3. Cover drop-in and engagement services as needed
4. Guide and participate in collaborative processes to improve all work at MISSEY

#### **Qualifications:**

- Minimum 2 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 preferred. Relevant experience will be considered.
- Experience in trauma-informed healing centered youth development with youth.
- 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.

#### **Physical Demands:**

- Occasional lifting of up to 50 lbs

- Requires computer use each day, including typing for many hours per day
- Requires ability to use a keyboard, monitor, cell phone, and calculator
- Requires the ability to communicate verbally, both in person and on the telephone
- Must be able to stand for at least 20 minutes at a time

**Work Environment:**

- Occasional outdoor activities
- Shared office space; main offices are on the second floor with no elevator access
- Ability to drive a motor vehicle
- Requires transport of clients and, at times, their children, using own vehicle
- Work in the community, including law enforcement facilities and county and state offices

**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 Case Manager

**Classification:** Full-time (Tuesday – Saturday), hourly, non-exempt, some weekends and evenings

**Compensation:** \$44,100 - \$50,432 per year

**Benefits:** Premium Medical/Dental. Coverage of work-related travel, mileage, 15 Holidays off , 3 weeks starting vacation, and 12 accrued sick days

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