

JANE SMITH

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SOCIAL SERVICES/MENTAL HEALTH PROFESSIONAL WITH 14+ YEARS OF EXPERIENCE

Prevention Specialist/Social Worker/Case Manager/Clinical Educational & Geriatric Counselor

Child, Adult & Family Services

PROFESSIONAL PROFILE

A compassionate and solutions-oriented social services professional with a demonstrated track record of success working with diverse client populations, including at-risk youth and developmentally disabled, mentally ill, and abused persons, in one-on-one and group settings. Effective motivator, communicator, and advocate with exceptional ability to make sound decisions in crisis situations, maintain awareness of group or individual tensions, and alert to unpredictable behavior. A team player consistently recognized for capacity to establish rapport and develop trust quickly, relate to individuals on all levels, and interact effectively with all levels of support staff and management including local, state, and federal agencies. Superior leadership skills proven in successful staff development and group facilitation. Strong interpersonal, organizational, analytical, and problem-solving skills. Committed to ongoing education and professional development.

CORE COMPETENCIES

- *Addictions Counseling*
- *Crisis Intervention*
- *Drug/Alcohol Abuse Treatment*
- *Clinical Assessments*
- *Family Education/Training*
- *Violence/Abuse Prevention*
- *Case/Records Management*
- *Individual/Group Counseling*
- *Intake Procedure Management*
- *Continue Care Planning*
- *Program Management*
- *Treatment Analysis/Planning*
- *Group Facilitator/Leader*
- *Case Presentation*
- *Data Analysis/Interpretation*

EDUCATION

Masters of Science in Criminal Justice Research - University of Rochester, Rochester, New York

Bachelor of Science in Criminal Justice - SUNY College, Buffalo, New York

Associate of Arts in Liberal Arts - Villa Maria College, Buffalo, New York

ADVANCED TRAINING/PROFESSIONAL DEVELOPMENT

- Adopting the Sexually Abused Child
- Advocacy Skills Self-Help for Persons in Transition
- Case Management Training for At-Risk Youth & Daily Living Skills
- Direct Care Worker Training Foster Care Program
- Independent Living Training Program/Life Skills Toolbox Post Training
- UCR Training

CERTIFICATIONS

- Certified Foster Parent

PROFESSIONAL CHRONOLOGY

ABC Company <i>Director/Prevention Specialist</i>	Any Town, USA	Sept. 2007 - Feb. 2009
ABC Company <i>Social Worker - Therapeutic Foster Care & Adoption</i>	Any Town, USA	May 2006 - Mar. 2007
ABC Company <i>Social Worker - Therapeutic Foster Care & Adoption</i>	Any Town, USA	Jun. 2003 - Jul. 2004
ABC Company <i>Educational Counselor - Youth Programs</i>	Any Town, USA	Jan. 2001 - Dec. 2003
ABC Company <i>Case Planner (1997 - 2001)</i> <i>Intensive Home Base Therapist (1997 - 2001)</i>	Any Town, USA	Jul. 1997 - Oct. 2001
ABC Company <i>Clinical Geriatric Counselor (1996 - 1997)</i> <i>Forensic Comprehensive Mental Health Counselor (1996 - 1997)</i>	Any Town, USA	Jun. 1996 - Apr. 1997

KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- Gifted in client assessment/evaluation and development/implementation of effective treatment plans.
- Provided case management, crisis intervention services, and long-range counseling to clients regarding personal, economic, and social problems.
- Managed an average volume of eighteen (18) cases simultaneously.
- Established and maintained relationships with external agencies; facilitated referrals and ongoing services and support to families.
- Managed overall daily operations for School-site club including programs and service management, staff supervision and training, partnership development, and membership administration.
- Organized diversified activities and programs for at-risk youth; enabled participants to enhance self-esteem, build positive lives, attitudes and behaviors, and develop to their fullest potential.
- Provided community linkage services with appropriate agencies.
- Implemented permanency planning for children placed in foster care and their families; determined needs, coordinated services with other agencies working toward reunification, conducted ongoing service planning, and taught independent living skills for aging-out children.
- Worked with birth parents, foster homes, and children dealing with issues including medical illness, mental retardation, parenting skills, substance abuse, school problems, sexual abuse, emotional, behavioral, and medical problems.
- Integrated community, psychiatric supported treatment service, mental health assessments service, crisis response, behavioral health counseling and therapy service, and social services with the goal of either preventing the out of home placement or facilitating the successful transition back to home.
- Worked closely with criminal and family court.
- Provided job skills development and educational placement services at various community centers throughout Any Town; administered pre and post-GED testing and followed up with both students and employers; requested feedback to monitor and/or evaluate progress on an ongoing basis.
- Operated preventive foster care program; consulted with directors to ensure program objectives, policies, and procedures were achieved.
- Conducted home-assessments for potential Foster Care/Adoption clients, interviewed clients in intake process, and coordinated and conducted all training classes.
- Developed and facilitated skill-building in support group environment.
- Provided direct client care; served as liaison with other agencies and coordinated program plans and evaluations.
- Documented statistical and uniform case recordings, realistic goals, and treatments plans.
- Participated in case reviews with staff and accompanied clients to court if necessary.
- Managed eighteen (18) groups of elderly clients; aided in the development of physical therapy programs and client care planning through access to various agencies and programs.
- Executed evaluations and program paths and recorded case information.
- Collaborated with the program director and staff; ensured fulfillment of program objectives and quality client care.
- Worked with sex offenders; traveled to prisons to assess clients' readiness for assimilation into society.
- Collaborated with appropriate staff in the development and implementation of goal oriented rehabilitation plans.
- Generated monthly, quarterly, and annual goals and personal objectives for clients as a means of measuring their development.
- Developed statistical/complex clinical reports on caseloads in compliance with Agency requirements; maintained sensitive/case records and information and presented cases.
- Available/on-call with most positions 24/7.