

1ST KIDS

TECHNICAL PROPOSAL

APPENDIX F

LEADERSHIP TEAM

RESUMES

Clara Mann
1757 Silver Hawk Dr.
Crown Point, IN 46307
Phone: 219-805-7074
Email claramann@me.com

Personal Qualifications:

- Polished Professional with strong interpersonal, communication and leadership skills.
- Proven Project Manager with an impeccable eye for detail and deadlines.
- Strategic and innovative thinker possessing a pro-active and practical approach to problem solving.
- Quick learner who readily accepts and excels with new challenges.
- High Level performer with 17 consecutive performance ratings of “Exceeds Expectations.”
- Exceptional PC Literacy in working with multiple programs.
- Ability to establish credible, productive and influential partnerships at all levels.

Professional Experience

1st Kids, Inc.

Executive Director

1996-Present

1st Kids is a not-for-profit agency serving the needs of children and families across thirty-five counties of northern Indiana through the administration of social service programs that benefit the communities served. As Executive Director I am responsible for the management of approximately one hundred and fifteen employees, development of regular State performance reports, organization and facilitation of local planning and coordinating councils, development and management of six million dollar annual budget, reporting to the Board of Directors, maintaining program standards and future opportunities, and working with thirty-five partnership committees.

Family and Social Services Administration Program Monitoring and Evaluation

Quality Peer Review Team Leader

2000-2013

Administered contract with FSSA to conduct quality peer reviews to ensure program compliance and quality.

**Unified Training System
Trainer**

2000-2007

- Certified training facilitator delivering training to groups ranging from 15 to 400 participants.
- Developed training modules targeting adult professional learners.
- Identified areas of training need and presented training.

Regional Facilitator

2001-2005

- Trained work groups to conduct transition activities to transition children from early intervention system to public school system.

Education

Purdue University Bachelor of Arts – Elementary Education, 1990

Indiana Wesleyan University – Master of Business Administration, 2001

Affiliations

YMCA Board of Directors
Healthy Families Indiana Board
Step Ahead Council
Head Start Policy Council

KATIE CALLAN

64A Nichols St Hebron, IN 46341 · 630-696-2370

kcallan@1st-kids.org

EXPERIENCE

NOVEMBER 2015 - PRESENT

DIRECTOR OF HUMAN RESOURCES AND QUALITY ASSURANCE, 1ST KIDS, INC.

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

JUNE 2013 – NOVEMBER 2015

SERVICE COORDINATOR SUPERVISOR, 1ST KIDS, INC.

Met with Service Coordinators to review caseloads, assisted with data entry, supported families through the First Steps program.

JANUARY 2012 – JUNE 2013

SERVICE COORDINATOR, 1ST KIDS, INC.

Guided families through the First Steps program, providing resources, and managing services.

JUNE 2007 – JANUARY 2012

LEAD TEACHER, KINDERCARE LEARNING CENTER

Taught in a year in the four year old classroom, a year in the three year old classroom, and three years in the two year old classroom. Created lesson plans, facilitated classroom activities, maintained the classroom and communicated with parents.

FALL 2006

PRACTICUM, STUEBEN ELEMENTARY SCHOOL

Lead games and centers and tutored students

FALL 2005 - SPRING 2006

PRACTICUM, THOMAS EDISON ELEMENTARY SCHOOL

Taught lessons and assisted in kindergarten and 1st grade classrooms

EDUCATION

AUGUST 2007

BACHELOR OF SCIENCE IN CHILD DEVELOPMENT, OLIVET NAZARENE UNIVERSITY

GPA 3.5/4.0

ONU Dean's List

Academic Scholarship

MEGAN KOCHVAR

mkochvar@yahoo.com

411 Shorewood Ct

Valparaiso, IN 46385

(219) 427-7497

Education

Purdue University, West Lafayette, IN

Bachelor of Science, Graduation date of May 2002

Department of Child Development and Family Studies with a specialization in Child Health, GPA: 3.63/4.0

Relevant Coursework:

- Child and Adult Development
- Health Care
- Infant and Toddler Development
- Child Psychology

Computer Skills: Excel and PowerPoint Word processing

Professional Experience

Director, First Kids, Inc.

Crown Point, IN – May 2005 to present

- Monitor coordinator caseloads
- Train all new employees how to adequately do their job as a coordinator to families
- Supervise thirty employees – lead monthly staff meetings
- Attend various supervisor meetings and child development trainings
- Maintain a caseload of ten families to continue to work with and assist them with services and community resources

Lead Teacher, Child Enrichment Center

Crown Point, IN – June 2004 to May 2005

- Care for eight infants and toddlers
- Provide learning activities to assist the babies with growth and development
- Create weekly and monthly lesson plans

Lead Teacher, Tutor Time

Schererville, IN – June 2002 to June 2004

- Coordinate activities for ten 2-year-olds
- Create lesson plans centering around colors and numbers
- Focus on teaching independent skills and encouraging interactive play

Activities and Honors

*Conducted qualitative and quantitative research on various topics in the field of psychology

*Dean's list and Semester Honors

*Member of Honor Society

BF

Brigette Fairchild-Leazenby

Professional Summary

Dedicated 1st-Kids professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Work History

1st-Kids, INC/First Steps - Cluster B Director

01/2016 - Current

- Monitor and manage cluster RFF to assure compliance with State Guidelines
- Fostered communication among LPCC Coordinator, members of LPCC Council, First Steps personnel, parents, healthcare professionals and community leaders who are critical to the success and effectiveness of the First Steps system
- Managed daily operations while overseeing staff working from home to foster increased productivity.

1st-Kids, INC/First Steps - Intake Coordinator Supervisor

01/2014 - 01/2016

- Effectively trained and mentored new staff
- Monitored program activities and evaluated quality for improvement recommendations
- Maintained ongoing outreach with community NICUs to identify agency services and act as liaison between NICUs and First Steps
- Supported office staff and operational requirements with administrative tasks.

1st-Kids INC/First Steps - Intake Coordinator

01/1998 - 01/2014

- Conduct regularly scheduled home visits to complete enrollment and IFSP paperwork
- Provide support, education/information, community resources, and different treatment options to families
- Identified needs of individual patients based on parent's concerns, physician advice, insurance limitations and Eligibility Team recommendations

✉ bleazenby1081@comcast.net

☎ 5743618268

📍 Bristol, IN 46507

Skills

- People Management
- Charismatic Leader
- Procedural Streamlining
- Networking
- Employee Coaching and Motivation
- Managing Employee Relations
- Scheduling and Coordinating

Education

05/1994

Purdue University

West Lafayette, IN

Bachelor of Arts: Psychology

Laura L Osborn

11501 W Shaffer Dr. Monticello, IN 47960 • (574)808-0459 • losborn@1st-kids.org

Work Experience

First Steps Cluster C Director

07/14 to Present

First Steps

- Management:** Manage Service Coordinators and Administrative staff. Provide trainings, support with meetings coverage as needed, review paperwork to ensure quality, review caseload numbers on an ongoing basis to determine current needs, complete supervision meetings with staff.
- Communication:** Utilize written and verbal communication skills to communicate with agencies, assessment team members, staff, and community agencies. Able to communicate and complete meetings with Spanish speaking families.
- Teamwork:** Work with therapists, agencies, assessment teams, Administrative Assistants, Service Coordinators in order to meet goals and deadlines that benefit the individuals receiving services. Team collaboration among our 1st Kids management team.

Interpreter

First Steps

Clusters C and D Indiana

7/2013 – 12/13

Provided Interpreting services for Spanish speaking families and therapists during ongoing therapy.

- Management:** Scheduled appointments, managed business finances, and all aspects of personal business.
- Communication:** Utilize written and verbal communication skills in order to interpret English to Spanish.
- Detail oriented:** Demonstrated proficiency in reading, writing, and speaking 2 languages in order to meet communicating needs of Spanish speaking families as well as information back to therapists as needed.
- Teamwork:** work with therapists, agencies, and ongoing service coordinators in order to meet goals and deadlines that benefit the individuals receiving services.

Ongoing Service Coordinator

Cluster D Indiana

4/2008-4/2013

Provided Service Coordination services for English and Spanish speaking families. Assisted therapists and families with scheduling appointments. I also assisted therapists by translating strategies for families to use during the week with their child. Provided interpreting to Assessment Team when needed.

- Organization skills:** I managed a caseload of 65 to 90 children. I completed all necessary quarterly review meetings to ensure children were receiving the services they needed. I completed Transition activities with families and assisted them by referring them to programs or agencies that would be beneficial to them.
- Communication:** Utilize written and verbal communication skills in order to coordinate services for my families. I interpreted English to Spanish and vice versa.
- Detail oriented:** Demonstrated proficiency in keeping track of my caseload, timelines for meetings, I made sure that requests for changes to plans took place in a timely manner.
- Teamwork:** Worked with agency, therapists, physicians, and various agencies to ensure families would receive the services they needed. I had a great working relationship with the providers, agency, Intake Coordinators, Assessment Team, Services Coordinators, and SPOE Supervisor.

Janet Mota

Gilbert, AZ

janetmota79@yahoo.com

1+602-884-4547

EDUCATION

Suicide Prevention and Crisis Training in Suicide Prevention Center

Educational Developmental Center

January 2020-Present

Master of Science in Psychology| General Psychology

Purdue University Global

August 2022

Bachelor of Arts| Major Psychology| Minor Communication

Indiana University

August 2010

PROFESSIONAL WORK EXPERIENCE

First Steps, 1st Kids, Inc.-Lafayette, Indiana

July 2021- Present

System Point of Entry (SPOE) Director

- Supervise all SPOE staff with monthly or as-needed supervision
- Organize and conduct monthly staff meetings to discuss SPOE updates
- Organize and conduct quarterly agency and assessment team meetings
- Implement policies and procedures provided by the state and local First Steps
- Respond, assist, and resolve all staff, families, and agency concerns
- Cover vacant caseloads
- Interview and train new employees
- Collaborate with trainees
- Conduct weekly management meetings
- Direct contact with Executive SPOE Director
- Conduct service coordination, hold a small caseload
- Conduct administration duties
- Organize and submit payroll and monthly mileage for all staff

First Steps, 1st Kids, Inc.-Crown Point, Indiana

September 2012- June 2021

Service Coordinator

- Coordinate comprehensive early intervention and community services.
- Serve as the contact for families as they access the early intervention system
- Conduct family interviews to determine family concerns and preferences for their child
- Coordinate and assess families with further evaluations such as behavioral evaluations
- Team collaboration with therapists, doctors, local school LEA and community agencies
- Review the AEPS testing tool with families completed by the Assessment Team to determine eligibility
- Develop IFSPs to meet the developmental needs of the child that are family-centered, fiscally responsible, and with services in the child's natural environment
- Document efficient clinical notes for team view
- Inform families of their rights in the early intervention system, knowledgeable and in compliance with complaints and due process procedures
- Empower/teach families to advocate for their own child

- Provide transitional community resources after our program to local Special Education Program through the public-school systems

Indiana University of Northwest | 3400 Broadway Gary, Indiana 46408

Instructor's Research Assistant

January 2010 – May 2010

- Selected among senior student body to assist with clinical human research
- Solely coordinated large research projects with hundreds of participants and multiple experimenters
- Individually ran hourly group sessions four to five times a week with participants

Indiana University NIH-Initiative for Maximizing Student Diversity Scholars Program | 107 S Indiana Ave
Bloomington, Indiana 47405

Lab Assistant Intern

May 2006 – August 2008

- Selected among hundreds of candidates to conduct intensive research on multiple research projects
- Worked under the minimal supervision of three graduate students
- Independently conducted major research on animal behavior
- Presented research findings during staff meetings to inform team members of progress and results

Certifications

Youth Mental Health First Aid

April 2022-April 2025

Youth Mental Health First Aid Certificate

Achievements

Honor Society Foundation 2022 Member

February 2020-Present

Honor Society Scholarship

Indiana University Northwest

Gary, IN

September-December 2009

Dean's List

NIH-IMSD

Bloomington, IN

May 2007-July 2009

Scholars Program

Indiana University

Bloomington, IN

June 2005-August 2010

Groups Scholars Program

Purdue University

Hammond, IN

September 2003-June 2005

Upward Bound Scholars Program

21st Century

East Chicago, IN

June 2005-August 2010

Scholars Program

Interpreter

First Steps

Clusters D and E Indiana

8/2006 – 4/2008

Provided Interpreting services for Spanish speaking families and therapists during developmental evaluations for children with developmental needs.

- Management**: Scheduled appointments, managed business finances, and all aspects of personal business.
- Communication**: Utilize written and verbal communication skills in order to interpret English to Spanish.
- Detail oriented**: Demonstrated proficiency in reading, writing, and speaking 2 languages in order to meet communicating needs of Spanish speaking families as well as information back to therapists as needed.
- Teamwork**: work with Therapists and ongoing service coordinators in order to meet goals and deadlines that benefit the individuals receiving services.

Interpreter

Healthy Families United,

White County, Indian

1/2005 – 6/2006

Provided Interpreting services for social workers & Spanish speaking families with children enrolled in Healthy Families.

- Group Dynamics**: worked with various personalities and cultures in order to provide services to benefit children and their families.
- Flexibility**: Worked different schedules in order to meet family's needs. Worked with different social workers and different families.

ESL Instructor

White County Learning Lab

Monon, Indiana

4/2006 – 11/2006

Was involved in planning, recruiting, and instructing Spanish speaking adults who desired to learn English as a second language.

- **Supervision**: managed a class of approximately 20 adults
- **Teacher**: Prepared lessons, taught lessons, tested students, and kept records of student progress.
- **Recruiter**: Recruited students in order to maintain the proper class size to keep funding for the ESL program.

Education**Instituto Tecnologico de Chihuahua, Chihuahua, Mexico**

Human Resources Bachelor's 1995-1997

CBTIS 122, Chihuahua, Mexico

Associates of Computer Science (Completed 1995)

Volunteer Work

- National Administrative Council, Churches of God General Conference, Findlay Ohio 7/13-Present
- Senior Leader/Elder 9/2007- 3/2013 Faith Covenant Fellowship, Monticello, IN
- Youth worker at Faith Covenant Fellowship, Monticello, IN 10/05-3/2013
- Red Cross Volunteer

HOBBIES

- Traveling, reading, volunteering, watching movies
- Camping, Fishing, and fitness

Additional Skills

- Windows operating systems, Microsoft Word, Microsoft Works, PowerPoint, Excel, Internet Explorer and email composition. Experience operating fax machines, copy machines, and scanners
- Experience planning, organizing, and functioning within the parameters of a set budget
- Excellent time management
- Experience with Group Dynamics & Cross-cultural living.
- Phone skills
- Organizational skills
- Administrative skills
- Bilingual Spanish and English