

## Professional Summary

Exceptional and dedicated Advocacy Worker with a strong commitment to adult's rights, children's rights and general community service. Able to handle tense and difficult interpersonal situations with full empathy, confidentiality, and professionalism

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## Education

<b>B.S:</b> Women's Studies	<b>State University of New York</b> - Brockport, New York	<b>June 2007</b>
	* Magna Cum Laude *Alpha Chi Honor Society *Department Scholar Alpha Chi Honor	
<b>A.A.S:</b> Human Services	<b>University of Maine</b> - Orono, Maine	<b>June 1990</b>

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## Experience

### **Employment Specialist, Workforce Development Supervisor, Pre- ETS lead Coordinator Family Support**

**Easterseals ARC of Northeast Indiana**- Fort Wayne

12/2017-present

- Provide support to people with disabilities as they enter the workforce including job seeking, resume creation, interviewing skills, onsite support and successful placement in community employment
- Develop workplace experiences/partnership within local community, supervise support staff at workplace experiences
- Supervise team in providing Pre- Employment Transition Services to youth 14-22 in school system, development of summer programming including internship and 8-week transition academy

### **Case Manager**

**SCAN INC**- Fort Wayne

**8/2016- 12/2017**

- Provide home based intensive case management services to adults involved with Department of Children's Services
- Client responsibilities include- intake, assessment, creating treatment plan and goals, identifying community resources and referrals, court support, teaching: budgeting, parenting skills, life skills, housekeeping skills, employment . Supporting clients in completing necessary court ordered services
- 24 hour crisis line coverage including assessment of needs, safety planning, crisis intervention, immediate response as determined by DCS
- Documentation of client interaction including case notes, monthly reports, treatment plans, case closure reports

### **Adult Advocate**

**Prevail, Inc** – Noblesville,

**12/2013 to 8/2016**

- Provide prevention and intervention services for victims of crime, including domestic violence and sexual assault.
- Client responsibilities including: on-going individual appointments, intake assessments, community resources, court advocacy, assistance in filing protective orders, safety planning , inter/intra-agency networking on behalf of client, follow-up calls to identified victims in police reports.
- Facilitation of weekly psycho-educational support groups on topics including domestic violence, sexual assault, boundaries, and healthy relationships.
- 24 hour crisis line coverage including: crisis calls, on scene accompaniment, responding to Child Advocacy Center (DCS forensic interviewing site).
- Intern and volunteer supervision in accordance with agency policy and procedures.
- Offsite presentations: topics including agency services and/or domestic violence.
- Maintain client records in database for case management.

### **Executive Assistant**

**08/2008 to 09/2012**

**Ray Graham Association** – Lisle, IL

- Provide administrative support to CEO and Executive Staff.
- Coordinate meetings, communications, staff calendars, and documents for the agency.
- Maintain records, files and correspondence of the CEO.
- Liaison between CEO and internal and external entities.
- Organization of CEO- sponsored special events including annual Volunteer Recognition Luncheon and Individual Achievement Awards.
- Processing and coordination of weekly supply orders for multiple agency locations.
- Maintain pager and cell phone systems.
- Provide support to Employee Services department including updating employee annual policy and procedure signatures and unemployment tracking.

### **Case Manager, Tracker, Research Assistant**

**07/2007 to 06/2008**

**University of Rochester Lab Tech IV-HIP Teens** – Rochester, NY

- Provide case management and tracking services to adolescent girls enrolled in a health improvement project focusing on adolescent HIV prevention, nutrition, anger management and breast health.
- Screening potential participants for eligibility.

- Supporting continued participation in project through ongoing contact with participants.
- Maintain calendar for intervention groups and scheduling of facilitators.
- Supervision of nursing students.

## **Experience Continued**

### **Senior Student Behavior Assistant**

**02/2003 to 06/2007**

#### **Monroe 2-Orleans BOCES -Therapeutic Day Center-Spencerport, NY**

- Provide support to high school students with diagnosed mental health disorders in an educational therapeutic day program.
- Work collaboratively with classroom teacher/staff, social worker, administration and family for ongoing academic and emotional success of student.
- Facilitate team meetings and participate on district-wide Crisis Team.
- Participate in PBIS activities within program and district wide.
- Data collection and interpretation of behavioral modification plans of students.
- Organization of special events including monthly student/staff recognition, parent events and graduation ceremonies.

### **Early Head Start Family Educator**

**06/2002 to 12/2002**

#### **Pro-Action Inc of Stueben and Yates County – Bath, NY**

- Recruitment, screening and enrollment of families meeting targeted program specifications.
- Delivery of home based services including educational activities, base line developmental testing, and community referrals for clients.
- Organization and leading of group activities with participating families within community settings.
- Maintenance of confidential client files and statistical records.

### **Counselor/Advocate and Volunteer Coordinator**

**01/1999 to 01/2002**

#### **Rape Crisis of the Southern Tier – Elmira, NY**

- Provide primary ongoing support, advocacy, follow-up, and referral services for victims of sexual violence and their support systems.
- Support and accompaniment within medical and legal systems.
- Facilitation of educational and support groups.
- Interface with community and state programs to provide comprehensive services to clients, support and advocacy within the legal system and medical community.
- Maintenance of confidential client files and statistical records for reporting to program funders.
- Recruitment, supervision, scheduling, educating, and statistical record keeping for 30+ volunteers in a 24-hour, tri-county sexual assault crisis program.
- Responsible for maintaining 24 hour communication structure in response to program needs.
- Primary liaison between program staff and volunteers.
- Participation in county collaborative task forces and committees with law enforcement, courts, office of district attorney and other victim advocate agencies.
- Representation of local agency to statewide coalition meetings.
- Organization of monthly meetings, annual volunteer recognition events, education events for professionals, community and school groups.

### **Service Coordinator**

**01/1998 to 01/1999**

#### **Steuben Arc – Bath, NY**

- Ongoing support, advocacy, coordination and follow-up to promote self-sufficiency to persons with developmental disabilities.
- Inter-agency contact and client advocacy with, VESID, Department of Social Services, Social Security Administration, school systems, counselors, medical community, for the purpose of developing client centered plans of individualization, inclusion and independence.
- Maintenance of confidential client files.

### **Supported Employment, Job Coach**

#### **Steuben Arc – Bath, NY**

- Support Employment, Job Coach.
- Perform job analysis and work site assessment.
- Develop and implement instruction plans for job performance by clients with developmental disabilities.
- Provide instruction to facilitate maintenance of employment by client.

Assess work quality with client and on site employment supervisor.

**01/1997 to 01/1998**

- Provide training to on-site supervisors in reference to supported employment goals and objectives.
- Maintain relationships with authorizing state agencies.
- Maintain confidential client files and progress notes.