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Education

Iowa State University, Bachelor of Science, 2010 Major: Child, Adult and Family Services; Dept. of Human Development and Family Studies

Summary of Qualifications and Skills

- Case management experience
- Foster Parent
- Excellent interpersonal skills
- Great with time management
- Flexible
- Well organized
- Juvenile court experience
- Detail orientated
- Enjoy new challenges
- Extensive knowledge of children's development
- Court Appointed Special Advocate-volunteer
- Certified Mandatory reporter
- Certified in CPR and First Aid
- Trained in Parents as Teachers, Life Skills Progression, Positive Behavior Intervention and Supports.
- Entered LSP and other data in REDCap system.
- Knowledgeable in trauma and addictions
- Trauma Informed Care continuing education 2013, 2014 and 2015
- Drug Endangered Children's continuing education 2013, 2014 and 2015
- Knowledge of Microsoft Office
- Knowledge of SPSS, Qualtrics, nFORM

Work Experience:

<u>University of Iowa School of Social Work</u> 2016 – present

Program Coordinator – Safe Babies Court Team

- Provide case coordination and support the SBCT initiative including actively working with the local judge, local child welfare and family service agencies, and families in the Polk Co. Safe Babies Court Team initiative.
- Serve in a consulting capacity to support systematic change to address barriers for families, professionals and SBCT initiative stakeholders to facilitate positive outcomes for SBCT initiative families.

- Participate in community learning collaboratives.
- Participate in local & national meetings, webinars, work groups and trainings.
- Participate in meetings, staffngs, pre and post removal conferences, Family Team Meetings and court hearings and serve in the role of local SBCT Coordinator.
- Maintain a collaborative working relationship with AIR, RTI supporting the collection of local data necessary for the research.
- Maintain the Zero to Three Court Teams database with required case information.
- Continuously seek out community resources and services that can enhance the efficacy of the SBCT initiative case process including grant and funding applications and opportunities for sustainability.
- Coordinate the Safe Babies Court Team including attending meetings, conference calls, court hearings, organizing large Stakeholders meetings and tracking data.
- Provide assistance to agencies utilizing the Life Skills Progression.
- Stay up to date on data and programs used by in-home visiting programs.

Department of Human Services

2016 – 2017

Child Protection Case Manager

- Assessing the individual needs of clients.
- Documenting cases utilizing case notes, Family and Child Services System (FACS), Iowa Automated Benefit Calculation System (IABC/Food Stamps, Medicaid), Child Support Enforcement-Iowa Collections and Reporting System (ICARS).
- Completion of progress note and monthly reports in a timely fashion.
- Creating and implementing treatment plans for families that are currently involved with the Department of Human Services.
- Transporting clients, appearing in court, home visitation, attending appointments as deemed appropriate by the treatment plan.
- Supervising visits with clients and their children in their homes and/or community settings.
- Assisting families in utilizing resources in the community.
- Utilizing computer skills as this job requires frequent use of computers, internet and cell phones.
- 24 Hour access to a computer and internet.
- Effectively teaching clients parenting skills.
- Ability to draw on cultural strengths & focus on client strengths.
- Effectively collaborate and work as a part of the Zero to Three Safe Babies Court Team including making referrals, service integration meetings, stakeholder meetings and increasing the number and fidelity for family team meetings
- Ability to function independently and maintain ethical professionalism at all times.
- Ability to engage in case staffing/supervision.
- Maintain driver's license, registration and proof of insurance.
- Passed all CPS Check, law enforcement check, and sex offender check.
- CPR/First Aide Certified

- Providing case management services to families currently involved with the Department of Human Services based on assessments of strengths and need.
- Responsible for reporting to all legal parties through court reports, family team meetings and on an as needed basis through various methods (e.g., email, phone).
- Responsible for a minimum of monthly contact with each child client on caseload to ensure safety, well-being and appropriate services in place.
- Responsible for continuously assessing safety and risk with each individual family on my caseload.
- Responsible for making appropriate and necessary recommendations for families in an attempt to keep families together.

Drake University Head Start

2011-2016

Infant and Toddler Specialist

- Responsible for conducting in-home visits with at risk families that have children ranging in age from birth to three years.
- Served DHS system involved families as part of the Zero to Three Safe Babies court team process.
- Attended Family Team Meetings and Court hearings for each case.
- Communicated with the social workers and FSRP workers involved in each case.
- Provided parent education based on each individual families situations and needs. Trained in Parents as Teachers. Entered DATA in REDCap system.
- Trained in Life Skills Progression and utilized this tool to assess and assist families
- Provided referrals for families and children when necessary and also provided families with beneficial resources throughout the community.
- Provided information on bonding and attachment with each child and their care giver
- Worked with interpreters in order to better communicate with refuge families and families for whom English is a second language.

<u>The House of Mercy</u>

2010-2011

Infant Teacher

- Responsible for the care, development, and well-being of infants ranging in age from 8 weeks through 12 months.
- Responsible for knowledge of effects drug and alcohol use can have on infants while in utero and using that knowledge to adjust the way each individual infant is cared for.
- Created and maintained positive and supportive relationships with the mothers of the children in my care.

Kinder Care Learning Center Infant Teacher

• Responsible for the care, development, and well-being of infants ranging in age from 6 weeks through 12 months.

2004-2010

• Created and maintained positive relationships with the families of the infants in my care.