

MARY SOCIAL WORKER, MSW

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SOCIAL WORK

Experienced Social Worker and Case Manager with an award-winning, 7-year record of success working with children and adolescents to improve family services, performance and behavior. Recently completed *Master of Social Work* from STATE UNIVERSITY. Use excellent written and oral communication skills to implement and document interventions to improve children's behavior and reunite families. Build rapport with community organizations and state agencies by using effective interpersonal skills. Facilitate coalitions with educational, health and human services, juvenile justice and other family support services to ensure all needs are met. Facilitate high performance teams by providing superior training, mentoring and guidance.

Certifications: Surrogate Training, County School System • First Aid & CPR, American Heart Association Member, Association of Social Workers • Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)

PROFESSIONAL EXPERIENCE

FOSTER CARE AGENCY, Atlanta, GA
Case Manager (8/2003 - Present)

8/2003 - Present

Provided services at a growing national organization based in five states, specializing in keeping siblings together in homes and expediting the reunification process. Received Award of Excellence for top performance.

- Supervise 4 Family Advocates and 20 Foster Parents by providing mentoring, leadership and guidance to improve productivity and create a high performance team which meets all deadlines and requirements.
- Ensure children are well cared for by providing face-to-face contact, support and supervision of children in state custody. Review foster parents' roles and responsibilities and explain importance to keep contact.
- Respond effectively to emergencies and stressful situations with a calm demeanor to resolve all issues.
- Spearhead the birth family reunification process by conducting needs assessments to develop and document appropriate goals and timeframes to determine interventions needed to prevent crisis and disruption.
- Collaborate with community agencies to request required services, including mentoring, extracurricular activities and financial assistance.
- Encourage birth families to work with foster parents by communicating and involving birth parents in their child's progress, concerns, major decisions and changes in services and placement.
- **Facilitate improvement in children's level of function and coping skills** by intervening therapeutically, including supervision of visits with both birth and foster families.
- **Improve birth parents' ability to make positive changes in their children's lives** by supporting their strengths and addressing their weaknesses through role modeling, direct communication, teaching and advocacy.
- Reach out to involve birth parents with regular communication and by contacting family members to find missing parents.
- Train Case Managers, Family Advocates and Foster Parents on requirements and responsibilities, including documentation, performing foster home visits and alternative discipline methods.
- Manage budgets by developing weekly financial spreadsheets on foster home placements for accounting.
- Motivate children to take medication, complete homework assignments and maintain their placement.
- **Met a child's educational needs** by advocating for and collaborating with school staff to develop an Individual Educational Plan (IEP) for special education.
- Raised completeness and accuracy levels to 100% from previous 60% for three consecutive state audits by providing key assistance in a team effort.

Student Intern [Practicum Social Work Experience] (9/2004 - 5/2006)

- Maintained and stabilized placement by providing therapeutic and clinical services for families with understanding of the client's situation to define guidelines, goals and timeframes.
- Ensured completion of defined goals and steps in client's case plan with effective case management by providing assistance for educational, behavioral and medical issues while adhering to agency guidelines.
- Stabilized family situation which allowed children to remain with birth parents by locating and collaborating with community agencies, including churches, to provide needed financial assistance to pay for rent and utilities.
- Provided therapy to client with weekly individual supervision and bi-weekly team meetings for optimal care.
- Developed the most appropriate plans and therapeutic treatment for the family by participating in case conferencing with other professionals and observing Family Team Meetings.
- Documented and provided information about the client by following the Data, Assessment, Plan (DAP) format.

PROFESSIONAL EXPERIENCE (CONTINUED)

COUNTY DEPARTMENT OF FAMILY AND CHILDREN SERVICES (DFACS), Another City, GA 7/2000 - 8/2003
Social Service Case Manager

Provided placement services for over 50 children in state custody, ranging from infancy to 19 years old.

- Ensured placement for children in appropriate environments, including standard foster homes, therapeutic foster homes, group homes and second chance homes by connecting with licensed agencies and completing application processes.
- Assessed appropriate placement of children by conducting and preparing reports on home evaluations to assess sleeping arrangements, food availability, financial conditions and discipline.
- Developed and implemented effective case plans for birth parent(s) by compassionately helping them feel part of the process while working within agency guidelines.
- **Designed plans specific to each child's needs** by building coalitions and coordinating with government and community organizations, including school systems, daycare organizations, several DFACS organizations, substance abuse programs, mental health institutions and the juvenile justice system.
- Maintained placements by providing effective follow-up services with families.
- Represented agency at Juvenile Court child custody hearings and Citizens Panel reviews by proactively assessing children's history, providing all required information and patiently explaining the DFACS process.
- Facilitated client with substance abuse problem to be reunited with five children in state custody by supporting her strong desire to return her children home.
- Recognized as Employee of the Month for excellence.

COMMUNITY SERVICE BOARD, Community, GA 4/1999 - 6/2001
Social Services Technician

Provided therapeutic services to children diagnosed with severely disturbed behavioral disorders at the Day Treatment Center, a small division of the Community Service Board.

- Met client mental health needs with effective plans to achieve optimal functioning level as a key member of an interdisciplinary team of licensed therapists, psychologists, psychiatrists, school officials, birth/foster parents and DFACS officials by providing suggestions based on observed behavior of client.
- Helped over 24 children and adolescents enhance, meet and/or restore functioning by working with clinicians in group discussions, completing progress notes on observed behavior and assisting in behavior management and therapeutic restraints to correct misbehavior and refusal to use self-control skills.
- Provided case management for children and adolescents by providing progress notes to psychologists, DFACS and court officials and working with birth families to utilize techniques used in treatment.
- Improved client self esteem and anger management abilities by leading and assisting group discussions.
- Prevented harm and calmed down clients by using aggressive behavior management techniques.

EDUCATION & TRAINING

Master of Social Work, STATE UNIVERSITY, City, GA, 5/2006, 3.61 GPA

Coursework: Autonomous Social Work, Research Methods, Human Behavior, Social Welfare Policy, Psychopathology, Social Work Practice in Health / Mental Health Settings, Brief Intervention Methods, Emotional Disorders of Children and Adolescents

Bachelor of Arts in Psychology, ANOTHER STATE UNIVERSITY, Another City, GA, 5/2000

Training on Child and Adolescent Psychiatry and Medication Management • Non-Violent Crises Intervention
 What You Need To Know About Special Education • Behavior Modification/Principles of Behavior Training
 Training in Foster Care Mentor Program • Training in Legal Issues for Social Services Case Managers
 Systems of Care and Wrap-Around Process Training • Cultural Diversity and Sensitivity
 Health Insurance Portability and Accountability Act 201 A Refresher Course
 Recent Innovations in Family Assessment • Family Team Meetings Training
 Training in Foundations of Child Welfare • Foster Care Services

AWARDS

Award of Excellence, FAMILY FOSTER CARE AGENCY, 5/2005

Employee of the Month, COUNTY DEPARTMENT OF FAMILY AND CHILDREN SERVICES, 1/2002