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### Summary of Qualifications:

- Program planning, development, management and evaluation.
- Trainer
- Supervision and management of staff.
- Grant writing.
- Budget preparation.
- Quality assurance development, implementation and monitoring.
- Licensed Clinical Social Work (LCSW Eligible).
- Experience in providing technical assistance and consultation to committees, commissions and conferences.
- Parent Education Trainer
- Collaboration with non-profit organizations, businesses, and government agencies.
- Clinical supervisor and therapist.
- Excellent writing, interpersonal and public relations skills.

### Professional and Business Experience:

#### *Director of Field Education*

Florida State University, College of Social Work

Tallahassee, Florida

May 2005 –present

Responsible for providing administrative oversight of the field education program. managing.

Coordinate and provide oversight of the area coordination duties as they relate to field education.

Coordinate and monitor the Title IV-E child Welfare Stipend Program

Provide technical assistance and meditation to field educators and students.

Responsible for supervising program and student assistants.

Responsible for chairing the field education committee.

Responsible for developing and revising field education policies, procedures and documents.

Responsible for training all field instructors.

Responsible for conducting local, regional and state continuing education training for licensed and non-licensed professionals.

Responsible for coordination and facilitations of student orientation.

Facilitate staffing of the College of Social Work Advisory Committee

Academic advisor for bachelors and masters level students.

Monitor masters level student practicum field placements and conduct site visits.

Serve as liaison between agencies providing field opportunities and the university.

Coordinate an annual Field Education EXPO

#### *Assistant Director of Field Education*

Florida State University, of Social Work

Tallahassee, Florida

August 2001 – April 2005

- Responsible for teaching college integrative seminar classes incorporating theory with practice.
- Responsible for training all field instructors.
- Responsible for conducting local, regional and state continuing education training for licensed and non-licensed professionals.
- Responsible for coordination and facilitations of student orientation.
- Co-facilitate staffing of the School of Social Work Advisor Committee.
- Responsible for developing clinical and social policy and administration placements.
- Responsible for maintaining clinical and social policy and administration placements.

- Academic advisor for masters level students.
- Monitor masters level student practicum field placements and conduct site visits.
- Serve as liaison between agencies providing field opportunities and the university.
- Provide technical assistance and meditation to field instructors and students.

*Training Consultant*

Technical, Innovative, Practical Solutions, Inc.

Tallahassee, Florida  
December 1999 - Present

*Director of Programs*

The Family Source of Florida

Tallahassee, Florida  
September 1998 – August 2001

- Responsible for developing and monitoring The Family Sources of Florida programs statewide.
- Coordinate staff development and training for The Family Source of Florida personnel and for communities at large.
- Coordinate quality assurance development, implementation and monitoring
- Prepare monthly, quarterly and annual reports.
- Oversee the operations of the 24-hour parent crisis help line.
- Oversee and develop parent support groups statewide.
- Supervise program staff and handle all personnel issues.
- Create and oversee The Family Sources of Florida Advisory Council.
- Development of Request for Proposals.

*Program Director*

Children's Home Society of Florida

Tavares, Florida  
June 1994-September 1998

- Responsible for administration of the Family Builders, Intensive Crisis Counseling Program, Case Management, Babynet, Baby Dangerfield and Homemaker services programs.
- Supervise program staff and handle all personnel issues.
- Develop program policies and procedures.
- Ensure maintenance and compliance of clinical records
- Budget preparation.
- Compile statistical data for contract compliance and program evaluation.
- Prepare monthly, quarterly and annual reports.
- Coordinate staff development and training.

*Clinical Director*

Temporary Living Center

Apopka, Florida  
December 1992–May 1994

- Responsible for administration of the Residential and Day Treatment programs.
- Develop program policies and procedures.
- Provide clinical supervision to program staff and handle all personnel issues.
- Monitor and evaluator program performance standards to ensure compliance with State and Federal regulation.
- Ensure maintenance and compliance of clinical records.
- Coordinate staff development and training.

*Program Supervisor*  
LifeStream Behavioral Center

Leesburg, Florida  
September 1990–December 1992

- Responsible for administration of the Residential Treatment for severely emotionally disturbed adolescents.
- Provide clinical supervision to program staff and handle all personnel issues.
- Coordinator and conduct treatment team planning meetings.
- Develop program policies and procedures.
- Review clinical records for adherence with the Department of Children and Families regulations.
- Prepare monthly, quarterly and annual reports.
- Budget preparation.
- Develop staff orientation and training manual.
- Coordinate staff development and training.

*Program Supervisor*  
Rainbow Recovery

Leesburg, Florida  
January 1990-August 1990

- Responsible for administration of the Residential Substance Abuse Treatment program for adolescents.
- Provide clinical supervision to program staff.
- Review clinical records for adherence with the Department of Children and Families regulations.
- Coordinate staff development and training.
- Supervise program staff and handle all personnel issues.

*Associate Supervisor*  
Children's Out-patient Counseling

Leesburg, Florida  
August 1987-July 1990

- Responsible for supervision of clinical and clerical staff.
- Coordinated and conducted all treatment planning and staff meetings.
- Provided individual, family and group therapy.

*Therapist*

Leesburg, Florida  
August 1986- 1987

- Provided individual, family and group therapy.
- Completed comprehensive psychosocial evaluations.
- Maintained clinical records.
- Prepared monthly reports

**Additional Experience:**

*Group Facilitator*

Ocala, Florida  
September 1997-June 1998

- Charter Springs Hospital provided individual, family and group therapy.
- Teaching social skills learning model to teenagers and parents.
- Teaching parent training.

*Computer Skills:*

- *Word Processing:* Windows XP, Microsoft Word 2000, 97, 6.0, Word Perfect 7.0/6.1
- *Other:* Microsoft Excel 2000, 97, Microsoft Access 2000, 97, 7.0, Visio, Paint Shop Professional, Connor Backup Executive
- *E-Mail:* Microsoft Outlook 2000, 97, Juno
- *Network:* Windows NT, Windows 98 and 95 workstations

*Professional Education and Training Provided:*

- The State of Florida Guardian Ad Litem Program, Cultural Diversity Training, 1993.
- National Court Appointed Special Advocates (CASA) National Conference, Cultural Diversity Training, 1993
- Florida Department of Law Enforcement, Cultural Diversity Training, 1994.
- Department of Children and Families, Communication Skills, Documentation and Case Management, 1996.
- The Ounce of Prevention Fund of Florida, Crisis Intervention, 1996.
- The Children’s Home Society of Florida, Cultural Diversity, 1995 and 1997.
- Group Facilitator Skills Training, 1998- 2001.
- Presented The Parent Support Group Model – FLAIRS Conference – 9/1999.
- Presented Signs and Symptoms of Abuse and Neglect Training – 2/2000 to present.
- Presented The Parent Support Group Model – CORF Conference – 6/99 & 6/2000.
- Presented The Parent Support Group Model – Florida Literacy Conference – 3/2000.
- Presented The Parent Support Group Model – Domestic Violence Coalition Conference – 2/2001.
- Shaken Baby Syndrome Trainer -1/2001.
- Field Instructors Training 10/2001 and 2/2000.
- Professional Renewal Training (Combating Burn-Out/Compassion Fatigue – 5/2002.
- Field Educators Training 3/ 2003- 3/2007.
- Council on Social Work Accreditation Presentation- Examining Rural Hassles and Coping Mechanisms Among Pregnant and Parenting African American Women – Chicago Ill -2/2006.
- Effective Communication Skills – 9/2007
- Council on Social Work Accreditation Presentation- Examining Rural Hassles and Coping Mechanisms Among Pregnant and Parenting African American Women – San Francisco, Calif. – 10/2007.
- Professional Renewal Training (Combating Burn-Out/Compassion Fatigue – 3/2008.

*Grants Written and Awarded:*

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| • Target Corporation                           | January 1995,  | \$7,500  |
| • Lake County Citizens Commission for Children | January 1996,  | \$35,000 |
| • Lake County Citizens Commission for Children | April 1996/97, | \$50,000 |
| • Lake County Citizens Commission for Children | April 1998,    | \$40,000 |

*Boards and Committee Affiliations:*

- Lake Childhood Development Services, (CDS), Board of Directors, 1996 - 1998.
- Big Brothers/Big Sisters, 1997 – 1998.
- Family Services Planning Team, (FSPT), 1994 – 1998.
- Department of Children and Families -Early Services Intervention, (ESI), 1994 – 1998.
- Advisory Board of the Ounce of Prevention Fund of Florida – Community Based Grant Project 6/98 to present.
- The Ounce of Prevention Fund of Florida – Grant Reviewer of Healthy Family America, 1999-2001.
- TEAM Florida Partnership, 1998- 2003
- National Association of Females Executives, 2000- present

*Education:*

Graduate	Florida State University School of Social Work, Tallahassee, Florida Masters of Social Work received May 1985
Undergraduate	Florida State University School of Social Work, Tallahassee, Florida Bachelors of Science received August 1983