

## **SHARON ROSS-DONALDSON, MSW, LCSW, CFSW**

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### **EDUCATION**

Certified Adoptions Competency Specialist, St Petersburg College, 2010

EMDR, Trained, HAP Institute, 2010

M.B.A., Certificate, Anderson School of Business, UCLA, 2008

M.S.W., Masters of Social Work, Florida State University, 1985

B.S., Social Work, Florida State University, 1983

### **QUALIFICATIONS**

- Administrative experience: program planning, management and implementation, supervision, coordination with multi level organizations.
- Program planning and implementation of local and statewide programs.
- Program evaluation and research.
- Experience in management information system development and conceptual design.
- Technical assistance and consultation for programs statewide and community based/faith based organizations.
- Clinical Therapist.
- Licensed Clinical Social Worker and Licensed Clinical Social Worker Supervisor.
- Lecturer FSU College of Social Work.
- Infant Mental Health Therapist/Trainer.
- National Hague Evaluator Council on Accreditation.
- Supreme Court Certified Family and County Court Mediator.
- Diplomate of American Board of Forensic Social Workers.
- National Peer Reviewer for the Council on Accreditation.
- National Peer Reviewer for the COA/United States Marine Corp.
- National Peer Reviewer for the Healthy Families America.
- Three year Member of Healthy Families America Advisory Credentialing Panel.
- Coordination and implementation of statewide training institute.
- Trainer.
- Curriculum development and design.
- Statewide budget planning and preparation.
- Grant writing and reviewing and RFP and RFI development.
- Strategic planning.
- Legislative liaison/lobbying experience.
- Experience in the family court area of dependency, family law, abuse and neglect, juvenile and domestic violence.
- Statewide experience in the Guardian Ad Litem Program.
- Experience in case-management, automated data reporting and tracking.
- Knowledge of the social service system at the federal, state, and local levels.

- Knowledge of consumer service and community-based program services.
- Collaboration with non-profit organizations, businesses, and government agencies.
- Clinical supervision and training of Bachelors and Masters level student interns.
- Clinical mental health experience and experience with the managed care system.
- Excellent writing, interpersonal and public relations skills.

## **PROFESSIONAL AND BUSINESS EXPERIENCE**

- Present -  
Work  
April 2004
- Training Consultant/Lecturer*, Florida State University, College of Social Work
- Teach various courses in the College of Social Work with particular emphasis in Culturally Competent Child Welfare Practice
  - Provide clinical supervision/ training for Bachelors and Masters level Social Work interning at the Department of Children and Families (DCF) in the areas of Adoptions, Child Protective Investigations, Child Protective Services and Forster Care
  - Coordinate with DCF and the Community Based Care agencies for student internships in the areas of Child Protective Investigations, Child Protective Services, Forster Care and Adoptions
  - Provide various trainings for DCF and the Community Based Care agencies
  - Participate in meets with various state leaders to discuss quality improvement issues with state DCF system and privatized Community Based Organizations
  - Conduct special projects for DCF, (focus groups for Economic Services, development of survey questionnaires, review files, etc.)
- Present -  
March 1999
- Consultant*, Technical, Innovative, Practical Solutions, Inc.
- Present -  
March 1995
- Consultant*, Ross/Donaldson Consultants, Inc.
- April 2004 –  
August 2002
- Adjunct Instructor*, Florida State University School of Social Work
- July 2001 -  
November 1998
- Healthy Families Florida Assistant Executive Director*, The Ounce of Prevention of Florida
- Manage the 30 million dollar Healthy Families Florida initiative (HFF), 49 statewide site subcontracts
  - Develop and conduct all new contractors orientation training
  - Manage the HFF state contract with the Florida DCF
  - Oversee HFF statewide independent evaluation & develop HFF logic model
  - Develop HFF statewide policies and procedures
  - Oversee and develop the HFF statewide quality assurance system (local and state protocols and tools)

- Oversee and develop the HFF statewide training institute
- Coordinate and develop the HFF/Healthy Start (HS) universal screening tool
- Develop and coordinate of the HFF/HS statewide training on the use of the HFF/HS universal screening tool in conjunction with the Florida Department of Health
- Coordinate, develop and train statewide staff on the HFF assessment tool
- Coordinate and facilitate statewide and regional meetings and conferences
- Develop technical assistance protocols for HFF site visits
- Develop report format for site visits reports
- Provide technical assistance statewide on implementation of Healthy Families America model
- Budget planning and preparation
- Supervise and train HFF program staff, staff statewide committees and workgroups
- Prepare quarterly and annual reports for the DCF
- Function as liaison for HFF with national, state, and public and private organizations; represent HFF on task forces and workgroups

November 1998 - *Healthy Families Florida Program Manager*, The Ounce of Prevention  
Fund of  
July 1998 Florida

- Manage HFF statewide subcontracts
- Develop HFF Community Grant Application, RFP for HFF statewide evaluation and training institute
- Provide technical assistance to HFF statewide programs
- Develop the quality assurance system
- Conduct site visits and prepare site visit reports
- Provide technical assistance on community collaboration efforts at the city and county level
- Oversee the HFF statewide evaluation and training effort
- Develop and review all HFF subcontracts with HFF programs and the Department of Children and Families
- Conduct Bidders' Conference for Community Grant Application, training and evaluation RFP
- Supervise HFF Program and Contract Specialists
- Prepare and review HFF budget.
- Prepare quarterly and annual reports
- Coordinate statewide meetings and conferences
- Collaborate with the HFF Advisory Committee

July 1998 - *Program Planning & Development Specialist*, The Ounce of  
Prevention Fund of  
April 1995 Florida

- Develop Ounce program models to include identifying program goals, process objectives and long-term outcomes
- Compile and analyze data for program evaluation
- Develop, formulate and implement policies and procedures and case management systems for statewide programs
- Provide technical assistance to Ounce programs statewide on implementation of program models
- Develop quality assurance monitoring tool for the Ounce programs statewide and monitored programs for adherence
- Develop and review all Ounce contracts with Ounce programs and the State of Florida
- Conduct quarterly site visits and prepare quarterly site reports
- Coordinate statewide staff development and training for Ounce programs
- Conduct on site training for specific program needs
- Review and prepare Ounce programs' budgets
- Prepare quarterly and annual reports for the Florida Department of Health, Department of Children and Families. and the Department of Drugs, Alcohol and Mental Health

April 1995 -  
June 1994

*Senior Court Analyst*, Florida Supreme Court, Office of the State Courts  
Administrator, Tallahassee, Florida

- Research court policies and procedures to define methods of improving the effectiveness and efficiency of family courts programs
- Provide professional, technical support to various judicial committees and commissions
- Provide technical assistance to court administration and court staff on various court programs
- Develop and recommend minimal standards of operations for the State of Florida Guardian Ad Litem Program
- Prepare special legislative analysis on fiscal impact of proposed legislation
- Prepare and research grants to secure additional program funding
- Develop training curriculum for Guardian Ad Litem Circuit Director's, staff and volunteers
- Develop and implement statewide management information system for the state of Florida Guardian Ad Litem Program.
- Coordinate statewide training conferences for Guardian Ad Litem staff and volunteer

June 1994 -  
June 1991

*Abuse and Neglect State Coordinator*, Guardian Ad Litem  
Program, Florida  
Supreme Court, Office of the State Courts Administrator,  
Tallahassee, Florida

- Provide technical assistance and support to the circuit courts, Chief Judges, Court Administrators and Circuit Directors on implementation of the State of Florida Guardian Ad Litem Program
- Coordinate statewide training for the Guardian Ad Litem staff and volunteers
- Coordinate the National Court Appointed Special Advocates Florida National Conference
- Develop and implement the quality assurance system for the State of Florida Guardian Ad Litem Program
- Monitor programs statewide for adherence with minimal standards of operations and quality assurance
- Provide administrative support to statewide programs in areas of budget preparation, training, staffing recruitment and legislative liaison
- Prepare special legislative analysis on fiscal impact of proposed legislation
- Serve as legislative liaison for the state of Florida Guardian Ad Litem Program
- Liaison to Professional Development Center trainer

June 1991 -  
Services,  
June 1990

*Family Enrichment Program Coordinator*, Apalachee Center for Human  
Inc. Tallahassee, Florida

- Develop program goals, objective and short and long term outcomes

- Compile and analyze data for program evaluation
- Develop program policies and procedures
- Prepare Family Enrichment programs' budgets
- Develop programs quality assurance monitoring tool and monitoring programs for compliance
- Prepare quarterly and annual reports for the DCF
- Provide clinical supervision to program staff and Masters and Bachelors level interns
- Develop and manage the Family Enrichment Advisory Board
- Prepare and present quarterly and annual reports to the Board of Directors
- Research and respond to grant opportunity for additional program funding
- Coordinate staff development and training for program staff and volunteers
- Serve as legislative liaison. Present before the House and Senate on behalf of the programs

June 1990 - *Quality Assurance Corporate Consultant*, Beverly Enterprises, Inc.  
Atlanta,  
June 1989 Georgia

- Supervise and provide technical assistance to facility administration and staff
- Develop and implement facilities policies and procedures
- Develop quality assurance monitoring tools in accordance with State and Federal regulations
- Monitor facilities for compliance with State and Federal regulations
- Coordinate and conduct statewide training for facility administration and staff
- Provide technical assistance and monitor compliance of Beverly facilities outside the State of Florida
- Prepared quarterly site visits reports

June 1989 - *Clinical Medical Social Worker*, Tallahassee Community Hospital,  
Tallahassee, Florida  
June 1985

- Conduct individual/group and family counseling, family education, and disposition planning
- Conduct and record intake and psychosocial assessments
- Conduct and prepare adoptions and home studies
- Provide financial counseling and assess for eligibility of social service programs
- Conduct group individual and family therapy.
- Provide clinical supervision and train Master's level Social Work students, medical students, and nursing students.
- Serve a team member in preparing hospital self assessment for Joint Commission on Accreditation Organization (JCAHO) site visit.

### ***CERTIFICATIONS/LICENSES***

- Licensed Clinical Social Worker
- Diplomate of American Board of Forensic Social Workers
- Florida Supreme Court Certified Family and County Court Mediator
- National Peer Reviewer for the Healthy Families America Credentialing Program
- National Peer Reviewer for the Council on Accreditation
- National Peer Reviewer for the COA/United States Marines Corp
- National Hague Evaluator Council on Accreditation

### ***PROFESSIONAL MEMBERSHIP AFFILIATES***

- Healthy Families America Advisory Credentialing Panel Member
- National Association of Social Workers
- National Association of Court Appointed Special Advocates
- Association of Family Court Mediators

## **SOFTWARE PACKAGES**

- *Statistical-Research:* Ethnograph (qualitative data organizer)
- *Word Processing:* Microsoft Word, Word Perfect
- *Other:* Microsoft Excel, Microsoft Access, PCAnywhere, Visio, Paint Shop Professional, Connor Backup Executive
- *E-Mail:* Microsoft Outlook, Juno, Lotus Notes, Eudora
- *Operating Systems:* Windows NT, Windows and Windows for Workgroups
- *Network:* Windows NT, Windows and workstations
- *Browsers:* Internet Explorer and Netscape Navigator