

**JEANNE D. WILLIAMS**

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**Master of Social Work graduate (MSW)** with an academic concentration in Children, Families, seeking a social services position and diversified background conducting legal research for non-profit advocating for human rights, leading group discussions on anger and stress management, and organizing summer activities for displaced youth.

**SUMMARY OF QUALIFICATIONS**

- Dedicated and engaged professional, volunteer, and community member with broad experience helping diverse clients improve their quality of life
- Work with domestic violence and raped victims, homeless populations, and children in foster care; applied crisis intervention techniques, engaged in active listening, and life skills workshops.
- Proven record of attaining goals, assessing clients' needs and collaborating with community members, professionals, and volunteers to achieve results
- Exceptional leadership, organizational, oral, written communication, interpersonal, analytical, and problem resolution skills. Thrive in both independent and collaborative work environments
- Skilled in building long-term relationships with all levels of hospital staff and pharmaceutical and medical equipment representatives. Achieved significant results related to promoting organizational growth and staff development, securing necessary industry-related designations, and increasing overall patient satisfaction

**EDUCATION AND RELEVANT COURSE WORK**

Walden University, Minneapolis, - 10/30

**Master of Social Work**, Concentration: Children, Families, and Couples

**GPA 4.0**

- Human Behavior and the Social Environment,
- Social Work Theory and Practice
- SW Field Education I & II
- SW Field Education III & IV

Kaplan University

**Bachelor of Science in Criminal Justice, Administration Management, and Law Enforcement**  
emphasis **GPA- 4.0**

DeKalb Technical College,

**Associate of Applied Science, Paralegal - 07/09** **GPA 3.05**

## **PROFESSIONAL EXPERIENCE**

Georgia Health Partners, LLC

Lawrenceville GA

### **Intensive Family Intervention (IFI) Therapist**

January 2017

- As an IFI team member I provide \* Individual and Family Counseling \* Individual and Family Training \* Diagnostic Evaluation and Assessment \* Treatment Planning \* Case Management \* Crisis Intervention.
- Provide Intensive Family Intervention services to different types of families – birth or biological families, foster families, adoptive families – to help them address major challenges, stabilize the family and enhance family functioning.
- Provide services that build upon the conviction that children can be safely protected and treated within the home when parents are provided with support and service and empowered to change the family's life toward healthy functioning. I help build a full picture of the family and a relationship with them.

### **Student Therapist /MSW**

ASFC Outreach Counseling Services -  
Covington, GA

May 2016 to Present

- Intake/Assessment: perform the initial meeting with the client during which I gathers information to address the client's immediate needs to encourage his/her engagement and retention in services.
- Also made determination as to whether or not a need for case management services, and if so, to determine the model of case management most appropriate to meet a client's needs, and to assess the client's willingness and readiness to engage in case management services.
- Conduct weekly individual, family and group therapy sessions with children, adolescents, and adults diagnosed with a variety of disorders including Adjustment Disorders, ADHD, Oppositional Defiant Disorder, Depression, Bipolar Disorder, Dysthymic Disorder, Anxiety Disorders, Cognitive Disorders and Borderline Personality Disorder

- Provide play therapy activity to clients age 10 years and younger using the Child-Centered Play Therapy (CCPT) approach
- Maintain a case load of approximately 10 -12 weekly clients  
Co-facilitate two anger management groups for middle school males and high school students; conducted prescreening intake interviews to assess appropriateness for group membership
- Develop and write treatment plans, process notes, and diagnostic summaries  
Assign diagnoses and prepare for case management  
Conduct substance uses assessments and urinalysis collections to ensure compliance with treatment plan
- Skills working with shared notes for documentation

Children Healthcare of Atlanta Atlanta, GA  
**Business Operations coordinator**

02/92-Current

- Coordinate all operational aspects of assigned office, department or business project. Manage the performance management process for the assigned staff and coordinate statistical reporting for the departmental goal programs as required
- Monitor and assess the day to day financial operations of the office
- Coordinate the utilization of support staff to achieve effective and efficient services.
- May assist in the development and the implementation of a comprehensive education program for assigned business personnel and functions.
- Registering patient, scheduling appointments, medical referrals in the Epic System and knowledge of medical insurance and billing Epic System
- Supervise staff or clerical personnel by interviewing, hiring, operating and training, and conducting performance evaluations provides recommendations for disciplinary actions up to and including termination.
- Manage department supplies, inventory and equipment.

- The Advocacy Coordinator is a multifaceted position. The Advocacy Coordinator's core responsibility is to assign, manage, and supervise a group of CASA volunteers to provide direct advocacy for abused and neglected children placed in foster care.
- Manage up to 35 actively assigned CASA volunteers in meeting program expectations
- Serve as a resource and dependency Court expert for a core group of CASA Volunteers who develop an interpersonal connection and advocate for a child or youth, Match trained CASA volunteers with children and youth, Edit Court Reports written by CASA volunteers to the Juvenile Court Judge
- Help develop ongoing strategies for volunteer advocacy, maintain case files and volunteer files in office, accompany volunteers on home visits as necessary, track court dates, maintain and document regular contact with volunteers, provide basic and ongoing training for CASA volunteers which entails evening and/or weekend work, serve as staff expert in content areas relevant to child welfare or youth and children at-risk & develop written materials on the content area, maintain regular communication with all CASA volunteers to ensure high quality of service and provide support, including attending court hearings and other meetings
- Participate as a team member by sharing your unique skills and knowledge as well as back up other team members when they are not available to their CASA volunteers, ensure that all CASA volunteer and child records are accurate and up to date, other duties as assigned.



## **Jeanne D. Williams**

**Master Social Worker**  
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When human beings experience trauma or severe life stressors, it is not uncommon for their lives to unravel. My great passion is bringing healing to people who have been through a traumatic/stressful experience. I help my clients, who include children, adults and families, to find healthy perceptions of themselves and strengthen their relationships so they can know themselves as peaceful, complete, whole and safe.

I know that no single approach is the right one for every individual, and so I have been trained in a range of modalities including Relational Gestalt Therapy, Gestalt Play Therapy, Somatic Experiencing and NARM somatic approaches to the treatment of trauma

I am very interested in your current position as an Advisory Council for Mental Health, Developmental Disabilities and Addictive Diseases. I current hold a MSW degree. While, I bring knowledge of working as Intensive Family Intervention (IFI) Therapist Provider of Intensive Family Intervention services to different types of families – birth or biological families, foster families, adoptive families – to help them address major challenges, stabilize the family and enhance family functioning individuals, groups, and communities from a strengths perspective. I understand the NASW code of ethics and its importance to my work as a social work practitioner.

I have volunteered as a Court Appointed Special Advocates (CASA) for over 3 years and current employed as a DeKalb County CASA Advocacy Supervisor. My technology, organizational and communication skills acquired during twenty years of prior administrative experience will also help me contribute to your team of Advisory Council for Mental Health, Developmental Disabilities and Addictive Diseases.

My educational background includes a MA in Social Work and currently a Doctor of Social Work - Family Studies & Interventions student at Walden University. I have a B.A. in Criminal Justices from Kaplan University, and AA in Paralegal Studies from Piedmont College in Clarkston GA.

