

JESSICA CLAIRE

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SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. I am an ambitious individual with great communication skills that is dedicated to grow and contribute to the community around me.

SKILLS

- Bilingual (Spanish and English)
- Dedicated
- Crisis Intervention
- Attentive listener
- Adapt Easily
- Multi-task
- Attentive to detail
- Conflict Resolution
- Communication/Networking
- Team player
- Client-focused
- Quick learner
- Time management skills
- Leadership
- Social Media/Podcast

EXPERIENCE

Sexual Assault Outreach Advocate, 08/2021 - 10/2022

Women Together Foundation – City, STATE

- Wrote individual safety and crisis plans and assessed ongoing risk assessments to decrease further harm.
- Created awareness of victims' rights and services by delivering presentations to agencies, schools and community groups.
- Maintained caseload of up to 25 clients, managing case status reports for each.
- Supported crisis intervention and advocacy for victims of Domestic Violence and Sexual Assault crimes.
- Advocated for victims during difficult situations by filing police reports and connecting to needed services.
- Attended Health Fairs and Community Events
- Used active listening skills and supportive diction to cultivate client rapport and open communication.
- Evaluated and addressed individual client needs and concerns.
- Handled all social medias and conducted/planned podcast

Substitute Teacher, K-12, 09/2019 - 09/2021

Kokua Education – City, STATE

- Assigned classwork and homework, making corrections and revisions as needed.
- Assessed and reported on student progress and behavior.
- Encouraged students to contribute to curriculum planning.
- Maintained open and daily communication with parents and guardians. • Taught 30 students in each classroom
 - Established and enforced rules for behavior and procedures to maintain order among students.
 - Educated students in various subjects to provide seamless transition during absence of head teacher.

Caseworker Specialist I, 01/2020 - 05/2020

N/a – City, STATE

- Meets with children, parents, family friends, or foster homes in public as well as in their own homes.
- Attends and participates in court hearings about the child and family. This includes contacting the parties in the case before hearings, preparing court reports, and testifying in court on the child's needs, the family's progress, and the department's efforts to achieve permanency for the child.
- Documents case records by completing forms, narratives, and reports to form a written record for each client.
- Promotes and demonstrates appropriate respect for cultural diversity among coworkers, clients, and all work-related contacts.
- Determines each child's needs and ensuring that appropriate referrals for testing, evaluations, records, or further assessments are made.
- Ensures all services are focused on achieving positive permanency.
- Meets with the parents to assess risk and safety issues, identify behavior changes necessary to achieve child safety, referring parents to appropriate services to address the identified needs to move towards positive permanency. Discusses with parents their progress towards making changes to behaviors that pose dangers to their child(ren).
- Visits children monthly to assess the child's feeling of safety in their current home, to plan for permanency, and to discuss their needs, wishes, and progress while in care.

EDUCATION AND TRAINING

Bachelor of Science: Social Work, 05/2020

The University Of Texas Rio Grande Valley - Edinburg, TX

High School Diploma: 05/2016

Juarez Lincoln High School - Penitas, TX