

## **Forest Carter**

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### **Employment**

#### **Civitas Health Services** (Henrico, Va) (Oct 2019-Oct 2020)

TDT Counselor-Behavior Specialist- Currently working afterschool program as a therapeutic day treatment counselor assisting at-risk youth (ages 5-16 years) who are in need of emotional, behavioral, social and mental health support at home, school, and community. My duties include conducting social skills activities, psychoeducation groups, and individual/family sessions. Other job duties consist of complete daily progress notes, individual service plans, quarterly reports, service request authorizations and discharge summaries. I also collaborate weekly with parents/guardians and other service providers related to clients for care coordination. I provide transportation using company vehicle to assist client's with accessibility to treatment.

#### **Dominion Youth Services** (Richmond, Va) (Feb 2017-Oct 2019)

Qualified Mental Health Counselor- Worked as day treatment counselor assisting elementary, middle and high school clients in need of emotional and mental health support within the school setting. My duties consists of monitoring client behavior in the classroom, accompanying clients during transition periods, and addressing issues one-on-one that clients seek to have addressed. I conducted psychoeducational groups, completed ISP's, quarterlies and daily progress notes. I also made weekly parent contacts to update parents on client progress.

#### **Metropolitan Day School** (Richmond, Va) (June 2016-Jan 2017))

Therapeutic Day Treatment Counselor- Worked with at-risk youth who presented mental, emotional, and behavior disturbances. Duties included providing transportation, conducting therapeutic activities, monitoring behavior, completing daily progress notes, and making weekly contacts with parents or other coordinated professionals . I also created individualized service plans, completed quarterlies, and Medicaid contract extensions.

#### **Open Arms Family Services** (Colonial Heights, Va) (Dec. 2013-Mar. 2016)

Qualified Mental Health Professional-Residential Relief Counselor- I worked within a residential setting containing up to four residents between the ages of 14-21 years of age. The residents I counsel exhibit mental and emotional disorders such as Post-Traumatic Stress Disorder, personality, mood and behavior disorders. I assist residents with daily needs necessary to attain a healthy standard of living. These needs consist of teaching them coping skills to deal with stress and frustrations, housekeeping skills, social skills and adulthood planning to help encourage residents to transition into independent living successfully. I also conduct psycho-ed groups, complete daily progress notes for each resident, administer medicine, and provide transportation for residents as needed.

#### **Omega II Therapeutic Day Treatment/Afterschool Services** (Colonial Heights, Va) (Jan. 2013-June 2014)

Qualified Mental Health Professional-Counselor- I worked as a therapeutic day treatment and afterschool counselor with at-risk youth ages (5-13) who presented emotional disturbances and in need of behavioral therapy. I worked with up to 20 clients combined providing services in day treatment (school setting), afterschool and summer program. I conducted structured activities/discussions to help improve social skills, coping school/home/community etiquette, and skills that are necessary to maintain in their daily lives. I provided transportation for clients for social outings associated with the program. I made

weekly parent contacts and recorded daily progress reports. I also completed quarterlies, ISP's, and discharge planning as needed.

**Amazon Fulfillment Center** (Chester, Va) (June 2012-December 2012)

Stower- Worked in the stower department. Duties consisted of unloading items from conveyor belt onto crates and carts, storing and scanning items into the appropriate bins. Reporting unprocessed items and making sure the correct amount of each item is stored in a particular bin.

**Education**

**Liberty University** (Lynchburg, VA) - M.A. Counseling (60) – (August 2020)

**Virginia State University** (Petersburg, VA) – B.A. Degree – Sociology – (December 2009)

**Skills acquired**

Computer Skills (Typing, PowerPoint, Microsoft Word, Web Research)

Qualitative and Quantitative Statistics

IBM SPSS

Research

Critical Thinking

Problem Solving