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| Erica Jimenez  [PO 2270 Elizabeth NJ 07208] · [862-276-4688]  [Jimerika@kean.edu] |
| **Career Objective**:  Dedicated, discreet, and compassionate professional with one year of experience working with families, seeking a position as a Behavioral Technician at New Care Associates. |

# Experience

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| [MARCH 2016] – [APRIL 2017][cHILDREN MOBILE RESPONSE, CASE manager], [Trinitas hospital]  * Responded to children/families on psychological crisis by traveling to the site of the crisis with intent to stabilize youth in their current living arrangement. * Performed initial assessment of child/family and develop family action plans with appropriate recommendations for child’s need and immediate needs. * Updated notes, treatment plans and Crisis assessment tool within 72 hours of initial crises response. * Maintained open communication between families and providers to ensure youth is receiving appropriate treatment or family is complying with services. * Responded to on call hours on the week/weekend and arrived at the site within an hour. * Maintained caseload up to date and provided supervisor with progress reports on youth/family.  [March 2013] – [march 2017][assitant to Program ACTIVITIES/Classification], [talbot hall]  * Reviewed residents Department of Correction file and developed classification profile. * Assisted residents by scheduling court appearances (Family, Municipal and Superior), interviews with their parole counselor, attorney and ombudsman visits. * Prepared required documents for interviews. * Maintained records for electronic monitoring departed residents, and maintain archived for residents for five years. * Updated censes list on incoming/outgoing residents and A304-violent offender list. * Prepared/collected residents parole packages.  [June 2011] – [march 2013][sales associates], [l’occitane]  * Opened and closed store, including counting cash, opening and closing registers. * Kept store well stocked, neat and organized. * Targeted sales goals. * Provided/ communicated with customers on merchandise  Education  |  | | --- | | [August 2014][Bachelor in criminal justice], [kean university] Study Abroad Criminal Justice Program – London, March 2014 | | [june 2007][hIGH SCHOOL DIPLOMA], [EastSide HIGH SCHOOL] |  Skills  |  |  | | --- | --- | | * [Rutgers University Trainings: Safety Issues Working in the community, Cultural Competence, Motivation Skills, Risk Assessments and Mental Health, Complex Trauma, Domestic Violence, Drug Trends and Social Decision Making. | * [Microsoft, Word, PowerPoint] * [Experience in handling confidential paperwork] * [Excellent organizational skills and time management ] | |