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| Celita Meacrena James  # 14 Martinez Street, Arima  Port of Spain  **Social Worker** | 478-7664  305-8261 meacrenajames@hotmail.com |

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| **OBJECTIVE** | **OBJECTIVE SUMMARY**  To use my social service experience, management, communication adaptive abilities and leadership abilities in a clerical, administrative or customer service position that offers opportunities to expand my skills and expand my knowledge further. Combined with a Bachelor of Social  Science in Social Work  **SUMMARY OF SKILL SETS** Looking for a challenging career which demands the best of my professional ability in terms of technical and analytical skills, and helps me in broadening and enhancing my current skills and knowledge. |
| **EXPERIENCE:** | **Social Work Co-ordinator, College of Science, Technology and Applied Arts of Trinidad and Tobago, Department of Social and Behavioural Sciences**  **2015 – Current**  Participate in the development of programmes pertaining to Social Work Ensure that all functions of the department are conducted according to departmental procedures.  Provide general administrative support.  Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information.  Maintain and update filing, inventory, mailing, and database systems.    **Intern, Probation Services, San Fernando Office**  **2012**  Conducted interviews and completed assessments of Bail Boys Project using motivational interviewing techniques Supervised the community based offenders Prepared official reports on offenders including recommendations and treatment strategies Assisted offenders to connect to available social services, find employment and develop life skills  **Intern, Mon Repos Police Station, San Fernando Office**  **2010**  Liaised with school counsellors and administrators pertaining to school counsellors Assisted students and their families to address behavioural issues affecting school performance  **Intern, Ministry of the People and Social Development, Princes Town**  **2009**  Assessed risk factors of clients on a case by case basis Assisted with case planning and issue resolution Provided client support Conducted child abandonment and special needs investigations  **Patient Care Assistant (NWRHA/SWRHA)**  **2003 – 2007**  Took vital signs of patients Assisted with personal and general care of patients Assisted with internal transportation of patients |

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| **EDUCATION:** | **Pursuing Msc. Degree in Strategic Leadership and Management**  **University of the West Indies**   1. **– Current**   Courses Completed   * Strategic Leadership and Management * Organizational Behaviour * Human Resource Management * Programme and Project Management * Accounts, Finance and Management * Management Information System * Caribbean Politics * Enhancement Leadership * Practicum (Due June 2017)   **Bsc. Social Work**  University of Southern Caribbean  **2010** – **2014**  **Certificate in Social Work**  University of the West Indies (Open campus)  **2008 – 2010**  **Certificate in Nursing and Geriatric Care - Geriatric Adolescent Partnership Programme**  Ministry of People and Social Development  **2001 – 2001**  **MEMBERSHIPS:** Member  of  Pleasantville Secondary School board  Member, Trinidad and Tobago Youth Ambassadors Member, Volunteer Centre of Trinidad and Tobago Member, Barbados Social Worker Association |

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| **REFERENCES:** | Imo Rameses Bakari Senior Psychology Lecturer University of the Southern Caribbean Telephone 778-5141  Sheldon Greene Senior IT Technician TSTT Telephone 736-5171  Cheryl Lewis Chair of Social and Behavioural Sciences COSTAATT 625-5030 EXT 5461 |