

# Jordon Douglas

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## EDUCATION

**Tennessee State University Nashville, TN**

B.S. Psychology

*Graduation Date:* August 2014

**Lipscomb University**

MMN (Master of Management Non-Profit)

*Graduation Date:* December 2016

## PROFESSIONAL WORK EXPERIENCE AND INTERNSHIP

***In School Suspension Coordinator, Shelby County Schools, Memphis, TN***

July 2018- Present

- Provide supervision for students who are assigned to the In-School Suspension classroom.
- Review in-school suspension policies, procedures and student expectations with students daily.
- Work with Assistant Principal to create and implement behavior management plans
- Monitor students, Pre-K-5th Grade, behavior in cafeteria

***Youth Specialist, Memphis Office of Youth Services, Memphis, TN***

November 2017- Present

- Facilitate monthly curriculum to students
- Manage student records and program information
- Build and maintain relationships with community organizations and stakeholders
- Provide weekly reports and progress updates on students
- Engage and support students of underserved communities to meet personal goals and objectives

***Associate Counselor, Memphis Recovery Center, Memphis, TN***

April 2017- July 2017

- Manage case load of 3-4 clients, ages 13-18
- Facilitate individual and group therapy sessions
- Develop and implement individual treatment plans
- Conduct outreach to social worker and families of clients
- Participate in meetings with social worker and/or family via telephone

***Intern, Bridge Builders, Memphis, TN***

July 2016 –August 2017

- Design and implement campaign based around Youth and Police Relations
- Establish relationships with youth, family, and community stakeholders
- Support and mentor students throughout the 2016-2017 academic year
- Facilitate and coordinate community workshops, trainings, and forums
- Recruit and engage students of underserved communities for 2017-2018 academic year

***Volunteer Coordinator, AmeriCorps Vista, Memphis, TN***

July 2016 – July 2017

- Administer recruitment and outreach of volunteers
- Coordinate logistics for volunteer training
- Manage corporate and community organization volunteer partnerships
- Coordinator of Lunch N' Learn Volunteer Series
- Tutor and mentor refugee students (PreK-12th grade) in reading

***Community Counselor, Compass Intervention Center, Memphis, TN***

August 2014-October 2014

- Provide direct supervision of 15-20 clients, ages 7-18
- Create development plan for independent living
- Assist youth in character development

***Intern, YMCA, ARTEbrace/ SEAL Team, Nashville, TN***

January 2014- April 2014

- Assisted Program Director with administrative duties
- Manage multi-line telephones, book appointments, and arrange meetings
- Prepared for various art shows and city wide events

***Intern, Youth Villages, Nashville, TN***

May 2013- August 2013

- Supervised male residents ages 13-18 with emotional and mental difficulties
- Lead life skills groups, assisted in making treatment plans and counseling sessions
- Prepared residents for independent living

***Intern, Youth Villages, Memphis, TN***

May 2012- August 2012

- Monitored male residents ages 15-20
- Organized and created games for recreational use and chaperone field trips
- Prepared dinner and kept inventory of food

## **Certifications and Training**

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*Certification* , Youth Mental Health First Aid

July 2018

Mental Health First Aid USA