January 11, 2011

Jeannette Alicea

63 Wilson Street

Springfield, MA 01104

Cell: (413) 887-8463

[j1995777@live.com](mailto:j1995777@live.com)

**Re: Open Position**

To Whom It May Concern:

I am interested in the position available. I am having genuine interest in your program and the services you provide to the community. I am fully bilingual in both English and Spanish. I have enclosed my resume with this letter. It describes my work experience which includes over 19 yrs. of experience working with at risk families and the exposure of working with diverse demographics and their specialized and individualized needs. I was a former State of CT, protective service social worker, at the Department of Children and Families for a period of 13 years. I performed different positions such as: Relicense of Foster Homes, Family Specialist in the Foster and Adoption Placement Unit, as well as working for the Mental Health Unit.

In Massachusetts I worked for a non-for-profit, Gandara, for a period of 2 years and performed supervisory duties in the Community Service Agency. I was supervising a total of 11 staff, and my duties included recruitment, interviewing, and hiring for the position. Also, I was in charge of providing training and weekly individual supervision of cases assigned as well as bi-weekly dyad supervision jointly with a clinical supervisor. My staff duties were to primarily link parents of Children with Serious Emotional Disturbances with available services in the community, as well as advocacy and assistance for parents in navigating the system. I was in charge of supervising, supporting, and coaching staff with barriers and challenges presented by each family assigned.

I believe that my genuine enthusiasm and strong work ethic will be an asset for your office and for the position as well. I am available for interviews at your convenience. Professional references upon request available.

Thank you for your precious time and consideration.

Sincerely,

Jeannette Alicea

Enclosure Resume.

**Jeannette Alicea**

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**OBJECTIVE:**

A position in a progressive, community service oriented organization, which will utilize my  
knowledge and experience, as well as provide the opportunity to grow and further enhance my skills.

**EDUCATION**

**1980** High School

Academy Disciples of Christ

San Juan, Puerto Rico - Diploma

**1980-1984**     B.A., Political Science  
            InterAmerican University

San Juan, Puerto Rico -- No graduation

**EMPLOYMENT HISTORY**  
**2009-2011**  **Senior Family Partner- Supervisor**  
 Gandara Community Service Agency

*Job Description: Developed Training Curriculum for Family Partner Position interviewed and hired all family partners and other program staff. Managed and initiated monthly family partners meetings, as well as provided community and agencies presentations regarding program services. Provided weekly individual supervision as well as bi-weekly dyad supervision in addition to monthly group consultations jointly with clinical supervisor to all staff.*

**1992 – 2007** **Protective Service Social Worker**  
State of Connecticut -- Hartford, CT

*Job Description: Duties as a Family specialist, in charge of providing an appropriate match to foster, relative and/or adoption placements to children in need of foster homes. Duties as a relicensing social worker provided family studies approving or declining out of state requests of placement of children into relative or special study homes. Renewed or declined current licensees for foster or relative, special study homes. (This position covered over 13 towns in CT).*

**ADDITIONAL SKILLS**

* Fluent in English and Spanish
* Supervisory Administrative Tasks
* Ability to Properly Link for Services Needed
* Ability to Provide Trainings and Preparation of Curriculum
* Fast Typist
* Proficient in computer and office equipment (word documents, power point, excel)

**Professional References Available Upon Request**