

CARRIE THOMAS
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LANCASTER, TX 75134 (C)
469-222-0663
EMAIL: CARRIET2012@GMAIL.COM
SKILLS

Computers, Typing, Microsoft word, Microsoft PowerPoint, Microsoft Outlook, Microsoft Excel, Faxing, printing, and scanning, Good communication, Reliable, Detail oriented, Hard worker, Ability to work without supervision, Handy with tools, Counseling

EXPERIENCE

LifePath Systems Plano, TX July 2018-Present
GR Service Coordinator

- Completed a person-centered assessment; listened to problems and conducted an accurate evaluation.
- Provided participant with choices of service providers and designed a service plan.
- Ensured that participant got authorized services and that services met participant's identified needs and goals.
- Maintained and updated filing.
- Requested and justified units.
- Recorded daily activity in computer database system.

MHMRTC Ft Worth, TX June 2017-July 2018
HCS Service Coordinator

- Coordinated services for individuals with developmental disabilities and mental illness.
- Visited clients at their home and day habilitation centers monthly to ensure client safety, happiness, and overall well-being.
- Documents all communication with providers and clients.
- Identifies abuse, neglect, and exploitation, and called APS or CPS when necessary.

Power House: The Oaks Fellowship Waxahachie, TX August 2016-June 2017
After School Teacher

- Implemented daily lessons and activity plans for students
- Fostered a classroom environment conducive to learning
- Adhered to policies and carried out the established procedures
- Ensured the safety and well-being of the children
- Contributed to the overall effectiveness of the after school program
- Communicate with parents when necessary

Department of Family & Protective Services Dallas, TX April 2016-June 2016
Child Protective Services Investigation Worker

- Responds quickly in crisis situations involving children who may be in an abusive or neglectful situation. Sometimes these situations can be dangerous.
- Conducts forensic investigations of reports of abuse/neglect to children to determine if abuse or neglect occurred and conducts assessments to determine the current or future risk of harm to children.
- Interviews people in the case such as the parents, caregivers, person who reports the concern, family members, and others familiar with the family situation. This may

- include medical staff, teachers, law enforcement, etc.
- Talks frankly and objectively with families about matters they may consider personal and private, such as parenting decisions and actions, sexual abuse, income, money management, and personal relationships.
- Documents all relevant and appropriate information gathered during the investigation and completes all required forms accurately and in a timely manner.

Harris County Juvenile Probation Houston, TX

Aug. 2015-Dec. 2015

Intern at Harris County Leadership

- Becomes familiar and knowledgeable with the function, organizational structure, policies and procedures of the Harris County Juvenile Probation Department.
- Learned the juvenile law and the Texas Family Code.
- Interviewing, treatment planning, assessments, crisis counseling, report writing, case management, information referrals, telephone contact with youth and their families, detention hearings, school follow-up, case studies and documentation.

EDUCATION

Lancaster High School, Lancaster, TX
Prairie View A&M University, Prairie View, TX