**Keiana Green**

469-713-9004| [keianag@hotmail.com](mailto:keianag@hotmail.com)

**SUMMARY OF QUALIFICATIONS**

* Well- versed social worker with more than 5 years of experience in a wide range of settings.
* Licensed Master level professional with extensive training in serving underserved populations including youth, homeless, older adults and special needs.
* Outstanding productivity as an advocate, educator and community resource specialist.
* Unique combination of expertise in finance, accounts receivables, collections and call center.

**EDUCATION**

**Master of Social Work** December 2014

University of Texas at Arlington, Arlington, TX

**Bachelor of Social Work** August 2013

Prairie View A&M University, Prairie View, TX

**PROFESSIONAL EXPERIENCE**

Universityof Texas at Arlington, Arlington, TX 2018-Present

**BSW Academic Advisor**

* Advises campus based/ online students using advanced advisement skills.
* Navigates campus resources and identifies common problems among student’s i.e. academic and/or psychosocial problems and implements preventive measures.
* Communicates policies related to advising, processes and procedures. Fosters changes within the University and the School of Social work.
* Evaluates student’s developmental level and assists with goal setting, decision making, and empowerment.

\*Additional Roles & Accomplishments:

Certified in Mental Health 1st aid, Phi Alpha advisor for student organization, Recognized Outstanding Academic advisor

The Senior Source, Dallas, TX 2015-2018

**Client Service Case Manager**

* Used interpersonal skills to counsel with older adults, family members and caregivers via phone, home visit, office visit and email.
* Screened and assisted clients with applying for state benefit programs. Elicited detailed information about each program.
* Conducted psychosocial assessments for each client and developed individualized plans based on needs. Documented charts appropriately for plan of care and follow-up.
* Coordinated and Collaborated with community partners to provide appropriate referrals.
* Supported clients in budgeting and managing finances in order to decrease expenses and increase household income using a client centered approach, presented program details to clients and partners of The Senior Source.

\*Additional Roles & Accomplishments:

Certified community partner navigator for Your Texas Benefits, established Thanksgiving food drive, arranged & supervised Dallas Furniture Bank referrals.

**RELATED EXPERIENCE**

North Texas Children’s Crisis Center, Desoto TX 2014-2015

**Direct Care Worker**

Internship, Methodist Charlton Medical Center, Dallas TX 2014

**Medical Social Worker**

Internship, Dallas County Juvenile Probation, Dallas TX 2013

**Juvenile Probation Officer**