

# Valerie Steffes

## School Counselor

Bellflower, CA - Email me on Indeed: [indeed.com/r/Valerie-Steffes/df42343e94ec09e1](https://www.indeed.com/r/Valerie-Steffes/df42343e94ec09e1)

To obtain a Marriage and Family Therapist position with a mental health facility. To provide mental health treatment services including initial intake assessment, diagnosis, and treatment plans.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### School Counselor

Outreach Concern at St. John Bosco - Santa Ana, CA -

2015 to 2016

School counselor responsible for monitoring academic and behavioral performance standards of all-male campus population

School counselor duties include facilitating individual counseling services

Provided linkage referral assistance services

School counselor responsible for conducting face to face and telephone intakes

Developed diagnosis and treatment goal plans

Mandated reporter responsible for addressing child abuse matters

School counselor facilitated mental health treatment services to assist students experiencing anxiety, human sexuality, substance abuse, low test scores, Autism, Asperger's, eating disorders, depression, bullying, rape allegations, as well as substance use and abuse

School counselor responsible for completing daily, weekly, and monthly, mental health service reports indicating student's progress and treatment

#### School Counselor

Outreach Concern at St. Aloysius - Santa Ana, CA -

2015 to 2016

School counselor responsible for monitoring academic and behavioral performance standards of coeducational elementary campus population

School counselor duties include facilitating individual counseling services

Provided linkage referral assistance services

School counselor responsible for conducting face to face and telephone intakes

Developed diagnosis and treatment goal plans

Mandated reporter responsible for addressing child abuse matters

School counselor facilitated mental health treatment services to assist students experiencing anxiety, human sexuality, substance abuse, low test scores, Autism, Traumatic Brain Injury (TBI), Attention-Deficit Hyperactivity disorder (ADHD), depression, and bullying

School counselor responsible for completing daily, weekly, and monthly, mental health service reports indicating student's progress and treatment

Provided both support and a sense of safety for all of the children

Participated in biweekly group supervision

## **Caregiver**

Steffes Caregiving - Bellflower, CA -

2009 to 2013

Caregiving responsibilities include providing companionship and also assisting client with activities of daily living (ADL) including housekeeping, laundry, bathroom activities, grocery shopping, meal preparations, grooming, and medication dispensary

Caregiver provided physical and emotional support

Caregiver provided linkage services

## **Bookkeeper/Accountant**

McDowell, Dillon, and Hunter - Long Beach, CA -

April 2007 to May 2008

Monitored daily bank balances at three (3) separate banking institutions

Monitored client accounts concerning 27 different rental properties

Made deposits at various private banking institutions

Facilitated verbal and written correspondence with business to business clients, vendors, and property managers

Participated in weekly meetings with upper management and other accounting staff

Prepared 1099's for approximately 30 vendors

Posted approximately 100 invoices per week

Created and maintained data bases and vendor files

Responsible for providing relief to administrative assistant twice a month

Performed copying, faxing, and filing duties

Posted rent rolls and payments to individual property accounts

## **EDUCATION**

### **Master of Science in Counseling Psychology**

Argosy University

2016

### **Bachelor of Science in Psychology**

University of Phoenix

2012

### **Associate of Science in Accounting**

University of Phoenix

2011

## **diploma**

High School Equivalency

1991

El Camino College

#### SKILLS

55 WPM (Less than 1 year), TYPING (10+ years)

#### CERTIFICATIONS/LICENSES

#### **Marriage and Family Therapist Intern**

June 2017 to June 2018

MFTI - Marriage and Family Therapist Intern issues by the Board of Behavioral Sciences

#### ADDITIONAL INFORMATION

#### SPECIALIZED SKILLS

Typing approximately 55 WPM