

Stephenie A. Williams
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EDUCATION

West Chester University

Graduated: May 2014

- * M. Ed in School Counseling (K-12)
- * GPA 3.83 (Final)
- * PPID: 6824542

Chestnut Hill College

Graduated: December 2010

- * BA Human Services
- * GPA 3.47 (Final)

Montgomery County Community College

Graduated: January 2007

- * AAS Human Services
- * GPA 3.33 (Final)
- * Honors Cum Laude

WORK EXPERIENCE

Boyertown Area School District

October 2015 to Present (Tentative end date 2/1/16)

Substitute School Counselor

- * Student/ Counselor Ratio: 1 to approximately 425
- * College recommendations
- * Coordinate ACT Aspire Testing
- * Complete initial paperwork for learning support
- * Attend student IEP meetings
- * Coordinate meetings between parents and teachers
- * Individual counseling with students in crisis
- * Other tasks as assigned

Justice Works Youth Care

January 2015 to Present

Supervisor/FRS

- * Co-facilitate Thinking for a Change group
- * Complete in-field assessments monthly
- * Complete performance check-ins monthly
- * Assess prescribed dosing weekly
- * Communicate daily with Berks County Children and Youth Services
- * Communicate daily with Berks County Juvenile Probation
- * Supervise 7-8 caseworkers
- * Caseload of 4-6 hours weekly

Texas Roadhouse
October 2004 to Present

Assistant Service Manager

- * Scheduling for staff
- * Addressing guest concerns
- * Validating guest satisfaction
- * Managing minor work hours
- * Managing staff during shift

CCRES Educational and Behavioral Health Services

July 2014 to November 2015

Personal Care Assistant

- * Provides emotional and behavioral interventions to children/adolescents in a school setting
- * Prompts interventions in the areas of behavior management and peer interactions based on treatment plan
- * Collect daily data and document progress notes

Victim Services Center of Montgomery County, Inc

January 2008 to June 2011

Community Education Programs Supervisor

- * Supervised education department
- * Scheduled prevention programs throughout Montgomery County
- * Presented prevention programs throughout Montgomery County
- * Answered crisis hotline calls
- * Accompanied crime victims to hospitals, police stations, and court hearings
- * Completed monthly and yearly department statistics and outcomes

FIELD EXPERIENCE

New Hanover Upper Frederick Elementary

Fall 2013

- * Individual counseling of three students on a continuous basis
- * Attended 504/IEP meetings
- * Completed a number of observations
- * Created and ran small group on Friendship and Social Skills
- * Developed and presented a three day Career Program to 6th grade students
- * Delivered classroom guidance to grades 1-3rd, using I-Care Cat program
- * Attended district meeting on Mandated Reporting
- * Attended district school counselors meetings
- * Delivered screening tests to students for admittance into gifted program

Boyertown Area Senior High School—January 2014

Spring 2014

- * Individual counseling of three students on a continuous basis
- * Attended 504/IEP meetings
- * Attended district school counselor meetings
- * Completed initial paperwork for student evaluation process
- * Individual counseling with students about future plans after high school

- * Course selection with students

MEMBERSHIPS

- * American School Counselor Association (ASCA)
- * Pennsylvania School Counselor Association (PASCA)

VOLUNTEER EXPERIENCE

- * Keystone Crisis Intervention Team (KCIT) 2009-2013

TRAININGS 2015

- * Apnea Monitor
- * Child Welfare Leadership Webinar
- * Effectively Using Group Supervision
- * Nurturing Parenting
- * Strengths-Based, Solution-Focused Supervision & Management
- * Use of Medication in the Foster Care System
- * Human Trafficking