

Use as COVER SHEET when submitting your RFP CAFCA

AGENCY NAME: Children + Family Counseling Associates, Inc.

ADDRESS: PO Box 363

CITY, STATE, ZIP: Harrodsburg, Ky 40330

TELEPHONE NUMBER: 859.413.8178

FEDERAL EMPLOYER IDENTIFICATION NUMBER: 611369892

COMPLETED BY: Susan Campbell Turner TITLE: Licensed Psychological Practitioner DATE: 3.31.25

(Signature)

Susan Campbell Turner

(Typed or printed name)

OFFICE USE ONLY

PROPOSAL RECEIVED ON THIS DATE: _____

(GARRARD COUNTY SCHOOL DISTRICT) BY: _____

TITLE: _____

The Garrard County School District Board of Education reserves the right to reject any or all proposals for any or no reason, and to waive informalities. It is the School District's policy not to discriminate on the basis of race, color, ethnic origin, sex, disability or age in its educational programs, activities or employment policies.

Garrard County School District RFP

1. Identifying information:

Agency name: Children and Family Counseling Associates, Inc.

Official Mailing Address: PO Box 363 Harrodsburg, Ky. 40330

Agency Telephone Number: 859-733-9241

Agency email address/webpage: nsturner@bellsouth.net and www.cafcainc.com

Agency Contact: Susan Campbell Turner

Age level: We serve all ages beginning as early as 3 years old

Statement ensuring minimum qualifications met: Children and Family Counseling Associates, Inc. has been working to provide in-school and in-home therapy services for Mercer County and 17 surrounding counties for the last 25 years. We are committed to the concepts of recovery and resiliency are able to accept a variety of insurances, both Medicaid and private and have a sliding scale fee for individuals without insurance. Currently, we have 5 therapists and 3 case managers working in your schools. We have often worked with interpreters for ASL and Spanish as needed.

Each client and family has an individualized crisis plan that is developed on intake and describes our crisis and after hours procedures. We are open year round, serving individuals in the home, school, office or community setting as needed. We have satellite offices in Danville and in Stanford, both of which are an easy drive from Lancaster. Our Stanford office is about an 8 minute drive from the square in Lancaster.

We are approved as a licensed Multi-Specialty group (MSG) with the state and all staff have required and appropriate licensure and training to provide mental and behavioral health to students. CAFCA is in "Good Standing" with The Kentucky Department of Social Services (i.e. Department for Community Based Services).

Each potential client will be referred through our on-line referral system by going to our website at www.cafcainc.com and clicking the purple "Make A Referral" button. The referral can be completed in just a few minutes and can be easily completed using a phone, computer, or other device. An intake is then scheduled with the parent/guardian who work with the clinician and Targeted Case Manager (if TCM services are needed) to decide on the best assessment and treatment approach and set treatment goals. Work then begins with the child and family. Each client has a treatment plan with crisis and safety plan set in the first meeting and reviewed every three months. Weekly or bi-weekly outreach to families happens either in face to face or telehealth visits depending on need. In-home services are also offered depending on client/family need and willingness to participate. We partner with Healing Neurons for medication management as needed based on treatment goals. Clients are discharged after meeting their treatment goals with an appropriate aftercare plan based on clinical presentation of symptomology. We do not take typical school scheduled holidays, however, each clinician can have up to three weeks of vacation during the year.

2. CAFCA Personnel currently working in Garrard Co.

Breonna Jeffries, CSW

Danielle Shisler, LPCC

Susan Abrams, LPCA

Gray McAlpin, LPCA
Leaniya Hacker, CSW
LeeAnn Rose, TCM
Kathy Tenery, TCM
Karli Domingo, TCM

We have over 40 staff members. Based on referrals, we are able to send more staff to Garrard Co. We can also recruit new therapists to serve this area as needed.

3. Range of Services:

Current services cover all in-school hours as well as in-home services as needed and if appropriate and include:

Individual therapy (in-school, in-home, in-office and telehealth)

Family Therapy (all locations above)

Targeted Case Management (all locations)

Community Support Associates (in home and community settings)

Psychological Assessments (via telehealth and in the Harrodsburg office)

Autism Assessments (via telehealth and in the Harrodsburg office)

1-2-3 Magic Parenting Classes offered for free each quarter in our offices and with collaborating schools and community partners through our internship program.

Adult Day Training at The Academy on Main (working with several High School students who have developmental delays each year and assisting with transitions to supported employment and day programs after graduation).

Character Quest After School Groups (Currently also being provided in two other local schools. This service could be provided at school during the day if there is need and available space.)

CAFCA Connects – provides telehealth services in a convenient on-line HIPPA compliant format. We have found this works especially well for High School students and to improve overall parental involvement. It also assists with continuity of care during school holidays, snow days, etc.

We are a state approved provider for **Michelle P Waiver** and **Supports for Community Living Programs** and provide Behavior Supports and Community Living Supports to many of your students currently. (For individuals with developmental disabilities).

We currently provide several school based groups with the Boyle and Mercer County schools that have been quite successful and have run for several years. Topics include Anger Management, DBT, substance abuse education/prevention, grief support and divorce support. These groups are facilitated by our second-year master's level **interns**. We have agreements with five Universities to provide **internship** placements meeting their

requirements for their master's programs. We also collaborated with SESC co-op this year to assist with placements with three interns in the Garrard County school system.

Our licensed mental health professionals include, psychologists, social workers and professional counselors.

- Each of our 3 directors have 25+ years of experience in Mental Health Care and provide supervision for 3 main licensing boards in KY (LPP, LPCC, and LCSW)
- We have various other certifications amongst our licensed staff including Registered Play Therapist, EMDR Certified Therapists (for trauma), Trauma Focused Cognitive-Behavioral Therapy and Certified Autism Specialists.
- We have 8 staff members trained as Autplay Certified therapists. This therapy is provided to children with Autism or other developmental delays.
- All staff are trained in Trauma Informed Care practices.

We work hard to match therapists with specific expertise to clients with those specific needs as well as working to keep families with the same therapist as appropriate.

We are state certified curriculum providers for Targeted Case Management and Community Support Associate Trainings and have people who come from all over the state to be trained by our staff. Three staff are trained Trauma Informed Care Provider Trainers. We also provide a Play Therapy Supervision group and have people coming from around the state to receive this specialty training. In past years, we also offered similar trainings in Suicide Assessment and Prevention, Domestic Violence, Clinical Documentation and Treatment Planning. Our staff have traveled around the state to provide these trainings as well as had people from all over register for and attend our trainings. CAFCA is recognized on a state level as a quality mental health provider. CAFCA has provided training to school staff on Trauma Informed Care, The Importance of Wrap Around Services and have participated in district suicide screenings. We work very closely with the court system and local DCBS.

We also provide continuity of care through our in office, via telehealth and in home programs through summer breaks, holidays and after school hours. These services will be handled just as they would in our traditional office setting which operates 52 weeks per year. We are closed for New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas with appropriate staff responding to calls when needed.

Range of Services:

- a. Clearly indicate how the proposed programs will accommodate language minorities.** We have often worked with interpreters for ASL, Spanish and Ukranian as needed. In these situations, we have either worked with the client's insurance (we have had the most success with Medicaid) or the school to fund the interpreting services. We continue to recruit for other therapists who speak other languages, especially Spanish.
- b. Describe your program capacity regarding the number of consumers that can be served.** Each clinician can have an average caseload of 30-35 individual cases.

Case Managers can have a maximum caseload of 25 cases. During the 24-25 school year, as we built referrals in your district, we continued to recruit and hire additional therapists going from 2 originally to 5 currently. We currently have several therapists, Case Managers and Community Support Associates working with your students and resumes for therapists and those in your school currently will be attached as a separate PDF file. All therapists meet their state licensing requirements (including fingerprint background checks), have a drug test and a background check on file.

- c. **Describe the referral/connection process your agency has established for children who need a higher level of care.** Our agency utilizes a high fidelity wrap around approach to care for children with higher needs. A treatment team is formed including the therapist, case manager and community support associate. **It is important to note that Medicaid typically funds these comprehensive services if the student meets medical necessity for services, but most commercial insurances do not.* Those team members work with the schools, DCBS, courts and any other agency involved with the child and family with the goal to stabilize behaviors. Should the child become a danger to himself/herself or others, each clinician can provide crisis management and case managers can assist with any needed referrals to a higher level of care, for example, a psychiatrist or psychiatric hospital. We have long standing relationships with local providers. We also build strong relationships with school staff for follow-up or future concerns.
- d. **Describe how your agency expects to conduct the intake and assessment process.** Each potential client will be referred through our on-line referral system by going to our website at www.cafcainc.com and clicking the purple button that says "Make A Referral". The referral can be completed in just a few minutes. We then schedule an intake with the parent/guardian and decide on the best assessment and treatment approach, set treatment goals and begin working with the child and family. Each client has a treatment plan with crisis and safety plan set in the first meeting and reviewed every three months.
- e. **Describe what assessment instruments will be utilized during this process and how long for a completed assessment.** Assessments will be based on each child's symptoms, but typically start with the FBA Profiler. The FBA Profiler is a norm-referenced and criterion-referenced behavior rating scale designed to identify problem or 'target' behaviors, suggest hypothesized functions of behavior, and provide a screening of possible mental health issues. Behavioral concerns which are noted to be 'at-risk' are those that fall just outside of the average or normal range and represent moderate or emerging behavioral difficulties. Behavioral concerns which are rated as 'clinically significant' are those that fall significantly beyond the average or normal range and represent behaviors which are severely discrepant from the general population. Depending on clinician case load, parental consent and response, this can be accomplished the same week as the referral but can take as longer if it is difficult to get parental consent. Our therapists and case managers are willing to make home visits with appropriate safety considerations to obtain consents.
- f. **Explain how the agency will ensure ongoing internal monitoring and quality assurance within the outpatient clinic program and services.** Through clinical staffing and supervision groups happening regularly at CAFCA, we monitor cases, treatment compliance and progress/problems for quality assurance purposes. These will require at least twice monthly office supervision or staff meetings.

- g. List the insurance companies you are able to bill and describe how you plan to handle clients who do not have insurance.** We currently bill traditional Medicaid, Wellcare, Passport, Aetna, Humana Caresource as well as most private insurance companies represented in the state. We do not accept Tricare. We have a process to assist clients who have no insurance to apply for Medicaid and offer a sliding scale fee for those who do not. It is rare for children to qualify for no assistance, but in those occasions, we do offer pro-bono sessions.

Job Descriptions (Taken from our larger Policy and Procedure Manual, further details available upon request)

A. Licensed Mental Health Professional requires a Master's Degree in the appropriate field; i.e. social work, psychology, etc.; in addition to completing the disciplines supervision requirements and having passed any testing required. Proof of these will be given through a board certified certificate. The certificate will also be verified with this board to insure it is current and there are no infractions against this person.

B. Licensed Mental Health Professional under Supervision requires a Master's degree in the appropriate discipline and if required any initial testing of competency by the board of that discipline. Proof of these will be a complete transcript from the university or college as well as a board certificate for practicing. These individuals will be required to complete supervision with appropriate staff and have a supervisory agreement completed with their board. Supervision will follow the guidelines set forth in this agreement. This board contract must be completed and verified by the board prior to staffs beginning services.

C. Community Support Advocate (CSA) is responsible for providing direct therapeutic services to individuals with mental health or co-occurring disorder diagnosis to increase their skills and ability to live independently within the community. The Comprehensive Community Support Associate works under the supervision of the Comprehensive Community Support Supervisor and under the guidance and direction of the assigned case clinician to ensure that a thorough assessment is completed and treatment plan developed with the individual client to outline a specific skills training plan utilized to maximize the individuals level of functioning within the community. The Comprehensive Community Support Associate must meet the eligibility criteria and adhere to the supervision and training requirements and regulations as set forth in the Kentucky Administrative Regulation 908 KAR 2:250; as well as any State and managed care organization (MCO) contracts, funding source regulations, and agency policy and procedures. The Comprehensive Community Support Associate must also complete other tasks as assigned.

D. Kentucky defines case management as: A practice in which the service recipient is a partner, to the greatest extent possible, in assessing needs, obtaining services, treatments and supports, and in preventing and managing crisis. The focus of the partnership is recovery and self-management of mental illness and life. The individual and the practitioner plan, coordinate, monitor, adjust and advocate for services and supports directed toward the achievement of the individual's personal goals for community living.

Services provided by a case manager include:

- A written comprehensive assessment of the client's needs
- Arranging for the delivery of the needed services as identified in the assessment
- Assisting the client and their family or support system in accessing needed services
- Monitoring the client's progress by making referrals, tracking appointments, performing follow-up on services rendered, and performing periodic reassessments of the client's changing needs
- Performing advocacy activities on behalf of the client and their family
- Preparing and maintaining case records documenting contacts, services needed, reports, the child's progress, etc.
- Providing case consultation (i.e., consulting with the service providers/collateral's in determining child's status and progress); and
- Performing crisis assistance (i.e., intervention on behalf of the client, making arrangements for emergency referrals, and coordinating other needed emergency services).

Susan Abrams

1279 Ben Ali Dr, Danville, KY 40422

Contact No: (859) 583-2737

Email: susan.abrams@cafcainc.com

Professional Summary

Dedicated and compassionate mental health professional with over a decade of experience in human services. Skilled in counseling, patient care, and case management with a strong commitment to improving the well-being of individuals and families.

Education**Lindsey Wilson College**

- *Master's in Mental Health Counseling* (Completed 5/22)
- *Bachelor's in Mental Health & Counseling* (Completed, 2013)

Work Experience**Children and Family Counseling**

Licensed Professional Counselor Associate

May 2022 – Present

- Provide therapeutic support and counseling to individuals and families.
- Develop treatment plans tailored to clients' needs.
- Conduct assessments and maintain documentation in compliance with regulations.

Morning Pointe

Certified Nursing Assistant

October 2018 – May 2022

- Assist nurses in providing compassionate care to residents.
- Support daily living activities, ensuring comfort and well-being.
- Monitor patient conditions and report changes to medical staff.

James B. Haggin Hospital

Certified Nursing Assistant

January 2005 – August 2015

- Provided direct patient care, assisting with mobility, hygiene, and nutritional needs.
- Collaborated with medical professionals to ensure quality healthcare services.

Field of Interest

- Human Services
- Mental Health Counseling
- Family & Child Support Services

Skills & Experience

- Over 10 years of experience in human services.
- Experience with case management and therapeutic interventions.
- Internship with Danville Probation Office, assisting in case work and rehabilitative services.
- Internship with Sunrise Children's Home, providing support to at-risk youth.

Hobbies & Interests

- Caring for and spending quality time with my three children.
- Community involvement and advocacy for mental health awareness.

References

Tamme Morse, LPCC-S
Clinical Supervisor, CAFCA
Phone: (859) 733-9241

Shauna Sanford
Supervisor, Morning Pointe
Phone: (859) 613-3147

Kelly Workman
Former Supervisor, Willows of Harrodsburg
Phone: (859) 612-8614

LEANIYA HACKER

128 Miles Drive Lancaster, KY 40444 • 859-339-6750

Leaniya.hacker@uky.edu

leaniya0615@gmail.com

EXPERIENCE

MAY 15, 2023 – AUGUST 1ST, 2023

MENTAL HEALTH PRACTICUM STUDENT, ALL GOD'S CHILDREN, INC.

Conduct counseling sessions in supervision with child clients currently in foster care. Observed and provided play therapy to clients aged 15 years and younger using the Child-Centered Play Therapy (CCPT) approach. Assisted in the development and writing of treatment plans and therapy notes. Participated in agency wide policy meetings and case consultations on foster care placement as well as therapy progress.

AUGUST 2022 – PRESENT

HIGH SCHOOL CLASSROOM INSTRUCTOR, GARRARD COUNTY HIGH SCHOOL

Emergency certified teacher responsible for implementing instructional practices, transitional activities, maintaining a safe and supportive instructional environment, and communicating and collaborating with co-teachers and other professionals within the school to promote a successful learning environment for student. Complete lesson plans and regular trainings in order to ensure most current curriculum is implemented.

MAY, 2022 - PRESENT

ASSISTANT VOLLEYBALL COACH, GARRARD COUNTY HIGH SCHOOL

Assist head coach in daily athletic activities at the high school level. Conduct learning experiences in collaboration with head coach with small group of student athletes. Assist in providing escort assistance for the team and lead weightlifting plan for student athletes.

FEBRUARY 2, 2022 – AUGUST 2022

SPECIAL EDUCATION PARAEDUCATOR, GARRARD COUNTY HIGH SCHOOL

Assist certified teachers in implementing instructional practices, transitional activities, maintaining a safe and supportive instructional environment, and communicating and collaborating with teachers and other professionals to ensure special education students obtain quality instruction.

MARCH 1, 2021 – JANUARY 24, 2022

SOCIAL SERVICE CLINICIAN I, JESSAMINE COUNTY DCBS (PROMOTIONAL RECLASSIFICATION)

Provide professional social work services to families, individuals and/or juvenile offenders through the assessment of client needs and the provision of social services. Complete and submit reports to the courts regularly in regards to children's and families' progress. Also occasionally needed to complete office support task such as bookkeeping, filing, and secretarial work.

JANUARY 16, 2020 – MARCH 1, 2021

SOCIAL SERVICE WORKER II, JESSAMINE COUNTY DCBS (PROMOTIONAL RECLASSIFICATION)

Provide professional social work services to families, individuals and/or juvenile offenders through the assessment of client needs and the provision of social services. Complete and submit reports to the courts regularly in regards to children's and families' progress. Also occasionally needed to complete office support task such as bookkeeping, filing, and secretarial work.

FEBRUARY 18, 2019 – JANUARY 16, 2020

SOCIAL WORKER, JESSAMINE COUNTY DCBS

Provide professional social work services to families, individuals and/or juvenile offenders through the assessment of client needs and the provision of social services. Complete and submit reports to the courts regularly in regards to children's and families' progress. Also occasionally needed to complete office support tasks such as bookkeeping, filing, and secretarial work.

DECEMBER 1, 2015 – JUNE 15, 2017

SOCIAL WORKER, JESSAMINE COUNTY DCBS

Provide professional social work services to families, individuals and/or juvenile offenders through the assessment of client needs and the provision of social services. Also occasionally needed to complete office support tasks such as bookkeeping, filing and secretarial work.

APRIL 6, 2015 – NOVEMBER 27, 2015

COMMUNITY LIVING SUPPORT WORKER, CHILDREN AND FAMILY COUNSELING AGENCY

Provide assistance to children and adults with mental and physical disabilities. One on one interactions as well as engaging in community involvement with the individuals.

JULY 1, 2014 – JUNE, 2015

CERTIFIED NURSING ASSISTANT, WESLEY VILLAGE

To provide basic care to patients, as well as assist them in daily activities that may be difficult on their own (including bathing, toileting and personal care). Ability to understand charting standards and medical equipment.

JULY 22, 2013 – AUGUST 1, 2014

CERTIFIED NURSING ASSISTANT, LANDMARK OF LANCASTER (FORMERLY CHRISTIAN CARE CENTER OF LANCASTER)

To provide basic care to patients, as well as assist them in daily activities that may be difficult on their own (including bathing, toileting and personal care). Ability to understand charting standards and medical equipment.

OCTOBER, 2012 – DECEMBER, 2012

PRODUCTION LINE WORKER, HITACHI AUTOMOTIVE SYSTEMS (THROUGH KELLY SERVICES)

Producing goods and preparing them for distribution within a timely manner. Maintaining a clean and safe work environment, as well as ensuring that machines are in good condition and functioning appropriately.

APRIL, 2011 – JUNE, 2012

CERTIFIED NURSING ASSISTANT, MADISON HEALTH AND REHAB (FORMALLY MADISON MANOR)

To provide basic care to patients, as well as assist them in daily activities that may be difficult on their own (including bathing, toileting and personal care). Ability to understand charting standards and medical equipment.

EDUCATION

JUNE 13TH, 2022 – PRESENT

ENROLLED IN MSW PROGRAM, UNIVERSITY OF KENTUCKY

AUGUST 2015

BACHELORS OF SCIENCE IN PSYCHOLOGY, EASTERN KENTUCKY UNIVERSITY

MAY 2009

HIGH SCHOOL DIPLOMA, GARRARD COUNTY HIGH SCHOOL

SKILLS

- | | |
|--|---|
| <ul style="list-style-type: none">● Ability to maintain an organized work space● Bookkeeping/filing● Computer skills● Ability to assist in deescalating clients in high stress situations | <ul style="list-style-type: none">● Ability to work well with others● Effective communication● Ability to effectively manage time● Knowledge of virtual meeting platforms (Teams, Zoom, Skype, GoogleMeet) |
|--|---|

ACTIVITIES

As an employee I enjoy being a part of a team and helping others. I have spent years volunteering as a coach for my local community's youth cheerleading program and enjoy contributing my time to my community. I volunteer as an assistant coach for middle school volleyball in my community and am currently the assistant Volleyball Coach at Garrard County High School. I spent a year and a half as a stay at home mom from 2017-2019, which taught me a lot about time management and self-motivation. I also spent four and a half years in the Child Protective Services branch of the Cabinet for Health and family services. I have ample experience completing regular reports in a timely manner and continuously improving my organization skills, especially following the transition to remote work stations during COVID 19. I have been employed since February 2022 at Garrard County High school. This as well as my previous experience working with children and adults with disabilities has ensured that I have adequate knowledge regarding individuals with disabilities and how to effectively communicate with them and their families.

BJ

Breonna Jeffries

Work History

Children And Family Counseling Associates - Licensed Mental Health Counselor

Harrodsburg, Kentucky

04/2023 - Current

- Improved patient treatment outcomes by conducting thorough assessments and developing customized treatment plans.
- Enhanced patient engagement through the implementation of group therapy sessions focused on coping strategies and emotional regulation.
- Collaborated with interdisciplinary team members to provide comprehensive care for patients with mental health disorders.
- Maintained detailed documentation of clinical notes, tracking patient progress throughout the course of treatment.
- Built rapport with diverse client populations, utilizing empathetic listening skills and culturally sensitive therapeutic practices.
- Provided crisis intervention services during emergencies, deescalating situations and connecting individuals with appropriate resources for ongoing support.
- Strengthened relationships among family members by conducting group therapy sessions focusing on communication and conflict resolution.

Cabinet For Health And Family Services - Social Service Worker II

Richmond, Kentucky

08/2020 - 03/2023

- Maintained regular contact with clients by calling and visiting clients' homes.
- Developed treatments and casework programs with an average of 30 cases per month.
- Interviewed clients, families, or groups to assess situations, limitations, and issues and implement services to address needs.
- Formulated treatment plan strategies with multidisciplinary teams to provide comprehensive and continuous care plans.
- Complete court reports and provides testimony during administrative and judicial hearings
- Complete detailed assessments based on investigative/ongoing case management work
- Make referrals to outside community resources to assist families/adults/children with meeting identified needs for well-being, safety, and permanency

✉ breonna.jeffries@cafcainc.com

☎ 8593399526

📍 Harrodsburg, KY 40330

Skills

- Social Justice
- Client Advocacy
- Cultural Competency
- Child Abuse and Neglect Identification
- Psychological evaluation
- Crisis Intervention
- Biopsychosocial Assessments
- Individual and Group Counseling
- Treatment Planning
- Clinical Documentation

Education

05/2022

University of Kentucky

Lexington, KY

Master of Arts: Social Work

- 4.0 GPA
- magna cum laude graduate

05/2020

Morehead State University

Morehead, KY

Bachelor of Arts: Social Work

- 3.8 GPA
- summa cum laude graduate
- Extracurricular Activities: Best Buddies, Social Work Honors Society, Student Alumni Association and Student Government Association.

KATHY TENERY

PO Box 61 · London, Kentucky 40743 · (606) 231-9811 · kathy.tenery@gmail.com

EDUCATION

Lindsey Wilson College

Master of Education: Professional Counseling and Human Development

Columbia, Kentucky

December 2014

- Presidents/Deans List Spring 2013, Fall 2013, Spring and Fall 2014

Lindsey Wilson College

Bachelor of Arts: Counseling and Human Services

Columbia, Kentucky

December 2012

- Presidents/Deans List: Fall 2011, Spring 2012, Fall 2012,

Somerset Community College

- General education studies
- Presidents/Deans List

London, KY

January 2010

RELEVANT COURSEWORK

Counseling Theory/Techniques, Career Education Counseling, Individual & Group Assessment, Lifecycle Development in Individual and Family, Group Counseling Techniques, Professional Issues & Ethics, Child & Adolescents Interventions, Ethics & Multicultural Divers, Mental Health Administration, Case Management Intake and Referral, Statistics, Principals and Techniques of Group Counseling

PROFESSIONAL EXPERIENCE

Cumberland River Behavioral Health

Support Broker

London, Kentucky

January 2013 – Present

- Advocate for client services, adults and children through Michelle P. Waiver, 5 years January 2018.
- Collaborate with other professionals to evaluate client's medical or physical/mental condition and to assess client needs.
- Refer client, or family to community resources to assist in recovery from mental or physical illness and to provide access to services such as financial assistance, legal aid, housing, job placement or education.
- Monitor, evaluate, and record client progress according to measurable goals described in treatment and plan of care.
- Prepare and maintain records and case files, including documentation, such as, clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.
- Supervise employees providing services to clients. All employees are over 21 years old.
- Oversee 31 clients' annual budget, as well as receiving employee timesheets two times per month. A budget range for caseload is \$1.4 million per year.
- Identify environmental impediments to client progress through face-to-face home visits and review of client records.
- Work with clients diagnosed with severe mental or physical disabilities and their caregivers to ensure client's needs are being met through the Michelle P. Waiver program through the state of Kentucky.
- Make contact with government agencies on behalf of clients.
- Make monthly home visits for a face to face meeting with clients and their caregivers.

Haven House – Cumberland River Behavioral Health

Mental Health Technician

London, Kentucky

February 2012 – January 2013

- Adult mental health care facility
- Completed physical checks and monitored clients to detect unusual or harmful behavior and report observations to professional staff.
- Record and maintain client information, such as vital signs, eating habits, behavior, and progress notes.
- Worked as part of a team that may include counselors, psychiatric nurses, or social workers.
- Provided mentally impaired or emotionally disturbed clients with routine physical, emotional, psychological, or rehabilitation care under the direction of nursing or medical staff.
- Organized, supervised, or encouraged client participation in social, educational, or recreational activities.
- Performed nursing duties, such as administering medications, and measuring vital signs.

KATHY TENERY

PO Box 61 · London, Kentucky 40743 · (606) 231-9811 · kathy.tenery@gmail.com

- Completed administrative tasks, such as answering telephone calls, faxing or maintaining medical or facility information.
- Interviewed clients upon admission and record information.
- Conducted various group counseling sessions with clients as part of practicum

Seton Home Health

Home Health Aide

London, Kentucky

March 1990 – July 1997

- Maintained records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.
- Provided patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming.
- Cared for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care.
- Conversed with, or read aloud to patients to keep them mentally healthy and alert.
- Drove to patient's homes to provide excellent daily living services.

St. Joseph – London

Nursing Assistant

London, Kentucky

October 1990 – November 1995

- Answered patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Assisted nurses or physicians in the operation of medical equipment or provision of patient care.
- Communicated with patients to ascertain feelings or need for assistance or social and emotional support.
- Documented or otherwise reported observations of patient behavior, complaints, or physical symptoms to nurses.
- Measured and recorded food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Observed or examined patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.
- Positioned or hold patients in position for surgical preparation.
- Provided physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
- Reviewed patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
- Lifted or assisted others to lift patients to move them on or off beds, examination tables, surgical tables, or stretchers.
- Provided information such as directions, visiting hours, or patient status information to visitors or callers.
- Transported specimens, laboratory items, ensuring proper documentation and delivery to authorized personnel.

Certifications

- First Aid/CPR 9/18/19
ASHI-12921/12922

Karli Domingo

Lancaster, KY 40444

karlidennis4_t8j@indeedemail.com

+1 859 339 6665

Highly motivated professional with 9+ years of experience in case management, education, event planning, marketing, social services and client empowerment. Bilingual (English/Spanish). Developed community engagement events to promote positive community relationships. Strong commitment to equity, diversity and advocacy.

Authorized to work in the US for any employer

Work Experience

Head Start Parent Educator Home Visitor

Community Action Council

December 2014 to Present

- Supported healthy development of Head Start children through collaboration with families and educators.
- Conducted assessments and developed individualized plans addressing children's and families' social, health, and educational needs.
- Connected families to community resources (housing, healthcare, employment, mental health).
- Empowered parents/caregivers through workshops on parenting skills and child development.
- Maintained confidential case files and advocated for children and families.

Linguistic Consultant

Freelance Interpreting

2012 to Present

- Liaised between medical professionals, patients, and families, ensuring accurate communication and reducing cultural misunderstandings.
- Facilitated seamless communication across languages and cultures as an on-demand interpreter (medical, conference, religious).
- Expertise in simultaneous & consecutive interpretation.
- Ensured accuracy and cultural competency through active listening.

Equine Assisted Therapy Volunteer

Kentucky Foothills Therapeutic Horsemanship Center

June 2016 to October 2017

- Improved balance, coordination, and confidence for clients with special needs through therapeutic horseback riding assistance.
- Created a safe and supportive environment for clients during equine-assisted therapy, fostering progress.

- Provided effective therapeutic horseback riding assistance using clear communication, patience, and interpersonal skills.
- Collaborated effectively and adhered to safety protocols while assisting clients in equine-assisted therapy sessions.

English Language Learner (ELL) Instructional Aide Volunteer

Garrard County Migrant Program

July 2014 to December 2014

- Tutored elementary ELL students, boosting achievement and closing the achievement gap.
- Interpreted at parent-teacher meetings, facilitating communication and fostering school-home partnerships.
- Assisted teachers with lesson planning, data entry, and classroom management, ensuring a smooth learning environment.
- Delivered essential items to families in need from the family resource center, demonstrating community commitment.

Veterinary Technician Intern

Lancaster Veterinary Hospital

June 2011 to July 2012

- Recorded vitals, completed tests, administered vaccinations
- Scheduled appointments, entered appointment data and engaged in client interactions
- Assisted in medical, dental and surgical procedures on dogs, cats, and horses under the supervision and direction of veterinarian and veterinarian technician
- Aided in pre- and post-surgical care of both equipment and animals

Education

Bachelor of Science in Psychology: Concentration in Child and Family Psychology

Eastern Kentucky University - Richmond, KY

2021 to 2023

Associate's degree in Social and Behavioral Science

Bluegrass Community and Technical College - Lexington, KY

2017 to 2019

Skills

- Data Analysis
- Computer and Technical Skills
- Analytical Thinking
- Customer Service
- Case management
- Crisis intervention

- Developmental Disabilities Experience
- Collaboration skills
- Cultural competency
- Advocacy
- Research
- Communication
- Design
- Marketing
- Media relations
- Adaptability
- Community engagement
- Presentation skills
- Writing skills
- Microsoft Office
- Computer skills
- Windows
- Translation
- Microsoft Excel
- Anatomy knowledge
- Physiology knowledge

Languages

- Spanish - Fluent
- English - Fluent

Certifications and Licenses

Child Development Associate

February 2021 to Present

CPR/First Aid

March 2019 to Present

Bloodborne Pathogens

January 2022 to Present

Food Handler

May 2021 to Present

NYSPEP Parenting Educator Credential Trainer

Present

Trained to teach the nationally recognized NYSPEP Parenting Educator Credential for families.

Pediatric Head Trauma

Present

Groups

Omega Nu Lambda National Honor Society- Gamma Chapter

August 2022 to Present

Eastern Kentucky University National Honor Society

Gray McAlpine

(337) 302-9965

204 North Lexington Avenue, Wilmore KY, 40390

gray.mcalpine@asburyseminary.edu

Education

Asbury Theological Seminary, Wilmore, KY Fall 2019 - (Anticipated) Winter 2023 Master of Arts, Mental Health

Louisiana State University, Baton Rouge, LA Fall 2013 – December 2017 Bachelor of Arts, Psychology

Work Experience

JourneyPure - Addiction Treatment Center in Lexington, KY

March 2023 - Present

Intern

- Responsible for documenting biopsychosocial intakes as well as clinical assessment updates after inpatient treatment
- Responsible for providing group experience for outpatient and intensive outpatient clients at least once per week

Bella Notte

March 2023 - Present

Server

- Responsible for catering to expectations and needs of guests
- Expected to maintain general upkeep and cleanliness of establishment

Tailored Living of Lexington Kentucky Featuring Premier Garage

June 2022 - February 2023

General Laborer

- Responsible for tending to several tasks requiring pinpoint accuracy and efficiency

Clean Cut Landscaping

February 2020 - September 2021

Crew Leader and Laborer

- Executed numerous tasks throughout the day and operated heavy machinery to provide the utmost professional service for customers

Snowmass Club

June 2018 - May 2019

Server and Bartender

- Provided consistent excellence in several areas of hospitality for members and guests alike

Galatoire's Bistro, Baton Rouge, LA

December 2017 – June 2018

Server

- Responsible for serving customers with the utmost professionalism and respect to the best of my ability **Busser**
- Responsible for organization and general assistance in restaurant
- Running errands for the restaurant

L'auberge Casino and Resort, Baton Rouge, LA

June 2015 – November 2015

Valet attendant and dispatcher

- Responsible for delivering cars and organizing the workspace
- Tended to guests who needed assistance or directions around the hotel area

Lewing Construction, Inc., Lake Charles, LA

May 2014 – August 2014

General Laborer

- Responsible for maintaining job site of newly constructed 12,000 sq. ft. medical office
- Operated heavy machinery
- Other general labor skills

121 Artisan Bistro, Lake Charles, LA

May 2012 – August 2012

Busboy/Server

- Responsible for cleaning and setting tables
- Served customers
- Kitchen detail
- Responsible for organizing reservations and seating customers

Extra Curricular

Member of ACA and HPSO 2022-Present