

Lewis Layne

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207-123-4567 • lewis@email.com

SUPERVISING FAMILY WORKER COORDINATOR

Case Management • Investigations • Employment • Training • Counseling • Evaluation Assessment
Field Visits • Reporting • Community Outreach

Eight successful years providing quality services and support to youth and adults in the social services and education fields. Outstanding leadership, problem-solving, and organizational abilities with extensive experience in employment counseling, case management, supervision, and training. Dedicated to improving the quality of life for all individuals and ensuring the proper resources and services are provided at all levels and stages in their development.

PROFESSIONAL EXPERIENCE

CASE MANAGEMENT/TRAINING/COUNSELING

- Managed a caseload of 50+ clients in child placement, stability, training, and employment.
- Referred clients to appropriate employment assignments and training programs after reviewing their history and background.
- Evaluated and monitored client's progress toward employment and placement.
- Conducted various types of investigations including abuse, neglect, in-home supervision, residential placement, and foster care.
- Counseled clients on school issues, finances, health, and family relationships.
- Assessed the educational and training needs of clients.
- Prepared weekly progress reports and made recommendations for placement and special services.
- Conducted periodic field visits to ensure the safety of clients and children.
- Visited schools, clinics, hospitals, government agencies, and family members to gather data required to recommend court or social services actions.

PROFESSIONAL HISTORY

Family Services Specialist, Company Z, City, State	Jan. 2008 - Oct. 2010
Employment Specialist, County DOED, City, State	April 2003 - Dec. 2007
Early Childhood Teacher, Kindercare, City, State	June 2000 - March 2003
Elementary Teacher, Kindercare, City, State	August 1995 - May 2000
Elementary Teacher, Kiddie Academy, City, State	August 1990 - June 1995

COMMUNITY INVOLVEMENT

YourTown YMCA Homeless Shelter
Vacation Bible School Teacher
A's Crossing Women and Children Shelter

TECHNOLOGY SKILLS

Word, Excel, Outlook, Web-based programs, Internet

EDUCATION

Bachelor of Arts in Psychology, Blossom City College (Dean's List) May 1990