

**Professional Experience**

Experienced social/human service professional with over 20 years of experience working with clients who have various mental health, substance abuse, and economic challenges.

Expertise in the Social Security Administration disability process and eligibility criteria.

Liaison with social/human service professionals, Federal, State and local government agencies and other organizations.

**Education**

Marymount University, Arlington, VA 2010  
Master of Arts Community Counseling

George Mason University, Fairfax, VA 1991  
Bachelor of Arts Psychology

**Policy, Analytical and Research Experience**

*Virginia Polytechnic and State University, School of Public and International Affairs, Virginia Tech  
Institute for Policy and Governance, Federal Reimbursement Unit (FRU)  
Fairfax County, VA  
2001-Present*

Between 2003 and 2019 work activities contributed to multiple grant awards to the university over \$6.1M, fiscal impact for the county since 2001 exceeds \$80M

Contribute to the fiscal impact of the university's contract to Fairfax County's Dept. of Family Services and the Fairfax/Falls Church Children's Services Act continued to exceed \$1 million dollars for FY19

Collaborate with local, state and county division and human services agency program management and staff on policy and practice topics related to child welfare, federal entitlement programs, revenue maximization, funding sources, and the implementation of division and agency procedures

Analyze case files of youth in receipt of foster care services to maximize revenues for Title II, Title IV-D, Title IV-E, and Title XVI funding

Prepare relevant university, County and state stakeholders multiple reports and documents to meet contract deliverables to Fairfax County Department of Family Services program management

Provides specific FRU team statistics to support each FRU Quarterly Report presented to Fairfax/Falls Church Children's Services Act (CSA) Program Senior Management Team, Dept. of Family Services (DFS) Senior Management, Dept. of Administration and Human Services (DAHS) Management, Fairfax/Falls Church Community Services Board (CSB) management, Fairfax County, VA

Provides specific FRU team statistics and research analysis to FRU Project Director for inclusion in quarterly report distributed to the Fairfax District Office of the VA Division of Child Support Enforcement (DCSE) Manager for Title IV-D benefits

Provides specific FRU team statistics and research analysis to FRU Project Director for inclusion in VT IPG Federal Reimbursement Unit Annual Report presented to Fairfax County Department of Administration for Human Services staff (DAHS), Children's Services Act (CSA) and Department of Family Services (DFS) Senior Management, Fairfax County, VA

Provides specific FRU team information to FRU Project Director for inclusion in Annual VT IPG FRU Procedures Manual presented to Fairfax County Department of Administration for Human Services staff (DAHS), Children's Services Act (CSA) and Department of Family Services (DFS) Senior Management

Perform all FRU intake activities when youth enter foster care

Analyze the eligibility status of every youth entering foster care and determine eligibility for Title II (Social Security), and Title XVI (Supplemental Security Income)

Perform all activities (initial and on-going) related to maintaining the youth's continuing eligibility and access to benefits in Title II (Social Security), Title XVI (Supplemental Security Income)

Research data, complete and submit to Fairfax County's Department of Family Services Finance staff Social Security Representative Payee reports documenting that Title II (Social Security), and Title XVI (Supplemental Security Income) resources received by the County were used in accordance with the rules and regulations of the Social Security Administration. Once received back from the county, return the report to the Social Security Administration within a tight timeframe

Work in collaboration with the staff in multiple Social Security Administration offices in activities related to all Supplemental Security Income and Social Security Title II benefits, including changes in the status of youth in receipt of benefits, accuracy of correspondence, and required financial reviews

Perform on-going quality assurance activities for Fairfax County's Department Family Services Finance Department to ensure the accuracy of payments to parents for youth in receipt of Title II (Social Security), and Title XVI (Supplemental Security Income) benefits

Work closely with County self-sufficiency staff and management, as well as foster care staff and management regarding implications of Title IV-E Fostering Futures funding on Supplemental Security Income (SSI) benefits and notify Social Security Administration staff if necessary, of any changes

Work in collaboration with multiple county partners/stakeholders to include the Fairfax County's Department of Family Services Foster Care and Adoptions management and staff, Social Security Administration staff, Fairfax District Office of the Division of Child Support Enforcement staff, Fairfax County's Department of Family Services Finance Department staff and Fairfax County's Self-Sufficiency management and staff to achieve required goals of the position as well as the university meeting its contractual obligations to the County

Performed select activities related to Title IV-D (Child Support) to support the Fairfax District Office of the Virginia DCSE collection and enforcement activities of Judicial Support Orders established by the FRU as well as Administrative Support Orders referred to the DCSE

Work closely with the Fairfax District Office of the Division of Child Support Enforcement supervisors and staff in making initial referrals and providing on-going case documentation related to Title IV-D funding to facilitate timely collection and enforcement case management action

Maintain knowledge of all relevant Federal, State, and local regulations, laws, and policies related to revenue maximization initiatives through a review of publications and information from the Virginia Department of Social Services website, the Social Security Administration, DCSE, and other relevant sources to ensure expert knowledge in the information for which this position is responsible

Provide policy up-dates and briefs to County management and staff following policy changes and changes in interpretation to federal and state regulations, laws, and rules, thus continuing to maximize revenues for the Fairfax County

Adapts work activities to implement changes in Federal, State and local regulations, laws, and policies and trained relevant county program staff

Extensive experience in working as part of a team, and can also work independently

Extensive experience in working on tight deadlines, court hearings, and urgent timeframes

Interpret and integrate research data from multiple sources

## **Counseling Experience**

*The Women's Center*

*Vienna, VA*

2011-2014 Resident in Counseling

2010-2011 Volunteer Counselor

2010 Extern Counselor

Provided counseling for adults who were experiencing crisis, trauma and life transitions

Screened clients for anxiety, depression and risk of suicide using the Beck Depression Inventory and the Beck Anxiety Inventory

Provided psychoeducation to clients regarding areas of difficulty, treatment techniques and available resources.

Created LGBTQ resource guide

Conducted intake process on adults with mental health problems, relationship issues and various life concerns

Wrote assessments and treatment plans for clients

Delivered career counseling services to adults in various stages of their career development, and explored career resources and opportunities with adults interested in vocational change

Was a National Certified Counselor

*Psychiatric Institute of Washington*

*Washington, DC*

*Practicum Student*

*2009*

Provided individual and group counseling to clients with substance abuse and mental health disorders

Maintained documentation of clients' individual and group sessions

Facilitated training on effective treatment of clients with dual diagnosis

Facilitated and co-facilitated recovery, education, vocational and relationship counseling groups

Assisted clients in accessing community resources

Provided crisis intervention to clients experiencing acute psychiatric symptoms

Counseled clients in the gay, lesbian, bisexual and transgender communities