

**Comprehensive Staffing Roster  
Comprehensive Juvenile Services, Inc.**

Last Name	First Name	Title	Qualifications	Date of Hire	Date Current Position Began	Years of Service in Current Role	Roles and Responsibilities
Looney	Jason	Aftercare Caseworker / Sanctions Coordinator	BA - English, History	9/24/2003	9/24/2003	16.5	Provides Re-entry Case Management, Case Staffings, Field Evaluation (Assessment), Re-entry Plan Completion, Monthly Progress Reporting, Independent Living Skills, Court Attendance, Drug Screening, Interstate Compact on Juveniles (ICJ), any other services deemed necessary per individual assessment, for youth committed to DYS for Delinquent acts and their families. Provides Case Management, Assessment, Community Service Supervision, Court Appearance, Drug Screening, Electronic Monitoring, Transportation, for Diversion, FINS, Delinquent and Re-entry youth and their families. Facilitates Support Groups.
Mitchell	Clay	Caseworker	BS - Criminal Justice	10/30/2017	10/30/2017	2.5	Provides Case Management, Assessment, Independent Living Skills, Court Attendance, Facilitates Support Groups and any other services deemed necessary per individual assessment, for Diversion, FINS and Delinquent youth and their families.
Nelson	Cicely	Aftercare Caseworker	BS - Criminal Justice	9/6/2013	9/6/2013	6.5	Provides Re-entry Case Management, Case Staffings, Field Evaluation (Assessment), Re-entry Plan Completion, Monthly Progress Reporting, Independent Living Skills, Court Attendance, Drug Screening ,Interstate Compact on Juveniles (ICJ), any other services deemed necessary per individual assessment, for youth committed to DYS for Delinquent acts and their families.
Ray	Russell	Sanctions Supervisor	BS - Christian Education, Psychology	7/19/2000	1/11/2017	3	Supervises Sanctions Coordinators. Provides Case Management, Assessment, Community Service Supervision, Court Appearance, Drug Screening, Electronic Monitoring, Transportation, Facilitates Support Groups for Diversion, FINS, Delinquent and Re-entry youth and their families.

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Barton	Mark	Aftercare Caseworker / Sanctions Coordinator	High School Diploma*	10/7/2019	10/7/2019	6 months	Provides Re-entry Case Management, Case Staffings, Field Evaluation (Assessment), Re-entry Plan Completion, Monthly Progress Reporting, Independent Living Skills, Court Attendance, Drug Screening, Interstate Compact on Juveniles (ICJ), any other services deemed necessary per individual assessment, for youth committed to DYS for Delinquent acts and their families. Provides Case Management, Assessment, Community Service Supervision, Court Appearance, Drug Screening, Electronic Monitoring, Transportation, for Diversion, FINS, Delinquent and Re-entry youth and their families.
Cameron	Elizabeth	Sanctions Coordinator	High School Diploma*	1/24/2017	1/24/2017	3	Provides Case Management, Assessment, Community Service Supervision, Court Appearance, Drug Screening, Electronic Monitoring, Transportation, Facilitates Support Groups for Diversion, FINS, Delinquent and Re-entry youth and their families.
Rhodes	Elise	Sanctions Coordinator	BA - Psychology	3/12/2018	3/12/2018	2	Provides Case Management, Assessment, Community Service Supervision, Court Appearance, Drug Screening, Electronic Monitoring, Transportation, Facilitates Support Groups for Diversion, FINS, Delinquent and Re-entry youth and their families.
Morreale	Frances	Parenting Educator	BA- Sociology	03/13/1989	1994	26	Provides Parenting Classes for youth who have children, and custodial parents/legal guardians of the youth, for Diversion, FINS, Delinquent and Re-entry youth and their families.

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Last Name	First Name	Title	Qualifications	Date of Hire	Date Current Position Began	Years of Service in Current Role	Roles and Responsibilities
Vacant	To Be Filled	Job and Career Coach	Bachelor's level or higher	NA	NA	NA	Provides possible career options, seeks job openings that match the career interests of Diversion, FINS, Delinquent, Re-entry youth, as ordered by the Court or DYS. Coordinates services with Job Corp and ADWS to provide opportunities for youth to have vocational and technical careers.
Vacant	To Be Filled	Job and Career Coach Case Manager	Bachelor's level or higher	NA	NA	NA	Provides Case Management, Determines Program Eligibility, Career Counseling, Placement Assistance, Assists Career Coach with Diversion, FINS, Delinquent and Re-entry youth as ordered by the Court or DYS.
Vacant	To Be Filled	Mentoring Coordinator	Bachelor's level or higher	NA	NA	NA	Screens, Recruits, Trains Mentors. Matches Mentors with Diversion, FINS, Delinquent and Re-entry Mentees as ordered by the Court or DYS. Supervises Mentor to provide 4 hours of meaningful contact per month and other related duties.
Roper	Clayton	Shelter Manager	BA - Sociology, Geography	3/27/2013	3/27/2013	7	Supervises Emergency Shelter Staff. Responsible for oversight of all day to day emergency shelter operations.
McLaughlin	Terriel	Shelter Assistant Manager Residential Caseworker	BA - History	4/20/2001	12/03/2003 3/27/2013	16 and 7	Assists in supervising the Emergency Shelter Staff, maintains supervision and care for youth placed in the Emergency Shelter, provides a safe and structured environment, and provides Residential Caseworker duties.
Hayward	Jeremy	Shelter Weekend Residential Caseworker	BS - Agriculture	3/27/2013	1/25/2016	4	Maintains supervision and care for youth placed in the Emergency Shelter, provides a safe and structured environment, and provides Residential Caseworker duties on the weekend and as needed.
Alston	Kaitlynd	Shelter Direct Care Worker**	High School Diploma Registered Dental Assistant	8/25/2018	8/25/2018	1.5	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.

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Last Name	First Name	Title	Qualifications	Date of Hire	Date Current Position Began	Years of Service in Current Role	Roles and Responsibilities
Bennett	Toni	Shelter Direct Care Worker**	High School Diploma	1/16/2006	1/16/2006	14	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.
Core	Jennifer	Shelter Direct Care Worker**	High School Diploma	7/27/2019	7/27/2019	10 months	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.
Crawford	Casey	Shelter Direct Care Worker**	High School Diploma	7/7/2017	7/7/2017	1.5	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.
Jones	Janice	Shelter Direct Care Worker**	High School Diploma	10/28/2015	10/28/2015	3.5	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.
Lavette	Mark	Shelter Direct Care Worker**	High School Diploma	9/5/2017	9/5/2017	2.5	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.
Sisk	Grasha M.	Shelter Transportation Coordinator / Direct Care Worker**	High School Diploma	8/8/2008	8/8/2008	11.5	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment. Provides transportation for youth placed in the Emergency Shelter.
Sumpter	Amanda	Shelter Direct Care Worker**	Associate's Degree-General Studies	2/21/2020	2/21/2020	1.5 months	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.
Sumpter	Sharon	Shelter Food Service Coordinator / Direct Care Worker**	High School Diploma	7/7/2017	7/7/2017	1.5	Prepares meals following nutritional guidelines for the youth placed in the Emergency Shelter, oversees purchase of all food needed for menu planning.
Sumpter	Shelly R.	Shelter Direct Care Worker**	High School Diploma	12/30/2015	12/30/2015	4.5	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.
Treat	Donald	Shelter Relief Direct Care Worker**	High School Diploma	9/25/2008	9/25/2008	11.5	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.
Wilkins	Ashley	Shelter Direct Care Worker**	High School Diploma	5/9/2019	5/9/2019	9 months	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.

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Woolsey	Darlene	Shelter Direct Care Worker**	BA - Marketing, Business	10/19/2015	10/19/2015	4.5	Maintains supervision and care for youth placed in the Emergency Shelter and provides a safe and structured environment.
<b>SUBCONTRACT MENTAL HEALTH PROVIDERS:</b>							
Harris	Kenneth	Subcontract Provider Harris & Harris Counseling	Licensed Professional Counselor	2017	2017	3	Provides Cognitive Behavioral Treatment Groups and Individual Sessions (CBT), substance abuse groups, individual therapy and psychoeducational group/classes to Diversion, FINS, Delinquent, Re-entry youth.
Howard	Patricia	Subcontract Provider North Star Counseling	Licensed Professional Counselor	2012	2012	8	Provides Cognitive Behavioral Treatment Groups and Individual Sessions (CBT), substance abuse groups, individual therapy and psychoeducational group/classes to Diversion, FINS, Delinquent, Re-entry youth.
Roberts	Gregory	Subcontract Provider Behavioral Science Clinic	Doctor of Philosophy	2010	2010	10	Provides Cognitive Behavioral Treatment Groups and Individual Sessions (CBT), substance abuse groups, individual therapy and psychoeducational group/classes to Diversion, FINS, Delinquent, Re-entry youth.

\*Indicates non-Bachelor level casework staff.

\*\*Indicates Shelter direct care staff. Applications on file for these positions, resumes not required.

## JANICE K. JUSTICE

17211 HIGHWAY 45  
FORT SMITH, ARKANSAS 72916  
479-997-5638  
EMAIL: [justice@ipa.net](mailto:justice@ipa.net)

### SUMMARY OF QUALIFICATIONS

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- 13 years of experience in programmatic and administrative phases of non-profit agency management; 42 years of loyalty to the agency.
- Honest, dependable, and extremely hard working employee committed to assisting the agency to achieve growth while focusing on providing caring, quality services to the youth and families of the western Arkansas area.
- Task-oriented with strong organizational skills, as well as skills in understanding and interpreting policies, guidelines and licensing requirements, and in developing computer systems to accomplish compliance with these standards.
- Strong interpersonal and communication skills, excellent rapport with co-workers.

### EXPERIENCE

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#### **Comprehensive Juvenile Services, Inc.**

##### ***Executive Director***

**2018 – Present**

- Responsible for carrying out the mission of the agency by overseeing all program operations and management.
- Responsible for developing and carrying out the fiscal and programmatic policies of the agency.
- Reports to the Board of Directors and maintains communication with the Board of Directors and the CJS Foundation Board of Directors.
- Responsible to employ staff, establish job responsibilities, and designate lines of authority.
- Responsible for working with Finance Committee in preparation of annual budget, and oversight of annual fiscal audit.
- Responsible for ensuring agency is in compliance with minimum licensing requirements of the Arkansas Department of Human Services, as well as all applicable contract and grant requirements.
- Responsible for oversight of all emergency shelter operations.
- Responsible for all public relations and fundraising activities of the agency.

**Comprehensive Juvenile Services, Inc.**

***Assistant Director***

**2007 – 2018**

- Responsible for oversight and supervision of administrative staff, including clerical, bookkeeping and human resource personnel.
- Responsible for oversight of emergency shelter operations.
- Responsible for ensuring compliance with licensing requirements relating to child placement and residential services.
- Compliance and reporting responsibilities for all grants and contracts of the agency, as well as assisting in writing grant and contract proposals.
- Development of Microsoft Access databases and other data collection systems vital to the operation of the agency, in addition to troubleshooting technology issues of all agency offices.
- Board of Directors meeting attendance and reporting of client service activities and success stories.
- Liaison between the agency and outside referral sources, subcontractor agencies, funding sources, community coalitions and local government offices.
- Participation in public awareness events, child abuse awareness activities, university psychology and criminal justice symposiums, civic club presentations, and fundraising events.
- Assisting Executive Director in managing all phases of agency operations.

**Comprehensive Juvenile Services, Inc.**

***Administrative Case Manager***

**1978 – 2007**

- Responsible for monthly billing to the Division of Youth Services for all services provided by the agency, including development of a Microsoft Access billing database for integration with the juvenile tracking system of the State of Arkansas.
- Participation in extensive planning and training sessions at DYS for the statewide juvenile tracking system, as well as training of professional and clerical staff in use of the juvenile tracking system.
- Development of systems for collection and reporting of runaway and homeless youth information to comply with the Federal Runaway and Homeless Youth grant requirements.
- Development of systems for collection of statistical reports for all services of the agency.
- Preparation of statistical reports for use by the Executive Director and Assistant Director in various program planning functions.
- Assisted the Executive Director in tracking utilization of DYS contract funds, as well as preparation of service projections for each DYS contract.

**United States Census Bureau**  
***Census Enumerator***  
**2000**

Temporary part-time assignment as an enumerator for the United States Census, including delivery of census forms to specifically assigned areas, completing forms verifying delivery/inability to deliver to each home in the area, and later return to unresponsive homes to assist the residents with completion of the census form. Responsible for finding time outside of normal full-time working hours to complete the job in a timely and quality fashion.

**Comprehensive Juvenile Services, Inc.**  
***Secretary/Receptionist***  
**1977-1978**

Receptionist duties including answering the telephones, directing calls, greeting visitors and clients. Secretarial duties including transcription of all Sebastian County counselor narratives, assistance with file maintenance, assisting Regional Secretary, Administrator, and Assistant Administrator with various duties as assigned.

**Aurora Professional Pharmacy**  
***Bookkeeping Assistant***  
**1974 – 1977**

Assisted bookkeeper with all aspects of financial recordkeeping in a retail setting, assisted with filling medication trays per doctors' orders for several area nursing homes, and various duties as assigned.

**EDUCATION**

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2019

**Western Governors University, Salt Lake City, Utah**  
 Bachelor of Science, Business Management

1978-1979

**Westark Community College, Fort Smith, Arkansas**

1976

**Aurora High School, Aurora, Missouri Graduate**

**COMMUNITY INVOLVEMENT**

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- Old Fort Homeless Coalition, Member & Past Secretary
- Ten-Year Planning Committee, Old Fort Homeless Coalition
- Membership Committee, Old Fort Homeless Coalition
- Division of Youth Services Outcome Measures Committee
- CJS Disproportionate Minority Contact Coalition
- CJS Juvenile Crime Enforcement Coalition
- Preschool Sunday School Teacher, First Baptist Church of Mulberry, since 1991
- Past AWANA Commander, First Baptist Church of Mulberry
- Past President, Mulberry Little League





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# Belinda Scott

1814 Green Meadow Drive  
Van Buren, AR 72956

Phone: 479.285.0483  
Email: belindaqueenb@yahoo.com

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## Summary

Trained professional advocate in the juvenile justice and prevention field with twenty-five years of experience in providing direct services to at-risk, delinquent and underserved youth in Western Arkansas. Twelve years of experience in providing direct supervision to each of the agency's caseworks and mentoring coordinators.

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## Skills & Expertise

- ~ Strengthening Families Program Facilitator
- ~ Girls Circle Facilitator
- ~ Certified Motivational Interviewing Facilitator
- ~ Youth Level of Service/Case Management Inventory Facilitator
- ~ Grant Writing
- ~ Research and Data Analysis
- ~ Public Relations and Training
- ~ Conflict Resolution
- ~ Service Coordination and Program Delivery

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## Professional Experience

**Comprehensive Juvenile Services, Inc.** / 1606 South J Street Fort Smith, AR  
**Assistant Director**  
August 2018- PRESENT

Assists the executive director in carrying out the fiscal and programmatic policies of the agency and assists in overseeing the program operations and management of the agency. Assists the executive director with applying for grants, applications and contracts which are appropriate to the mission of the agency. Assists the executive director with all state and federal grant/contract requirements. Serves as a representative on appropriate task forces, coalitions, focus groups and associations and project manager of the COA accreditation process. Supervises the non-residential direct service supervisory staff.

**Comprehensive Juvenile Services, Inc.** / 1606 South J Street Fort Smith, AR  
**Racial and Ethnic Disparities Coordinator**  
May 2017- PRESENT

Knowledgeable with regards to the disproportionate minority contact problem in the United States, the State of Arkansas and Sebastian County. Conducts research pertaining to the local DMC issues and the various points of contact that youth are exposed to upon entry into the juvenile justice system. Organizes, hosts and facilitates meetings every two months of the Sebastian County Juvenile Prevention Coalition which is comprised of community stakeholders. Works closely with the SCJJPC Board. Acts as a liaison between the Coalition, Division of Youth Services and Comprehensive Juvenile Services.



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**Professional  
Experience**

**Comprehensive Juvenile Services, Inc. / 1606 South J Street Fort Smith, AR  
Regional Casework Supervisor**

February 2006- August 2018

Was immediate supervisor of the agency's caseworkers and mentoring coordinators. Provided direct supervision, guidance and consultations. Performed monthly staffings, quarterly compliance reviews and yearly personnel evaluations. Developed policy procedures and guidelines. Assisted in the identification of continuing education for workers as well as providing in-service trainings. Conducted job orientation for newly hired workers. Provided supervision and oversight for college intern students. In addition to the above responsibilities, maintained a full active caseload and provided direct casework services.

**Comprehensive Juvenile Services, Inc. / 1606 South J Street Fort Smith, AR  
Youth Liaison Counselor-Caseworker**

August 1995- February 2006

Was responsible for delivery of casework counseling to youth ages 8 to 17 and their families through referrals received from the juvenile court, schools, law enforcement, parents and other related referral sources for clients that were at risk and delinquent. Served as an advocate and liaison on behalf of the client through, case planning, screening, problem identification and service coordination. Other duties included crisis intervention, appearing in court to provide testimony of the youth's progress, record keeping and documentation of service contracts with outside agencies.

**Arkansas Department of Human Services / 616 Garrison Avenue Fort Smith, AR  
Family Service Worker**

December 1992- August 1995

Provided social services to children who had been removed from their home due to sexual and/or physical abuse, neglect or juvenile delinquency and had been placed in the custody of the State of Arkansas. Provided individual and family counseling while working towards reuniting the family when appropriate.

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**Education**

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**Langston University/Langston, OK**

**Bachelor of Arts Degree in Psychology**

August 1987- May 1992

Four Year Presidential Academic Scholarship Recipient  
President's Honor List  
Outstanding Student in Division of Psychology

Alpha Kappa Alpha Sorority, Inc.

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**Awards**

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**2006-2007 Arkansas Coalition for Juvenile Justice Advocate of the Year**

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**References**

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Honorable Leigh Zuerker  
Mrs. Erin Mata  
Ms. Donna Watson  
Dr. Felicia Smith

6908 South 7<sup>th</sup> (479) 461-4625 Cell

Fort Smith, AR 72908 (479) 474-5031 Work

## David Bergstrom

### Professional

#### Profile

- Highly organized, dedicated with a positive attitude.
- Outstanding ability to communicate with all types of youth and staff.
- Skilled problem solver.
- Many leadership positions while attending college.
- Former member of the Fort Smith Jaycees.
- Former member of the Board of Director – Fort Smith Heritage Foundation.
- 40 year committee member Miss UAFS Scholarship Pageant.
- Many hours of training to work with youth.
- Specialized training to run youth shelter.
- Specialized training in management of personnel.

#### Education:

- University of Arkansas –Bachelor of Science Business administration in Human Resource Management.
- Westark College – Associate of Arts in General Education.

#### Job Experience

2018 – present Casework Supervisor. Supervision and oversight of CJS caseworkers in all counties served by CJS Inc. Supervision of intern students.

Provide services to youth and families referred to CJS.

To be on call for all subordinate staff and to the Assistant Director. To review and approve Client intake records, Case Plans, parental Consents, referrals for out of home placements, Client Performance Evaluations Records. To review and approve Exit Conferences and Discharge Summaries.

To conduct quarterly Case Reviews. To complete personnel evaluations. To schedule regular staff meetings.

To complete 30 hours of job related training. To assist in identification of training needs for subordinate staff. To review all request for training.

To review and approve request for leave, evaluate the need for overtime. To conduct job orientation and training for new hires.

To participate in community public awareness events.

- 1999 – 2018 Case worker, EMHD, Aftercare, IST. Started with Electronic monitoring in 1999. Job duties at the time included aftercare and IST. Moved to casework in 2003.
- 1994 – 1999 Teaching Parent/Director Apprentice at the Fort Smith Boys Shelter. Teaching boys how to deal with day to day life and what society expects from them. Learning how to run a shelter and how to interact with outside agencies that deal with them. Supervision of case files. Worked from 1992 through 1994 as part time.
- 1987 – 1994 Instructional Aide. Fort Smith Public Schools. Working with physically disabled students, Learning disabled students, behavioral problem students. Working in “Hot Spots” with staff or parents.
- 1988 -1994
- 2000 -2020 Tutor for the Fort Smith Boys Shelter. Working with youths to give them the skills to study on their own and to teach them how to gain good study skills, to be able to adjust to a classroom atmosphere and be successful.
- 1984 -1987 Manager trainee/Sales Clerk/Inventory Supervisor at Beall Ladymon in Fayetteville and Fort Smith Ar. Trained in stock room, sales department, customer service and shilling and receiving. Supervisor duties included: labor relations, work schedules, hiring and dismissals, overseeing employees, checks and balances on sales and revenues, dealing with customer service and employee issues.
- 1981 – 1984 Student worker at Westark College. Worked in the Student Activities Office dealing with student affairs. Motivating students to get involved in the student organizations on campus. Made sure student government was operating correctly. Worked on accreditation renewal process.

# CRYSTAL CHANG

(479) 689-9898  
cchang1978@gmail.com



## SUMMARY

Personable and responsible individual with years of experience in providing meticulous customer service. Solid team player with upbeat, positive attitude.



## SKILLS

- Excellent planning, organizing and coordinating skills
- Ability to prioritize and address multiple jobs with varying deadlines
- Perform well under time and resource limitations
- Highly motivated and adaptable to supporting individual jobs and/or working within a group
- Attentive to detail
- Motivated willingness to learn



## EDUCATION

**BA - Psychology | University of Arkansas – Fort Smith**  
JANUARY 2013 – MAY 2018

Dean's List, Spring 2013 – Spring 2018  
UAFS Psychology Club Secretary  
National Honor Society  
National Society of Leadership and Success



## EXPERIENCE

**Caseworker | Comprehensive Juvenile Services, Inc.** Van Buren, AR  
SEPTEMBER 2018 – CURRENT

Assist Comprehensive Juvenile Services in serving the needs of youth and their families by promoting family reunification, helping to reduce family conflict, helping prevent juvenile delinquency, and helping prevent further advancement into the Juvenile Justice system.

Provide casework and advocacy services to youth and their families.

Comply with Comprehensive Juvenile Services policies and the Division of Youth Services Performance Standards pertaining to all casework services.

On-call 24/7 pertaining to casework matters.

Develop and implement Client Intake Records, Case Plans, Client Performance Evaluation Records, Parental Consents for out-of-home placements, Exit Conferences, Discharge Summaries and other applicable forms.

Act as a liaison between the youth, family and the Juvenile Court in order to address any concerns that may arise regarding the youth's Case Plan.

Complete client notes and client narratives as appropriate to the Case Plan.

Attend and complete a minimum of 30 hours of continuing education and job-related training per year of employment.

Understand Comprehensive Juveniles Services policies and procedures and child placement standards.

Maintain regular and consistent contact with the youth and family through office appointments, school visits and/or home visits.

Attend court hearings with an understanding of the proceedings.

Perform other duties as assigned by the immediate supervisor.

**Customer Service | Movietown, Inc.** Van Buren, AR  
OCTOBER 2014 – APRIL 2018

Developed highly empathetic client relationships and earned reputation for exceeding customer service expectations.

Made weekly schedules for six employees.

Trained new employees and explained protocols clearly and efficiently.

Administrator of company's social media website.

Recommended, selected and helped locate merchandise based on customer needs and desires.

Performed store opening and closing duties, including compiling daily monetary reports and records, counting cash drawers and checking all equipment for proper functioning.

Responsible for ringing up customers in a timely manner and guaranteeing high level of customer service.

**Cleaning Services | Medlock & West Realty LLC** Van Buren, AR  
AUGUST 2014 – CURRENT

Washed, polished, and spot-cleaned furniture, walls, molding, flooring, light fixtures, mirrors, wastebaskets, windows, and office machines.

Dusted and mopped all hard surfaces.

Prepped homes on the market for sale.

Traveled to and from work sites in a timely manner.

**Automotive Service Technician | Walmart Supercenter** Alma, AR  
DECEMBER 2008 – NOVEMBER 2012

Followed checklists to verify that all important parts were examined.

Communicated with customers regarding vehicle issues and potential repairs.

Removed and replaced vehicle tires and batteries.

Organized work records and filed reports.

Maintained adequate cash supply in cash drawers in multiple checkout stations.

**Technical Support | Experian** Van Buren, AR  
FEBRUARY 2008 – DECEMBER 2008

Addressed numerous website inquiries.  
Displayed courtesy and strong interpersonal skills with all customer interactions.  
Processed an average of 40-55 inbound technical support calls per shift.  
Supported customers with online billing and account issues.  
Trained new employees and explained protocols clearly and efficiently.  
Referred difficult issues to upper management while maintaining positive rapport with customer.

**Technical Support Representative | DISH Network** El Paso, TX  
DECEMBER 2003 – JULY 2004

Built and maintained successful relationships with service providers, dealers and consumers.  
Issued license codes to new and existing customers.  
Helped customers track and ship packages, responding to an average of 55 calls per shift.  
Provided thorough support and problem resolution for customers.

**Proofreader | Loislaw** Van Buren, AR  
FEBRUARY 2002 – AUGUST 2003

Proofread and reviewed all printed and electronic content for correct grammar and adherence to all regulations.



# SARAH DAVIS

13054 Old Military Rd, New Blaine, AR 72851,  
479-264-7212, sallyd51@yahoo.com

## PROFESSIONAL SUMMARY

Caseworker trained in documenting client information, conducting home and school visits and coordinating case files. Collaborate effectively with individual of all background to compile information and complete documentation. Versed in all types of available services.

## SKILLS

- Communicating with adolescents
- Being available for families
- Honest worker
- Knowledge of alternative placements in the state
- Transportation to help families

## EXPERIENCE

September 1984 - Current

Caseworker

Comprehensive Juvenile Services Inc | Fort Smith, AR

- Worker with youth ages 8 - 18
- Provide casework services to youth and family
- Emergency placement for youth
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## EDUCATION

May 1989

Bachelor of Science

College of the Ozarks, Clarksville, AR



# Amanda Lee Deaton

1840 Green Meadow Drive  
Van Buren, AR 72956  
(479) 739-5385  
E-Mail: [mando479@cox.net](mailto:mando479@cox.net)

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## Employment

- 2010-Present: Caseworker, Aftercare Worker-CJS-Van Buren
- 2009-2010: NARC-Valley Behavioral Health-Barling
- 2007-2009: Case Manager-Ozark Guidance-Springdale

## Strengths

- 10 ½ years of case management services experience
- 4 ½ years of clerical and customer service experience
- 2 years of needs assessment referral coordinator experience
- 2 years of insurance verification and pre-certification experience
- Very good at organizing, prioritizing, and multi-tasking
- Enjoy a challenge and fast-paced environments
- Excellent problem-solver and goal-oriented
- Energetic, personable, dedicated, insightful, and adaptable

## Education

- Bachelor of Liberal Arts: University of Arkansas Fort Smith, 2005
- Concentrations: Psychology, Criminal Justice, and Rhetoric
- GPA: 3.65/4.00

## Foundation Courses

- Abnormal Psychology
- Psychology of Personality
- Seminar: Victimology
- Criminal Investigation
- Technical & Persuasive Writing
- Excel

## Honors / Activities

- Earned an Outstanding Freshman Award
- Earned the Dean's List 8 out of 10 semesters
- Member of Phi Theta Kappa
- Received Mental Health Paraprofessional Certification in 2007

## Computer Skills

- Microsoft Word, Office, Excel, Power Point, Access
  - Google Chrome, Internet Explorer, Netscape Navigator
  - 20 years of computer skills experience
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# References

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Mrs. Martha Echols, BA  
*Former Waiver Case Manager*  
Bost Human Development Services  
3924 South W Street  
Fort Smith, AR 72903  
(479) 651-4095

Mrs. Jenny Ellis, BSW  
*Former Lead Teacher for Toddlers*  
Montessori School  
102 Carter Lane  
Elkins, AR 72727  
(501) 442-3198

Mrs. Terri Lumpkin, BS  
*Former Director of Utilization Review*  
Valley Behavioral Health  
10301 Mayo Drive  
Barling, AR 72923  
(479) 670-2149

Mrs. Jenny Wilkerson, BA  
*Director of Development*  
Harvest Time Academy  
3300 Briar Cliff Avenue  
Fort Smith, AR 72908  
(479) 461-5585

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# Cardelia Futch

Van Buren, AR 72956

Cell (702) 497-0228 \* email: cardeliafutch95@gmail.com

*13 years' security experience  
dedication, reliability, honesty*

## **OBJECTIVE:**

Establish myself professionally in Fort Smith AR, allowing me to further build on my security and administrative experience, skills and knowledge.

## **EMPLOYMENT HISTORY:**

### **After Hour Supervision Caseworker**

11/2017 – Present

Employer: Comprehensive Juvenile Services, 1606 S. J. Street Ft. Smith, Arkansas 72901

Supervisor: Page Kremer (479) 785-4031

- To provide casework and advocacy services during the evening, hours and on weekends.
- Administer drug test to juveniles.
- Attend court hearings and home visits.
- Coordinate placements and provide transportation for youth who are referred for emergency shelter placement.
- Communicate and provide written progress to youth's probation officer.
- To be on call 24/7 pertaining to casework matters.
- To maintain regular and consistent contact with youth and family.

### **Juvenile Detention Center Associate**

07/2015 – 07/2016

Employer: Clark County Detention Center, 651 N. Pecos Road, Las Vegas, NV 89101

Supervisor: Queenie Robinson (702) 455-5436, may be contacted

- Supervised inmates in and out of their cells.
- Escorted inmates to court, lunch and to release.
- Helped maintain a safe environment for staff and inmates.
- Interacted with inmates in daily activities.
- Reported suspicious activities to patrol officer on call.
- Assisted in preparing for next shift take-over.
- Mentoring program for student parents.
- *Vacated position due to husband's job transfer to Arkansas.*

### **Security Associate**

08/2004 – 07/2015

Employer: Clark County School District, 2832 Flamingo Road, Las Vegas NV 89121

Supervisor: Christine Bentheim (702) 799-5434, may be contacted

- Cotton Plant High School
- Supervised 2300 students daily.
- Worked with law enforcement investigating crime committed on campus.
- Intervened in altercations between students and school staff.
- Monitored CCTV system during and after school hours.
- During sporting events, ensured both home and visiting teams were complying with school rules.
- Relieved school administrative staff during meetings and absence.

# Cardelia Futch

Van Buren, AR 72956

Cell (702) 497-0228 \* email: cardeliafutch95@gmail.com

- Helped maintain a quiet and safe environment for students and staff.

## **EDUCATION:**

### **Cotton Plant High School**

High School Diploma 1986

## **VOLUNTEER EXPERIENCE:**

### **Cotton Plant High School**

Mentoring program for student parents

**PHILLIP CLAYTON HATLEY**

135 PLEASANT LANE  
MENA, ARKANSAS 71953  
PHONE: 501-394-5725

*Resume' Update*

**WORK EXPERIENCE**

January, 1977 to Present:

Comprehensive Juvenile Services, Inc.  
*Caseworker*

Providing casework services, emergency shelter and residential home placements, aftercare, Interstate Compact services and casework service coordination to youth in the Polk County area.

**EDUCATION**

Hendrix College, Conway, Arkansas  
1967-1971  
Graduated with a BA degree with emphasis in Psychology.

Licensed LSW in the State of Arkansas since 1983  
48 Continuing Education hours every two (2) years since 1983

**Professional  
Achievements**

**Education**

- 2017 Arkansas Tech University- BS in Professional Studies-Criminal Justice. GPA 3.73
- 2016 Rich Mountain Community College, Associates in General Studies, GPA 3.69
- 1992- Graduate of WCC (U of A ft. Smith) Associated of Applied Science in CIS, GPA 3.59

**Work Experience**

**Comprehensive Juvenile Services, Caseworker --April 2017 to present – Waldron, AR**

- Providing assistance to individuals and families in accessing needed medical, mental health, social and educational needs.
- Provide Diversion and Family-In-Need of Service support for clients and care takers.
- Manage caseloads, provide court reports and testimony to the 15th Judicial Juvenile Division on a case by case basis.
- Collaborate with Juvenile Intake Officer, Juvenile Probation Officer, DHS and local Law Enforcement to provide appropriate services for at-risk youth.
- Develop Case Plans and hold periodic staffing to review and document any needed changes.
- Utilization of community and state resources to meet client and family needs.
- Guest speaker at Waldron High School and Waldron Middle School educating all students on Internet Safety and Sex Trafficking.

**Scott County Coroner's Office – Deputy Coroner – June 10, 2019 – Present**

- Emergency On-call outside of normal work schedule
- Pronounce, Categorize and Determination of Cause
- Investigation, if death indicates commission of crime.

**DHS/DCFS, Service Coordinator/PA – June 2013 to April 2017 - Waldron, AR**

- Coordinate and Teach Parenting Workshops for individuals ordered by the 15th Judicial Juvenile Court to attend.  
\*Collaborated with local providers/agencies in presenting informational programs on Child Abuse Awareness.
- Arrange and coordinate the transportation of foster children and families to medical, educational and counseling appointments.
- Provided continuity of care for severe medical conditions of foster children, by attending and coordinating all office visits and hospitalization.
- Observe and gathering of facts for suspected child abuse victims.
- Provide referrals and make appointment for services needed by client and families.  
Testify at hearings on case progress and observations.

**Casa of the Tri-Peaks, 15<sup>th</sup> Judicial District – April 2011 – June 2013**

**Advocate/Advocate Supervisor/Support, June 2012**

- Case Manager reviewing and monitoring the case records of all assigned cases in Scott and Yell Counties to ensure quality and compliance to state laws and agency policies.
- Attended and participate in all case staffing in Scott and Yell Counties.
- Reviewed and approved all court reports submitted by Advocates prior to filing with the 15th Judicial Juvenile District Court.
- Supervised and supported 8 to 12 Advocates assigned to Scott and Logan County 15th Judicial Court cases.
- Assisted in recruiting and Training of all volunteer Advocates
- Assisted in preparing and approving all court reports created for the 15th Judicial District Juvenile hearings.
- Preparation of quarterly and yearly reporting to the State of Arkansas.

- Attended and participated in all court hearings on assigned cases and provided testimony when needed.

#### Self Employment

- Internet based recruiting and professional counseling company
- Recruited Professional personnel for large corporations
- Contracted Job Counselor for Atkins Pickle aiding Management in relocation.
- Owner/Operator of Cattle/Poultry Operation
- Owner/Operator of Accounting/Tax preparation business
- Plan and organize the work of employees

#### **Staffmark, LLC 1999-2001**

##### **Director of Technology Training Center**

- Supervision of all Technical Staff at Little Rock location, planning and organizing their work responsibilities.
- Hiring and orientation of New Teaching Staff Members.
- Corporate Maintenance at 3 locations (Nashville, Fayetteville and Las Vegas) Observing and making suggestions for personnel improvements.
- Responsible for presentation of severance packages.

#### **Beverly Enterprises, 1993-1997**

##### **Senior Support Specialist**

- Support a team of Network Specialist serving over 700 Nursing Home facilities. Resolution of second level Networking problems.
- On-call 24/7.
- Travel to Nursing Home facilities and perform audits of medical software systems.
- Coordinate and support Alpha and Beta roll outs of new software and equipment to meet project deadlines.
- Review all Nursing Home problem tickets to ensure quality service delivery and company policy was followed.

#### **References**

Judge Terry Sullivan, 15<sup>th</sup> Judicial Juvenile Court Judge, 479-495-7975

Debbie Goux, Previous Supervisor Beverly Enterprises, retired, 479-459-3339

Don Marr, Previous CEO of Staffmark Technology Training Center, current Chief of Staff, City of Fayetteville  
479-601-3929

Stephanie Holland

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3997 Eagle Creek, Waldron, AR 72958, sholland@cjsinc.org

# Page Kremer

## Experience

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**Aftercare Supervisor**, Comprehensive Juvenile Services ▪ 2017 — Present

- Supervise Aftercare and After Hours employees of Comprehensive Juvenile Services
- Maintain active caseload of aftercare clients and keep in monthly contact with the Division of Youth Services and the court system
- Organize personnel related information and help to secure training opportunities for all Comprehensive Juvenile Services employees

**Aftercare Worker**, Comprehensive Juvenile Services ▪ 2008 – 2011 & 2015 – 2017

- Supervised youth aftercare and reported progress to the Division of Youth Services and the court system
- Attended court review hearings for youth and organized paperwork and files for all youth served
- Maintained monthly contact with youth, families, and DYS facilities

**Caseworker**, Comprehensive Juveniles Services ▪ 2009 – 2017

- Coordinated out of home placements for youth as well as attended court review hearings for youth
- Worked closely with court system and Juvenile Probation Officers in assisting youth and their families
- Maintained monthly contact with youth and their families

**Sanctions Coordinator**, Comprehensive Juvenile Services ▪ 2008 – 2009

- Supervised youth's community service; developed reports for court hearings and reviews; worked closely with worksites in the community in referring youth for community service work; monitored youth's community service hours and behavior while working

**Secretary**, University of Arkansas Fort Smith, Foundation Office ▪ 2006 – 2008

- Deposited money into the University system daily and managed petty cash fund; assisted with the planning of various events, both on campus and in the community

**Secretary**, Arkansas Department of Economic Development ▪ 2005 – 2006

- Assisted customers around the state of Arkansas

## Education

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University of Arkansas–Fayetteville, AR–Bachelor of Arts, Sociology and Criminal Justice

## References

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References are attached



## RESUME

Name: Jason Medford Looney  
D.O.B: 1-10-1976  
Birthplace: Christiansburg, VA  
Current Address: 710 Reine Street South, Mena, AR 71953  
Current Phone: 479-234-1066

### **Education History:**

University of Arkansas, Fayetteville, AR B.A. 1999  
Degrees in English and History  
Golden Key Honors Society  
Phi Alpha Theta (History Honors Society)

Additional Coursework: Educational Technology, University of Arkansas (2002);  
Computer Science, Rich Mountain Community College, Mena, AR (2003)

### **Work History:**

- 1. Comprehensive Juvenile Services**  
Address: 606 Pine Street #110, Mena, AR 71953  
Phone: 479-785-4031  
Position: Sanctions Coordinator, Aftercare Worker, Casework (September 2003-Present)
- 2. Texaco Superstop**  
Address: 901 Hwy 71N, Mena, AR 71953  
Phone: 479-394-0363  
Position: Sales Clerk (March 2003-September 2003)
- 3. Shadowridge Ranch**  
Address: 5071 Hwy 8E Mena, AR 71953  
Phone: 479-243-0344  
Position: General farm work on family ranch (2002-2003)
- 4. Deborah G. Dunston Adolescent Treatment Center**  
Address: 184 Dunston Rd, Mt Ida, AR. 71957  
Phone: 870-867-2266  
Position: Teacher's Aide (2002)
- 5. Springdale Chrysler/Dodge**  
Address: 3709 S Thompson St. Springdale, AR 72764  
Phone: 479-751-4563  
Position: Sales Associate (2001-2002)

**6. Lewis Automotive Group**

Address: 3373 North College Ave. Fayetteville, AR 72703

Phone: 888-672-5127

Position: Sales Associate (1999-2001)

**Special Skills:**

All Microsoft Suite programs, including Word, Access, Excel, and Power Point

Computer Maintenance Tech

Basic Spanish Language skills

**Hobbies and Interests:**

Drummer for various rock bands since 1990

Booking and promoting live performances of national touring bands

Reading

Fiction and Poetry writing

International Travel

**Volunteer Work:**

CSTEP Mentor for Cadet Graduates since 2016.

**References:**

1. Philip Hatley, LSW- Caseworker at Comprehensive Juvenile Services 479-243-6353

2. Attorney David Maddox, Polk County Juvenile Prosecutor 479-394-6060

3. Johnny Howell- Polk County Juvenile Probation Officer, Retired 479-216-0909

# Clay Mitchell

Fort Smith, AR 72901  
sterlos@excite.com  
479-652-0494

## Work Experience

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### **Caseworker**

Comprehensive Juvenile Services - Fort Smith, AR  
October 2017 to Present

Working at Comprehensive Juvenile Services has been a wonderful experience. I have implemented multiple programs for working with the youth in the criminal justice system as well as working with the youth for counseling, mentoring and casework. Working in this environment has helped me develop skills required to help those in need or those who have put themselves in situations and are working to better themselves and their families.

### **Sales Associate**

Luckys Liquor - Fort Smith, AR  
January 2012 to Present

Responsible for daily running of Luckys Liquor throughout my college career. The flexibility allowed me to continue my schooling all the while learning the day to day operations of a small business. Learning about the liquor business and dealing with a wide range of customers gave me vital experience in working with the public at large.

### **Independent Contractor**

EagleOne - Fort Smith, AR  
January 2006 to November 2011

I worked as an independent contractor for Eagle One, driving various routes throughout Northwest Arkansas and Eastern Oklahoma. Dealing with a wide range of businesses, from banks to pharmaceutical businesses and hospitals. Learning to work alone and managing my time while on the road for over 8 hours a day and dealing with a variety of businesses allowed me to gain experience and train myself to work creatively and efficiently.

### **Independent Contractor**

NATS - Fort Smith, AR  
January 2003 to January 2006

Working for NATS was a great experience and I learned how to deal with a variety of interesting people. Transporting the handicapped and elderly to various appointments throughout the state and occasionally into Oklahoma was a wonderful learning experience. Having to deal with a wide variety of personalities allowed me to learn to deal with people in a better way than I was previously able to.

## Education

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### **Bachelor Of Science in Criminal Justice**

University Of Arkansas Of Fort Smith - Fort Smith, AR  
December 2016

## Skills

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- Case Management
- problem solving
- Documentation
- Counseling

## Certifications and Licenses

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### **Yoga Instructor**

Present

200 Hour Yoga teaching certification

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# CICELY D. NELSON

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Fort Smith, AR 72916 ♦ 4793537788 ♦ cicelyblaine@yahoo.com

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## PROFESSIONAL SUMMARY

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Motivated individual with strong work ethic and ability to work independently. Passionate about building trusting relationships with at-risk and delinquent youth through non-judgmental approach, patient demeanor, and compassionate interpersonal skills.

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## SKILLS

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- Interpersonal and written communication
- Independent Living Skills Facilitator
- Reporting and Documentation
- Service Referrals
- Client interaction
- Treatment planning
- Family reunification specialist

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## WORK HISTORY

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**Aftercare Worker**, 09/2013 to Current

**Comprehensive Juvenile Services** – Fort Smith, AR

- Maintaining regular contact with clients, and their families including visiting clients' homes, school visits, office visits, weekly telephone contact, and proof of employment.
- Providing intensive case work management to clients for 4-6 months while in the community and final follow up.
- Attending Juvenile Court review hearings.
- Providing monthly progress reports to the Division of Youth Service, and the Juvenile Probation Office.
- Collaboration of Field Evaluation reports/ Aftercare plans.
- Keeping confidentiality records, upholding the Agencies Mission Statement, and the continuation of 30 training hours per year.
- Obtained and supplied information to coordinating agencies to provide best possible guidance to clients.

**Juvenile Detention Officer**, 08/2008 to 09/2013

**Sebastian County Juvenile Detention Center** – Fort Smith, Arkansas

- Taught juvenile offenders basic life skills such as Personal hygiene.
- Transported juvenile inmates to and from court hearings, medical facilities, classes or recreational activities.
- Completed incident reports when disorder or violence occurs.
- Supervised 12 female inmates daily, including during mealtime and recreational time.
- Coordinated and worked with law enforcement, social service agencies and mental health providers.

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## EDUCATION

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**High School Diploma** : 05/1992

**Spiro High School** - Spiro, OK

**Bachelor of Science**: Criminal Justice, 07/2008

**Northeastern State University** - Tahlequah, OK

- Graduated with 3.00 GPA

# Russell Ray

rrey@cjsinc.org

1806 Maple Shade Road

Alma, AR 72921

479-883-8520

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## Education

### Bachelor of Science

1988-1992

#### Free Will Baptist Bible College

Nashville, TN

Major: Psychology and Christian Education

Minor: Biblical Studies

### Master's Program

1995-1996

#### John Brown University

Siloam Springs, AR

Counseling/Psychology

## Related Experience

### Sanctions Supervisor

2017-Present

#### Comprehensive Juvenile Services

Van Buren, AR

- Oversee community service
- Monitor electronic GPS tracking devices
- Organize the daily activities of CJS sanctions coordinators

### Sanctions Coordinator

2000-2017

#### Comprehensive Juvenile Services

Van Buren, AR

- Maintain a caseload of court ordered clients who are placed on electronic monitors
- Organize work detail for court ordered community service clients

### Youth Pastor

2009-present

#### Bethlehem Free Will Baptist Church

Van Buren, AR

- minister to youth ages 7-12 grade
- teach classes and plan and organize activities

## Charles Mark Barton

218 Byers Rd Mansfield, Arkansas  
479-461-2011                      mbarton@cjsinc.org

### *Professional Summary*

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Experienced Program Director offering 20+ years of accomplishments in day to day management of a large juvenile facility. Articulate and tactful with good mediation skills and excellent management abilities.

### **Skills**

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- |                           |                                     |
|---------------------------|-------------------------------------|
| *Effective Leader         | *Understanding of human resources   |
| *Administration Knowledge | *Strategic leadership               |
| *Budgeting                | *Program development and management |

### **Work History**

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Sanctions Coordinator, 10/7/2019 to Current  
Comprehensive Juvenile Services, Inc./ Ft. Smith, Arkansas

- Provide Casework, Targeted Case Management, Community Service Supervision, Electronic Monitoring, and/or Intensive Supervision and Tracking services to youth and their families referred for CJS sanctions services.
- Liaison between youth, family, and the Juvenile Court and maintaining regular and consistent contact with youth and family, by attending court hearings and home visits.
- Develop and implement Client Intake Records, Client Performance Evaluation Record, and Case Plans.
- Develop and implement Exit Conferences and Discharge Summaries.

Program Director, 01/2017 to 7/11/2019  
Arkansas Department of Human Services/Mansfield Juvenile Treatment Center-Mansfield, AR

- ⑩ Supported DHS and MJTC program by nurturing professional relationships with community members and clients
- ⑩ Interviewed, hired and trained personnel with interest in helping at risk youth.
- ⑩ Oversaw team of 70+ personnel focused on the success of youth in a juvenile detention setting.
- ⑩ Met and collaborated with shift supervisors, case workers, teachers, probation officers, and mental health counselors to uncover issues, and offer guidance to youth offenders.
- ⑩ Provided ongoing direction and leadership for program operations.
- ⑩ Scheduled and supervised staff to provide 24/7 supervision of youth client, including education, court dates, medical appointments, and GED testing.

Program Director, 08\1994-12/2016  
South Arkansas Youth Services- Mansfield, AR

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### **Education**

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GED: 1983

Mansfield High School – Mansfield, AR

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### **Accomplishments**

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— \*Acquired facility accreditation by the American Correctional Association for 18 years straight.

\*School Board Member (10 years) Mansfield Public Schools

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### **Certifications**

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\*First aid and CPR certified

\*Reserve Deputy for Sebastian County



## **Elizabeth Cameron**

Fort Smith, Arkansas – 479-461-0100 –  
eperrycameron@gmail.com

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### **Skills**

Diverse background with the ability to converse with persons of all educational and socio-economical levels

Displays traits of crisis management

Substantial familiarity with local court systems, DCFS procedures and general understanding of law enforcement protocol

Extensive supervision of youths

### **Experience**

January 2018 – Present, Fort Smith, AR

**Comprehensive Juvenile Services** / Sebastian County  
Sanctions Coordinator

Intake, records, scheduling and supervision of youths sentenced to community service and electronic monitoring in Sebastian County.

Facilitator for the Strengthening Families Program

January 2017 – January 2018, Van Buren, AR

**Comprehensive Juvenile Services** / Crawford County  
Sanctions Coordinator

Intake, records, scheduling and supervision of youths sentenced to community service and electronic monitoring in Crawford County

July 2015 – April 2016, Fort Smith, AR

**Belle Point Center** / Registrar

First impression for visitors, general data entry, bookkeeping, enrolled students, responsible for answering phones and oversaw day to day office functions

December 2013 – July 2015, Fort Smith, AR

**Sebastian County Juvenile Department** / Restitution  
Coordinator

Advised juveniles and family members of processes and procedures, reviewed records in restitution hearings, general data entry, responsible for answering phones and processing / issuing checks

March 2007 – December 2013, Fort Smith, AR

**Sebastian County Juvenile Department** / Intake Coordinator

Maintained juvenile files, coordinated with probation officers, general data entry and responsible for answering phones

November 1998 – March 2007, Fort Smith, AR

**Darby Junior High School** / Guidance/Media Secretary

General data entry, enrolled students, helped students determine course load and managed library in librarian's absence

## Education

**Northside High School Graduate**, Fort Smith, AR

**University of Arkansas Fort Smith**, Fort Smith, AR

50 hours completed – general and social studies

## References

### **Dr. Samantha Hall**

Director of Professional Development for Fort Smith Public Schools

479-651-8058

### **Judge Mark Hewett**

Former Circuit Judge – Division 12

479-646-4240

### **Carrie Williams**

Former Sebastian County Juvenile Director

479-629-3427

# Elise M. Rhodes

1010 Bear Track Drive  
Van Buren, AR 72956  
479-739-3962  
erhodes@cjsinc.org

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**Objective** To obtain a full-time position that will allow me to use my knowledge in both Criminal Justice and Psychology, with the opportunity for job growth and to advance my knowledge base in my chosen field.

**Education** University of Arkansas - Fort Smith  
Bachelor of Arts, Psychology, Minor: Behavioral Sciences  
Graduation date, December 2011  
GPA: 3.97

*Related coursework:*

Research Methods in Psychology	Juvenile Justice
Abnormal Psychology	Social Psychology
Conditioning & Learning	Cognitive Psychology
Psychology of the Personality	Lifespan & Developmental Psychology

**Work** **Comprehensive Juvenile Services**, Van Buren, AR

**Experience** March 2017- Present

*Sanctions Coordinator*

- To provide Casework, Targeted Case Management, Community Service Supervision, and Electronic Monitoring services to youth and their families who are referred to CJS for sanctions services.
- To comply with the Division of Youth Services Performance Standards pertaining to Casework, targeted case management, Electronic Monitoring, Community Supervision, and Intensive Supervision, Tracking services.
- To be on call 24/7 for all matters pertaining to Sanctions.
- To act as a liaison between the youth, family, and the Juvenile Court in order to address any concerns that may arise regarding the youth's case plan.
- To develop and implement Client Intake Record, Client Performance Evaluation Record, Case Plans and all applicable parental consents for services.
- To complete client notes and client narratives as appropriate to the case plan.
- To develop and implement Exit Conferences and Discharge Summaries.
- To attend and complete 30 hours of continuing education and job related training.
- To comply with CJS policies and procedures and Division of Youth Services Performance Standards.
- To maintain regular and consistent contact with the youth and family.
- To attend court hearings and home visits.
- To seek prior authorization from immediate supervisor or designee for all hours worked in excess of 40 hours per week.
- To perform other duties as assigned by immediate supervisor or designee.
- To uphold and comply with the Mission Statement in the Job Description.

**Mercy Fitness Center, Fort Smith,**

July 2015 – March 2017

*Membership Coordinator/Leader on Duty/Membership Services Representative*

- Open memberships, contact NSF accounts
- File and maintain membership accounts in the office
- Leader on Duty on nights and weekends
- Handle member complaints

**Valley Behavioral Health, Barling, AR**

November 2012 - May 2014

*MHPP*

- Daily sessions with clients to work on treatment goals
- Work in classroom with teacher to help maintain safe environment
- Fill out and maintain records for client progress

**Awards**

Ocker-Moore Scholarship

Provost Scholarship

Arkansas Academic Challenge Scholarship, *non-traditional student*

Dean's List, *August 2005 - December 2011*

**Activities**

Psychology Club

National Society for Leadership and Success

Ozark Guidance Auxiliary, *volunteer*

American Cancer Society, *volunteer*

**Computer Skills**

Microsoft Word, Excel, Power Point, Outlook

**References**

**Michael Holycross**, Mercy Hospital, (479) 769-4341

**Shane Ridenour**, VBPD, (479) 276-9439

**Mary Ann Sandifer**, Mercy Fitness Center, (479) 650-2373

**Russell Ray**, CJS, (479) 353-6270

# FRANCES L. MORREALE

7100 Forest Canyon Drive  
Fort Smith, Arkansas 72916  
(479) 650-4535

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## EXPERIENCE

**JUNE 1997 – PRESENT**

**TRAINING SPECIALIST – PARENT EDUCATION TRAINER**

COMPREHENSIVE JUVENILE SERVICES, INC.

Responsible for providing the Active Parenting of Teens curriculum or other nationally recognized, evidence based parent education model to adult parents who are court ordered or referred for parent education services. Certified as a Trainer of Trainers in the Active Parenting of Teens curriculum.

**DECEMBER 1992 – JUNE 1997**

**INTENSIVE REINTEGRATION SPECIALIST, COMPREHENSIVE JUVENILE SERVICES, INC.**

Responsible for providing intensive reintegration services to youth who have been referred in lieu of commitment to the Division of Youth Services, as well as the youth who have been committed to the Division of Youth Services. The goal of the Intensive Reintegration Project is to reduce the number of recidivists and the number of youth committed to the Division of Youth Services.

**MARCH 1989 – DECEMBER 1992**

**HOME STUDY COORDINATOR, COMPREHENSIVE JUVENILE SERVICES, INC.**

Responsible for completion of Division of Children and Family Services' home study referrals, independent adoption referrals, and interstate compact home study referrals, as ordered by the Probate, Chancery, or Juvenile Court.

## EDUCATION

**MAY 1970**

**BACHELOR OF ARTS, ARKANSAS TECH UNIVERSITY**

Major – Psychology

Minor – Elementary Education

# Clayton K. Roper

611 North 39<sup>th</sup> Street Fort Smith, AR 72903 (479) 462-7569 tcroper@cox.net

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## CAREER OBJECTIVE

Working with community members and businesses to support organizations and institutions that benefit young people and their quality of life in our community.

## PROFESSIONAL EXPERIENCE

### **Shelter Manager** (2013 - Present)

#### *Comprehensive Juvenile Services, Inc.*

- Manage day-to-day operation of the shelter, including ensuring the safety, health and welfare of all shelter residents, supervision of all shelter staff, maintenance and upkeep of shelter equipment, furnishings, supplies and vehicles.
- Ensure compliance with CJS policies, Division of Youth Services standards, Minimum Licensing Standards pertaining to Residential Child Care Facilities.
- On call 24/7 for all shelter staff and to the Executive Director or designee.
- Review and ensure quality assurance for client file content, review and approve exit conferences and discharge summaries.
- Complete personnel evaluations for all shelter staff.
- Conduct orientation and job training for all newly hired shelter staff.
- Ensure completion of required incident reports, behavioral progress reports and documentation.

### **Executive Director** (2003-2011)

#### *Fort Smith Children's Emergency Shelter*

- Managed day-to-day operation and administration of the shelter
- Responsible for public relations and served as the public voice of the shelter in all print and live media interactions as well as in speaking engagements with various civic organizations and local churches - promoted a positive image of the shelter within the community
- Planned and implemented annual budget of \$575,000
- Prepared local, state, and federal grant proposals with a high rate of success
- Fostered and maintained positive relationship with donors, actively recruited new community contacts and encouraged support from both new and established businesses and organizations
- Negotiated the general and respite contracts, totaling \$325,000 annually, with the Department of Human Services
- Responsible for all personnel decisions including employment, benefits, training, and salary determinations
- Recruited and coordinated volunteer services for all shelter events and functions
- Negotiated the employee health insurance contract and the shelter general liability insurance contract annually

**Director of Social Services (2001-2003)*****Fort Smith Children's Emergency Shelter***

- Completed and filed weekly behavioral reports for all children with the Department of Human Services - including recommendations regarding future placement of foster children, necessary medical treatment, and psychiatric or counseling options
- Coordinated with local school officials regarding enrollment and orientation for children placed in shelter, attended all special ed and parent-teacher conferences
- Appeared as advocate for children at DHS hearings and in police interviews in cases concerning physical or sexual abuse and testified or made sworn statements when necessary
- Performed local media interviews focused on fundraising
- Formulated and codified all shelter policy relating to children's care, supervision, behavior, and discipline with the Director of Social Services
- Recruitment, interviewing, and orientation for all new employees
- Supervision of and scheduling for all non-administrative employees
- Monitored employee and facility compliance with all federal and state regulations, including the Child Abuse and Maltreatment Act
- Conducted all employee evaluations, made appropriate salary determinations, as well as termination decisions
- Supervised continuing education program and training for all employees
- Made final decisions regarding admittance to the shelter

**SPECIAL SKILLS**

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Proficient in Microsoft Office applications

Managed Fort Smith Children's Emergency Shelter Website

Conducted training seminars in Crisis Intervention and Verbal De-Escalation Techniques

**EDUCATION**

---

Bachelor of Arts in Geography with Minor in Sociology

University of Central Arkansas, 1997



## Terriel L. McLaughlin

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1502 West Gibson Street

479-667-5352

Ozark, AR 72949

479-213-3497

### *Summary of*

- Qualifications* - Experienced team leader with proven results
- Skilled collaborator with community partners
- Knowledge of judicial proceedings
- Ability to quickly establish rapport with others

*Education* Bachelor of Arts in History. Minor in Political Science. 1990  
University of Arkansas at Fayetteville

### *Professional*

*Experience* **Comprehensive Juvenile Services, Inc.**  
**Western Arkansas Youth Shelter**

March 2013 to present. Assistant Shelter Manager / Residential Caseworker  
Responsible for assisting the Shelter Manager in all aspects of the day-to-day operations of the youth shelter. Assume the rules and duties of Shelter Manager in his absence.

December 2003 to present. Residential Case Worker: responsible for coordination of emergency placement of at risk children, identify needs of children upon completion of intake; file management, data entry, coordination of services with Department of Human Service case workers and court advocates; provide direct services to the children in the shelter such as problem solving techniques, crisis prevention, and case planning

April 2001 to December 2003. Child Care Worker II: Responsible for supervision of at risk children in an emergency placement setting, group activities with children, documentation for court proceedings, and ensuring basic needs of children are met during temporary placement at the shelter; provide direct services to children in the shelter through small groups; conduct evaluation of the children and progress during placement.

## **Department of Human Services, Division of Children and Family Services**

June 1996 - December 1998. Area Program Specialist; supervision and program management of 120 field staff across six counties to ensure that county offices follow state and federal laws regarding child abuse and neglect investigations and service delivery; collaboration with community partners.

August 1993 - June 1996. Franklin County DCFS Supervisor; supervision of child abuse and neglect investigations, family protective services, and foster care services; monitor compliance with state and federal laws regarding services to families; supervision of county field staff in the division; public relations with community providers and families; documentation for court; court testimony.

October 1992 - August 1993. Family Service Worker I-Stone County. Conducted child abuse and neglect investigations; provided direct services for protective service cases ; provided direct services for foster care; prepared documentation for court proceedings; court testimony; coordination with law enforcement agencies and other community providers; ensured compliance with state and federal laws regarding child abuse and neglect.

May 1991 - October 1992. Family Service Worker I-Johnson County; conducted child abuse and neglect investigations; provided direct services for protective service cases; provided direct services for foster care; prepared documentation for court proceedings; court testimony; coordination with law enforcement agencies and other community providers; ensured compliance with state and federal laws regarding child abuse and neglect.

### **Area-wide Media Newspaper**

October 1990 - May 1991. Head of Distribution; Supervision of twelve employees to ensure circulation of 15,000 papers daily for multiple newspaper agencies.

*Professional*

*Development* Certificates available upon request

**Jeremy B. Hayward**  
3506 Pleasant Street  
Ozark, AR 72949  
479-209-5990

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**Education:**

University of Arkansas, Monticello  
346 University Ct.  
Monticello, AR 71655  
Bachelors of Science Degree - Agriculture  
Graduate 2011

Booneville High School  
945 N. Plum St.  
Booneville, AR 72927  
General Education Diploma  
Graduate 1997

**Work Experience:**

2017 - Present  
Western Arkansas Youth Shelter  
Weekend Residential Case Worker  
PO Box 48  
Cecil, AR 72930  
479-667-2946

Responsibilities include: Supervising youth in program • transportation • communication with supervisors, parents, parole officers, and case workers • preparing food • administering medication to youth • documenting important information in log books • troubleshooting problems with youth • supervising staff when upper management is not on site • facilitate and supervise youth activities on and off site.

Sub Teach U.S.A.  
Substitute Teacher - Ozark School District  
Paragould, AR 72450  
870-236-2350

Responsibilities include: Supervising students in the class room setting • following lesson plans left by teachers and administration • communicating with teachers, staff, and administration • working one-on-one with students

**References:**

Available upon request.

**Arkansas State Board of Examiners in Counseling**

101 East Capitol Avenue, Ste 202

Little Rock, AR 72201



MR Kenneth E Harris  
4625 South Q Street  
Fort Smith, AR 72903

Date 5/19/2019  
For LPC  
License # P1306068

Speciality:  
Tech Assisted Counseling  
Drug & Alcohol

Supervision:  
Supervision  
Tech Assisted Supervision



Arkansas State Board of Examiners in  
Counseling

Licensee: MR Kenneth E Harris

License: P1306068

LPC

Effective: 5/19/2019 Expires: 6/30/2021

**CHAIR OF THE BOARD**

A handwritten signature in cursive script, likely belonging to the Chair of the Board.

Payor Kenneth Harris

Date 5/19/2019

Receipt No. 388

Item	Licensee	License No	Type	Amount
399	MR Kenneth E Harris	P1306068	LPC	\$312.36
<b>Total</b>				<b>\$312.36</b>



Arkansas Board of Examiners in Counseling  
Certifies

**Patricia D. Howard**

Licensed Professional Counselor (LPC)

Specialization: Tech-Assisted Counseling

License Number: P0805043

\* Valid 06/25/2018 to 06/30/2020 \*

*John C. ... PhD, Director*



License issued under  
Authority of Arkansas Code 17-27-101 et seq  
by  
Arkansas Board of Examiners in Counseling  
101 E. Capitol, Suite 202  
Little Rock, AR 72201  
Telephone: 501-683-5800  
Fax: 501-683-6349  
www.abec.myarkansas.net



Arkansas Board of Examiners in Counseling



Certifies

**Gregory Dell Roberts**

Licensed Professional Counselor (LPC)

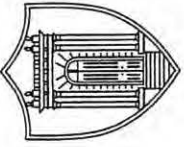
Specialization: None

License Number: P0103013

Valid 07/01/2018 to 06/30/2020

*John Cornsack, PhD*, Executive Director

# University of Arkansas



To all to whom these presents may come

**Greeting**

We it know that

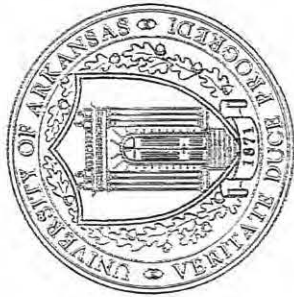
**Gregory A. Roberts**

*having completed the prescribed course of study is by authority of the Board of Trustees of the University of Arkansas admitted to the Degree of*

**Doctor of Philosophy**

*and is declared entitled to all rights and privileges which pertain to that degree here or elsewhere. In testimony whereof and as evidence that all requirements for the degree have been fulfilled, this diploma is granted.*

*Dated at the University in the City of Fayetteville, this Fourteenth day of May in the year of our Lord two thousand and sixteen and of the University the one hundred and forty-fifth year.*



*Regni Suthers*  
CHAIRMAN BOARD OF TRUSTEES

*D. A. A. A.*  
PRESIDENT OF THE UNIVERSITY

*John E. St.*  
CHANCELLOR