



Josephine Horton

Child Welfare Specialist Trainee

📞 225-555-3168 ✉ josephine.horton@example.com

🌐 linkedin.com/example/josephinehorton 📍 Baton Rouge, LA 70808

STRENGTHS

- ♥ **Youth Centered Assessment**
Case simulations began with listening. That approach clarified housing and support needs before practical goals were documented.
- ♥ **Clear Case Records**
Consistent notes kept changing facts visible for review. Faculty feedback recognized careful timing and objective language.
- 🔗 **Court Communication**
Mock hearings required calm answers from documented evidence. Practice made recommendations easier for reviewers to follow.
- 💡 **Resource Connection**
Resource mapping turned broad needs into practical referrals. Peers often asked for help locating useful service categories.
- 👥 **Trauma Informed Support**
Respectful communication helped protect dignity during sensitive simulations. Small wording choices made conversations feel safer and clearer.

SKILLS

Child Welfare Transition Age Youth

Needs Assessment

Service Planning

Case Documentation

Court Reports

Community Resources

SUMMARY

Early career social work candidate with bachelor's level preparation and supervised fieldwork focused on young adults ages 17 to 21 transitioning from foster care. Completed needs assessments, service plans, monthly updates, **case documentation**, court report exercises, administrative review summaries, and **professional testimony** simulations. Academic work addressed safe housing, education continuation, employment readiness, independent living skills, permanency, supportive relationships, and prevention of legal involvement. Practiced **trauma informed communication** with youth, families, faculty supervisors, and multidisciplinary partners. Maintained timely records, connected changing needs with practical referrals, and presented recommendations from documented evidence. Holds a current driver's license and brings reliability, ethical judgment, flexible community support, and readiness for formal **child welfare** training, scheduled contact, and weekend on call service.

EDUCATION

Bachelor's Degree in Social Work

Louisiana State University 🎓 GPA: 0 📅 2026 📍 Baton Rouge, LA

Coursework: *Child welfare practice, social work assessment, case documentation, community resource systems*

TECHNICAL SKILLS

- **Assessment Methods:** Needs assessment, strengths based assessment, transition assessment
- **Service Planning:** Annual service plans, monthly updates, measurable goals
- **Case Documentation:** Contact notes, case records, confidentiality standards
- **Court Materials:** Court reports, review summaries, recommendation briefs
- **Review Hearings:** Professional testimony, administrative reviews, compliance updates
- **Youth Services:** Foster care transition, independent living, permanency
- **Resource Coordination:** Housing referrals, education resources, employment resources
- **Community Support:** Home visits, community contact, phone support
- **Research Tools:** Case scenario coding, resource matrices, source notes
- **Communication Practices:** Trauma informed care, active listening, objective language
- **Compliance Standards:** Timely documentation, statutory eligibility, background clearances
- **Work Scheduling:** Flexible schedules, weekend on call, face to face contact

EXPERIENCE

Child Welfare Trainee Practicum Student

University Social Work Practicum 📅 January 2026 - September 2026 📍 Baton Rouge, LA

Completed supervised social work fieldwork focused on transition age foster youth, **service planning**, case records, court communication, resource referrals, and professional testimony practice.

- Assessed housing, education, employment, and support needs during supervised youth case simulations
- Drafted **annual service plans** with monthly updates linked to transition goals and **community resources**
- Recorded weekly simulated contacts and follow up messages using confidentiality and timeliness standards
- Prepared **court reports** describing progress, barriers, family status, and recommended next steps
- Practiced **professional testimony** during faculty reviewed hearings using documented case evidence
- Mapped housing, education, transportation, and youth support resources for referral planning

Trauma Informed Communication

Independent Living Support

Professional Testimony

Annual Service Plans

Monthly Case Updates

Family Status Reports

Administrative Reviews

Community Based Support

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Child Welfare Trainee
Practicum Student at University
Social Work Practicum (8
Months)

● Foster Care Transition
Research Assistant at Academic
Research (3 Months)

Foster Care Transition Research Assistant

Academic Research 📅 September 2025 - December 2025 📍 Baton Rouge, LA

Conducted supervised academic research on transition age foster youth, organizing evidence for housing stability, education persistence, employment, permanency, and legal system prevention.

- Reviewed foster care research on housing stability, education, employment, permanency, and legal risk
- Coded de identified case scenarios to compare barriers and protective factors in transition planning
- Built a resource matrix linking youth needs with service categories and eligibility considerations
- Prepared research briefs translating findings into practical questions for supervised **service planning**
- Presented findings to faculty and students with clear limits on supported conclusions
- Maintained source notes and research files with consistent naming, citation, and confidentiality practices

PROJECTS

Transition Resource Planning Study 📅 2026

Worked with classmates to organize housing, education, employment, transportation, and support resources. Shared findings in seminar discussion and adjusted categories after peer feedback.

Young Adult Permanency Review 📅 2025

Reviewed de identified scenarios with a faculty supervisor and peers. Connected supportive relationships, independent living goals, and legal prevention needs with practical planning questions.

LEADERSHIP & AWARDS

- Dean's List, Louisiana State University, 2025
- Student Research Presentation Recognition, 2026
- Peer Mentor, Social Work Student Association, 2025 to 2026

CERTIFICATIONS

- Trauma Informed Care Fundamentals 📅 2026
- Valid Driver's License 📅 2026

PROFESSIONAL AFFILIATIONS

- Social Work Student Association, Peer Mentor, 2025 to 2026
- Campus Community Resource Project Volunteer, 2025 to 2026

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST