

STRENGTHS

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Assessment Practice
Structured interviews and eligibility reviews clarified service needs; careful questions often surfaced barriers others missed.
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Counseling Support
Grounded counseling conversations helped participants discuss adjustment and employment concerns with greater openness.
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Agency Coordination
Regular contact with community partners kept referrals moving; clear follow up built trust across organizations.
- ♥️

Conflict Management
Calm responses during difficult contacts supported orderly interactions and helped staff address concerns before escalation.
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Documentation Quality
Accurate social histories and service records gave teams reliable facts for decisions, referrals, and follow through.

SKILLS

- Reentry services

Rehabilitation
- Interviewing

Counseling
- Treatment planning
- Social histories

Case management
- Community resources
- Service referrals

Record keeping
- Conflict management
- Active listening
- Evidence based practices
- Behavior management
- Time management

SUMMARY

Correctional program specialist with five years supporting reentry services, behavioral assessment, counseling, treatment planning, social histories, and community resource coordination for justice involved populations. Holds a Bachelor of Arts in Criminology and applies interviewing, psychology, sociology, social work, counseling, and evidence based rehabilitation practices in controlled environments. Completes eligibility assessments, **service documentation**, referrals, sensitive records, and follow up with government agencies and **community organizations**. Works closely with custody personnel through **Inmate Behavior Management**, Direct Supervision, and **Strategic Inmate Management** principles. Career progression reflects growing ownership of assessment quality, rehabilitative programming, agency coordination, conflict management, active listening, sound judgment, and reintegration planning. Brings focused service and reliable documentation that support safer transitions into society.

EXPERIENCE

Reentry Program Specialist

- Northwest Ohio Reentry Collaborative 📅 October 2023 - Present 📍 Toledo, OH
- Leads reentry assessment, treatment planning, counseling support, social history preparation, referral coordination, and documentation for justice involved individuals. Partners with staff and community agencies to support safe, organized reintegration services and accountable follow up.
- Completed reentry assessments and **treatment plans**, improving **service eligibility** decisions for justice involved individuals.
 - Prepared **social histories** and service records, giving partners clear information for coordinated reintegration planning.
 - Connected participants with community agencies and government services, supporting timely referrals and consistent follow up.
 - Applied structured analysis to records, resolving documentation issues before treatment planning decisions reached stakeholders.
 - Coordinated custody staff and partner groups, maintaining safe handoffs across counseling and **rehabilitation** services.
 - Used **active listening** during **counseling** contacts, helping individuals address adjustment, employment, and available service concerns.

Case Management Specialist

- Lucas Community Justice Services 📅 June 2021 - September 2023 📍 Toledo, OH
- Supported behavioral interviews, eligibility documentation, rehabilitative programming, counseling, record keeping, and service referrals. Built practical experience evaluating client information, maintaining sensitive records, and coordinating services with staff and community partners.
- Conducted behavioral interviews and collected case information, supporting accurate eligibility documentation and service decisions.
 - Facilitated rehabilitative programming, helping participants connect daily behavior with personal **reintegration** goals.
 - Maintained sensitive records and referral notes, giving staff dependable information for service continuity.
 - Structured **counseling** sessions around adjustment and employment concerns, strengthening participant engagement with **available services**.
 - Followed **safety procedures** during client contacts, preserving professional boundaries and orderly case operations.
 - Reviewed **community resources** and **referrals**, helping participants reach practical support after program enrollment.

Program Assistant

- University Community Reintegration Project 📅 September 2020 - May 2021 📍 Bowling Green, OH

LANGUAGES



MY CAREER



- Reentry Program Specialist at Northwest Ohio Reentry Collaborative (2.9 Years)
- Case Management Specialist at Lucas Community Justice Services (2.2 Years)
- Program Assistant at University Community Reintegration Project (8 Months)

- Supported supervised reentry research, client interviews, community resource mapping, documentation, and program evaluation. Developed foundational skills in information gathering, service analysis, stakeholder communication, and rehabilitation focused program support.
- Interviewed program participants under supervision, recording information that informed **reentry** research and service analysis.
 - Mapped **community resources**, helping project staff identify practical supports for reintegration planning.
 - Organized interview records and research documentation, improving access to accurate program information.
 - Supported program evaluation activities, translating participant feedback into useful service observations.
 - Collaborated with project staff and community contacts, strengthening communication across reintegration activities.
 - Applied confidentiality and orderly record practices, protecting sensitive information during supervised program work.

PROJECTS

- Community Resource Mapping Initiative** 📅 2021
- Mapped housing, employment, counseling, and social service resources for justice involved individuals. Organized findings into a practical reference for referral planning and reintegration support.
- Reentry Interview Documentation Study** 📅 2020
- Reviewed supervised interviews and documentation practices for a university reintegration program. Identified clearer methods for organizing participant information and supporting service evaluation.

LEADERSHIP & AWARDS

- Recognized for dependable reentry documentation and consistent follow up across community service referrals.
- Selected for increasing responsibility in behavioral assessment, counseling support, and rehabilitation program coordination.
- Commended by project staff for thoughtful interviews, organized records, and respectful participant communication.

EDUCATION

Bachelor's Degree in Criminology

Bowling Green State University 🎓 GPA: 3.5 📅 2021 📍 Bowling Green, OH

Coursework: Criminal Justice, Psychology, Sociology, Social Work, Counseling, Rehabilitation

CERTIFICATIONS

- Ohio Notary Public 📅 2025
- Evidence Based Reentry Practices Training 📅 2024

TECHNICAL SKILLS

- **Assessment Methods:** Initial assessments, eligibility reviews, behavioral interviews
- **Reentry Services:** Treatment plans, social histories, reintegration planning
- **Counseling Practice:** Counseling sessions, adjustment support, employment counseling
- **Behavior Management:** Inmate Behavior Management, Direct Supervision, Strategic Inmate Management
- **Documentation Systems:** Eligibility forms, service records, referral notes
- **Community Services:** Community resources, government agencies, service referrals
- **Research Foundations:** Psychology, sociology, social work
- **Safety Practices:** Governing regulations, safety procedures, controlled environments
- **Communication Skills:** Active listening, sensitive inquiries, stakeholder communication
- **Program Delivery:** Rehabilitative programs, evidence based practices, program evaluation

- **Case Coordination:** Case management, follow up, information gathering

PROFESSIONAL AFFILIATIONS

- Ohio Association of Criminal Justice Professionals, member focused on rehabilitation and reentry practice.
- Community Reentry Resource Network, participant supporting referral coordination and service awareness.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST