

Marde Closson
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Las Vegas, NV 89154
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Summary of Qualifications

Individual with proven leadership, administrative, communication, and organizational skills. Able to analyze policy and implement state and federal laws pertaining to child welfare. Knowledgeable in diversity issues to include multi-ethnic & multicultural issues & perspectives. Dedicated and conscientious with the ability to simultaneously manage multiple of tasks. Highly motivated, goal oriented and skilled in dealing with clients in a variety of settings. Proven expertise in motivating clients and staff through careful listening, empathy and respect for others. Able to work independently or as an integral part of a team effort.

Functional Summary

- Able to manage and implement a variety of administrative functions.
- Resolve difficult situations through a combination of listening and responding with care and concern.
- Proficient with Microsoft, Windows, and CHILDS and UNITY, child welfare computer programs.

Employment

03-2014 to Current: University of Nevada at Las Vegas
School of Social Work
Las Vegas, NV
Assistant Director Field Education

- Review Student Profiles and identify potential field placements for BSW and MSW students.
- Interface with community agencies and recruit agencies to provide intern opportunities for Social Work Students.
- Provide Field Instruction to students to ensure that learning objectives and goals are met.
- Provide Field Liaison support to Field Instructors and Students.
- Teach assigned courses.

07-2012 to 02-2014: Clark County Family Services
Las Vegas, NV
Senior Family Services Specialist

- Project Manager for the Determined Responsible Empowered Adolescent Mentoring Relationships (DREAMR) project. DREAMR is a demonstration project funded by the United States Department of Health and Human Services, Children's Bureau.
- Manage budget for grant.
- Collaborate with community partners.
- Developed agency policy and procedures for Youth Specialists in Referring and Coordinating services for DREAMR.
- Supervise 3 part-time employees responsible for implementing 3-5-7 Model with DREAMR participants.
- Identify obstacles to targeted recruitment and methods to overcome the obstacles.

- Research and develop a training series for staff.
- Interview, select and hire staff.
- Identify and reduce organizational barriers to staff performance.
- Articulate performance expectations of staff in behavioral and measurable terms and evaluate individual staff performances and implement plans to address performances.
- Responsible for case assignments, consultation and review of records to ensure that agency and legal requirements are met.
- Provide technical assistance and policy interpretation to staff and coworkers as requested.

**06-2011 to 07-2012: Clark County Family Services
Las Vegas, NV
Family Services Specialist II**

- Research and develop best practices for family finding strategies.
- Recruit families to provide a permanent placement for specific children.
- Conduct Case File Mining to identify resource opportunities and child characteristics.
- Complete Comprehensive Social Summaries, Life Books, Video Storytelling and Youth Involvement.
- Identify obstacles to targeted recruitment and methods to overcome the obstacles.
- Research and develop a training series for staff and resource families.

**07-2008 to 6-2011: Arizona State University
School of Social Work
Phoenix, AZ
Field Education Specialist**

- Review Student Profiles and identify potential field placements for BSW and MSW students.
- Interface with community agencies and recruit agencies to provide intern opportunities for Social Work Students.
- Provide Field Instruction to students to ensure that learning objectives and goals are met.
 1. Complete the required field instructor training which includes an orientation to the School's curriculum.
 2. Develop a clear learning contract with the student about performance expectations.
 3. Provide instruction on a regular basis and a supervisory conference, ordinarily one hour a week.
 4. Develop specific practice opportunities which will enable the student to fulfill the expectation of the learning contract.
 5. Provide feedback to student, on an ongoing basis, as to performance.
 6. Communicate to the student and to the field liaison about any unusual opportunities, conditions, or problems as soon as they are evident.
 7. Involve the student in the preparation of the student performance evaluations during the semester.
- Provide training to students and potential field instructors regarding internships to ensure the integrity of the learning experience.
- Provide Field Liaison support to Field Instructors and Students as follows:
 1. Insure that the students within their assigned agencies are involved in the high

- quality education that our curriculum defines.
2. Assist the field instructor in the development of the field learning contract.
 3. Fulfill the school/agency contract by visiting their assigned agencies on a regularly scheduled basis and interpret curriculum and policy implementations for the student and the agency.
 4. Fulfill the responsibilities for liaison activities as described in the Field Manual.
 5. Forward to the Field Office the student learning contract and the plan for implementation within six weeks of the beginning of each semester.
 6. Insure that the student is informed at mid-semester of their performance.

**11-3-07 to 03-2008: Dept of Economic Security
Phoenix, AZ
Management Analyst II**

Conducts broad scope operational and/or program specific analyses of organizational structures, programs, policies, procedures, systems, practices, and operations, for the purpose of improving the effectiveness and efficiency of a program or organization, and performs related work as required. May perform the most difficult, complex, and/or specialized management studies, plan or coordinate projects.

**6-2003 to 11-3-07: Dept of Economic Security
Sierra Vista, AZ
CPS Unit Supervisor**

- Supervise a unit of 6 employees responsible for investigating child abuse/neglect reports and provide ongoing services to families, and 2 support staff.
- Interview, select and hire staff.
- Identify and reduce organizational barriers to staff performance.
- Articulate performance expectations of staff in behavioral and measurable terms and evaluate individual staff performances and implement plans to address performances.
- Interpret program policies, procedures, court functions, and applicable statutes for implementation by staff.
- Responsible for case assignments, consultation and review of records to ensure that agency and legal requirements are met.
- Interface with community agencies, law enforcement, judicial system, and medical personnel to reduce and prevent child abuse/neglect.
- Public speaking regarding the impact of child abuse/neglect on the community and the community's needs.
- Review and approve contract proposals for child welfare services.
- Provide technical assistance and policy interpretation to staff and coworkers as requested.

**5-2003 to 6-2003: Department of Economic Security
Phoenix, AZ
Administrative Staff Assistant**

- Interacted with constituent, legislative, attorney general and advocacy groups mediating resolutions of issues between these groups and Child Protective Services.

- Provide problem solving mediation for clients, case managers and supervisors.
- Communicated to field staff regarding policies, procedures and changes.

**12-1996 to 5-2003: Dept of Economic Security
Sierra Vista, AZ
CPS Unit Supervisor**

- Supervise a unit of 6 employees responsible for investigating child abuse/neglect reports and provide ongoing services to families, and 4 support staff.
- Interview, select and hire staff.
- Identify and reduce organizational barriers to staff performance.
- Articulate performance expectations of staff in behavioral and measurable terms and evaluate individual staff performances and implement plans to address performances.
- Interpret program policies, procedures, court functions, and applicable statutes for implementation by staff and coworkers.
- Responsible for case assignments, consultation and review of records to ensure that agency and legal requirements are met.
- Interface with community agencies, law enforcement, judicial system, and medical personnel to reduce and prevent child abuse/neglect.
- Public speaking regarding the impact of child abuse/neglect on the community and the communities needs.
- Review and approve contract proposals for child welfare services.

**11-1995 to 12-1996: Dept of Economic Security
Sierra Vista, AZ
CPS Specialist III**

- Investigate reports of child abuse/neglect in accordance with legal and agency requirements.
- Confer with human service professionals in community organizations, court staff, law enforcement, staff and medical professionals.
- Assess risk of imminent harm and remove children from parental.
- Prepare court reports and provide court testimony.
- Complete intakes, initial assessments, risk assessments, safety evaluations and petitions regarding child abuse/neglect reports.
- Provide On-call services; specifically respond to hotline reports after 5:00 p.m.

Education

8-01 to 5-03. Arizona State University-West, Phoenix, Arizona. Masters of Social Work.
8-79 to 8-83. Creighton University, Omaha, Nebraska. Bachelors of Social Work.