

# Ashlee Jackson

Philadelphia, PA 19153

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To establish a career in social work/human services. My goal is to help support all people and to be a resource for their needs.

## WORK EXPERIENCE

### **Residential Manager**

St. Francis St. Vincents Homes for Children - Philadelphia, PA - January 2014 to Present

Provides direction and assistance to consumers residing in various programs but not limited to: nutrition, housekeeping, budgeting, hygiene, self care, home safety, transportation, social interaction, exercise, health management and vocational. Transport residents to necessary appointments when appropriate. Implement appropriate parts of each resident's goal as instructed by the treatment team or supervisor. Report the resident's progress or lack of progress to the appropriate clinician.

### **Classroom Assistant**

School District of Philadelphia - Philadelphia, PA - January 2010 to August 2015

Under the supervision of a Special Education Teacher, I assist the teacher and offer support in the implementation of instructional activities in the school and community settings. I used a variety of methods, materials and equipment at the direction of and in support of the special education instructional staff. Duties included using American Sign Language in a non-interpretive manner to assist students in the execution and completion of assigned tasks; circulating through the classroom to assist the teacher in implementing and reinforcing classroom routine; assisting the teacher in individual, small and large group instruction; monitoring and recording the behavior of the students under the guidance of the teacher; grading and recording students' work; assisting students with daily living skills; and performing related duties as required.

### **Mental Health Worker**

Child Guidance Resource Center - Philadelphia, PA - November 2013 to June 2014

Provided clinically appropriate therapeutic support services for children between the ages of 5-21 with Autism Spectrum diagnosis and/or developmental delays within the afterschool program setting. The services required the implementation of the program, according to their treatment plan, designed to assist children with developing effective cooperative and reciprocal socialization skills with peers for use in home, school, and community setting.

### **Site Director**

Variety Children's Charity - Philadelphia, PA - September 2011 to June 2013

Planned and scheduled programming and event coverage, based on broadcast length, time availability, and other factors, such as community needs, ratings data, and viewer demographics. Monitored and reviewed programming to ensure that schedules are met, guidelines are adhered to, and performances are of adequate quality. Establish work schedules and assign work to staff members. Set educational standards and goals, and help establish policies and procedures to carry them out. Develop or implement strategies to meet the needs of students with a variety of disabilities.

### **Summer Intern**

Circle of Care - Philadelphia, PA - June 2008 to August 2008

I was instrumental in the development in the Faith Based Initiatives Program at the Circle of Care. I researched different churches in the 39 and 43 area codes and put them in the data base for the clients use .This was to benefit the woman that Circle of Care serve; having them have a place and to worship in different ministries that will meet their needs. I also went into the community twice a week to test people for the HIV/AIDS virus, came back into the office and documented the general history of the person/people and their results into the data base.

## EDUCATION

### **Masters in Human Services**

Lincoln University Grad School - Philadelphia, PA  
August 2011 to May 2014

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