

JENNIFER OWENS

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PROFESSIONAL EXPERIENCE

BLUE RIVER SERVICES, INC., Corydon, IN

January 2004-Present

Director of Family Services

- Provide leadership and vision for more than 70 staff working on behalf of the Family Services programs across 26 counties in Southern and West Central Indiana, including Harrison County. Those programs are:
 - First Steps Early Intervention Program – early intervention for children 0-3 with developmental delays, diagnosed medical conditions and/or risk factor(s) that may cause a delay
 - Healthy Families Program – voluntary home visitation program to promote healthy families and children through services including parent education on child development & bonding
- Provide community education while promoting the First Steps and Healthy Families programs
- Work with Local Planning & Coordinating Councils / Advisory Councils to stay abreast of program and community needs
- Establish and grow relationships with referral sources, community partners, funding sources and political partners
- Investigate, plan, coordinate and participate in new projects for the Family Services Department
- Ensure all activities to fulfill the obligations of state and local contracts, grants and memorandums of agreement are conducted
- Develop and oversee annual program budgets in excess of \$3,000,000
- Provide financial reports to funding sources and community oversight committees
- Evaluate and analyze information for compliance reporting purposes to state regulatory agencies
- Wrote the proposals which resulted in the awarding of additional counties to be served through the First Steps program. Planned and then implemented the expansion of the program from 4 to 7 counties in 2004, from 7 to 15 counties in 2006 and from 15 to 26 counties in 2011.

SELF EMPLOYED

2002-2004

Service Coordinator

- Provided ongoing home visitation services to families in the First Steps Early Intervention program, overseeing service provision and connecting families to community resources

BRIDGEPOINTE CENTER, Clarksville, IN

2000-2002

Intake Coordinator

- Provided home visitation services enrolling families in the First Steps Early Intervention program

EDUCATION

Bachelor of Arts, Indiana University

1998

MEMBERSHIPS

INDIANA ASSOCIATION OF REHABILITATION FACILITIES

January 2004 – Present

- Co-chair of Child and Family Services Professional Interest Section

INTERAGENCY COORDINATING COUNCIL FOR INFANTS & TODDLERS **January 2018 – Present**

- Appointed by Governor Holcomb to represent the Southern & West Central Indiana early intervention communities
- Member of Executive Committee
- Member of Advocacy Workgroup

CENTER FOR DEAF AND HARD OF HEARING EDUCATION

December 2022-Present

- Member of Advisory Committee

Dean DeKemper
Early Intervention Specialist

Objective: To use my extensive knowledge and experience for the betterment of others.

Job History:

4/1996 – 3/2004 – Easter Seals Rehabilitation Center, Evansville, IN

Semi-Independent Living Instructor – Managed and supported a caseload of up to twelve special needs adults living independently. Guided and taught daily living and life skills in order for the individuals to be successful in their independence.

First Steps Service Coordinator – Provided Service Coordination services to families receiving ongoing therapy services through Indiana Early Childhood Intervention Program.

First Steps Intake Coordinator – Provided Intake Coordination services to families referred to the Indiana Early Childhood Intervention Program.

4/2004 – 7/2006 – Southern Indiana Resource Solutions, Boonville, IN

First Steps System Point Of Entry Supervisor – Managed all parts of the First Steps program including hiring, training, community outreach, quality assurance and staff support in an eight-county region.

4/2006 – Present – Blue River Services, Inc., Corydon, IN

First Steps Service Coordinator Supervisor – Managed a staff of ten to twelve Intake/Service Coordinators serving families referred to or enrolled in First Steps in a seven county region.

First Steps SPOE Supervisor – Works as the leader, under the support of the Director, of the First Steps Management Team for implementation of the First Steps program in twenty-six counties in Indiana – Cluster F and Cluster I. Maintained continuous Early Intervention Specialist credential since 8/98. Serves all capacities of the program – Data, Service Coordination, LPCC, Quality Assurance, Interview/Hire, Train, Procedure Development, Management. Awarded First Steps Excellence in Service Award in 2021.

Education: Bachelor of Science in Education, University of Southern Indiana, 1989

ANGELA JARBOE

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Over 22 years of experience working in the First Steps system as both a Coordinator and Manager has allowed me the opportunity to build an exceptional understanding of the program standards and guidelines.

EXPERIENCE

FEBRUARY 2013 – PRESENT

MANAGER, BLUE RIVER SERVICES, INC.

- Providing supervision and support to First Steps service coordinator staff
- Ensuring training and credentialing needs are met annually
- Maintaining and revising local processes as program evolves

JUNE 2008 – JANUARY 2013

ASSISTANT MANAGER, BLUE RIVER SERVICES INC.

- Mentored and trained new First Steps coordination staff
- Supported existing staff and provided team building
- Continued Case Management

FEBRUARY 2000- JUNE 2008

INTAKE COORDINATOR, BLUE RIVER SERVICES, INC.

- Provided timely referral response, eligibility determination and IFSP implementation for eligible children in the First Steps program
- Assisted families with resources and informed families of procedural safeguards
- Maintained deadlines and accurate documentation

EDUCATION

MAY 1997

BS SOCIAL WORK, UNIVERSITY OF SOUTHERN INDIANA

Presidential Scholarship Award

SKILLS

- Great computer skills
- Excellent multi-tasking skills
- Strong organizational skills
- Stellar problem solving abilities
- Great communication skills

Caitlin Frederick

812-249-9183

7663 S. Cullen Place, Terre Haute, IN 47802.
Elaine.kate88@aol.com

Objectives

To work in a forward thinking atmosphere to help me advance in my career.

Education

June 2007 | High School Diploma/Terre Haute South High School
May 2011 | Human Development & Family Studies/Indiana State University

- Practicum CASA (August- October 2010)
- Practicum Bethesda Gardens (October- December 2010)
- Internship CASY (January- April 2011)

Experience

December 2015 – Present | Manager

Blue River Services, Inc. | 4130 S. 7th Street Terre Haute, IN 47802

Responsibilities are same as previous position plus conducting individual supervision meetings with each First Steps staff member, attending monthly manager meetings, conducting monthly all staff meetings, providing support and guidance to Service Coordinators, attend local and state meeting as needed, and conduct interviews and reference checks on future staff.

July 2014 – December 2015 | Assistant Manager

Blue River Services, Inc. | 4130 S. 7th Street Terre Haute, IN 47802

Responsibilities are same as previous position plus providing guidance and training to First Steps Intake and Service Coordinators, assisting Manager with hiring process including interviewing and reference checks, schedule and conduct mentoring meetings for new hired staff, maintain training log for newly hired staff, and conduct training activities with staff

September 2011 – July 2014 | Service Coordinator

Blue River Services, Inc. | 4130 S. 7th Street Terre Haute, IN 47802

Responsibilities as a First Steps Service Coordinator are provide support and guidance to families, assist families in finding community resources, coordinate services, coordinate and facilitate scheduled meetings, maintain monthly contacts and documentation, facilitate and participate in development of family plan, and attend monthly staff meetings.



July 2011 – September 2011 | Mental Health Technician

Gibault Children's Services | 6401 S. US Hwy 41 Terre Haute, IN 47802

Responsibilities are direct supervision of the clients placed within Gibault living units, provide a structured and nurturing living environment for the clients, assist clients on daily tasks, and correct behavior problems.

March 2006 – January 2011 | Specialty Deli Preparer

Honey Baked Ham | 120 West Honeycreek Parkway Terre Haute, IN 47802

Responsibilities are preparing orders for customers, cleaning, cashier, balance cash register and credit card machine, answer the telephone, closing store, general organization, and inventory duties.

Skills

- Microsoft Word, PowerPoint, Excel, Office Outlook
- Proficient at navigating the Internet
- Good communication and written skills

ABIGAIL MANN

1003 Wildflower Drive Georgetown, IN 47122 · 812-921-9099

Abwright38@hotmail.com -personal

amann@brsinc.org -work

I am a very organized person. I love to help people and help people succeed. Very goal oriented and love to help coordinators. Being promoted to manager has let me demonstrate some of the skills that I have and continue to build good relationships with co-workers. I am also able to continue to build relationships with families on caseloads.

EXPERIENCE

APRIL 2022 – PRESENT

MANGER, FIRST STEPS BLUE RIVER SERVICES

Provide service coordination/case management for early intervention program. Supervising Service coordinators.

OCTOBER 2019 – APRIL 2022

SERVICE COORDINATOR , BLUE RIVER SERVICES

Facilitate meeting with families of developmental delayed kids; develop and write therapy plans for therapy services; interact with people on a daily basis; teambuilding

APRIL 2014 – OCTOBER 2019

WAREHOUSE WORKER, AMAZON

Pick package, customer service, solve other workers problems within the system

MARCH 2009- MARCH 2014

YOUTH WORKER, AUDUBON YOUTH DEVELOPMENT CENTER

Supervise Juveniles; keep proper daily logs of ay activities, keep progress notes on each child, attend treatment team meetings to discuss each child

EDUCATION

MAY 2007

BS CORRECTIONS AND JUVENILE JUSTICE, EASTERN KENTUCKY UNIVERSITY

Was vice president of juvenile justice association

SKILLS

- Good at communication
- Hard worker
- Good at team building relationships
- Love learning new ideas and generating new ideas
- Love helping people succeed
- Good at multitasking
- Good computer skills