

Kylee Hays

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“You must be the change you want to see in the world.”
- Mahatma Gandhi

SUMMARY

Graduate level trained social worker with more than 5 years professional experience applying social work values, principles, and techniques. Career spent seeking to strengthen relationships among people to promote, restore, and enhance the well-being of individuals, families, social groups, organizations and communities.

EDUCATION

May 2005

Indiana University School of Social Work: Indianapolis, IN
M.S.W., Leadership Concentration

May 2002

Anderson University: Anderson, IN
B.A., Major: Social Work Minor: Family Science

EXPERIENCE

April 2009-
Present

Namlo International: Denver, CO

• Assistant to the Executive Director

Providing program management for Namlo’s scholarship, school construction, and sister school programs. Program management includes oversight of budgets and monthly progress reports, procurement of donations and maintenance of donation inventory, donor database maintenance, and coordination of event planning.

June 2009-
Present

The Children’s Hospital: Denver, CO

• Social Worker, Group Leader

Work cooperatively with nutritionist, exercise therapist, and other social workers to facilitate the psychoeducational group “Shapedown.” Participants include children, teens, and their parents identified through the cardiology clinic. Provide weekly group sessions to participants that cover topics including but not limited to feelings, self-esteem, active-lifestyles, healthy eating and relationship building in order to both educate and build vital healthy living skills.

November 2008-
May 2009

The African Community Center: Denver, CO

• Assistant to Community Outreach Manager & Field Instructor

Serving as a volunteer, assisting Community Outreach Manager with administrative responsibilities. Duties included assisting in organizing “African Extravaganza,” one of the largest events held on Denver University’s campus. Writing and disseminating press releases, organizing volunteers, and creating outreach literature. Provided weekly supervision to graduate level social work intern.

August 2005-

Mt. Vernon Community School Corporation: Greenfield, IN

June 2008

• **School Social Worker**

Served as a link between home, school and community. Provided support services designed to alleviate conditions that are impeding a child's success in school. Support services include small group counseling, school-wide guidance lessons and limited individual counseling. Completed administrative duties: coordinating the special education screening and eligibility process, which included chairing our C.A.T., Child Assistance Team. Chairing the Parent Involvement and Cultural Competency committee. Served as Case Conference Coordinator and facilitated case conference meetings to determine student's special education programming or eligibility. Coordinating parent volunteers and numerous school wide events.

June 2007-
August 2007

Banso Baptist Hospital: Cameroon, West Africa

• **Hospital Social Worker**

Volunteered social work services with a missions run hospital in a remote village of Cameroon. Services included intakes with newly diagnosed HIV + mothers. Intakes consisted of collecting demographic information and providing educational counseling on the disease and its transmission. Provided support on mental, emotional, and spiritual health issues.

January-May,
2005

Indiana Association for Community Economic Development (IACED): Indianapolis, IN

• **MSW Senior Concentration Practicum Intern**

Participated in event planning for member services and trainings. Worked cooperatively with staff in development of innovative training series for member organizations. Developed valuable research, community organizing, and leadership skill through the coordination and conduction of housing needs assessment.

The Center for Mental Health: Elwood & Noblesville, IN

June 2003-
December 2004

• **HIV Care Coordinator**

Assessed client's overall health including physical and emotional wellness. Provided support and interventions based upon assessment. Assisted in implementation and monitoring of HOPWA, Housing Opportunities for People with AIDS, program and maintenance of client database. Offered educational presentations and resources, regarding HIV, to local community agencies, institutions, and client's families.

January-May, 2004

• **Intake Clinician Intern**

Assisted in development of the adult partial hospitalization program, created weekly agenda, and facilitated the program. Developed diagnostic skills through completion of in-take assessments and substance abuse evaluations. Developed initial treatment plans based on intakes. Conducted crisis-intervention techniques as needed with clients.

January-June,

• **Case Manager**

2003

Ensured client's needs were met through the coordination of services, linking components of the service delivery system, and advocating client's rights. Specific duties included assisting clients in activities of daily living, monitoring of medication, home visits, and assistance in accessing entitlements. Assisted in children's partial hospitalization program. Worked cooperatively with fellow case managers, therapists, and physicians in a team treatment approach. Assisted with facilitation of substance abuse program, First Steps.

CIVIC &

LEADERSHIP
ACTIVITIES

- 11/08-05/09 The African Community Center: Volunteer Assistant to Community Outreach Manager & Field Instructor to social work intern
- 09/08-01/09 Project Cure: Donation Line Volunteer
- 10/06- 03/08- Global Gifts Fair Trade Store: Retail Volunteer