



Town Advisory Board (TAB)/ Citizens Advisory Council (CAC) Application

Name of the TAB/CAC Applying for: Sunrise Manor

TABs and CACs were created to assist the Board of County Commissioners in an advisory capacity with the decision-making process in the governance of the unincorporated towns and areas of Clark County. There are 8 TABs and 6 CACs that are appointed by the County Commission and 5 TABs that are elected. Each TAB or CAC consists of area residents that serve without compensation for two-year terms and attend regularly scheduled public meetings throughout the year.

Full Name: Stephanie Jordan Phone Number: 

Email Address: 

Home Address: 6858 Stone Meadows Ave Las Vegas, Nevada 89142

Mailing Address: 6858 Stone Meadows Ave Las Vegas, Nevada 89142

Employer: Retired from Clark County Occupation: Child Protective Services

Note: This document and accompanying materials become public record once received by Clark County.

• To be eligible to serve, you must be both a qualified elector (eligible to vote) and a resident of the unincorporated town or area encompassed by the TAB or CAC. Before you continue, please indicate if you meet the eligibility requirements: Yes No

• Meeting days, times, and frequency vary from one TAB/CAC to another. The schedules are listed here: https://www.clarkcountynv.gov/government/departments/administrative_services/town_liaison_services/tab_cac_information.php

If appointed, will you be able to attend meetings on a regular basis? Yes No

• Have you attended a Planning Commission or County Commission meeting? Yes No

• Have you attached the REQUIRED resume or letter of interest? Yes No



For the following questions, please feel free to attach additional pages as necessary.

Have you attended a TAB or CAC meeting in Clark County? Yes No

If so, which one and what was your experience?

N/A

Please list any boards or committees that you currently serve on:

I am currently a member of the Sunrise Manor committee and would like to remain on the board

Why are you interested in becoming a member of your TAB or CAC?

Already a current member

I verify by my signature below that all statements made on this application, as well as attached information, are true and complete to the best of my knowledge. I understand that an electronic signature has the same weight and effect as a handwritten signature. I understand that an incomplete application or any modifications to this application will not be accepted or considered.

Stephanie Jordan
Stephanie Jordan (Oct 22, 2024 13:13 PDT)

Oct 22, 2024

Signature

Date

You can submit your application and resume/letter of interest by fax to 702-455-3558, by email to AdministrativeServices@ClarkCountyNV.gov or by mail to: Clark County Administrative Services
Attn: Agenda Coordinator
500 S. Grand Central Pkwy, 6th Floor
Las Vegas, NV 89155

6858 Stone Meadows Ave
Las Vegas, Nevada 89142

Stephanie Jordan

OBJECTIVE: To secure a position where I can utilize my Masters Degree in Public Administration and my Undergraduate Degree in Psychology. I retired from Clark County Department of Family Services on February 2, 2024 after working 30 years for the County. While working for Family Services I enjoyed working with community partners, clients, the court system and foster families and foster children. I now wish to use the skills that I developed in college and all of my experience working for Family Services to explore the educational side of Clark County.

EDUCATION:

08/06 – 08/08 University of Nevada Las Vegas
4505 S. Maryland Parkway, Las Vegas, Nevada
Masters in Public Administration

08/88 – 08/93 University of Nevada Las Vegas
4505 S. Maryland Parkway, Las Vegas, Nevada
Major: Psychology – Degree in Arts in Psychology

08/87 – 05/88 University of Nevada Reno
Reno, Nevada
Major: Psychology

1987 Chaparral High School
3850 Annie Oakley, Las Vegas, Nevada
Diploma received

WORK EXPERIENCE:

**08/25/07 – 02/02/2024 Supervisor with Department of Family Services
701 North Pecos Road, Las Vegas, Nevada 89101
Current Supervisor: Yolanda Bennett
Job Title: Family Services Supervisor
Hours worked per week: 40 hours**

Job Description:

In my current position with the Department of Family Services, I function as an Out of Home Permanency Supervisor. I supervised Out of Home Foster Care workers for the Department of

Family Services. I was responsible for helping my workers to organize and strategically plan their days in order to properly monitor their case loads and maintain child safety. Each one of my workers carried an average of 40 children or more. I was therefore responsible for the lives of approximately 280 children. I worked closely with Clark County Department of Family Services policy and procedures. I also worked closely with several community partners that assisted in keeping children safe either in their own home or in a foster placement. In working with these community partners, I organized and implement programs and meet goals and objectives assigned to me by upper management.

I served on the committees that developed and trained the new policies and procedures for the Department of Family Services. As a supervisor, I reviewed and evaluate the work of my employees and provided feedback to them in the areas of Court Report writing, Court presentation, Case Noting etc. My duties as a supervisor were to ensure that my staff were able to successfully complete their job in keeping kids safe either until they were adopted out into a family or are returned home to their biological family.

I wrote yearly performance evaluations for each of my staff. Throughout the year I provided monthly feedback to them so that they are aware of how they are doing prior to their evaluation. The tool that I used was called a Permanency Report Card. This document was completed monthly by myself and reviewed face to face with my employees. I responded to and resolved issues with difficult clients and complaints from our community partners. I ensured that upper management was kept informed of the progress involving child safety. I supervised seven Foster Care workers for the Department of Family Services.

I worked closely with Clark County and the Department of Family Services policy and procedures. I served on several committees that reassessed old policy and developed the new policies that currently drive our department.

03/03/01 – 08/25/07

**Department of Family Services
701 N. Pecos Las Vegas, Nevada 89101
Job Title: Senior Family Services Specialist
Supervisor: Vickie Shaver
Hours worked per week: 40 hours**

Job Description:

I worked as a Senior Family Services Specialist. I had the opportunity several times to function as an acting supervision. While working in the Swing Shift Unit (pilot program), and the Sexual Abuse Unit, I was assigned as the Lead person in my supervisors absence. I was responsible for assigning Child Abuse and Neglect cases to my co-workers, and determination the validity, extent and urgency of child abuse and/or neglect complaints, and if a report rose to the level of an investigation. The Swing Shift Unit was responsible for responding to any emergencies and working any cases that came in as admits to the agency. This pilot program was developed in order to begin expanding the agencies response time to abuse and neglect reports around the clock, not just during business hours. It was our responsibility to try to release these children from custody and find suitable placements for them if at all possible. The Sexual Abuse Unit handles emergencies and any incoming cases regarding Sexual Abuse.

As the lead, it was my responsibility to ensure the safety of my co-workers, and also ensure that all efforts are being made to not place a child into protective custody, but rather a relative placement. If a co-worker is unable to fulfill their duties, it is my responsibility as lead to ensure that the tasks were completed in a timely manner.

The lead responsibility was assigned to me once or twice a month depending on my supervisor's absences from the unit.

I have to be aware of basic supervisory principles and practices. I am responsible for planning, directing and reviewing the work of others on a project or day to day basis; training my co-workers in work procedures. If a client comes into the office for a visit, and one of my co-workers is not able to meet with their client, then as the lead, it is my responsibility to facilitate the office visit in their absence.

When difficult reports come in from the Child Abuse and Neglect Hotline, these cases are staffed with me, to determine if an immediate response was necessary.

If there were any emergencies over in the Courthouse where an investigator was needed, the lead person would be called on for these tasks.

01/28/95 – 03/03/01

**Department of Family Services
701 N. Pecos Las Vegas, Nevada 89101
Job Title: Child Development Specialist
Supervisor: Eileen Meadows
Hours worked per week: 40 hours**

Job Description:

While working at Child Haven, which is a 24 Hour Institutional Setting for the Abused and Neglected Children, I functioned as an acting supervisor at times. Working in several cottages on campus, while the Supervisor was sick or out of the office, I would take on the responsibility of making spontaneous decisions regarding the welfare of the children and the welfare of the staff in the cottage. I also took on the role of shift leader due to my seniority in Beazer Cottage with the toddlers, where I worked for 3 (three) years during my time at Child Haven. As shift leader it was my responsibility to organize the daily routine, after staffing with my co-workers. It was also my responsibility to make decisions about how to handle the emergencies that surfaced during our shift. I was responsible for documentation of the daily routine into our shift log, and also communicating with medical staff with regards to the health of the children in my cottage. I would ensure that any medical orders were implemented accurately and thoroughly by the staff on my shift. As shift leader, I sometimes had to handle staff behavioral problems. If a part time hourly or full time staff would not take on a job duty, it was my job to handle that particular situation and bring it to a conclusion.

09/03/1993 – 01/28/1995 - Department of Family Services Part Time Hourly

CERTIFICATION:

Pediatric CPR Adult, Child, Infant First Aid/CPR
Clark County Health Card – Food Handlers
T.A.M Alcohol Certification

PERSONAL EXPERIENCE:

Solitude Estates Homeowners Association:

I served on the Board of Directors of my Homeowners Association. I was responsible for enforcing CCR's throughout our neighborhood. I serve as the Treasurer and am responsible for formulation of the budget, financial statements and reporting this information back to the community that I reside in. We plan and coordinate association meetings and prepare to address concerns throughout the community.

Second Baptist Church:

I served on the Youth Council Board at my church. I have been a member of this church for the past 50 years and have close bonds with several community advisors and boards. I work with youth of various ages and provide support and guidance to them. I am responsible for implementing policies right now for our church, as this has been lacking in the past. Through my experience working with Family Services I have been able to work with the population in my church and assist them with family issues, or link them to community partners to better assist them in dealing with family trauma and finding solutions to their own family issues.

Shade Tree:

I have been working closely with my church and the women of Shade Tree. My background with the Department of Family Services has been very instrumental in assisting these women, especially the women who have children in their care or who are trying to get back up on their feet and regain custody of their children. Linking them with some community providers. The women of Shade Tree come to our church once month for seminars that I have assisted in facilitating to teach them the skills that they need to obtain employment, properly care for themselves and their children, and stay out of abusive relationships

Girls Athletics Incorporated

I have formed my own Non Profit that assists in aiding girls playing any sports to afford equipment, uniforms and entry into local tournaments. This 501c3 is new and in the infant stages but will be rewarding once up and running in full capacity.

Future Goals

I am ready to move on to a level where I feel that I can actually make a difference in assisting with our community partners because I will have more time to dedicate. I want to be a part of the growth and development of young minds as they work their way through our Clark County Educational System.

Professional References

Thandiwe Martin Bernal Manager with Department of Family Services (702) 455-4828

Pastor Moore Second Baptist Church (702) 648-6155

Damecha Montegut Best Egg Financial Institution (402) 990-9927

Tonya Fortson Retiree from FBI (Federal Bureau of Investigations) 702) 525-6546