

Skills and Experience: Please provide a brief description of your qualifications for the seat; include any special skills, interests, experience, or training which you possess or have completed that would benefit the work of the Regional Opioid Task Force. If you need additional space, please attach an additional sheet of paper.

There are some special skills I possess such as being certified as a mental health first aid responder. I am also interested in learning new skills that will help me as an investigator of child abuse and neglect. I have 13 years of experience in the child welfare sector which has allowed me the opportunity to work with clients from various socioeconomic background. I am aware that the opioid crisis can and has impacted individuals from all walks of life.



Resume



Letter of Interest

A resume and letter of interest is REQUIRED. Please attach it to this application.

I certify that the information provided in this application and supporting documentation is true and accurate to the best of my knowledge.

Melissa Perez

Melissa Perez (Sep 13, 2023 12:37 PDT)

Signature

Melissa Perez

Printed Name

Sep 13, 2023

Date

You may submit this application and supporting documentation via:

Hand Deliver or Mail Application to:

Clark County
500 S. Grand Central Pkwy.
Las Vegas, NV 89106
Attn: Opioid Task Force
Lobby Hours: Monday through Thursday, 7:30 a.m. to 5:30 p.m.

Email Scanned Copy to:

administrative.services@clarkcountynv.gov

OBJECTIVE: To seek employment within a company/organization that rewards hard work and dependability with positive results in the team environment and obtain a position where my extensive social services skills and experience will be further developed professionally and fulfill the organization’s mission.

EDUCATION: **Bellevue University** **June 2019**
MA: Human Services Bellevue, NE
Bennett College for Women **May 2007**
BA: Mass Communications Greensboro, NC

EXPERIENCE:

Clark County **July 2020- Present**

Child Protective Investigator

- Conducting forensic investigations and assessments to determine risk of harm to children
- Documenting all relevant information and completing all required forms
- Conducting 30-45 days investigations to determine child safety
- Checking children for signs of abuse or neglect. This may involve serious injuries.

Progressus Therapy Safe School Professional **November 2019-May 2020**

Sunrise Acre Elementary School

- Provide students with healthy coping techniques
- Monitor attendance and provide supportive interventions to improve attendance
- Facilitate and lead behavioral groups
- Provide assistance in daily tasks such as lunch duty, front office support and address behavioral incidents

Rising Ground

FFT-CW Interventionist **October 2018-June 2019**

- Responsible for monitoring a caseload of 10 clients
- Responsible for assessing maltreatment and neglect amongst at risk youths
- Risk reduction by creating safety and stay calm plans
- Adhering to contractual and policy obligations from the Administration of Children Services
- Connecting families to resources and supports that can help the family move forward

Cayuga Centers **July 2018-October 2018**

Unaccompanied Minors Home Finder

- Responsible for following up with potential foster parents after they attend orientation
- Responsible for conducting background checks and clearances of potential foster parents
- Conduct field visits and assess that the home is in compliance with the agency’s regulation
- Conduct follow-up of all applicants and ensure they attend the required trainings
- Opened 4 certified foster homes within 2 months of hire date
- Responsible for identifying suitable foster homes and placing migrant children in homes

Communities in Schools**Sept.2017 – June 2018**

Site Coordinator

Las Vegas, NV

- Assess the current campus needs with administration, teachers, school staff, parents/guardians and students, and coordinate community resources where possible to provide the needed services
- Responsible for assessing and targeting youths who are struggling to maintain the academic and behavioral standard
- Responsible for creating a school and student support plan that addresses campus and student needs.

Boys Town**Apr. 2016 – Aug. 2017**

In-Home Family Supervisor

Las Vegas, NV

- Provided crisis support to staff members and clients 24/7
- Reduced the waiting referral list by 90% ensured clients received Boys Town services
- Conducted weekly audits of client files to ensure staff were adhering documentation guidelines
- Monitored input of case notes, progress notes and case closure summaries
- Established and implemented effective administrative programs and procedures.
- Established priorities for the completion of work in accordance with sound time-management methodology.
- Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Communicated ideas and proposals effectively to diverse audiences to include preparing and conducting training, preparation of reports, and policies.
- Performed a broad range of supervisory responsibilities over others

Handled a variety of human services issues with tact and diplomacy in a confidential manner

Boys Town**Sept. 2015-Apr. 2016**

Family Consultant

Las Vegas, NV

- Coordinated and worked with host families and local coordinators
- Recruited families and determine potential willingness and ability to cooperate
- Maintained ongoing communication with host family in order to keep up-to-date
- Assisted guardianship families
- Created profiles using Microsoft Word and PowerPoint to present families to overseas agents
- Maintained sensitivity to diversity and intercultural differences and expectations
- Attended scheduled in-service training in order to develop professional skills
- Met with immediate supervisor on a semi-annual basis in order to review performance, accomplishments, challenges and job descriptions

Boys Town**Nov. 2014-Jul. 2015**

Non-Secure Detention School Supervisor

New York, NY

- Acted as an educational liaison and collaborated with the New York City Department of Education to ensure youth receive education requirements as outlined in the Individualized Education Plan
- Ensured the proper implementation of the Boys Town Model while providing supervision, consultation and feedback to youth care workers
- Safeguarded youth in accordance with policies and procedures of the New York State Office of Children and Family Services and the New York City Administration for Children's Services
- Prepared staff development plans and annual performance-based evaluations

Boys Town**Aug. 2013-Nov. 2014**

Family Consultant

New York, NY

- Provide in-home intervention to children and their families utilizing a skill based, solution focused model

- Help families adopt positive solutions to problems through the teaching of parenting skills
- Responsible for providing screening and assessment to determine program eligibility on-call 24/7 to provide crisis intervention
- Conducting risk screens and drafting safety plans for youths in risk of self-harm
- Provided strategies to assure continuity of approach across the key persons and settings impacting the client's development.
- Transported the child to sibling and family visits, when necessary to ensure that the child-maintained family connection.
- Transported the child to nonemergency medical, dental, psychiatric, psychological, and other serviced appointments, when necessary to ensure the child's health and well-being are maintained.
- Led monthly meetings with foster and adoptive parents to review child's progress and overall relationship between child and parent, as well as
- Assisted foster and adoptive parents in designing behavior interventions and responding to child's behavior appropriately
- Facilitated quarterly inspections at foster and adoptive homes to review licensing standards, document non-compliances and follow-up re-inspections

Cardinal McCloskey Services

Feb. 2010-Aug. 2013

Therapeutic Foster Care/Preventive Case Planner

Bronx, NY

- Conduct assessments of children and families referred by the Administration for Children's Services (ACS)
- Conduct home visits and escort program participants to appointments as needed
- Court appearances and providing an up to date report to family court judges and lawyers
- Constantly ensuring the safety, permanency and well-being of foster youths are met
- Maintained average caseload of 8-10 children and families total
- Conducted face to face interviews with each family and child (individually) at least one time per month or more often if needed
- Maintained a working relationship with the foster and adoptive parents, teachers, therapists, CPS caseworkers, attorneys, child advocates, birth family, and significant others in order to implement successful treatment for each
- Identify and understand the strengths, abilities and competencies of the child, foster and adoptive parent
- Wrote individualized service plans , admission assessments, and monthly progress notes
- Trained and supervised foster and adoptive parents in the implementation of individualized service delivery for each child placed in their home.
- Maintained appropriate boundaries between field professional, foster and adoptive parents, and personal issues
- Respected the dignity and worth of children, foster and adoptive parents
- Maintained child's confidentiality per agency standards and all applicable codes of ethics
- Considered the environmental, cultural, safety, diversity issues and needs for the child, foster and adoptive parent and child

SKILLS:

- Fluent in Spanish
- Microsoft Office (Word, Excel, and Access, Outlook Express PowerPoint) & Windows

MELISSA PEREZ

REFERENCES:

- Available upon request

September 13, 2023

Greetings,

My name is Melissa Perez, and I am employed by the Department of Family Services as an investigator of child abuse and neglect. Formally, my title is Senior Family Services Specialist as well as a Nevada Initial Assessment Specialist. My role requires me to utilize the SIPS model to assess for child safety. I am required to identify the underlying variable that warrants child welfare intervention. This role has given me the opportunity to take a closer look at the barriers parents are faced with. One of the barriers I commonly come across is substance use, specifically opioids. Oftentimes, parents and caregivers disclose a history of opioids such as oxycodone, hydrocodone, morphine, and methadone. Recently, there have been several parents and caregivers who have disclosed the use of fentanyl and methamphetamines. The opioid epidemic does not only impact parents; unfortunately, children under the age of 18 are also impacted.

The opioids epidemic started to increase in 1999; however, there was a drug epidemic prior to opioids that should also be discussed concurrently when addressing the current barriers. The cocaine/crack epidemic was an epidemic that dramatically increased the foster care system from 400,000 in 1900 to 567,000 in 1999. Unfortunately, this epidemic ripped families' apart, especially families of primarily African American descent. To ensure that the opioids epidemic is addressed correctly, it is important to also highlight the cocaine and crack epidemic. It is also important to implement any successful programs that were developed as a result.

My interest in joining the opioids task force stems from a desire to ensure that adequate and supportive services are developed. As well as ensuring that services are diversified to accommodate all cultures and socioeconomic backgrounds. Like the cocaine and crack epidemic the opioids crisis continues to place vulnerable children in foster care.

I believe that my cultural sensitivity and awareness qualifies me to be on the task force as my interest would be in the those that are having a difficult time combatting this epidemic on their own.

Best Regards,

Melissa Perez

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