



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

Name of the TAB/CAC Applying for: Spring Valley

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: Dr. Juana Leia Jordan Phone Number: 

Email Address: 

Home Address: 3792 Flowering Peach Court  
Las Vegas NV 89147

Mailing Address: 3792 Flowering Peach Court  
Las Vegas NV 89147

Employer: Retired Occupation: Psychologist

*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](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

Last Revised on 8/2/2022



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?

I am an appointed Spring Valley Township Advisory Board committee Member served 01/10/2023 - Current Date. Having attended regular public meetings throughout the 2 year appointment.. I gained knowledge of matters pertain to the to the citizens respective community or town area, provide input regarding various matters, forward the concerns or problems to the County Commission and disseminate information to the residents of the town or area.

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

Spring Valley Township Advisory Board 01/10/2023 - Current Date

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

I seek reappointment because i wish to be consistent of the residents and serve as a formal direct channel to the County Commission allowing for greater input into the future of their town or area.

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 than an incomplete application or any modifications to this application will not be accepted or considered.

Dr. Juana Leia Jordan  
Dr. Juana Leia Jordan (Nov 11, 2024 21:04 PST)

Nov 11, 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](mailto:AdministrativeServices@ClarkCountyNV.gov) or by mail to: Clark County Administrative Services  
Attn: Agenda Coordinator  
500 S. Grand Central Pkwy, 6<sup>th</sup> Floor  
Las Vegas, NV 89155

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# Dr. Juana Leia Jordan

3792 Flowering Peach Ct. • Las Vegas, NV 89147 • [REDACTED]

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## BACKGROUND SUMMARY:

My experiences are various and unique based upon my educational and vocational background. I have developed, coordinated, and implemented social service programs; provided information, referrals, and services to at - risk population and has acted as liaison between the socio- economic stakeholders and community agencies and savvy of the student nuances; as well as facilitated work in a therapeutic community and at a high risk population of a correctional facility, and reviewed release and discharge as an administrative hearings representative with Parole and Probation. I possess excellent written and oral communication skills and demonstrate the ability to work as a team player in a professional and cooperative manner with the public and all levels of persons.

## EDUCATION:

### **Doctoral, EdD. :** Education

*University of Santa Barbara California, Fielding Graduate College*

**Master of Science, MS:** Counseling & Educational Psychology  
*Vegas*

*University of Nevada Las*

**Bachelor of Science, BS:** Biology  
*Institute*

*Tuskegee*

## PROFESSIONAL EXPERIENCE:

**06/2019– 08/2018 – Board of Parole Commissioner -** Knowledge of Departmental policies as well as Nevada State regulations. Demonstrate a clear understanding of protocols was evident in the quality of her work. Ensure that a thorough investigations took place by researching information required to reach logical conclusions and analyses. Utilized my work knowledge and skills to resolve issues in the correctional facilities higher education, parole board administrator hearings representative, diligent in fact finding and researching chronology and timelines to reach an appropriate manner; demonstrate the ability to elicit desired responses to corrective action plans, effectively worked with all partnering oversight agencies and strived to resolve operational and systemic issues. (COVID Closure –Pandemic)

**06/2004 – 03/2013– Psychologist II -** Experience in the Multi-Systemic Approach, involving the education, employment, training and treatment of the care and custody of male offenders incarcerated in the Nevada State Department of Corrections. My functions include but not limited to diagnosis utilizing the DSM IV Assessment, crisis intervention group therapy and individualized treatment plans, interviewing clients, mental health screening and classification process participation, maintain a comprehensive record of each client as it relates to their adjustment, mental health history, personal data and risk and needs assessment. Additionally, I have worked as a Administrative Parole and Probation Hearings Representative, and closely as a liaison with the ReEntry Program at Youth Parole. The discharge planning process with the adolescent male offender includes the Parole Officer and the Social Worker. The goal is to provide services for the adolescent male offender transitioning back into the community. Services would include, but not limited to: Educational Component, Substance Abuse Counseling, Anger Management, Victim Awareness, Job Placement, Independent Living, Group/Transitional Housing, Bus Pass/Tokens, and Clothing Voucher. (Immediate past experience as a Mental Health Counselor II)

**2000 – 2011 - Adjunct Faculty -** Experience in the Multi-Systemic Approach, involving education at Community College of Southern Nevada city-wide campus sites and at UNLV Areas of specialty: Continuing Education ; Biology Lab ; Criminal Justice, Intro Sociology, Essentials of Sociology, Problems & Issues of Sociology, Marriage & Family

[Type text]

*08/1989 – 06/2004 - Immediate past experience as a Family Service Specialist II, with the Welfare Division Employment and Training programs, my duties were designed to assist families to self-sufficiency with the utilization of community partnerships as resources. Immediate past experience as a Family Service Specialist II, I provided vocational counseling and guidance throughout the job search process. For the client to become self-sufficient, I developed training plans, conducted a job club workshops and job readiness classes. These workshops provided assistance with the job applications, resumes, interviews, and other job search skills. Additional experiences include, determine eligibility for benefits and services through the federal program of the Food Stamps program and pre-screen for Temporary Aid for Needy Families (TANF). Through the eligibility process, provide information to the client regarding the work requirements, penalties for non-compliance, employment support services and available transitional benefits. Develop and promote through the local Inter-Agency Agreement and Memorandums of Understandings with the Job -Connect Systems, Nevada Partners, Nevada Business Services, and Workforce services as public benefits and support programs to needy families.*

**Essential Functions:**

Essential and other important responsibilities and duties may include, but are not limited to, the following experiences:

- Partner with community and government agencies, and participate in programs to provide adequate services for individuals in need.
- Enhance public awareness of the needs and plight of the socio – economic environment.
- Provide training of lower level staff in recognizing and dealing with mentally disabled and at – risk individuals and families.
- Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities

--Observations

- Prepare statistical reports

**Ability to:**

- Research, organize, and analyze information.
- Maintain confidentiality.
- Interpret and explain policies and procedures.
- Prepare clear and concise reports.
- Interpret test results and form conclusions

[Type text]

**Cover Letter**

**Clark County Township Advisory Board 2025**

**Position** Spring Valley Township Advisory Board Committee Member

**Date:** November 11, 2024

**Re** Dr. Juana Leia Jordan



I am excited for this opportunity to write my letter of interest for seeking **reappointment** to serve the neighborhood citizens in the Spring Valley Township as an advisory committee member.

As a novice TAB Committee Member, served 01/10/2023 – Current Date. I gained my voice and sought input from the citizens to increase their voice in County government. My various and unique experience based upon my educational and vocational background assisted me to meet that goal.

In addition to having established a positive relations with the Town and Liasion Services staff, I have developed growth of responding to neighborhood concerns through facilitation, coordination, networking, and problem solving with various neighborhood organizations, associations, advisory board and government.

I personally have a delivery method of engaging in the advisory capacity to assist the County Commission in the decision making process in supplying public services to the unincorporated areas of Clark County.

I can plan, implement, coordinate, inform, disseminate and lead. I am clear and concise in oral and written communication, possess organization skills. I am timely, open-minded and flexible, resourceful, excellent people skills, accountable and accessible; with utilization of full adherence to policy, provedures and rules as a compass.

I am confident and capable of my skillsets. I posses the necessary qualifications to significantly contribute to the County Commission goals and mission of a thriving community.

Thank you for time and consideration.

With Gratitude,

*Dr. Juana Leia Jordan*

Cover Letter ~ Spring Valley Township Advisory Board Year 2025

3792 Flowering Peach Court, Las Vegas, NV 89147