



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

Name of the TAB/CAC Applying for: District D - 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: [REDACTED]

Email Address: [REDACTED]

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

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

Employer: Clark County Dept of Family Services

Occupation: Foster Care Services Supervisor

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: None

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

I am interested in taking part of the development of the community that I live in up here on Sunrise Mountain.

I am also interested in participating in developing a resolution to any problems or issues that arise in my community.

I live in Solitude Estates and have for the past 27 years. I see a lot of movement and developement in just outside of my home and

am interested in have a say regarding the future of the community that I live in and have raised my family in.

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.


Signature

11-17-22
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 on the Town Advisory Board (TAB) Citizens Advisory Council (CAC). I have an interest in participating on the growth and development of the community that I reside in. I feel that my experience working for Clark County for the past 29 years and my continual engagement with residents throughout the community would be beneficial to this Board. I also feel that this Board position will give me the opportunity to continue to work in the community after my retirement.

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 – Current

**Department of Family Services
2900 N Torrey Pines Dr. #B Las Vegas, NV 89108
Current Supervisor: Thandiwe Martin Bernal
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 currently supervise Out of Home Foster Care workers for the Department of Family Services. I am 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 carries a caseload of 40 children or more. I am therefore responsible for the lives of approximately 280 children. I work closely with Clark County and the Department of Family Services policy and procedures. I also work closely with several community partners that assist in keeping children safe either in their own home or in a foster placement. In working with these community partners, I organize and implement programs and meet goals and objectives assigned to me by upper management.

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

I write yearly performance evaluations for each of my staff. Throughout the year I provide monthly feedback to them so that they are aware of how they are doing prior to their evaluation. I respond to and resolve issues with difficult clients and complaints from our community partners. I ensure that upper management is kept informed of the progress involving child safety. I currently supervise six Foster Care workers for the Department of Family Services. I am responsible for helping them to organize and strategically plan their days in order to properly monitor their case loads. Each one of my workers carry an average caseload of 20 children or more. I am therefore responsible for the lives of approximately 120 children.

I work closely with several community partners that assist in keeping children safe either in their own home or in a foster placement. In working with these community

partners, I organize and implement programs and meet goals and objectives assigned to me by upper management.

As a supervisor, I review and evaluate the work of my employees and provide feedback in the areas of Court Report writing, Court presentation, Case Noting etc. I ensure that upper management is kept informed of the progress involving child safety.

I was given the opportunity to supervise the Team Decision Making Team (TDM), and was able to gain an understanding of their day to day functions and would like to continue to work with them on getting families on board with reunification and achievement of their Conditions for Return. I have worked closely with the Placement Team and Kinship Team and have taken an interest in the work that they do with our families and the assistance that they provide to workers in the field.

03/03/01 – 08/25/07

Department of Family Services

701 N. Pecos Las Vegas, Nevada 89101

Job Title: Senior Family Services Specialist

Last Supervisor In that Position: Vickie Shaver

Hours worked per week: 40 hours

Job Description:

I worked as a Senior Family Services Specialist. While working as a Senior 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 supervisor's 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 had to be aware of basic supervisory principles and practices. I was 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 came 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

Last Supervisor In that Position: 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
Child Haven**

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 budge, 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 serve on the Youth Council Board at my church. I have been a member of this church for the past 48 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. Through my position as a DFS worker (in an unofficial capacity). 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 order to prevent them from entering into the system as a client.

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

Professional Reference

Jocelyn Bluitt Fisher

Manager Community Resources for the City of Las Vegas





Property Information



Parcel: 16102111030



Print

Owner Name(s): TAXPAYER

Site Address: 500 S GRAND CENTRAL
PKWY

Jurisdiction: CC Sunrise Manor - 89106

Sale Date: Not Available

Sale Price: Not Available

Estimated Lot Size: 0.52

Construction Year: 1999

Recorded Doc Number: 99999999
99999999

Aerial Flight Date: 2022-09-23



Zoning and Planned Land Use



Legal Description



Ownership



Flood Zone



Elected Officials

Commissioner: E - Tick Segerblom (D)

U.S. Senate: Jacky Rosen, Catherine
Cortez-Masto

U.S. Congress: 1 - Dina Titus (D)

State Senate: 21 - James Ohrenschall (D)

State Assembly: 12 - Susan Martinez (D)

School District: G - Linda Cavazos

University Regent: 6 - Patrick Carter

Board of Education: 1 - Tim Hughes

Minor Civil Division: Las Vegas

Township: CC Sunrise Manor