

## Jessica Rathbun

1029 Yosemite Drive  
Chula Vista, CA 91914  
619-274-1674  
[jessrathbun@gmail.com](mailto:jessrathbun@gmail.com)

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### EDUCATION

<b>San Diego State University</b> – San Diego, CA Masters, Social Work Administration	05/11
<b>Point Loma Nazarene University</b> – San Diego, CA Bachelor of Arts, Therapeutic & Community Psychology	05/04

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### CERTIFICATIONS AND SPECIAL SKILLS

Human Service Management Certificate, Network for Social Work Managers	05/17
Qualified in the Myers Briggs Type Indicator (MBTI)	02/07
Proficient in Microsoft Office Suite, SharePoint, and Efforts to Outcome (ETO)	

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### PROFESSIONAL AFFILIATIONS

<b>Youth Empowerment</b> , <i>Board Secretary</i>	03/18-Present
<b>Network for Social Work Managers</b>	02/17-Present
<b>Get Empowered Today</b> , <i>Co-Founder, Board Secretary</i>	08/15-Present
<b>San Diego State University</b> , <i>Field Instructor for School of Social Work</i>	08/14-Present
<b>Dreams for Change</b> , <i>Board President, Board Member</i>	09/12-06/17

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### WORK EXPERIENCE

<b>San Diego State University</b> ; <i>Field Faculty</i>	01/18-Present
Field Faculty of SW 489: Field Practicum. Responsible for providing opportunities for students to integrate their classroom learning and knowledge with their practice skills in developing professional competence. Orchestrate placement of undergraduate social work students in various social service organizations. Collaborate with students' on-site supervisor as a way to evaluate the students' skills and understanding of the social work profession to include social work ethics and values, evidence-based practices, skill building, engaging individuals, groups, families, communities, and organizations, and real-life application of social work theories.	
<b>SAY San Diego</b> , <i>Senior Program Manager</i>	06/12-Present
Manage multiple juvenile delinquency prevention and intervention programs (Community Assessment Team, Juvenile Diversion, and Alternatives to Detention) in addition to a teen pregnancy prevention program ensuring adherence to contract terms. Oversee program budgets and progress towards contract requirements (pay-for-performance and cost-reimbursement), allocate case referrals, monitor staff caseloads, and conduct annual performance evaluations, to include standard performance-based objectives. Supervise a team of 10 case managers to ensure high quality interventions are provided. Coach staff on conducting assessments, case plan development and monitoring, court advocacy, and linkages to community resources. Conduct monthly case file reviews for quality assurance and coordinate with Data Manager to ensure quality data is reflected in Efforts to Outcome (ETO). Strive for efficiency through updating and documenting standard operating procedures and process improvement. Chair of both the Client Engagement Committee and Training Committee. Member of the San Diego Trauma Informed Guide Team as well the SAY San Diego Trauma Committee. Collaborate and built rapport with Juvenile Probation, San Diego Police Department, San Diego Unified School District Police Department, Juvenile Court, and various community-based organizations. Active contributor to Community Mentoring Planning Institute facilitated by Community Connections for Youth as well as San Diego's 1 <sup>st</sup> Annual Community Mentor Summit Planning Committee (scheduled for September 21, 2018).	

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**Grossmont-Cuyamaca Community College District, Lecturer** 08/17-06/18

Lecturer of SW 120: Introduction to Social Work. Responsible for teaching students the foundations of the social work profession and providing a framework for analyzing social and policy issues. Orchestrated the placement of students in various social service organizations as part of the course requirement to complete 40 hours of volunteer work. Evaluated students' skills and understanding of the social work profession through creating, administering, and grading exams as well as papers; led class discussions, role play scenarios; and obtaining feedback from their volunteer placement supervisor.

**Get Empowered Today, Co-Founder, Board Secretary** 06/14-08/17

Conducted needs assessments, multiple interviews, and researched laws and regulations to develop a program to empower low-income adults and former foster youth, (18 to 24 years old) transitioning into adulthood to achieve their dreams and strengthen their communities. Developed program vision, mission curriculum, and draft policies. Identified funding sources, authored grant proposals, and organized fundraising events. Collaborated with community partners and develop unit plans for pilot program (held January-June 2015).

**Dreams for Change, The Fresh Co-Founder** 05/11-10/12

Conducted a needs assessment, researched laws and regulations, authored and implemented a business plan to accept food stamps as a form of payment for homeless individuals and families to obtain hot and prepared meals, increasing food stamp enrollment within the County of San Diego. Lead for the workforce development training curriculum and author of the Volunteer Handbook, standardizing the Fresh procedures.

**Booz Allen Hamilton, Sr. Consultant** 12/05-09/10  
06/11-05/12

Provided strategic planning and workforce optimization for U.S. Navy clients, tracking progress towards strategic direction on a monthly basis. Conducted organizational needs assessments through surveys and one-on-one consultations. Analyzed results and developed comprehensive plans to address and improve organizational shortfalls. Led multiple Myers-Briggs workshops and various trainings courses, coordinating with internal Learning and Development Team and external vendors as needed. Planned and executed an annual 250-person conference to include the coordination of guest speakers and the development of marketing materials.

**YWCA Cortez Hill Family Center, Lead Residential Counselor (RC)** 06/02-04/03  
10/04-02/05

Performed conflict resolution between resident adults, staff and children. Participated in Multi-Disciplinary Team Meetings. Prepared and facilitated weekly RC meetings. Promoted staff teamwork and kept staff focused on meeting resident needs while abiding by agency regulation. Counseled RC staff, prepared and reviewed staff performance evaluations, audited time sheets and initiated fundraising project to provide incentives and activities to resident teenagers.

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### **VOLUNTEER EXPERIENCE**

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**Thrive San Diego, Intern, Volunteer Income Tax Assistance (VITA) Site Coordinator** 09/10-04/11  
Volunteer Income Tax (VITA) Site Coordinator for the San Diego Housing Commission (SDHC). Recruited, trained, supervised and ensured certification for volunteer tax preparers. Successfully managed all aspects of volunteer's participation to include quality assurance, client satisfaction and volunteer/client scheduling. Pioneered strategic planning process for the Earned Income Tax Credit (EITC) Coalition.

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**Santee School District: Chet F. Harritt, Intern, School Counselor** 09/09-05/10  
Met with students individually and led small groups for kindergarten-8<sup>th</sup> grade students. Group topics discussed included: anger management, conflict resolution, self-esteem skills and social skills. Facilitated bi-weekly activities for the 8<sup>th</sup> grade class and made referrals to outside agencies.

**Voices for Children, Court Appointed Special Advocate (CASA)** 06/07-06/09  
Advocated for two young children in the foster care system. Authored and submitted court reports and attended court hearings. Built rapport and trust with the children and their foster family through weekly visits. Maintained regular contact with their attorney, social worker, biological mother, school psychologist, and others involved in their lives in order to ensure their needs were met and best interests were held.

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### AWARDS and SPECIAL RECOGNITION

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- SDSU School of Social Work Field Education Certificate of Excellence 8/25/17
- Certificate of Appreciation by San Diego Mayor Faulconer 4/27/17

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### CERTIFICATES and TRAININGS

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- Ripple Effect Training facilitated by Dr. Chandra Gosh Ippen 05/18
- Moves the Needle: Social Impact Innovation Program hosted by SAY San Diego 02/18
- Home Visiting facilitated by Strategies 2.0 02/18
- Center for Applied Research Solutions: Brief Intervention hosted by SDCOE 09/17
- Positive Prevention Plus Curriculum Train the Trainer 06/17
- Making Proud Choices Curriculum Train the Educator 06/17
- SDRRC II for CBOs hosted by Probation 12/16
- One Circle Foundation's The Council for Boys and Young Men Facilitator Training 11/16
- One Circle Foundation's Girl's Circle Facilitator Training 10/16
- Case Management Training facilitated by Strategies 08/15
- Alternative to Incarceration Training Institute Certificate 02/15
- Introduction to Motivational Interviewing hosted by Academy for Professional Excellence 09/14
- Introduction to Trauma Informed Care hosted by SAY San Diego 08/14
- 2<sup>nd</sup> Annual Human Trafficking Conference hosted by North County Lifeline 05/14
- Girls' Groups 101: Designing the Right Fit for Your Students hosted by SDCOE 04/14
- Girls Risk Factors, Trends, and Strategies hosted by SDCOE 03/14
- The EXCHANGE: Strategies for Managing Conflict in the Workplace 02/14
- Integrated Behavioral Intervention Strategies (IBIS) hosted by Probation 12/14
- Trauma Informed Teen Pregnancy Prevention training hosted by San Diego Youth Services 08/13
- CSEC Community Protocol Response Training hosted by Runaway Girl Inc. 02/13