STACEY POTTISH

[redacted]

OBJECTIVE: Strengthen my advocacy work through community engagement

EDUCATION:

Bachelor of Science, Human Services — **Mental Health Counseling Concentration**
Metropolitan State University of Denver — Graduated Summa Cum Laude: May 2016

Colorado Addiction Counseling: CAC I and CAC II classes completed

Paralegal Certification
Colorado State University — Graduated 2003; GPA: 4.0

Boards and Commissions
City of Englewood Cultural Arts Commission — Appointed: February 2022
Board Treasurer for TUA Human Services Honors Society — September 2002 – May 2003

Other Education and Certifications:
CPR and First Aid Instructor Certified, Registered Yoga Instructor (200 HR)

SKILLS PROFILE:

- Development, management and coordination of agency programs.
- Crisis management and recovery skills
- Planning and implementation of educational trainings and classes.
- Coordination of support and education for seniors and those suffering from a mental illness.
- Dance and yoga instructor, including trauma informed yoga.
- Instruction of group therapy lessons to children in crisis.
- Recruitment, hiring and training of staff.
- Understanding of multiple local resources for variety of clientele.
- Coordination, promotion and execution of events.
- Self driven, problem solver that uses skills to complete tasks proficiently and quickly.
- Poses an understanding of organizational skills, administration and multi-tasking.
- Multi-cultural competence and experience working with diverse clientele.
- Organized, dependable and history of longevity at job locations.

EXPERIENCE

Jewish Family Service of Colorado | Denver, CO
Program Manager — ***11/2020 - present***
Provide leadership and oversight of the Aging Care & Connections programming. Provides program planning, development, implementation, program management and evaluation of each service. Responsible for oversight of homemaker program, Kosher Meals on Wheels (KMOW) and JCC congregate kosher meals, pantry delivery program, and other programs and special projects as assigned. Supervision of staff and recruitment and coordination of volunteers for each program. Responsible for tracking, budgeting and managing grants for each program. Review and approve timesheets and track appropriate funding source to billable hours. Enter billing data into system for both grants and fee-based

services and tracks service hours to ensure accurate appropriation of funds. Assist with audits and attend community meetings to ensure regulation of the program. Development of community programming in response to Covid-19. Founder of agency-wide Green Team to reduce the agencies carbon footprint and engage employees in sustainability.

Jewish Family Service of Colorado | Denver, CO
Field Staff Supervisor and Homemaker Program Coordinator ***11/2017-11/2020***
Provides direct supervision to field staff team; this includes regular visits to the homes of senior and disabled clients to observe direct service, assess client satisfaction and provide support. Recruits, hires and mentors staff and facilitates team meetings and ongoing trainings. Schedule and maintain work shifts for staff. Provide First Aid and CPR trainings to agency employees.

Jefferson Hills | Denver, CO
Crisis Stabilization Unit Case Manager ***11/2015 – 11/2017***
Coordinate with multidisciplinary treatment team to provide trauma informed clinical interventions. Communicate with existing service providers and community partners to develop comprehensive disposition plan. Support, educate and counsel youth adolescents in crisis. Conduct intakes and explain legal paperwork to clients and guardians. Work with clients and family to prepare for successful discharge and link family to needed services. Prepare and execute group therapy for children and teens.

Fuller Law | Denver, CO
Senior Paralegal/Office Manager ***8/2007 – 11/2015***
Senior paralegal that provided support to lead attorney for litigation cases including trial preparation and strategic planning. Managed large caseload while supervising employees and managing office. Conducted research and maintained all communications with clients, opposing counsel and insurance adjusters. Responsible for all hiring, recruiting and training of office employees. Manage daily operations of firm. Prepared correspondence and maintained daily communications with all vendors.

COMMUNITY AND VOLUNTEER EXPERIENCE

- Cultural Arts Commission for the City of Englewood including sub-committee for Artist Meet & Greets 2022
- Mental health advocate for March for Our Lives
- Volunteer for Safe House Colorado
- Founder and chair of current workplace Green Team.
- Planning committee for Save Green Be Green.
- Treasurer, Board of Directors for Tau Upsilon Alpha, IOTA Chapter.
- Fundraiser event coordination of Youth in Action.
- Meal delivery for Project Angel Heart.
- Organized drive for the Colorado Black Forest Wildfire.
- Team leader for Colorado AIDS Walk.
- Regular volunteer with Denver Public Schools, Food Bank of the Rockies and Colorado AIDS Project.
- Organized Katrina drive and adopted a family displaced to Colorado.