

Moir Manning, Commissioner  
Albany County Department for Children, Youth and Families  
112 State Street, Room 300  
Albany, New York 12207

Ms. Valerie Johnson  
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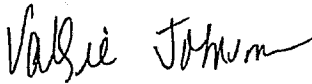
Re: Youth Bureau Director Position

Attached please find my resume for your consideration. As an experienced clinician, the position definitely piqued my interest. When reviewing the job requirements, I was excited to see that my qualifications and personal traits aligned well with your needs.

I bring a set of talents that I believe will be valuable to this role. During my years of experience I have honed my skills and abilities, providing a solid foundation for a transition to an administrative position. My communication strength, people-centric nature and supportive manner have afforded me an excellent interpersonal skill set. My focus on building strong professional relationships has been a valuable asset throughout my career.

I am excited to contribute my strengths and proficiency to the department in a leadership capacity and thank you for the opportunity.

Sincerely;



Valerie Johnson

Valerie D. Johnson, MSW



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**OBJECTIVE:**

To employ my exemplar experience, interpersonal skills, management and organizational skills as a human services professional.

**PROFILE:**

Keenly focused, intelligent, driven and highly capable professional who is passionate about chosen field. Proven organizer, problem solver and independent decision-maker. Positive, motivating and encouraging attitude and approach. Friendly, patient and dependable.

**QUALIFICATIONS SUMMARY:**

**Case Management/Counseling** – highly experienced and successful counselor with proven ability to manage caseloads efficiently and effectively. Excellent assessment and problem-solving capabilities.

**Program Development** – quickly and accurately assimilates and clearly presents information. Innovative thinker. Established relations with outside agencies and community resources. Proven ability to design effective and engaging new program models.

**Research** – resourceful investigator exhibiting comprehensive knowledge of service delivery structure and related laws and policies. Highly analytical, thorough and dedicated to remaining on cutting edge of field.

**Computer Expertise** – proficient in the use of Microsoft office applications and Internet resources.

**Training** – experienced in teaching, training and motivational speaking. Adept in planning state wide training institutes and conferences.

**PROFESSIONAL EXPERIENCE:**

**Albany County Dept. for Children, Youth and Families, Albany, New York, 2010 – Present;**

**Case Worker, Child Protective Services, 2010 – 2011;** Responsible for providing social work services to individuals, including children, families and/or caregivers, investigating reports of suspected abuse and maltreatment and/or assisting clients with economic, emotional, social and environmental difficulties by making the necessary service referrals to address social problems.

**Case Worker, Foster Home Finding and Adoption Services, 2011 – 2020;** Responsible for providing social work services aimed at achieving permanency and provide reasonable and diligent efforts to reunite families; to assist children who have no permanent guardian to become adopted; and to offer recruitment and intensive training to prepare families to be either foster or adoptive parents

**Homemaker/Stay at Home Mom, Albany New York, 1995 – 2010;** Primary care giver for two growing daughters, responsible for balancing household income, and general household duties. Also delivered Times Union newspapers, Performed administrative duties for Girl Scouts and served as a Board Member for the Junior Falcons Team.

**Case Worker, Child Protective Services, Suffolk County Department of Social Services, Case Worker, 1991 – 1995;** Responsible for providing social work services to individuals, including children, families and/or caregivers, investigating reports of suspected abuse and maltreatment and/or assisting clients with economic, emotional, social and environmental difficulties by making the necessary service referrals to address social problems.

**Social Work Counselor, Project Independence, Deer Park, New York, 1989 – 1991;** Responsible for Providing training in Independent Living Skills to youths who were transitioning from foster care to independent adult living.

**AFFILIATIONS:**

- President of the Christian Women's Council Dept., 2011 – present
- Regional President of the Christian Women's Council for the Capital District, 2002 – 2018
- President of the Local Youth Dept., 1988 – 1995
- President of the State Purity Class for Teenage Girls, 1989 – 1995
- Coordinator of Annual Women's Retreat

**EDUCATION:**

- State University of New York at New Paltz, New Paltz, New York  
BA in Sociology/Minor in Communications - 1986
- State University of New York at Stony Brook, Stony Brook, New York  
MS in Social Welfare - 1995

## **EXECUTIVE DIRECTOR, COUNTY YOUTH BUREAU**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for the overall management of the Youth Bureau that includes planning, development, coordination and direction, in accordance with the New York State Division of Youth. The incumbent in this position is responsible for policy-making, promoting, reviewing and evaluating a variety of programs sponsored by the Youth Bureau and the Department for Children, Youth and Families. Supervision is exercised over professional and clerical personnel. Under the direction of the Commissioner, does related work as required within the Department for Children, Youth and Families.

### **TYPICAL WORK ACTIVITIES:**

- Administers and plans the daily operations of the bureau;
- Prepares and monitors the bureau's budget;
- Oversees and undertakes various research and data gathering projects;
- Initiates grant applications, development and administration;
- Acts as liaison between Albany County and various public and private community interested groups and organizations on youth program functions such as prevention, recreation, runaways, homeless and delinquency;
- Assures fiscal accountability of federal and state funded programs and monitors programs to see that programs are properly administered;
- Provides and promotes public relations work related to Youth issues;
- Serves on Departmental Contract Management Team;
- Compiles and analyzes statistical data to ascertain program(s) effectiveness and the needs of the County Youth population;
- Participates in integrated planning process.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the problems and needs of youth;
- Good knowledge of budget administration and fiscal controls;
- Good knowledge of program evaluation and review techniques;
- Ability to interpret and apply the provisions of relevant laws, regulations and legal directives;
- Ability to plan, promote and coordinate community problems for youth development;
- Ability to prepare basic statistical research and detailed reports;
- Ability to meet with the public and deal effectively with various community groups;
- Ability to communicate effectively both orally and in writing;
- Good judgment;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Administration or any of the Social Sciences and one (1) year of supervisory experience working with youth in teaching, casework, probation, guidance or related fields; OR,
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration or any of the Social Sciences and two (2) years of experience working with youth in teaching, casework, probation, guidance or related fields, of which one (1) year must have been in a supervisory capacity.

Juris. Class: Non-Competitive (Confidential / Policy Influencing)

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: