

CHARLES COLE III

900 143RD AVE #280 • SAN LEANDRO, CA 94578
PHONE (510) 589-0975 • E-MAIL: CCOLEIII@GMAIL.COM

OBJECTIVE

To contribute to an organization that works with at-risk communities.

SUMMARY OF QUALIFICATIONS

- Planned, created, developed, implemented and monitored programs and services focusing on youth/adult empowerment.
- Conducted program outreach efforts to public and private agencies such as foundation, and individual donors to secure funding for the purposed California State University, Eastbay fee hikes; and Aspira Foster Family Services.
- Proven track record of case management, behavioral & program analyst, behavioral plans, curriculum development.
- Worked with extensively with children with autism.
- Generated reports and analyzed case files for Welfare Workers and potential adoptive parents.
- Created Educational curriculum for Youth, and Parents.
- Ability to analyze and translating IEP's.
- Developed Employment Coordinator and Educational Training type position materials and structure.
- Supervised over 12 staff.

EDUCATION COORDINATOR

- Develop and implement curriculum for high school students
- Design and implement educational and career development workshops
- Build relationships with high schools and monitor academic performance for youth
- Coordinate and lead college tours

PROGRAM DEVELOPMENT

- Contributed in developing and implementing screening processes for determining initial client eligibility for program intervention to address disabilities needs.
- Managed active agency compliance with agreements, and compile data to include in client and staff reports.
- Collaborated with referral agencies to identify community resources that allowed for clients to become self-sufficient.
- Participated and facilitated all treatment reviews and program staff meetings.

- Supervised and coordinated Facilitators and their activities with in the home.
- Conducted interviews to assess potential client's eligibility for programs.
- Conducted research (learning styles) to prospect clients.
- Provided in-service for school staff regarding identification of high-risk students.
- Effective problem solving/creating and setting actions for self and clients
- Provided logistical support for fundraising events.
- Generated evaluation reports for use across all program areas.
- Represented self and Agency in professional manner, including appropriate boundaries.

CASE MANAGEMENT

- Interviewed individuals and family members to compile information on social, educational, criminal, institutional and drug history.
- Met with youth, and parents groups to acquaint them with available community resources.
- Collected, maintained, and updated information to keep database current regarding available social service programs for client referral purposes.
- Provided support to program participants and, when appropriate, provided referrals to agencies designed to provide assistance in addressing their academic, emotional, housing needs.
- Accompanied clients to various appointments.
- Conducted one-on-one counseling sessions to assess clients educational, and residential making appropriate referrals when needed.
- Evaluated and developed a realistic educational and behavioral plans for at/high-risk youth
- Conducted Family Meetings, develop Family Plans and monitored plans through weekly meetings and monthly, quarterly and termination reviews.
- Maintained client and case confidentiality per licensing and Agency standards.

OUTREACH AND DEVELOPMENT

- Delivered oral and written presentations for the purpose of recruitment, advocacy for Democracy Matters; Emery High School; 2004 pre and post voting forum; California State University, Eastbay's Senate group.
- Developed and distributed academic literature in locations such as high schools and Community Based Organizations.
- Facilitated workshops' and provided training to staff and clients.
- Contacted and research new prospective donors.
- Participate in youth recruitment and orientation activities.
- Developed Behavioral and Academic plans.

WORK EXPERIENCE

2008-present Education Coordinator, Juma Ventures Oakland, CA

- 2005-2009** Social Worker (Family Focused Support Network), Aspira FFS
San Francisco, CA
- 2004-2005** Inclusion Facilitator, Aspira FFS
(Contract Position) Oakland, CA
- 2006-2008** Family Dynamics Mentor, Marcus A. Foster Foundation
(Contract Position) Oakland, CA

EDUCATION

- 2006-2009** California State University, SF San Francisco, CA
Master of Public Administration,
Non-Profit Development
- 2001-2005** California State University Hayward, CA
BA Political Science, Pre-Law Option