

Brielle Cooper

CPS Family Services Supervisor

📞 (210) 555-6724

✉️ brielle.cooper@example.com

🌐 linkedin.com/example/briellecooper

📍 San Antonio, TX 78205

STRENGTHS

- ♥️ **Safety judgment**
Case reviews connected immediate risk, protective capacity, and placement needs, giving partners clearer decisions during urgent moments.
- 👥 **Staff coaching**
Field observations and case consultation helped newer specialists think through difficult decisions with steadier documentation.
- ⚖️ **Legal coordination**
Clear records and timely conversations gave attorneys and courts useful facts for removal and placement decisions.
- 📎 **Accessible reporting**
Microsoft Office and PDF materials followed WCAG 2.1 AA and Section 508 practices, making review easier for partners.
- ♥️ **Family partnership**
Respectful contact with families, caregivers, schools, and providers kept service planning grounded in real circumstances.

SKILLS

Child Protective Services

Family Based Safety Services

Child Safety Assessment

Safety Plans

Parental Child Safety Placements

Family Reunification

Permanency Planning

Child Placement Services

Case Readings

Caseload Management

Staff Development

SUMMARY

Child Protective Services leader with nine years of public social services experience across frontline casework, child placement, **family based safety services**, and supervision. Guides caseworkers and clerical staff through caseload oversight, case readings, staff consultation, field observation, training, performance review, and appraisal. Applies fact analysis to Safety Plans, **Parental Child Safety Placements**, family reunification, **individualized service plans**, removal decisions, placement actions, and permanency planning. Coordinates legal strategy with attorneys, courts, CASA representatives, schools, medical providers, caregivers, and community partners. Produces concise documentation and operational reports using case management software and Microsoft Office. Supports accessible documents aligned with **WCAG 2.1 AA** and Section 508. Brings calm judgment, culturally respectful communication, and practical coaching to decisions that protect children and strengthen family outcomes.

EXPERIENCE

CPS Family Services Supervisor

Lone Star Family Support Network 📅 January 2023 - Present 📍 San Antonio, TX

Lead family based **child protective services** operations for caseworkers and administrative staff, with ownership of safety decisions, caseload flow, staff development, legal coordination, reporting, and accessible documentation.

- Balanced caseloads, leave coverage, safety priorities, and deadlines across family based service operations.
- Reviewed **Safety Plans** and placement recommendations before significant case actions involving children and caregivers.
- Used case readings, **field observation**, and **performance data** to strengthen judgment and policy adherence.
- Coordinated removal decisions with attorneys, courts, and case stakeholders after reviewing immediate safety information.
- Produced accessible **Microsoft Office** and PDF reports aligned with **WCAG 2.1 AA** and Section 508.
- Built trusted connections with CASA, schools, medical providers, caregivers, and community partners during difficult cases.

Senior CPS Specialist

Hill Country Child and Family Services 📅 July 2020 - December 2022 📍 New Braunfels, TX

Managed complex CPS cases involving abuse and neglect concerns, connecting safety assessment, service planning, court preparation, **placement decisions**, and family collaboration across multiple stakeholders.

- Assessed immediate safety, protective capacities, placement needs, and family stability during complex CPS investigations.
- Created **individualized service plans** linking identified risks with treatment, community services, and protective actions.
- Prepared court narratives by correlating interviews, records, collateral information, and observed conditions.
- Coordinated attorneys, judges, schools, medical professionals, caregivers, and providers around permanency decisions.
- Supported newer specialists through case consultation and field practice during challenging family circumstances.
- Maintained court ready records with case management systems, **Microsoft Office**, deadline tracking, and clear documentation.

CPS Specialist

Prairie View Social Services 📅 August 2018 - June 2020 📍 Austin, TX

Performance Appraisal

Policy Interpretation

Legal Coordination

Court Documentation

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● CPS Family Services
Supervisor at Lone Star Family
Support Network (3.8 Years)

● Senior CPS Specialist at Hill
Country Child and Family
Services (2.4 Years)

● CPS Specialist at Prairie
View Social Services (1.8 Years)

● Child Placement Caseworker
at Crossroads Child Placement
Services (9 Months)

Provided direct CPS casework for children and families, combining interviews, home visits, collateral contacts, safety assessments, referrals, court preparation, and reliable case documentation.

- Conducted interviews, home visits, records reviews, and collateral contacts for abuse and neglect concerns.
- Assessed child safety and protective capacities under CPS procedures, documenting findings and recommended actions.
- Connected families with counseling, medical, educational, and community referrals through service planning.
- Prepared records supporting staffings, court preparation, placement considerations, and child well being monitoring.
- Maintained respectful communication with parents, children, caregivers, attorneys, and school personnel during urgent cases.
- Managed concurrent deadlines through agency **software**, structured planning, field activity, and dependable documentation.

Child Placement Caseworker

Crossroads Child Placement Services 📅 October 2017 - July 2018 📍 Round Rock, TX

Supported **child placement services** through facility visits, placement monitoring, records management, caregiver coordination, and factual recommendations for supervisory review.

- Reviewed child and placement information before recommending options based on safety and service needs.
- Visited licensed childcare settings to document well being, conditions, participation, and emerging concerns.
- Maintained placement records and assembled factual information for supervisory monitoring decisions.
- Coordinated caregivers, schools, providers, and **caseworkers** so placement information remained current.
- Applied state and federal requirements during placement contacts, reviews, and recommendation preparation.
- Built practical case communication and records management skills through respectful family engagement.

PROJECTS

Accessible Child Welfare Reporting 📅 2024

Created a practical reporting approach for concise case summaries, Microsoft Office documents, and Adobe PDFs. Accessibility checks supported clearer review for legal and operational partners.

Family Safety Coordination Framework 📅 2022

Mapped safety decisions, service planning, placement coordination, and family communication into a clear working framework. The project helped connect daily actions with child safety and permanency goals.

LEADERSHIP & AWARDS

- Child Protective Services Supervisor Certification recognized in 2023 after completing required supervisory preparation.
- Phase I Child Protective Services Specialist Certification earned in 2019 for early CPS practice.
- Trusted by peers for practical case consultation, respectful communication, and sound safety judgment.

EDUCATION

Bachelor's Degree in Social Work

Texas State University 🎓 GPA: 4.0 📅 2017 📍 San Marcos, TX

Coursework: Child welfare practice, human behavior, social policy, case management

CERTIFICATIONS

- Phase I Child Protective Services Specialist Certification 📅 2019

- Child Protective Services Supervisor Certification 📅 2023

TECHNICAL SKILLS

- **Child Welfare Practice:** CPS casework, family based safety services, child placement services
- **Safety Planning:** Safety Plans, Parental Child Safety Placements, protective capacity assessment
- **Permanency Services:** Family reunification, permanency planning, individualized service plans
- **Case Oversight:** Case readings, caseload management, case transfers
- **Staff Management:** Staff consultation, performance review, training
- **Legal Documentation:** Court documentation, removal decisions, placement decisions
- **Stakeholder Coordination:** CASA, courts, attorneys
- **Community Services:** Medical providers, schools, community resources
- **Office Applications:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Document Accessibility:** WCAG 2.1 AA, Section 508, accessible PDFs
- **Reporting Tools:** Operational reports, performance data, management summaries
- **Field Operations:** Field observation, home visits, facility visits

PROFESSIONAL AFFILIATIONS

- Professional collaboration with CASA representatives, courts, schools, medical providers, and community resources.
- Working relationships with attorneys, caregivers, child welfare partners, and family service providers.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST