



Serenity Sweeney

Child Welfare Services Specialist, CPS and Foster Care

☎ (989) 555-6427 ✉ serenity.sweeney@example.com

🌐 linkedin.com/example/serenitysweeney 📍 Mount Pleasant, MI 48858

STRENGTHS

- ♥ **Safety Assessment**
During home visits, gathered observations and family information that helped clarify risks, protective factors, and next case steps.
- 👤 **Family Engagement**
Used calm, respectful conversations during stressful contacts, helping caregivers understand expectations and participate in planning.
- 📄 **Case Documentation**
Prepared objective notes and court records after visits, giving supervisors and partners a clear record for decisions.
- 🔗 **Service Coordination**
Connected families with counseling, parenting, housing, school, medical, and substance use resources when barriers surfaced.
- ♥ **Cultural Responsiveness**
Listened across varied family circumstances and adjusted communication so children and caregivers received respectful, practical support.

SKILLS

Child Welfare Practice

Children's Protective Services

Foster Care

Child Safety Assessment

Family Engagement

Reunification Planning

Permanency Planning

Independent Living Resources

Case Documentation

Mandated Reporting

SUMMARY

Child welfare services specialist with 3 years and 4 months supporting child safety, **family assessment**, **foster care** planning, permanency work, and case documentation. Holds a Bachelor of Social Work, active **Michigan driver's license**, and **Child Welfare Certificate Program** completion. Conducts structured contacts, home visits, safety focused assessments, supervised visitation, and family engagement with trauma informed and culturally responsive practice. Coordinates services with caregivers, social workers, schools, courts, behavioral health providers, medical teams, and community organizations. Prepares objective case notes, court related summaries, referrals, and progress records while protecting confidentiality and maintaining professional boundaries. Supports reunification, independent living, foster care, and other permanent living arrangements through clear planning, respectful communication, and timely follow through.

EXPERIENCE

Child Welfare Services Specialist, Family Preservation and Foster Care

Harbor Path Family Services 📅 June 2024 - Present 📍 Bay City, Michigan

Supports family preservation and foster care cases from assessment through **permanency planning**. Leads structured contacts, home visits, referrals, records, and multidisciplinary coordination for **child safety** and stable family outcomes.

- Completed safety assessments during **home visits**, guiding case plans for children and caregivers.
- Coordinated counseling, parenting, housing, school, medical, and substance use referrals for families.
- Prepared objective court summaries and progress records for supervisory and legal review.
- Observed child and caregiver interactions, documenting protective factors, risks, and behavioral concerns.
- Applied **trauma informed** communication during stressful contacts, preserving boundaries and family dignity.
- Aligned permanency recommendations with **reunification**, **independent living**, or stable placement goals.

Family Services Case Aide, Supervised Visits and Case Support

Family Connections Collaborative 📅 June 2023 - May 2024 📍 Saginaw, Michigan

Supported supervised family contacts and **child welfare** case operations under professional supervision. Organized transportation, referrals, records, provider communication, and follow up for families facing safety and **placement concerns**.

- Recorded supervised parent child visits, capturing safety concerns, strengths, and visitation progress.
- Organized referrals and case information for family meetings, court preparation, and permanency planning.
- Coordinated transportation and appointments for children and caregivers under agency safety procedures.
- Gathered authorized updates from **schools**, providers, caregivers, and family members for case teams.
- Escalated significant concerns promptly through established supervisory and **mandated reporting** channels.
- Protected **confidentiality** while serving families with cultural awareness and **professional boundaries**.

PROJECTS

Family Permanency Planning Portfolio 📅 2024

Trauma Informed Practice

Cultural Responsiveness

Service Referrals

Multidisciplinary Coordination

Professional Boundaries

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Child Welfare Services Specialist, Family Preservation and Foster Care at Harbor Path Family Services (2.3 Years)

● Family Services Case Aide, Supervised Visits and Case Support at Family Connections Collaborative (11 Months)

Small steps create lasting progress. Developed a supervised practice portfolio connecting safety assessment, family engagement, service referrals, reunification planning, and stable placement goals.

Child Welfare Certificate Practice Review 📅 2023

Clear records support clear decisions. Completed university continuing education focused on child welfare practice, CPS principles, foster care services, mandated reporting, and professional ethics.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable case documentation and timely referral follow through.
- Commended during supervised service work for respectful communication with children, caregivers, and community partners.

EDUCATION

Bachelor's Degree in Social Work

Central Michigan University 🎓 GPA: 3.5 📅 2023 📍 Mount Pleasant, Michigan

Coursework: Child welfare practice, human behavior, family assessment, social work policy

CERTIFICATIONS

- Child Welfare Certificate Program 📅 2023
- Michigan Driver's License, Active 📅 2026

TECHNICAL SKILLS

- **Child Welfare Services:** Children's Protective Services, foster care, family preservation
- **Safety Assessment:** abuse indicators, neglect indicators, protective factors
- **Permanency Planning:** reunification, independent living, permanent placement
- **Case Documentation:** case notes, court summaries, progress records
- **Family Engagement:** caregiver meetings, child contacts, supervised visits
- **Service Coordination:** counseling referrals, parenting education, housing resources
- **Reporting Standards:** mandated reporting, confidentiality, professional boundaries
- **Communication Practice:** trauma informed practice, cultural responsiveness, active listening
- **Multidisciplinary Coordination:** schools, courts, behavioral health providers
- **Field Operations:** home visits, community visits, transportation coordination

PROFESSIONAL AFFILIATIONS

- Child welfare practice community, focused on family safety, permanency, and respectful service.
- Social work professional network, connected with family support, behavioral health, and community service partners.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST