

Erica Boyd Byrne, LCSW-C

PROFESSIONAL EXPERIENCE

Employment

Executive Director, Voices for Children, Court Appointed Special Advocate Program of Howard County, Ellicott City, MD

July, 2016 – present

- Research and prepare grant proposals and other funding applications
- Develop and maintain a donor base for both monetary and non-monetary resources
- Work with Board in any fundraising events or activities
- Hire and supervise administrative and management staff and coordinate staff development
- Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals
- Develop and maintain relationships with all appropriate groups, agencies and organizations, and any and all other child advocacy agencies and community services organizations
- Ensure all necessary forms are filed with the appropriate agency for all necessary permits, membership and licenses
- Prepare quarterly program reports
- Keep Juvenile Court Administration and other child welfare agencies apprised of agency directives and activities
- Develop and initiate time-oriented strategic plans to establish agency goals
- Ensure agency compliance with National and State CASA standards
- Attend and work with National and State CASA programs through conferences and meetings
- Attend all Board meetings and serve as a liaison between Board and agency staff
- Manage day-to-day fiscal operations
- Review, approve and submit monthly and quarterly financial reports and documentation to substantiate those reports
- Assist in developing agency annual budget

Supervisor of Volunteers, Voices for Children, Court Appointed Special Advocate Program of Howard County, Ellicott City, MD

April, 2006 – June, 2016

- Responsible for supervising volunteer Court Appointed Special Advocates, including regular phone and face-to-face contact
- Responsible for training volunteer Court Appointed Special Advocates

- Edit and present court reports for hearings relating to Children in Need of Assistance, and maintain contact with the Court
- Maintain ongoing contact with workers from the Department of Social Services, attorneys, treatment providers, and other related parties
- Coordinate holiday gift drive for all youth in the CASA program
- Assist with writing proposals for funding, as well as updating quarterly reports to the Administrative Office of the Courts and other funders
- Participate in multi-disciplinary teams such as the Committee to End Homelessness Workgroup
- Member of the Board of Advisors for Fostering Futures
- Co-Leader and co-planner of the Independent Living class which is held monthly for foster youth ages 14-21
- Plan and lead in-service opportunities for CASA's
- Assist with setting and maintaining the annual budget

Clinical Coordinator, Sheppard Pratt at Ellicott City, Taylor Residential Programs, Ellicott City, MD

June, 2004 – January, 2006

Interim Clinical Coordinator, Sheppard Pratt at Ellicott City, Taylor Residential Programs, Ellicott City, MD

March, 2004 – June, 2004

- Responsible for supervising six Senior Residential Counselors, forty Residential Counselors, five Social Workers, two Social Work Interns, two Recreation Therapists, and Program Secretary
- Assisted with creating and maintaining the annual budget for the residential programs
- Attended and participated in management meetings
- Screened referrals and coordinated admissions, through the Department of Human Resources, Office of Children (formerly Office of Children, Youth and Families), Multi-Agency Review Team, Department of Social Services, and Department of Juvenile Services, to both Residential Programs (17-bed and 18-bed mixed-sex units)
- Attended Treatment Team meetings
- Completed Utilization Review to justify need for continued placement for residents
- Assisted with discharge planning
- Served as a liaison between the residential and school programs
- Completed performance evaluations and appraisals for staff
- Assisted with crisis intervention
- Planned and ran bi-weekly staff meetings
- Counseled staff, as needed, regarding performance
- Worked as a member of a multi-disciplinary team

Social Worker, Taylor Manor Hospital, CIR Program, Ellicott City, MD
Social Worker, Sheppard Pratt at Ellicott City, Taylor Residential Programs,
Ellicott City, MD

July, 2001 – March, 2004

- Responsible for conducting individual, family and group therapy for adolescent males and females
- Assisted in implementing the BIST behavioral program for thirty-five residents
- Supervised two graduate level social workers and one social work intern
- Screened referrals and completed admissions process, including consents and program explanation
- Presented master treatment plans and treatment plan reviews at weekly meetings
- Created behavior plans for residents
- Served as a liaison between the school and residential programs
- Responsible for case management, including maintaining contact with case workers from the Departments of Social Services and Juvenile Service
- Completed weekly case notes, psychosocials, discharge summaries
- Advocated for client's rights and needs

Social Worker, Florence Crittenton Services of Baltimore, Inc., Baltimore, MD

July, 1996 – September, 2000

- Planned and conducted individual, family and group therapy for adolescent females
- Responsible for case management, including maintaining contact with case workers from the Departments of Social Services and Juvenile Service, advocating for clients and contacting outside agencies for referrals and information
- Provided crisis intervention
- Assisted in updating SumOne for Kids database
- Presented treatment plans during weekly clinical meetings and maintained monthly psychosocial summaries
- Provided educational information about pregnancy, parenting, sexually transmitted diseases, substance abuse, anger management, and communication, among others
- Responsible for coordinating and overseeing the Peer Record Review aspect of Quality Improvement, and assisting in the overall Quality Improvement process

Program Assistant, Maryland Office for New Americans, Department of Human Resources, Baltimore, MD

November, 1993 – September, 1994

- Completed site visits at agencies providing services to refugees and immigrants, such as English as a Second Language classes and vocational training
- Assisted in writing requests for grant proposals
- Organized conferences

Governor's Summer Intern, Maryland Department of Human Resources, Baltimore, MD

June – August 1992

- Selected as one of twenty-five participants in the Governor's Summer Internship Program
- Shadowed the Deputy Secretary of the Department of Human Resources
- Responsible for attending meetings, visiting local Department of Social Services offices, and writing summaries and reports
- Completed a report about terminating parental rights in adoption cases, which was presented and submitted to the Governor of Maryland

Field Experience

Clinical Social Work Intern: Division of Adolescent Medicine, University of Maryland Medical System, Baltimore, MD

September, 1995 – May, 1996

- Recipient of a Maternal and Child Health Bureau award
- Provided psychosocial assessment and counseling services to adolescents and their families
- Issues included teen pregnancy, high risk behaviors, anger management, family conflict, drug and alcohol addiction, and sexually transmitted diseases
- Provided school and rehabilitation referrals, as well as advocating for funding to cover the cost of medications
- Completed consultations on an inpatient hospital and outpatient clinic basis, as well as in the Shock Trauma Unit of the hospital
- Participated as a member of an interdisciplinary team

Clinical Social Work Intern: Pregnancy Aid Centers, Inc., College Park, MD

September, 1994 – August, 1995

- Provided individual and couples counseling to pregnant women ranging in age from twelve to forty, from a wide variety of cultures and races
- Assisted clients seeking pregnancy testing and counseling
- Translated the content of medical visits and written materials for Spanish-speaking clients
- Initiated a six-week post-partum social work visit for all clients, including breastfeeding, bonding, coping, communication, and safety measures

- Assisted in completing intake and Medical Assistance forms to provide medical coverage for prenatal care
- Provided referrals to the Department of Social Services
- Accompanied patients to hospitals and other medical appointments, the Department of Social Services, the Social Security Administration, and genetic counseling appointments, among others
- Conducted home visits

EDUCATION

M.S.W. University of Maryland School of Social Work

Clinical Concentration in Health

Sub-specialization in Maternal and Child Health

B.A. Brandeis University

Concentration in Philosophy, minor in Spanish

SKILLS

Language

Fluent in speaking, reading and writing Spanish

PROFESSIONAL AFFILIATION

National Association of Social Work