

Stephen Foster

EXPERIENCE

On Our Own of Howard County, Columbia, MD

May 2012 – October 2012

Co-Executive Director

- Coordinated with staff to oversee day to day operation of On Our Own of Howard County.
- Acted as a liaison and collaborator to the Board of Directors for On Our Own as well as the Mental Health Authority.
- Facilitated group sessions with consumers receiving services from On Our Own.
- Acted as a peer support counselor for the clients of On Our Own.
- Priced and purchased supplies needed to maintain the organization.
- Planned and facilitated staff meetings, and community meetings.
- Assisted with organizing office and consumer areas.
- Performed administrative functions, including but not limited to: faxing, typing, data entry, filing and answering phones.
- Assisted with payroll functions.
- Worked with other community organizations to provide outreach for clients of On Our Own.

Board Member- On Our Own of Howard County, Columbia, MD
2013-Present

September 2011-October 2012, September

Member Representative.

- Inform fellow board members of client-member needs.
- Recieve information from members of the center to help better advocate.
- Study and learn different documentation to better understand the financial piece of the organization.

EDUCATION-TRAINING

W.R.A.P(WELLNESS RECOVERY ACTION PLAN)

- Attended the three-day WRAP class
- Attended the five-day WRAP facilitator training + obtained a certificate.

L.E.A.P(LEADERSHIP EMPOWERMENT ADVOCACY PROJECT)

- Attended and recieved a certificate of completion.

TELL YOUR OWN STORY TRAINING

- Attended and completed the one-day training

EMOTIONAL CPR

- Training still in progress