

6/13/2018

To whom it may concern:

I am interested in applying for the HCLBHA Board position in Howard County.

As a parent of two children one who still struggles with mental and behavioral health challenges I am able to serve in the family position.

I am driven for excellence, perfection, quick learner, relationship centric, and peak performer with integrity.... these are just a few phrases that describe me. I take an accelerated approach at being the best I can be in all areas of my life. Success is the only goal that I strive for, which drives me to go on when most give up. I persist until I complete what I say I would accomplish. I am a dynamic person that with the ability to pick up on difficult concepts quickly, manage the families we work with from beginning to end, and do so with minimal supervision, while exceeding expectations. I have extensive experience and success within my profession. When it comes to building relationships and partnerships with families as well as community partners, I come highly recommended to command the role. I look forward to speaking with you in more detail about the position.

Best regards,

Cynthia

Cynthia Kirk

Summary

A creative, passionate, energetic, professional with a broad interest in organizations serving families and communities. Background includes family support, special education facilitation and case management. Extensive experience interacting with and collaborating with governmental, public, and private organizations and entities locally and statewide, particularly with school districts. Some representative accomplishments include:

- Family Navigator, Howard County, MD working with more than 365 families from 2008- present.
- Supervisor and Family Support Partner, Howard, Frederick, Carrol, Baltimore Counties, MD from 2011-present.
- Certified as a Parent Support Provider, Certification Commission for Family Support, National Federation of Families for Children's Mental Health, November,2012
- Developed a new monthly education and training group in Howard County, MD on issues of importance to families of children with special needs; successfully involved over 35 families and systems stakeholders.
- Successfully facilitated IEP, 504 and CEPT meetings for over 290 families.
- Provided administrative and managerial role for aging services and retail operations.
- Employs strong organizational and interpersonal skills used in service to families and children.

Experience

Family Navigator and Family Support Partner

Maryland Coalition of Families, Columbia, Maryland,

October, 2008-present

- Increased family navigation services in Howard County by tenfold. Family navigation provides support, education and skills enhancement on the systems of care in Maryland. The goal of family navigation is to move families to independent advocacy on behalf of their child.
- Developed a monthly support and training group for families in Howard County. LIFT (Laughter, Insight, Family Training) focuses on the needs and strengths of its members. In addition to monthly support, members receive regular email communication on trainings and events sponsored by MCF and other family advocacy organizations, as well as opportunities to meet with state legislators. Outside speakers are scheduled throughout the year and have come from organizations such as Autism Society of Howard County, Howard County Public School System, and local therapist.
- Family-voice representative on state advisory committee on best practices in wraparound.

- Partnered with community organizations and government agencies to collaborate on various projects and programs.
- Developed and delivered training and workshop called “Empowerment Through Organization”
- Completed extensive and on-going training in special education, mental health challenges, autism, substance abuse disorders, suicide prevention and other topics through national and regional conferences and workshops.
- Achieved Certification as a Certified Parent Support Provider after documenting more than 88 hours in required domains of Ethics, Confidentiality, Effecting Change, Behavioral Health Information, Education Information, Communication, Parenting for Resiliency, Advocacy in Multiple Systems, Empowerment, Wellness and Natural Support and Resources Specific Competencies.

Client Services Coordinator

Winter Growth, Olney, MD

September-November 2008

- Recruited and interviewed prospective participants and families for adult day-care and residential services.
- Provided on-going counseling to participants receiving services and their families.
- Provided case management to participants receiving services and their families. This required collaboration with county services and coordination of care options.
- Maintained required documentation and records in compliance with organization, insurance, state and federal regulations.

Stephen Minister Volunteer

First Lutheran Church- Stephen Ministry Program

Ellicott City, MD

March 2007-December 2011

- Supplemented services provided by church pastor to assist individuals with life transitions including job loss, “sandwich generation” caregiving issues, and suicide survivors.
- Facilitated grief workshops.

Various Equestrian, Retail, and Food Service positions from 1979 through March 2007.

Education

- 27 credits towards Master of Science in Pastoral Counseling, Loyola College, Columbia, Maryland.
- Bachelor of Science, Salem College, Salem, West Virginia, May 1979. Major: Equestrian Studies.