

Khadijah Muhammad, MSW

Education:

Stockton University

Bachelor of Social Work

Galloway, NJ. | Graduated May 2017

Rutgers University

Master in Clinical Social Work

Camden, NJ | Graduated May 17, 2021

Technology: Full MS Office Suite and Epic Medical Charting

NJ Certified School Social Worker

WORK EXPERIENCE

Wellbeing and Equality Innovations- Community Liaison

12/2023-Present

- Coordinate with stakeholders, service providers, and other community partners to create hubs of services in target area to ensure comprehensive care is available
- Identify gaps and barriers in available social services
- Work with local organizations and community partners to build a streamline system of care for the target area.
- Act as a local liaison for VID
- Activity and attend team meeting
- Provide a support group for the families of VID project as well as an after-care support group for completed participants
- Travel to community events as a vendor of VID
- Attend trainings and symposiums to keep updated on the needs of the target populations as well as how to better approach the target population
- Provide feedback to research team members on programming/services.

Sunshine Advantage- RBT

09/2023-09/2024

- Provides direct one-on-one behavioral interventions to teach communication, social, and daily living skills and reduce problematic behaviors in home, community, and school setting

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Sunbelt Staffing – (ERI SSW) Egg Harbor Twp. School District

11/2023-06/2025

- Provide counseling services to students, parents and staff, and as needed, make referrals to appropriate community resources
- Identify students' social and emotional needs
- Provide consultation to school personnel relating to the emotional/social well-being of students
- Assist in the development and delivery of in-service programs and parent seminars
- Inform the staff and community of mental health services available in the district
- Serve as a consultant to parents, school personnel, and community groups on mental health topics
- Ensure provision of service to classified and potentially classified pupils to whom this individual is assigned as case manager, pursuant to N.J.A.C. 6A:14
- Maintain contact with parents of assigned students
- Ensure provision of service to classified and potentially classified pupils to whom this individual is assigned as case manager, pursuant to N.J.A.C. 6A:14
- Serve as a member of the Child Study Team
- Perform formal and informal social evaluations and compose reports detailing results
- Maintain current records of services provided and cases assigned
- Perform other related duties as may be assigned by the Superintendent and/or Director of Planning and Assessment

Therapy Travelers (CST-SSW)– Egg Harbor Twp. Elementary Complex

3/2023-06/2023

- Provide counseling services to students, parents and staff, and as needed, make referrals to appropriate community resources
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- Provide consultation to school personnel relating to the emotional/social well-being of students
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Lenape Regional Alt. School, Director/Social Worker

08/2022- 03/2023

- As the instructional leader, the director is first and foremost responsible for increasing student achievement by consistently ensuring the implementation of the instructional practices and strategies endorsed by ChanceLight and in accordance with the company policies
- The position operates with oversight and guidance from the supervisor in carrying out the essential duties and responsibilities to provide overall leadership, quality assurance, managerial and administrative support for the Ombudsman site
- The position oversees all site operations and functions as the liaison between the site and the school district's designated site contacts by establishing and maintaining positive, interactive, working relationships
- The director assists in the interviewing, hiring and training of all site personnel and supervises the site staff to ensure quality instruction is delivered and Ombudsman policies and procedures are implemented in an effective and efficient manner
- The position also oversees the timely collection, reporting, analyses and presentation of critical information and data in appropriate formats to management, districts and various other members of the community which may benefit ChanceLight, ie, board members, local government officials, civic organizations and neighboring businesses
- Provide vision and leadership to support student achievement and effective operations by supervising staff, developing and implementing performance management plans, identifying professional learning needs and participating in professional learning opportunities
- Effectively participate in the employment process to ensure an effective site team is in place
- Provide supervision through assigning work, helping create personal development plans, consistently monitoring and evaluating employee effectiveness and communicating and coaching employee development Actively recognize accomplishments and address issues to ensure productive site operations
- Ensure the safety of staff and students by maintaining the site and classrooms for operation
- Perform a wide range of managerial responsibilities including, but not limited to: staff supervision, scheduling, technology, and facility
- Represent Chancelight at community, district and local levels
- Communicate and collaborate with families, district and community member
- Analyze the professional development needs of staff and align implementation with the instructional vision and ChanceLight and district goal
- Demonstrate effective leadership, team building, and written skills
- Work collaboratively with site team, field level support and national support for the good of the organization

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Emmanuel Cancer Foundation, Case Worker

08/2022-present

- Independent self-starters and will provide in-home and virtual emotional counseling and advocacy services to assigned families.

Data Recognition Cooperation, Standardize Test Scorer

05/2022- 06/2022

- Scoring standardized tests that students take to comply with Common Core State Standards

Egg Harbor Alt. School, Behavioral Specialist

11/2021-08/2022

- Demonstrates active leadership role in the implementation of school-wide/classroom Positive Behavior/PBS program. Assists in overall program development, including proactive strategies, modeling behavioral interventions for staff and conducting behavioral training for employees.
- Is an integral part of the team and supports overall program development as a whole.
- Assists classroom teacher, on the development and implementation of behavioral strategies.
- Assist in the development and implementation of the behavioral data process for the campus.
- Demonstrates competent problem-solving and behavioral management skills. Assists with individual behavioral crisis intervention with a focus on proactive interventions and deescalation strategies.
- Participates in group counseling for students in the area of conflict resolution, anger management, and other topics related to student needs.
- Participates in the development and implementation of Behavior Support Plans.
- Performs casework functions for students. Casework functions include consultation with parents/agencies: Behavioral progress, assisting in goal setting and monitoring, assisting in resource development to meet student needs creating referrals and efforts will be made to develop a consistent behavioral program between home and school.
- Create and maintain behavioral files for students on their caseload, which includes the Behavioral Support Plan, progress notes, behavioral data, and parent contacts.
- Accurately completes and submits required documentation with prescribed time frames (e.g. Incident Reports, Behavior Emergency Reports, etc.)
- Effectively communicates with and maintains good working relations with parents, guardians, and care providers of students. Maintains list of community referrals for student/family needs.
- Interact in a positive and professional manner with all co-workers, outside agencies, school district personnel, mental health and probation department representatives.
- Successfully completes and maintains crisis intervention certification (e.g. CPI).
- Assist in maintaining a safe campus environment, including knowledge of campus work safety programs.
- Maintain professional behavior including exhibiting positive and optimistic attitude.
- Meets with supervisor on a regularly scheduled basis to discuss issues related to the delivery of behavioral services.
- Demonstrate consistent attendance, punctuality, and dependability.
- Assumes additional duties as assigned.

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Emergency Transportation Testing, Lead Specimen Collector

10/2021-01/2022

- Greets participants at the beginning of intake and assist participants with the required screening questions.
- Communicates effectively and provides friendly customer service.
- Assist donors in providing a saliva covid test.

Public Health under Ocean County Health Department, Contact Tracer

06/2020-06/2021

- Initiate prompt communication with people exposed to COVID-19 (contacts) through text, phone calls, email, and other communication platforms as necessary.
- Provides guidance on recommended infection prevention and control practices at a home or non-home residential setting can be found on CDC's Interim Infection Control Guidance for Public Health Personnel.
- Employ dynamic communication and interpersonal skills, cultural competency/sensitivity, tactful language, and empathetic interviewing skills to build rapport and maintain trust with patients of varied backgrounds.
- Verify the contact's identity during initial communications and prior to disclosing confidential information.
- Assure confidentiality and carry out efforts to locate and communicate with clients in a manner that preserves the confidentiality and privacy of all involved.
- Notify the contact of their exposure to COVID-19, following a script or guidance to provide COVID-19 health education.
- Conduct notification of exposure in a manner that maintains the confidentiality of the patient (or person who was diagnosed with COVID-19) and ensures that the identity of the patient is NOT disclosed.

Field Medical under New Jersey Dept. of Health, Certified Social Worker

05/2020-09/04/2020

- Assessment of patient/family/significant other to make referral and implement a plan of social care and action.
- Counseling-professional application of social work methods and values in advising and providing guidance to individuals, families or groups for the purpose of enhancing, protecting or restoring the capacity for coping with the social environment.
- Consultation-discussion and evaluation focusing on data, goals and objectives including interventions with families, agencies, business, organizations, groups and communities for the purpose of problem solving.
- Identify actual or potential problems and desired outcomes (goals) that result in a documented plan of care.

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- Provides for documentation of required actions based upon findings identified during assessment and reassessment
- Assure patients have problems identified and prioritized relative to biophysical, psychological, environmental, self-care, educational and social status.
- Goals are identified consistent with the problem to provide direction for patient care and health promotion.
- Assures education is consistent with the identified problem and associated goals and is seen as critical to creating an environment that promotes patient empowerment, for all COVID positive patients

AtlantiCare, Certified Social Worker- Case Management Department

9/2019-3/2021

- Assessment of patient/family/significant other to make referral and implement a plan of social care and action.
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AtlantiCare Behavioral Health School Based Program

10/2019-02/2020

- Assures the development and implementation of appropriate, beneficial educational and treatment plans at school, home, and in the community that result in improved student performance, both socially and academically.
- Assures continued communication between the program, the child, and treatment team.
- Assists in ensuring appropriate discharge planning and assures post-program success.
- Attends all team meetings and maintains open lines of communication between treatment and management personnel.
- Coordinates and monitors services for students obtained in the community.

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Path Stone, Regional Administrator

9/2018-9/2019

- Responsible for the direct or indirect supervision of up to 7 employees.
- Troubleshoots and develops corrective and/or improvement plans of action for programs.
- Determines client eligibility through interviewing program participants.
- Monitors and maintains complete and accurate records and files on all participants.
- Provides coaching and support, assistance, and feedback to staff and volunteers
- Disseminates program information to service agencies, workforce system, juvenile justice system and legal aid.
- Recommends and approves appropriate trainings including educational attainment for participants.
- Develops, analyzes, distributes, and evaluates program goals, objectives and budgets

John Brooks Recovery Center, Discharge Planer

11/2017-09/2018

- Responsible for facilitating and solidifying initial discharge plan with clients within first two weeks of admission.
- Facilitates the transitioning of clients in DAS funded treatment slots to SAI slot to provide funding for aftercare or treatment continuum placements.
- Maintains up to date knowledge of DAS regulations regarding discharges and discharge planning.
- Maintains knowledge in the core function of referral and maintains a list of referral sources.

John Brooks Recovery Center, Counselor Aide

04/2017-11/2017

- Responsible for utilizing the SMART clinical documentation program to maintain clinical records and NJSAMS.
- Responsible for developing skills in the twelve core functions for counselors; screening, orientation, assessment etc.
- Supervise client movement, i.e. smoke breaks, external appointments for inmates, transport appointments or after-care treatment facilities.
- Co-facilitates group therapy sessions and provide didactic/lectures to client population.

Atlantic County Superior Court, Social Work Intern

9/2015-05/2017

- Serves as a resource to assist offenders with community engagement
- Assists offenders with re-entry back into their community

Membership

- NAACP
- Atlantic County JDAI
- Atlantic County Safe Surrender