

Sonja McGraw

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Objective	To obtain a challenging and rewarding position that allows me to be part of meaningful change in systems and communities
Experience	<p>Social Service Specialist VI/Adult Protective Services Supervisor</p> <p>State of Washington/Department of Social and Health Services</p> <p>December 2019-July 2022</p> <p>Thorough and comprehensive review of investigations, interviews and evidence collection; advocacy, coordination with community partners, crisis intervention, client and community education, leading a team of up to 13 investigators, responsible to increase individual and team engagement and morale, quarterly and yearly quality assurance reviews, remediation, staff coaching, responsible for implementation of agency goals and directives</p> <p>Social Service Specialist III/Adult Protective Services Investigator</p> <p>State of Washington/Department of Social and Health Services</p> <p>September 2018-December 2019</p> <p>Thorough and comprehensive investigations, interviews, evidence collection and evaluation, advocacy, coordination with community partners, crisis intervention, client and community education, excellent internal and external customer service</p> <p>Indian Child Welfare Program Manager/Caseworker</p> <p>Quileute Tribe Department of Human Services, LaPush WA</p> <p>June 2017- July 2018</p> <p>Intensive in-home intervention, targeted case management, parenting support and education, ICWA compliance, support service approval, budget monitoring, development of program policy and procedure, gathering and analyzing program data for improving program impact and outcomes; responsible for implementation of program and funding source goals and measure of achieved metrics</p> <p>Small Business Owner</p> <p>Blue Boar Burgers, Aberdeen WA</p> <p>July 2016- July 2018</p> <p>Operations support for a small-scale restaurant, to include menu design, bookkeeping, inventory control, prep work, line cook and customer service</p> <p>Family Preservation/Independent Living Program Coordinator</p> <p>Quileute Tribe Department of Human Services, LaPush WA</p>

April 2014 – July 2016

Intensive in-home intervention, targeted case management, parenting and household management support and skill building, budgeting, goal setting, advocacy, crisis stabilization, college and career planning, support service approval, budget management, development of program policy and procedures, writing of case manager desk guide, responsible for grant oversight and writing to support program function, management of Independent Living grant

Housing Resource Specialist

Serenity House of Clallam County, Port Angeles WA

September 2013 –April 2014

Client intake, evaluation, eligibility determination, support awards, effective communication, case management, advocacy, data entry, filing, development and maintenance of landlord relationships

College Access Advisor

Wichita State University

October 2012 –July 2013

Curriculum development, coordination of services, development of individual and targeted college access plans, resource connection, advocacy, goal setting in line with GEAR Up grant funding, development of collaborative relationships with community partners

Employment and Training Specialist

Quinault Indian Nation TANF Program, Aberdeen WA

June 2008 – August 2012

Evaluation of training needs, benefits counseling, case management, development of collaborative self-sufficiency plans, hard and soft skill building, college and career planning, advocacy, develop and maintain collaborative relationships with community partners, determination of support eligibility, human resource support for program participants

Youth Advocate

Quinault Indian Nation TANF Program, Taholah WA

June 2007 – June 2008

Responsible to develop and maintain quality partnerships with community agencies, schools and businesses to ensure quality services for participants, tracking of student success, data entry and case management

Eligibility Specialist

Quinault Indian Nation TANF Program, Taholah WA

November 2006 – June 2007

Community outreach, outstanding internal and external customer service, information and assistance access point, eligibility determination, referrals, benefits counseling, data entry, file management, and general office support

Health, Safety and Transportation Coordinator

Quinault Indian Nation Head Start Program, Taholah WA

June 2005 – November 2006

Establish, implement and maintain program health services, transportation and safety program components, ensure PRISM and Performance Standard compliance, development of transportation routes, safety planning, health tracking, USDA menu planning, employee evaluations, scheduling, file management and data entry, Identify and write grant applications to support program growth

Education Bachelor of Arts

The Evergreen State College, Olympia WA

Public Administration Track/Native American Studies

June 2010

Associate of Arts

Northwest Indian College, Bellingham WA

Early Childhood Education and Native American Studies

June 2004

Licenses and Certificates

Valid WA State Driver's License, Certified Peer Counselor, Dependable Strengths Articulation Process (DSAP) certified, Payne Learning Needs Inventory (PLNI) certified, Motivational Interviewing certificate,

Computer Skills Advanced user of Microsoft Office, Excel and Publisher applications, web browsing and work specific database programs such as LMS and Canvas

References References available upon request