

Patricia Anita Fields

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Nashville, Tennessee 37211**

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PROFESSIONAL OBJECTIVE SUMMARY: To obtain a career in government, private or public social services organization including program planning and community development responsibilities. Have extensive experience demonstrating outstanding analytical strengths effectively, excellent motivational abilities, and energetic desire of maintaining knowledge skills and abilities. Obtained 25 years of Administrative, Case Management, Advocate, Family Service Specialist, CPR Certified, Business Operations and Program Management.

PROFESSIONAL EDUCATION

06-12-Present Andersonville Theological Seminary-Doctorate Ministry Counseling
07-12/03-18 Capella University-Ph.D. in Public Service Leadership (Abd)
08-06/01-08 Alcohol & Drug Counselor Licensure-Pleiades Clinical Consulting Group
08-02/08-04 Cumberland University- Masters Science Public Service Management
08-77/08-80 Tennessee State University- B.S. Sociology/Business Administration 08-
08-05/12-91 Nashville Technical Institute-Cosmetology License/Teacher Endorsement

PROFESSIONAL DEVELOPMENT: Nashville Tennessee

**Parent Family Engagement Community Advocate- Metropolitan Government-
Nashville, Tennessee 7-19 to Present**

40 hours per week

- Advocate for Metro Action Commission, Head Start Program enrolling 3 and 4 years into Head Start Program.
- Monitor attendance, physicals and immunizations and health records
- Teach 3 and 4-year-old classrooms.
- Engagement with parents assisting with workshops, parent meetings, Jobs, education, housing, utility bills and career counseling services.
- Delivering services to families of low income-based assistance for Federal Government Funding.

Contact Representative- Internal Revenue Services- Franklin, Tennessee 10-18 to 7-2019

40 hours per week

- An advocate for Internal Revenue Service providing customer service for individual accounts management to clients about their income tax issues, refunds, math errors, income tax transferring inquiries.

**Certified Case Manager 2- Family Support Service Worker –State Government –
Department of Children Services Dates: 10-05- to 09-18**

37.5 hours per week

- Provided targeted case management services to custodial and non-custodial children who are unruly, neglected and abused. Managed goals and objectives of family's strengths and concerns with planning, court attendance, permanency plans, assessments making recommendations and meeting action plans goals
- Provided intensive in-home services for counseling, supervised visitation services, making recommendations in Child and Family Team meetings for resources and stakeholders to maintain family stability.
- Obtained medical records for psychological evaluation report, or medical examination results relevant to an assigned juvenile justice child welfare, or crisis intervention case; conducts interviews, preparing petitions for court for families in the juvenile justice system who are at risk referrals with child's family or other individuals involved in a case or court.
- Advocate conducting an effective case load, organizing planning and prioritizing meetings and court reports and dates. Provided residential case management services; reviews case history and permanency plan prepared by Child and Family case manager; makes recommendations of specific actions needed to meet plan objectives; meet with child on regular basis to provide counseling and assess progress toward meeting objectives of permanency plan; participants in regular treatment the progress and obtain feedback.
- Volunteer with Lentz Health Center and Renewal house working with family's alcohol/drug counseling treatment services, taught classes and made referrals.
- Conduct interviews with child's family and other individuals involved in case; work with the family to develop a plan which outlines the objectives to be accomplished by the child and family.
- Directly provided an effective work plan for families, setting priorities appropriately, with target steps and action plan dates and organizing resources to accomplish work.
- Removed children from juvenile justice who was abandon in detention and prepared court documents, providing placement for children and intensive in-home services
- Maintain case load for Foster Care Children, providing services, Foster Care Review Board, safety, well-being and permanency.
- Government Funding.

Contact Representative- Internal Revenue Services- Franklin, Tennessee 10-04 to 10-05

40 hours per week

- An advocate for Internal Revenue Service providing customer service for individual accounts management to clients about their income tax issues, refunds, math errors, income tax transferring inquiries.

**Parent Family Engagement Community Advocate- Metropolitan Government-
Nashville, Tennessee 07-01-10-04 to Present**

40 hours per week

- Advocate for Metro Action Commission, Head Start Program enrolling 3 and 4 years into Head Start Program.
- Monitor attendance, physicals and immunizations.
- Teach 3 and 4-year-old classrooms.
- Engagement with parents assisting with workshops, parent meetings,
- Jobs, education, housing, utility bills and career counseling services.
- Delivering services to families of low income-based assistance for Federal Government Funding.

Metro Government

SPECIALIST:

- Micro-soft- Word, Excel, Lotus, Outlook, Quick Books, Internet Explorer

MEMBER:

- AKA Lambda Omega, Pi Gamma Mu, Pinnacle Honor Society, National Business Association, V.P. Jefferson United Merchants, AAUW, Vice President Jefferson Street United Merchants, Board Member of Black Chamber of Commerce, Board Member of Community Development Center

Volunteer:

- Voter Registration, Metro Action Commission, Fund Raiser/Vanderbilt Children's Hospital, Home Mission Haven, Boys and Girls Club, P.T.A. Drug and Alcohol Council, Shear Magic School/Cosmetology Instructor/ Ambassador of Christ Missionary.

REFERENCES AVAILABLE UPON REQUEST