

Jordan Joyce

231 Harvard Road
Port Matilda, PA 16870
610-248-0399
jll957@psu.edu

Education:

The Pennsylvania State University

Graduation Date: December 2006

University Park, PA 16802

- Bachelor of Science in Elementary and Kindergarten Education
- Academic Concentration: Sociology

Professional Experience:

Prevention Coordinator

February 2016 – Present

EPISCenter, *Pennsylvania State University*

University Park, PA 16802

- Monitor grant-funded initiatives that are awarded by the Pennsylvania Commission on Crime and Delinquency (PCCD).
- Provide technical assistance for evidence-based programs across the state of Pennsylvania.
- Conduct site consultations to funded community partners on-site, by phone or web-based meetings.
- Observe and measure evidence-based program fidelity.
- Support communities across the state of Pennsylvania by fielding telephone calls and emails regarding any program or implementation questions.
- Coordinate and host trainings, learning communities and networking meetings for four specific programs: the Incredible Years, Positive Parenting Program, Multisystemic Therapy, and Functional Family Therapy.
- Develop and revise outcome measurement/analysis tools.
- Coordinate fidelity verification processes with organizations and program developers.
- Utilize social media to generate public outreach and exposure.
- Review and score state grants for the Pennsylvania Commission on Crime and Delinquency (PCCD).
- Created statewide data reports to be utilized for county and state stakeholders.
- Present at conferences across the state as well as at international conferences.
- Actively involved in a variety of committees:
 - CDR Algorithm Committee
 - EOTC Advisory Committee
 - Opioid Epidemic Workgroup

Project Manager

July 2015 – February 2016

Pennsylvania State University

University Park, PA 16802

- Managed a team of eight undergraduate students that assisted me in the Healthy Bodies Project.
- Developed curriculum for preschools that introduced the children to new fruits and vegetables.
- Supported 55 preschool teachers in carrying out the 28 week nutrition-based curriculum.

- Managed two project assistants.
- Oversaw the budget for the Healthy Bodies Project.
- Implemented grocery store tours to educate parents/caregivers from lower income areas on how to stretch their budget and how to make better choices for their children.
- Developed multimedia projects to reach out to parents/caregivers on the nutrition curriculum that their children are receiving.
- Coordinated a farm festival in conjunction with CenClear for all of the teachers and families from the 55 preschool classrooms.
- Interviewed applicants for new positions within the various projects under the Healthy Bodies Project.
- Participated in monthly phone conferences with the state to update them on progress made on the Healthy Bodies Project.
- Coordinated and hosted the annual Teacher Training Workshop to kickstart the new school year.
- Assisted with projects as needed in my unit.

Foster Home Coordinator

August 2008 – June 2015

Family Intervention Crisis Services (FICS)

Bellefonte, PA 16823

- Planned, coordinated, and attended recruitment activities in the Centre County community.
- Presented at various recruitment functions offered through community organizations.
- Met with all potential foster families to thoroughly explain Centre County's Foster Care Program while establishing a good relationship with families.
- Executed fundraising activities as well as gather donations from local businesses, restaurants, and community members throughout the year to hold successful retention events.
- Organized the annual Blue Ribbon-Change a Lifetime Event to raise public awareness during National Foster Care Month which is attended by County Commissioners, Judges, Senators, community members, and staff members.
- Assisted families in becoming licensed foster homes by collecting necessary paperwork, reviewing County policies, completing clearances, interviewing the family and children, and collecting references.
- Scheduled, coordinated, and presented Pre-service Training three times a year to prepare potential foster families for the expectations and challenges in foster parenting.
- Managed the Centre County CYS Mentor Program.
- Provided training and resources in order for families to maintain their license.
- Managed various databases in order to ensure foster families are all up-to-date with state regulations.
- Coordinated family oriented activities throughout the year to retain current foster families.
- Organized and hosted the annual Foster Parent Appreciation Banquet.

Support Coordinator/Case Manager

August 2007 –August 2008

NHS Human Services

Yeagertown, PA 17099

- Managed a thirty-client caseload; which consisted of adults diagnosed with mental retardation.
- Coordinated and facilitated meetings for each client, quarterly throughout the year, in order to update their Individual Support Plan and the services they received.
- Provided ongoing support for each client in order to ensure their quality of life.
- Monitored clients face-to-face on a monthly basis to ensure their health, safety, and welfare.

