

January 19, 2017

Todd J. Humble
Director
West Florida Public Libraries
239 N. Spring Street
Pensacola, FL 32502

Mr. Humble,

I am writing this letter to express my interest in being considered for an appointment to the West Florida Public Library Board of Governance. Although I have never before served on a governing board, I have over seven years of management experience with my current employer. I would view such an appointment as an opportunity to learn and to continue to contribute to the community.

I am familiar with the Vision, Mission, Values, and Goals of the West Florida Public Library System. Additionally, I have reviewed the West Florida Public Library Board of Governance Bylaws as well as the Strategic Plan for the West Florida Public Library System 2013-18.

I have attached my résumé to this letter. Thank you for your attention.

Sincerely,

Colin Duncan

COLIN GLENN DUNCAN

8856 Ridgebrook Court
Pensacola, Florida 32534
cduncan97@hotmail.com

EDUCATION

THE UNIVERSITY OF WEST FLORIDA, Pensacola, FL 32514
Master of Arts in Psychology
Graduated: N/A

THE UNIVERSITY OF WEST FLORIDA, Pensacola, FL 32514
Bachelor of Arts in Psychology
Graduated: August 2003

PENSACOLA JUNIOR COLLEGE, Pensacola, FL 32504
Associate of Arts in General Studies
Graduated: August 2001

EMPLOYMENT EXPERIENCE

CHILDREN'S HOME SOCIETY OF FLORIDA, Pensacola, FL 32501
Program Supervisor (September 2009 - present)

Duties:

- Supervise program staff including regular individual and group staff meetings and case consultation; participate in treatment team meetings; ensure client to staff ratio; provide in-service training and identify unmet training needs; conduct performance evaluations.
- Approve admission of clients to program; assign cases to program staff; delegate work assignments and oversee service delivery.
- Provide support with in-crisis or problem cases; provide on-going assistance to program staff in coordinating services for clients.
- Review and monitor case files for both internal and external quality assurance standards.
- Ensure services provided comply with contractual requirements; ensure service delivery is performed according to the organization's mission, policies and procedures, and service philosophy; participate in the quality improvement process.
- Act as a liaison to community agencies such as The Department of Children and Families, The Department of Juvenile Justice, etc. and attend closure or conference staff meetings.
- Ensure all documentation and reports are appropriately completed by program staff in a professional and timely manner.
- Provide direct case work and services in the absence of program staff.
- Ensure services are provided as part of the program's daily functioning and maintain appropriate documentation of all services.
- Support and enhance ability of program staff to perform duties by teaching and modeling technical knowledge and skills, work management and communication skills, and conflict management skills.

CHILDREN'S HOME SOCIETY OF FLORIDA, Pensacola, FL 32501
Counselor II (March 2007 - September 2009)

Duties:

- Provide services to clients through individual, group, and family counseling.
- Facilitate psycho-educational groups and educational classes such as parenting skills, independent living skills, anger management, behavior management, etc.
- Develop and maintain program documentation according to contract and CHS standards (assessments, treatment plans, progress notes, termination summaries, etc.); participate in the quality improvement process.
- Provide case management services (information, plan referral, and linkages) as needed.
- Coordinate services with other professionals and paraprofessionals; conduct community outreach as needed.
- Arrange for transportation of clients to appointments, community agencies, etc. as needed.
- Develop and oversee the behavioral program associated with the client service plan; participate in treatment team meetings.
- Train direct care staff regarding components of the individualized service plan.

OASIS, The GEARS Center, Pensacola, FL 32502
Outreach Coordinator (April 2005 - January 2009)

Duties:

- Recruit, train, and supervise participants in peer outreach activities.
- Participate in the design and preparation of outreach activities; develop educational materials to be used in outreach activities.
- Organize and run weekly outreach planning meetings; co-facilitate small group workshops; attend project staff meetings.

THE UNIVERSITY OF WEST FLORIDA, Department of Psychology, Pensacola, FL 32514
Academic Peer Counselor (May 2004 - August 2006)

Duties:

- Review and complete degree plans for students.
- Guide students throughout the process of course registration.
- Provide informational materials detailing campus organizations and departments.
- Discuss with students and prepare them for the possibility of graduate school.

LAKEVIEW CENTER, INC., Crisis Stabilization Unit, Pensacola, FL 32501
Psychiatric Technician (April 2004 - April 2005)

Duties:

- Observe, report, and supervise client behavior.
- Assess and manage behavioral problems.
- Perform safely and effectively the techniques of patient management control.
- Assess and provide strategies for the care of clients.
- Maintain timely and accurate documentation.
- Conduct program activities to serve rehabilitative and palliative functions.
- Engage clients in therapeutic communication.
- Conduct and document environmental and safety reviews.

SPECIAL TRAINING & CERTIFICATIONS

Studer Group Leadership Development Institute: May 2015 - August 2016
Non-Abusive Psychological and Physical Intervention: February 2016
Nurturing Parenting Program Facilitator: July 2014
HIV Prevention Counseling and Testing: August 2006 - August 2007

ACTIVITIES & AWARDS

CHS Board of Directors Award for Staff Excellence: 2011
Southeast Regional Men's Health Summit: November 2005
Association for Advancement of Behavior Therapy Convention: November 2003
Southeastern Psychological Association Conference: March 2003
Lifetime Membership in Psi Chi, the National Honor Society in Psychology: December 2002
Tau Kappa Epsilon Fraternity, Tau Psi Chapter: December 1997 - August 2003

COMMUNITY & CHARITY INVOLVEMENT

Florida Sheriffs Association: March 2014 - present
St. Jude Children's Research Hospital: April 2013 - present
United Way of Escambia County, Florida: March 2008 - present

REFERENCES

Available upon request.