

Jessica Price

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EDUCATION

Erikson Institute, Chicago IL
Master of Science in Child Development
May 2020 Specialization: Administration

University of Illinois at Chicago, Chicago IL
Bachelor of Arts
May 2011
Major: Communication
Minor: Sociology

EXPERIENCE

Youth Advocate Program: *Youth Advocate/Program Coordinator/ Assistant Director* November 2022-present

- Supervise sixteen advocates and ensure quality of services of program activities
- Manage all referrals and coordinate initiatives with JJ specialist & PO
- Maintain records on tracking sheet with referring authorities
- Complete registration and intake of new referrals from CPS & JJ
- Create individualized service plans around eleven life domains for youth and family
- Coordinate services and support to assist families throughout youth advocate program
- Build a rapport with youth, family and maintain positive communication and feedback to achieve their goals

UCAN: *Community Support Specialist & Case Specialist* June 2022-March 2023 (part time)

- Complete daily checks for Transitional living program for adolescent girls/mothers
- Manage life and parenting skills
- Maintain and update youth records
- Coordinate resources and initiatives for youth living in the transitional living program

Classic Care Health: *Homemaker* February 2022-December 2022

- Managed clients' personal needs
- Maintained cleanliness through the clients personal space
- Completed errands for client

Play Smart Literacy: Outreach Play Coach, Project Manager (Nonprofit) March 2021-January 2022

- Recruited and registered new families
- Organized and executed outreach events
- Created partnerships with community organizations and leaders

- Managed and distributed toys, materials and other equipment
- Facilitated weekly team meetings
- Facilitated monthly challenges for parents

Census Bureau: Enumerator (Grand Crossing Community)

- Collected and reported data and other information for families July 2020-November 2020

Erikson Institute: Erikson Institute, Policy Team, Chicago IL

Early Childhood Leadership Academy (ECLA)

July 2019-May 2020

- Assisted the planning and execution of program events and meetings
- Compiled and distributed key takeaways for all ECLA events & program sessions for the Erikson Policy app
- Organized and hosted Zoom call for BBLF Advisory board members
- Conducted monthly conference calls with Fellow alum
- Created and supported agenda and blueprint itineraries for BBLF
- Organized the Library section for Erikson Policy app
- Video edited fellows diaries and uploaded them to ECLA's YouTube channel
- Assisted with edits for PowerPoint presentations for BBLF program
- Maintained updated and organized Alumni tracker
- Recorded fellows in action wins and things to watch in database
- Assisted with maintaining alumni engagement, fellow updated information in ACCESS database and action plans post their program participation
 - Barbara Bowman Leadership Fellows (BBLF), McCormick Foundation Executive Fellow MFEF, Special Trauma session fellows
- Site lead supervisor for MFEF service day at Chicago Commons

Erikson Institute: Center for Children and Families, Chicago IL

Part time: Office Assistant
2020

September 2017-June

- Compiled & distributed the daily session report forms of client appointments for ten to twelve staff clinicians and supervisors
- Register new clients in ACCESS database
- Processed client services through Health Fusion database
- Organized and maintained filing for Mental health and Early Intervention client paperwork/files
- Processed clients payments for services rendered in mental health clinic
- Organize and maintain patient payment receipts
- Assisted the administrative team with group projects

Across the Nation: ATN Staff, Chicago, IL

Part time: Brand Ambassador

June 2015-present

- Assisted the Meet and Greet at the Nickelodeon Slime Fest with Nickelodeon actors from Henry Danger, Game Changer and the girls from School of Rock
- Assisted the Taylor Swift N.O.W. private party/concert for her biggest fans
- Assisted the community for distribution of Peapod information and products at Millennium Park and Lincoln Park annual event
- Distributed Red Deli Products to customers at Mariano's
- Assisted the Meet and Greet for the Annual PGA Lincoln event

Grand Crossing Kid Care, Chicago IL

Enrollment Coordinator

January 2016- November 2016

- Registered new students and maintained a partnership relationship with the parents and families
- Assisted the Program Director in reaching enrollment and revenue monthly goals
- Processed and recorded daycare Tuition/Co-payment from all current and prospective parents

Patient Access Center, Maywood IL

December 2013-January 2016

Partner II {Loyola University Medical Center}

Push Agency, Brand Ambassador/Promotional model

November 2015-Present

Aldi Food's Inc., Chicago IL

November 2011- November 2013

Cashier

UIC LAS Deans' Office, Chicago IL

May 2010-February 2012

Administrative Assistant for Advancement

UIC Thomas Beckham Hall Security, Chicago IL

August 2008-May 2010

Desk Worker

SKILLS AND TRAININGS

Certified Grant Technical Writer

May 2022

CPR AED

Gateways Credential Level I trainings

DCFS trainings:

Mandated Reporter Training

Shaken Baby Syndrome Training

Sudden Infant Death Syndrome Training

Proficient in Microsoft Word, Excel, and PowerPoint

LEADERSHIP ACTIVITIES

Youth Advocate Program, Program Coordinator & Assistant Director
2023-present

January

Outreach Play Coach, PSL 2022	March 2021-January
Outreach Ministries, <i>Director</i>	January 2017- 2020
Outreach N.O.W. Division Ministry, <i>Administrative Assistant</i>	November 2015-2017
Prayer on the "9", Block Leader.	May 2016-2019
Red line Project, Station Captain.	April 2016-2019
Trio Support Program, <i>Student Ambassador</i>	September 2010-2011
Unity in Christ Gospel Choir, <i>Secretary</i>	September 2007-2009

VOLUNTEER ACTIVITIES

Outreach Play coach for PSL	April 2021-2022
Communications & Social Media Manager (Student Committee)	June 2018-2019
Urban Mission Chicago volunteer member	September 2018-2019
Gospel Run	June 2017-2019
Redline Project NLCSE	May 2016-2017
Hyde Park Food Hunger Program	August 2015
Pharmacy Technician	March 2009-2010
Global Missions Dominican Republic	August 2004