

**SARAH HAYWORTH**  
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**Profile:**

Skilled at learning new concepts quickly, working well under pressure and independently, and communicating ideas clearly and effectively. Extensive computer training. Enthusiastic and experienced.

**Professional License and Affiliations:**

Wyoming Licensed Professional Counselor #1505

**Education:**

**Master of Science Mental Health Counseling** May 2013

Walden University

Areas of Study: Group Dynamics and Process, Multicultural Counseling, Interviewing and Observation Strategies, Abnormal Psychology, Crisis Intervention, Psychopharmacology, Substance Abuse, Couples and Family Counseling

**Bachelor of Science in Criminal Justice**

Kaplan University

January 2007

Areas of Study: Probation and Parole, Crime data, Statistical Methods, Juvenile Justice, Criminology, Criminal Law, Psychology, Communications, Critical Thinking, Research Methods in Criminal Justice, Crisis Intervention

**Associate of Applied Science Computer Science w/Business**

Western Nebraska Community College

May 1997

Areas of Study: Accounting/Mathematics, Spreadsheets, Databases, Dbase Programming, C++ Programming, Presentations/Public Speaking

**Trainings:**

Anger Management

Motivational Interviewing

Therapeutic Communities

CASII/CANS

**Volunteer Opportunities:**

Victim Advocate, Gillette Abuse Refuge Foundation

IMPACT Youth Mentor, YES House, Inc.

**Educational Experience:**

Mental Health Internship at CCMH

December 2012-May 2013

Mental Health Practicum at YES House

March 2012-May 2012

**Work Experience:****Clinical Supervisor, Meadowlark Counseling February 2016-Present**

Supervise other clinical staff  
 Conduct staff meetings  
 Communicate with management  
 Help resolve staffing issues within agency  
 Build rapport with clients  
 Complete intakes and proper documentation  
 Help clients move through and identify their issues that are keeping them stuck  
 Empowering clients

**Clinical Supervisor, Personal Frontiers January 2021-Present**

Supervise other clinical staff  
 Conduct staff meetings  
 Communicate with management  
 Help resolve staffing issues within agency  
 Review and sign paperwork going to other agencies  
 Collaborate with other agencies when necessary

**Therapist, YES House January 2014-January 2016**

Build rapport with clients and families.  
 Complete intakes to make recommendations for treatment.  
 Complete assessments on juveniles entering residential treatment.  
 Provide Crisis Intervention to clients when on required on-call  
 Develop comprehensive treatment plans for each client.  
 Work with families to help develop the necessary structure necessary for their child to be successful.  
 Communicate effectively with the treatment team.  
 Facilitate Mental Health and Substance Abuse groups.  
 Help clients move through the stages of change and develop an understanding of their addiction and/or mental health disorders.

**Substance Abuse Counselor, Westcare Wyoming September 2013-January 2014**

Complete assessment of each inmate with required assessment tools;  
 Develop a comprehensive service plan for each inmate that includes the results of assessments, and short and long term treatment goals and objectives of the inmate  
 Provide daily treatment and curriculum-based education groups on the basic concepts of therapeutic communities, emotional incarceration, relapse prevention, motivation for treatment and the stages of change, communicable diseases, cognitive skills, conflict resolution, fundamental social skills, and personal moral development;  
 Maintenance of individual client treatment files in accordance with agency policies and procedures, General inmate supervision including planning and scheduling therapeutic activities;  
 Submit all individual client data on a weekly basis for entry into the WestCare database;  
 Attend all required staff development training, including Cross-Training, and WestCare in-service training such as conducting assessments, clinical skills, developing service plans, basic TC concepts, emotional incarceration, relapse prevention, motivation for treatment and stages of change, cognitive skills, conflict resolution, social skills, moral development, communicable diseases, and self-help groups.

**Group Supervisor/Counselor, CCMH****May 2013-August 2013**

Work under the supervision of the director of the Summer Program and BHS  
 Provide appropriate interventions while working with children exhibiting emotional and behavioral problems  
 Work with parents, foster families, Department of Family Services, and group leaders  
 Provide crisis interventions when needed  
 Complete necessary documentation in a timely manner

**Youth Advocate, YES House, Inc.****May 2010-February 2013**

Provide support and understanding to residential treatment clients  
 Keep professional communication with law enforcement, Department of Social Services, County Attorney, Counseling Agencies, and other pertinent agencies  
 Complete intakes on new clients  
 Reinforce positive behavior  
 Provide discipline when necessary  
 Provide a safe environment for clients

**Family Preservation Specialist, LifeNet, Inc.****Nov 2009-May 2010**

Facilitate Multidisciplinary Team Meetings that are referred by the Department of Family Services.  
 Prepare reports for court proceedings

**Supervisor I, 8<sup>th</sup> Judicial District****Aug 2008-July 2009**

Supervise a staff of 7 subordinates in the file room/front counter of the Clerk of Courts office.  
 Attend required training provided by the Judicial Branch  
 Listen and communicate effectively with staff, management, and customers.  
 Identify problems and areas needing attention and implement the appropriate solutions.  
 Address customer complaints and help resolve the issues.  
 Manage large amounts of money and make daily deposits.  
 Research search requests from the general public and law enforcement agencies accurately and in a timely manner.  
 Evaluate subordinate's performance through conference and informal meetings.  
 Support and ensure compliance of the Colorado Judicial Branch policies and procedures.  
 Take court filings from attorneys, the District Attorney, Probation, and public.  
 Docket new cases into E-Clipse/Icon accurately and timely.

**Office Services Supervisor Senior, Virginia State Police Aug 2006-Jul 2008**

Supervised a staff of 24 subordinates in the Firearms Transaction Center in the Criminal Justice Information Services Division  
 Reviewed and analyzed difficult and complex criminal records and documents to determine prohibiting factors under state and federal law that prevent the purchase or possession of firearms  
 Used automated systems and software to receive, tracks, and transmits firearm transactions  
 Operated computer and telecommunication terminals to receive, enter, and transmit firearm transactions  
 Maintained accurate and complete files regarding restoration of rights and unique firearm identification numbers  
 Managed multiple priorities  
 Followed oral and written instruction from management  
 Trained new and current employees, interview for vacant positions, take disciplinary action when needed  
 Scheduled training for employees

Conducted audits on research databases to update information  
 Provided guidance and information pertaining to the Virginia Firearms Transaction Program and NICS  
 Collected and assembles statistical information  
 Traveled to gun show events  
 Testify in court for prosecution of violations of the Virginia Code

**Office Services Supervisor Senior, Virginia State Police      Nov 2004-Aug 2006**

Supervised a staff of 18 subordinates in the Central Criminal Records Exchange in the Criminal Justice Information Services Division  
 Composed using proper grammar, reviewed, and edited correspondence to law enforcement agencies, courts, State Board of Elections, and any other individual requesting criminal history information  
 Knowledge of office practices and policies  
 Ensured the compliance of Mental Health, Concealed Weapon Permits, Suspected Alien, Dissemination and other state laws in accordance with the Code of Virginia  
 Accessed, retrieved, evaluated and analyzed criminal history information so errors and problems are resolved and exceptional records are corrected  
 Researched and analyzed court orders, warrants, and other documentation to ensure accurate criminal history information  
 Addressed employee leave, discipline issues, and implement new procedures, conducted interviews, properly train new staff members  
 Scheduled training for employees  
 Used automated systems and software to track statistics to produce reports for management on a weekly, monthly, and quarterly

**Program Support Technician, Virginia State Police      July 2002-Nov 2004**

Processed court orders for expungement of criminal history records  
 Researched and analyzed court orders, warrants, and other documentation for accurate notification through written correspondence to other criminal justice agencies  
 Communicated with courts, lawyers, and the general public in answering questions about policies and procedures in regards to court ordered expungements  
 Accessed and retrieved state and federal criminal history records  
 Kept up to date on changing laws regarding expungements  
 Organized a training meeting and presented information on expungements with other law enforcement agencies.  
 Reviewed criminal history records before and after removing criminal charges  
 Communicated with the FBI in regards to Virginia expungements  
 Worked under pressure to meet strict expungement deadlines

**Office Services Specialist, Virginia State Police      January 2002-July 2002**

Validated the automated disposition printout by determining accepted and rejected transactions  
 Conducted research to ascertain if records can be corrected by contacting the clerk of courts and arresting agencies  
 Researched and prepared appropriate documentation to criminal justice agencies  
 Expediently conducted routine maintenance in order to ensure that criminal history information files were accurate  
 Electronically archived source documents  
 Provided courteous and timely instructions to individuals orally or in writing concerning requests for CCH in compliance with policy, law and standards of production.

**Office Services Assistant, Virginia State Police                      October 2001-January 2002**

Conducted name search requests for criminal history information  
Researched out of state missing dispositions for school boards and mental health barrier crimes  
Contacted out of state criminal justice agencies via telephone, fax, and mail  
Undated criminal history records  
Notified school boards and mental health boards with written correspondence  
Processed credit card payments and compiled reports

