

Kayla Warren, MSW

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EDUCATION

Bachelor of Social Work (BSW), Appalachian State University, Boone, NC 2016
Honors: *Cum Laude*
Master of Social Work (MSW), Appalachian State University, Boone, NC 2017
Concentration: *Community and Organizational Practice*

PROFESSIONAL EXPERIENCE

Appalachian State University, Department of Social Work, Boone, NC 2019-Present
Program Specialist

- Coordinates efforts for the Child Welfare Education Collaborative, School Social Work Licensure, and the SBIRT Program through maintaining tracking lists for coursework and program requirements, communicating with students and multiple academic departments, and attending appropriate trainings and meetings to stay up to date on programs.
- Assists Field Director and Field Faculty with field management software while also creating and distributing field contracts and/or Affiliation Agreements to students and agencies, and ensuring students move efficiently through the course registration process for internships.
- Manages the departmental and SBIRT Program university websites through routine editing updates and addition of news articles and new faculty profiles.

The Children's Playhouse, Boone, NC 2017-2019
Lead Program Assistant

- Trained, supervised, and delegated tasks to interns/volunteers and facilitated service group workdays.
- Constructed staffing schedules and assisted Executive Director with record-keeping, data entry, and program evaluation through survey creation, distribution, and analysis.
- Created and implemented weekly art installations and programming for children.
- Organized and attended community outreach events to promote organization as well as created and distributed correspondence notes to donors.

The Children's Playhouse, Boone, NC

2016-2017

MSW Intern

- Completed daily operations of facility while interacting with families to ensure a positive and high quality experience.
- Assisted guests with completing membership applications and verifying eligibility for member scholarships.
- Completed community outreach for fundraising events and assisted with event planning.

Watauga County Department of Social Services, Boone, NC

January 2016 - May 2016

BSW Intern, Adult Protective Services Unit

- Responsible for an individual caseload of 6-10 clients with tasks including completing assessments and providing transportation to medical appointments.
- Collaborated with team of Social Workers through weekly staff meetings, special trainings, and one on one meetings to ensure positive outcomes for clients.
- Administered quarterly and annual assessments of clients while efficiently documenting and filing all case notes.

DEPARTMENTAL SERVICE

Field Committee

2019-Present

Evaluation Committee

2019-Present

VOLUNTEER SERVICE

The Children's Playhouse, Boone, NC

2019-Present

- Buildfest, Watauga County Farmer's Market Kids Corner

Joyful Hearts NC, Charlotte, NC

2013-Present

- JoyProm, Festivals, Fundraising events