**Elizabeth A. Montemayor, MSW**

Michigan State University School of Social Work

655 Auditorium Road

East Lansing, MI 48824

(517) 202-9709

[montema7@msu.edu](mailto:montema7@msu.edu)

# EDUCATION

MSW 2006 Michigan State University

Concentration: Clinical Social Work

Phi Alpha National Honor Society

BS 2002 Michigan State University

Concentration: Family and Community Services

MDHHS 2012 Leadership Academy

Honors Graduate

# ACADEMIC/HIGHER EDCUATION EXPERIENCE

***Michigan State University, East Lansing, MI***

***Specialist Outreach Fixed Term Faculty, Child Welfare Programming Coordinator***

***July 2023 – Present - Full Time***

* Primary responsibility for the child welfare certificate program.
* Administrator of Title IVE program.
* Budget development and management.
* Recruitment responsibilities.
* Provide student support/advising.
* Curriculum development and teaching.
* Track graduates of the program.
* Collaboration with community partners, constituents, and colleagues.
* Courses: SW 845 Administrative Skills in Social Work, SW 471 Child Welfare, SW 810 Theories of Groups, Organizations, and Communities in Social Work
* Human Behavior and Social Environment (HBSE) Committee Member
* Organizational and Community Leadership Committee Member

***Michigan State University, MI***

***Instructor Fixed Term***

***May 2015 – June 2023***

* Read the employee Handbook and Instructor Orientation for the current year.
* Develop and manage syllabus materials, use textbook for course being taught.
* Maintain records of student attendance, student progress, and grade distributions.
* Maintain discipline and order during instructional activities.
* Participate in normal program/discipline maintenance and administrative activities.
* Input final grades into Desire to Learn.
* Courses: SW 845 Administrative Skills in Social Work, SW 471 Child Welfare, SW 811 Perspectives In Human Development

***Oakland University Rochester, MI***

***Instructor Adjunct***

***September 2013 – 2019***

* Read the employee Handbook and Instructor Orientation for the current year.
* Develop and manage syllabus materials, use textbook for course being taught.
* Maintain records of student attendance, student progress, and grade distributions.
* Maintain discipline and order during instructional activities.
* Participate in normal program/discipline maintenance and administrative activities.
* Input final grades into Moodle/Sail.
* Course: SW 360 Child Welfare: Policies and Best Practices

**PROFESSIONAL CAREER EXPERIENCE**

***State of Michigan Department of Health and Human Services, Lansing, MI***

***Services Program Manager 15 Children’s Protective Services (CPS) and Foster Care (FC)***

***April 2015- June 2023 – Full Time***

* Supervises 9 Children’s Protective Services Supervisors, 1 Foster Care Supervisor, and 1 Private Agency Supervisor.
* Supports and assists supervisors in managing staff to ensure children and families achieve appropriate services and permanency outcomes.
* Responsible for evaluating supervisor performance and facilitating professional growth and development.
* Interprets policy for supervisors, workers, and the community.
* Addresses local office labor relations issues and coordinates with Central Office labor relations to remedy issues.
* Ensures appropriate staffing in the CPS and FC program.
* Delegates, assists, and facilitates the development of training for staff on existing and new programs/initiatives and federal, state and local office policy and procedures.
* Implements the development of local office procedures to increase efficiency in child welfare.
* Develops monitoring processes to ensure compliance with local office, state, and federal performance measures.
* Compiles, maintains and analyzes statistical reports to measure staff performance, adherence to local office and state wide performance standards and development of performance improvement plans.
* Collaborates with in-county and out-county Family Courts, law enforcement, community agencies, private foster care agencies and the Foster Care Review Board in the protection, care, supervision and provision of services to children and their families in the child welfare system.
* Responsible for licensing supervisor and staff to ensure recruitment and retention of foster homes and ensure that children are appropriately placed in care.

***State of Michigan Department of Human Services, Lansing, MI***

***Services Program Manager 14, Children’s Protective Services***

***June 2007 – April 2015 – Full Time***

* Coordinate activities by scheduling work assignment, setting priorities, and directing work of employees.
* Evaluate employee performance through the review of completed work assignments and work techniques.
* Identify staff development and training needs, ensure training is obtained.
* Maintain records, prepare reports, and compose correspondence relative to the work.
* Monitor case activity and review cases daily to ensure appropriate services are provided.
* Assist employees with cases, review case records, handle contacts with clients and others.
* Initiate, coordinate, and monitor contracts with providers in support of human service programs.
* Aid staff in developing effective caseload management techniques to maintain timely service.
* Conduct in-service trainings for staff, staff meetings, and represent the agency in the community.
* Maintain liaison with public agencies, private agencies, and governmental entities.
* Prepare reports, attends conference and individual meetings, gives testimony, and makes speeches as necessary.
* Aid in the development of programs, policies, and procedures related to the provision of services to the public.
* Supervise Maltreatment in Care unit.

***State of Michigan Department of Human Services, Lansing, Michigan***

#### **Children’s Protective Services Worker**

#### **September 2005 – June 2007 – Full Time**

* Provide casework services to dependent, neglected, abused, and delinquent children and youth, children with disabilities, socially and economically disadvantaged and dependent adult clients, and other individuals and families.
* Determine the appropriate method and course of action and implement service, treatment, and learning plans.
* Develop, plan, and find resources to address clients' and families' problems in housing, counseling, and other areas, using specific service methods, monitors services provided.
* Write and maintain social case histories, case summaries, case records, and related reports and correspondence.
* Provide or secure protective services for endangered children and adults qualifying for such services.
* Provide direct counseling services to clients, appropriately interview parents and children for investigation.
* Conduct family assessment and placement studies.
* Present assessment and service plans at pre-dispositional and dispositional hearings
* Interpret behavioral problems for parents and other caregivers and otherwise assists them in providing appropriate care to children.
* Serve as liaison between the department and community groups in developing programs, interpreting rules and regulations, and coordinating programs and services.
* Investigate, assess, and follow up on complaints of abuse or neglect.
* Visit abused or neglected wards in their homes, foster homes, or residential placements.
* Prepare legal documents, forms, and petitions for court proceedings.
* Testify in court on progress and services rendered to children and families.
* Transport clients to court hearings, clinic appointments, and placement homes.

#### **State of Michigan Department of Human Services, Flint, MI**

#### **Foster Care Worker**

#### **February 2003 – September 2005 – Full Time**

* Manage caseload of 30-40 abused and/or neglected children and the families.
* Assess and provide appropriate services to children and families.
* Make recommendations that would better assist the families and family structure.
* Supervise families to ensure compliance with treatment plans.
* Conduct family assessments and home inspections for potential placements.
* Knowledge and ability to interpret state and federal social welfare laws, rules and regulations in order to develop, implement and modify service, treatment and learning plans for family and children.
* Write and maintain social case histories, case summaries and case records.
* Prepare legal documents, forms, and petitions for court.
* Provide direction to foster parents in regard to daily child management behavior.
* Organize and coordinate meetings, prioritize the work of service providers to further assist the family and children.
* Serve as a liaison between department and community groups in developing programs, interpreting rules and regulations, and coordinating programs and services.
* Effectively communicate and testify to progress of the family and the children to the court.
* Transport clients to court hearings, clinic appointments, and placement homes.
* Respond to general inquiries and conduct searches for adoptive placements for special needs children; provides post-adoptive services for the children and families.

## ACTIVITIES, ACHIEVEMENTS, and SKILLS

* National Child Welfare Workforce Institute 2023 – Present
* Council On Social Work Education 2023 – Present
* Notary Public – Issued 2021 – Present
* Mid-Michigan Latino Leadership Network 2022 - Present
* Michigan Human Trafficking Task Force 2018 – Present
* Director Engagement Committee – Ingham County 2018 - 2023
* Diversity, Equity, and Inclusion Committee - Ingham County 2020 - 2023
* Diversity, Equity, and Inclusion Sub Committee for Staff Retention - Ingham County 2020 - 2023
* Diversity, Equity, and Inclusion Committee – Small Talk Child Assessment Center 2021 - 2023
* Public/Private Partnership Leadership Group 2020 - 2023
* Capacity Building for Leaders of Color 2020 - 2023
* Ingham County Human Trafficking Committee Member 2015 - 2023
* Child Death Review Member 2007-2014
* Human Trafficking State Protocol Committee Member 2013- 2015
* Statewide Children’s Protective Services Advisory Member 2012-2015
* Family Dependency Drug Court Committee Member 2009-2015
* Fetal Infant Mortality Review Member 2007-2010
* President of the Graduate Student Advisory Council at Michigan State University 2005-2006
* President of the Organization for Latino Social Workers at Michigan State University 2005-2006
* Member of the Phi Alpha National Honor Society of Social Work at Michigan State University 2005-2006
* Vice President of the Organization for Latino Social Workers at Michigan State University 2004-2005
* Skills as a facilitator, computer skills, interpersonal skills, organizational skills, communication skills, knowledge with the judicial system, knowledge in early childhood development and behavior, knowledge in foster care and protective services, cash assistance, Medicaid, and other programs. Ability to maintain case records and reports, rapport building with children and families, certification on trainings specific to child welfare and DEI.