

CURRICULUM VITAE

JANET OKHOMINA, LSW, MSW

EDUCATION

Fayetteville State University, Fayetteville, NC
Masters of Social Work, 5/2008
Jackson State University, Jackson, MS
Bachelor of Social Work, 5/2002

PROFESSIONAL CERTIFICATION

Licensed Social Worker in good standing (State of Mississippi)

FACULTY EXPERIENCE

2015-Present Visiting Instructor and BSW Admission Coordinator
Jackson State University
Jackson, MS

COURSES TAUGHT
SW210 Social Work Values and Ethics
SW 225 Human Diversity and Social Justice
SW 485 Skills in Interviewing

2014 Visiting Assistant Professor and Bachelor of Social Work Admissions Coordinator
Jackson State University
Jackson, MS

COURSES TAUGHT
SW210 Social Work Values and Ethics

2012-2014 Visiting Assistant Professor
Jackson State University
Jackson, MS

COURSES TAUGHT
SW210 Social Work Value and Ethics
SW305 Human Diversity and Social Justice

SOCIAL WORK PRACTICE EXPERIENCE

2009-2012	<p>Jackson Police Department Crises Intervention, Jackson, MS</p> <p>Social Worker</p> <p>Conducted Individual and Group Counseling</p> <p>Counsel with victims of violent crimes and domestic violence victims</p> <p>Followed-up on police 911 reports. Served as Field Supervisor for graduating Social Work students assigned to the department. Prepared weekly reports Documented Client files Completed Client Psychosocial assessment Client Referrals Set up booths and presented at local school agencies information of Domestic Violence</p> <p>Made home visits</p>
2007	<p>Veterans Administrative Hospital, Fayetteville, NC</p> <p>Interning social work student. Conducted client assessments and made visits to Client home. Conducted psychotherapy groups with veterans diagnosed with depression, anxiety and PTSD. Documenting patient records. Administered Mental Health Testing</p> <p>Assisted families with completion of advance directives</p>
2007-2008	<p>Carolina Residential Services, Fayetteville, NC</p> <p>Social Worker</p> <p>Group therapy with developmentally delayed and mildly retarded adults</p>
2006-2007	<p>Cumberland County Mental Health, Fayetteville, NC</p> <p>Social Worker</p> <p>Group counseling with clients and observing clients behavior</p> <p>Taught adult learning skills to developmentally delayed and mildly retrdrd adults</p> <p>Observing clients behavior and keeping daily records of clients behavior</p> <p>Planning and implementing daily activities and outings</p>
2004-2005	<p>Department of Human Services Child Protection, Jackson, MS</p> <p>Social Worker</p> <p>Conducted Investigitons of reported of children, adult and elderly abuse and neglect</p> <p>Conducted interviews and completed assessments of individuals and families</p> <p>Presented cases before the courts for adjudication</p> <p>Obtained placement for needed families, adults and children</p> <p>Created individual files for clients</p> <p>Arranged interviews between Children Advocate Centers and clients</p>
2003-2004	<p>Jackson Housing Authority, Jackson, MS</p> <p>Administrative Assistant</p> <p>Maintaining and setting up filing systems for old and new clients under Section 8</p> <p>Provided customer services to clients</p> <p>Supported colleagues by helping accomplish established tasks</p>
2002-2003	<p>Epilepsy Foundation of Mississippi, Jackson, MS</p> <p>Interning Student Social Worker</p>

	<p>Provided administrative support with the planning of health fairs at various Schools and churches</p> <p>Aided in increasing awareness to individuals about epilepsy</p> <p>Assisted clients with medication procurement</p> <p>Provided information and referral services</p>
2002	<p>Ivory Homeless Clinic, Jackson, MS</p> <p>Interning Student Social Worker</p> <p>Providing administrative support in organizing and locating support groups for Families</p> <p>Assisted with patient intakes</p> <p>Recorded social histories of patients</p> <p>Provided patient referrals to physicians</p> <p>Connected patients with other services as needed</p>
1986-2000	<p>Allstate Insurance Company</p> <p>Property Rater</p> <p>Calculated rates for homeowner, boat and jewelry policies</p> <p>Customer Service</p> <p>Assisted field agents as needed</p>
1985-1986	<p>Diocese of Benin</p> <p>Secretary to the Bishop</p> <p>Typing</p> <p>Filing</p> <p>Made appointment</p> <p>Greeted incoming visitors</p> <p>Answered the phone</p>
1976 – 1986	<p>Aetna Insurance Company</p> <p>Working with Workmen Compensation Cases</p> <p>Typing and mail out check</p> <p>Speaking with insurer and physician about claims</p>
1973 – 1976	<p>Southern Farm Bureau</p> <p>Assigning policy numbers to cases</p> <p>Checking files to verify correct coverage and policy premiums were assigned</p>
1976 – 1976	<p>Jackson State University Plant Operations</p> <p>Secretary</p> <p>Answering phones</p> <p>Doing inventory</p> <p>Ordering Supplies</p> <p>Overseeing student workers assigned to the office</p>

INTERNSHIP

VA Hospital, Fayetteville, NC
Epilepsy Foundation, Jackson, MS
Ivory Homeless Clinic, Jackson, MS

COMMUNITY SERVICES

Mt Wade Community Outreach

PROFESSIONAL MEMBERSHIP

National Association of Social Worker