

# ORLESHA FAIRGOOD

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## SUMMARY OF QUALIFICATIONS

Exceptionally well organized and resourceful Professional with more than eight years of experience and a solid academic background in criminal justice and human services, excellent analytical and problem solving skills; very detailed-oriented and able to handle multiple projects while producing high quality work in a fast-paced, deadline-oriented environment; maintains integrity of documentation and record keeping; experienced in planning, coordinating, analyzing, and evaluating education curriculum and services needs for clients; Highly proficient in data administration support to ensure integrity, timeliness, quality control and efficient utilization of the institutional resources.

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## OBJECTIVE

To secure a position within an organization that utilizes my work experience and educational background in social work to become a valuable asset to the human services field overall.

## EDUCATION

- **Masters of Social Work, Clinical Concentration** University of Nebraska at Omaha, August 2013-May 2016
- **Bachelors of Science in Criminal Justice/Religion**, University of Nebraska at Omaha, August 1999-May 2004
- **Lincoln Medical Education Partnership**, Training for Addiction Professionals, April 2008-January 2009
- **Trauma-Focused Cognitive Behavioral Therapy Certification**, January 2015

## PROFESSIONAL EXPERIENCE

**Chemical Dependency Counselor Supervisor (CDCS), Nebraska Department of Corrections, Omaha NE, May 2016-Present, Acting CDCS January 2014-October 2014, January 2015-December 2015**

- Supervise the work of staff performing chemical dependence counseling.
- Conducted new staff member orientation, trained, guided, and counseled assigned staff to develop their performance and ensure consistent application of policies, procedures, and standards.
- Coordinate with treatment team in identifying and planning for after care needs of clients.
- Assign and supervised work activities and monitored schedules of assigned staff to achieve objectives and completion of assignments, and to balance workloads and leave schedules.
- Administer, scored, and interpreted chemical dependency assessments to evaluate individuals for appropriate treatment.
- Supervise and evaluated the work of chemical dependency counseling staff and recommended personnel actions related to selection, discipline, performance, leave, grievances, work schedules, and work assignments.

**Chemical Dependency Counselor (Licensed Alcohol and Drug Counselor LADC), Nebraska Department of Corrections, Omaha, NE May 2008-May 2016**

- Conduct individual and group counseling sessions, treatment planning.
- Conduct screening, intake, orientation, administering assessments including the SASSI and ASI.
- Provide case management, reports, providing education, record keeping, crisis intervention, referral and consultation.
- Ensure the safety and security of the institution, follow the code of ethics.
- Communicate with clients and monitor their progress on the road to recovery.
- Keep medical professionals informed on clients' progress.

**Therapist, Nebraska Department of Corrections, Omaha NE August 2015-December 2015**

- Conducted individual sessions, treatment planning, completed contact notes.
- Co-facilitated Victims Impact, Anger Management, and Aggression Replacement Therapy Groups.
- Conducted mental status reviews on clients assigned to segregation units.
- Coordinated transitional living plans, medical and psychiatric appointments for clients prior to release.
- Conducted research on the impact of mentorship participation and successful outcomes of youthful offenders.
- Analyzed and reported outcomes of trauma experiences among youthful offenders.

**Case Manager, Lutheran Family Service, Omaha, NE May 2013-December 2013**

- Provided timely and accurate delivery of refugee resettlement core service provisions according to established policies and procedures.
- Performed all duties according to state standards, funding source requirements, Lutheran Family Services policies/procedures, and program policies/procedures.
- Worked with clients and outside agencies to motivate and assist clients in achieving self-sufficiency
- Referred clients for supportive services within Lutheran Family Services and to other community organizations as necessary.
- Prepared, compiled, submitted, and maintained accurate records, files, forms, statistics, and additional relevant information in accordance with Agency policy, COA and/or funding requirements
- Prepared and maintained individual service plans and case summaries, and routine file reviews.
- Participated in planning, coordinating, implementation, and evaluation of program services.

**Unit Caseworker, Nebraska Department of Corrections, Omaha, NE, July 2006 – May 2008**

- Prepared monthly pay sheet, supervised inmate cleaning, and inspection of the housing unit.
- Supervised 80 inmates in the housing unit while ensuring that all state and local policies, plans, and procedures were adhered to in accordance with the State of Nebraska.
- Maintained detailed records and documentation for inmate's case file in a timely efficient manner to assist management in providing assistance to inmates.
- Maintained and enhanced communication with management, social workers, and human services professionals to ensure that the needs of the inmates were continuously met.

**Data Entry Operator, Mutual of Omaha, Omaha, NE, March 2001 – July 2006**

- Prepared claims for imaging by indexing, analyzing, faxing and forwarding confidential claims.

- Electronically researched insurance claims to ensure correct mailing addresses, number of co-dependents, and correct policy numbers.
- Electronically sent claims to correct departments for further handling.
- Performed administrative and clerical duties: preparing and proofreading documents and letters, inputting lists and tables, editing existing data, and operating office machines such as scanners, copiers, and printers.

#### **HONORS/ACTIVITIES**

- Grace Abbott School of Social Work Practicum Committee, Fall 2013-Spring 2016
  - Monica Blizek Fellowship Fall 2013
  - Phi Delta Gamma Scholarship Fall 2014
  - Nebraska Department of Correctional Services (NDCS) Challenge Recognition Award for Outstanding Performance December 2010
  - NDCS Employee of the Quarter Nominee December 2012
  - NDCS Challenge Recognition Award for Outstanding Performance May 2014
  - NDCS Teamwork Award March 2015
  - NDCS Employee of the Quarter June 2015
  - Grace Tabernacle Church of God in Christ Scholarship Summer 2015
  - National Association for Alcoholism and Drug Abuse Counselors (NAADAC) Minority Fellowship July 2015
  - NAADAC Member July 2015-Present
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