

# Erin J. Mayhorn

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## **EDUCATION**

**University of Louisville, Kent School of Social Work**, Louisville, Kentucky

*Master of Science in Social Work*, August 2006

**Morehead State University**, Morehead, KY

*Bachelor of Social Work*, December, 2003

## **PROFESSIONAL CERTIFICATION**

**Public Child Welfare Certification Program, 2003**

- Completed a two-year training program operated within the FASFA guidelines specializing in the assessment of child safety and wellness

**PS-Mapp Trainer, 2011**

- Completed a 30-hour training program to train potential foster parents in the state of Kentucky

**Service to the Public**

**Open Hearts Community Based Visitation, 2017**

- Attend meetings with DCBS and community members to assist in the development and implementation of Open Hearts Community Based Visitation (CBV) in Southern Bluegrass Service Region (SBSR), a program that will offer supervised visitation to families on the reunification track.

**Professional Memberships**

**Thursday's Child Inc., 2017**

- Serve as an elected board member for Thursday's Child Inc., a non-profit board, that was established in 1989 to support the children and families that are served by the Special Needs Adoption Program. In addition to recruitment activities for over 300 Kentucky children awaiting adoption, Thursday's Child, Inc. assists with funding activities that would not be covered elsewhere. The board's mission is to recruit adoptive parents, support waiting children and provide post-adoption support.

## **PROFESSIONAL EXPERIENCE**

October 2016-present, University of Kentucky, College of Social Work

***Clinical Faculty***

- Instructor for MSW Classes in the Credit for Learning (CFL) Program.
  - Teach Child Welfare courses to Cabinet for Health and Family Services Employees in the Academy.
  - Participate in curriculum development for CFL courses.
- Recruitment of students for Public Child Welfare Certification Program (PCWCP)
- Provide academic advising for students in the PCWCP.
- Work closely with DCBS Regional Management, Supervisors, Regional Training

Coordinator, and Staff in the Southern Bluegrass Service Region to assess needs of staff.

*December 2011-September 2016, Cabinet for Health and Family Services, Lexington, KY*

***Family Service Office Supervisor, Social Service Clinician I, Social Service Worker I***

- *Provide first line of supervision for a team of 7 workers and 1 secretary during business hours, after hours and during crisis on call rotation.*
- *Run Monthly Reports and ensure workers are meeting time frames by using Microsoft Excel and Outlook.*
- *Review, correct and approve court reports, Assessment Documentation Tools (ADTs) and case plans.*
- *Participate and/or facilitate meetings including but not limited to, FSOS Morning Meetings, RCC, Pre Permanency Conference, Round Table, OOHC/ASFA Consults and Monthly Staffing*
- *Work daily in The Workers Information System known as TWIST.*
- *Oversee New Employee Training Schedules and participated in P&P Academy Course 1 Assessment*
- *Serve as team leader; review, correct, and approve court reports and assessments of peers. Monitor monthly reports and ensure documentation is submitted in a timely manner. Supervise and mentor bachelor level students. Staff and offer guidance to coworkers on complex cases.*
- *Monitor Family Compliance with CHFS case plans and Court orders; completed written and verbal reports for the Courts and CHFS.*
- *Refer Families to community partners for assistance and services.*
- *Ongoing communication with community parents regarding needs of families and individuals.*

*March 2011-November 2011, Necco of Louisville, Louisville, KY*

***Home Resource Coordinator***

- **Supervise foster families in completion of all forms and training necessary for the recertification process**
- **Recruit new foster parents**
- **Create Training Topics and Training Materials**
- **Write foster home assessments**
- **Complete Safety Audits on foster homes**
- **Complete Corrective Action Plans with noncompliant foster parents**
- **Work with potential foster parents to complete the certification process**
- **Acquire all documents necessary for the certification of any new foster home and acquire additional documentation as needed to meet KY licensing requirements**
- **Maintain all foster parent files**
- **Participate in admissions process**
- **Oversee training documentation in foster parent files**
- **Rotation of the Crisis Intervention Line**

- Attend and participate in self-directed team meetings and activities
- Provide adequate training opportunities for foster parents
- Maintain documentation relating to foster parent trainings
- Accepts additional tasks from self-directed team as appropriate
- Maintain knowledge of current state regulations relating to foster homes

April 2004-September 2008, Cabinet for Health and Family Services, Morehead, KY

***Social Service Clinician I, Social Service Worker II***

- Supervise individual's compliance with CHFS Recommendations and Court Orders
- Investigate child maltreatment; including sexual abuse, physical abuse and neglect
- Conduct interviews with victims, perpetrators, and collateral witnesses
- Gather information to assess families for intervention and complete a written assessment
- Partner with community resources such as child advocacy center, mental health professionals, law enforcement agents, and families to establish and individualized treatment plan ensuring the safety and well-being of the children
- Work with victims of domestic violence using crisis intervention skills
- Prepare court documents and testify in court
- Train and mentor interns participating in college certified programs
- On call responsibilities: crisis response
- Utilize time management skills by managing an average of 30 cases while meeting guidelines
- Transport children as needed across the state to appointments and placements
- Complete the some of the above listed duties
- Conduct investigations on complex cases; foster homes, daycare centers, and school personnel
- Place children in foster homes and work with foster families on meeting the children's needs
- Work on goals of reunification with families and children
- Work on permanency goals with children that were committed to the Cabinet
- Complete monthly home visits with families, foster homes and residential facilities
- Facilitate and participate in case planning conferences