

Vanessa J Hadden, LCSW

November 29, 2022

LABSWE

18550 Highland Rd, Ste B

Baton Rouge, LA 70809

Dear Sara Banks,

Good afternoon. I'm writing to request the disciplinary action be removed from my license. Please allow me to explain the situation that resulted in the action, and hopefully my request will become clear.

I was approached with a job offer in Spring 2014. The offer was from a mental health rehabilitation agency that was opening a new office. The office was scheduled to open months later, was not open at the time I was offered the position of mental health professional or when I applied for licensure. I accepted the position pending provisional licensure, for which I immediately applied.

As part of that license application, I provided a job description and hire date, which was given to me by the agency from which I had accepted the employment offer. Again, I was not providing social work services, as the office was not open/operating at the time. The agency was, however, advertising in the community, and was compiling a wait list for potential clients who were all informed of the pending opening date of the agency.

After my application was reviewed, I received notification from LABSWE that I was facing disciplinary action for providing social work services without a license, based on my hire date and job description. I had been in telephone contact with LABSWE on multiple occasions clarifying the application process, had detailed my hire/license process, and at no time was I informed that my process was problematic, or could result in disciplinary action. Had I been so informed, I certainly would've taken alternate actions to insure my license was issued in good standing.

REC'D DEC 05 2022

After I received this notification, I again contacted the board via telephone and email and clarified that I was not providing any services as the office was not even open at the time.

I was told that I would need to appeal this decision with the board at their next meeting, which was weeks away. I was also told that I would essentially plead my case with the board, and that there was no guarantee that the decision would be overturned. In the meantime, my agency was opening, and awaiting my ability to begin providing services for clients, some of which were high needs.

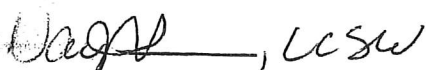
Alternatively, I was told that I could pay the fine, complete an ethics course, and receive my provisional license right away, which would allow me to begin providing services to clients.

I expressed my frustration with this process, as I felt I was acknowledging an offense I did not commit, and the process of waiting over a month to even plead my case felt unreasonable. I felt that the process of clearing my name and license was cumbersome, expensive, and unnecessarily lengthy. However, in the interest of beginning to provide timely services to clients who were waiting, I chose to pay the fine, complete an ethics course, and receive my provisional license.

Over the years, as I've increased my level of licensure, have begun working with insurance companies, have strived to maintain ethical practice, and as I look toward my future as a social worker, I feel this disciplinary action reflects a professional image of me that is inaccurate and can hinder my potential professional advancement.

Again, I did nothing wrong. I certainly did not do what I was accused of, was never proven to have provided any social work services outside of licensure. I informed the board that my supervisor was more than willing to provide written attestation to the information I detailed above, to no avail.

Please provide me with feedback on how this disciplinary action may be removed from my credentials. Thank you for any guidance you may offer.


Vanessa J Hadden, LCSW
985 645 1793

Consent Agreement and Order
Between the
Louisiana State Board of Social Work Examiners
and
Vanessa Hadden

REC'D APR 14 2014

This matter came before the Louisiana State Board of Social Work Examiners (hereinafter referred to as "Board") pursuant to application for certification to practice as a Licensed Master Social Worker filed by Vanessa Hadden (hereinafter referred to as "Applicant").

Information received in the application process reflects that Applicant has practiced social work from **January, 2014 - present** without a social work credential, in violation of Louisiana Revised Statute 37:2701, et. seq.

Pursuant to the Board's authority under La. R.S. 37:2705 and 2709 and La. R.S. 49:955 (D), the Board has submitted this Consent Agreement and Order to Applicant and Applicant has signed the Agreement duly acknowledging the following:

1. By submitting the application, Applicant accepts the Board's jurisdiction;
2. Applicant has by his/her subscription hereto acknowledged the substantial accuracy of the foregoing information and that such information could provide the Board with probable cause to deny a credential to Applicant because a violation of La. R.S. 37:2709 and the *Rules, Standards and Procedures* of this Board;
3. Applicant has been provided an opportunity for a compliance hearing before the Board pursuant to Rule 943 of the Board's *Rules, Standards and Procedures*, which right as well as any legal or administrative rights Applicant formally waives by the execution of this agreement;
4. Applicant has executed this agreement as a free and voluntary act and with full knowledge and with the terms and conditions of the Order set out herein.

Considering the foregoing information and acknowledgments and waivers by the Applicant, the Board is persuaded that it is in the best interest of the public to enter into this Consent Agreement and Order and therefore, pursuant to the authority vested in the Board,

IT IS HEREBY ORDERED that Vanessa Hadden is granted Certified Social Work certification and is approved to take the ASWB Masters level examination subject to the following terms and conditions:

1. Within three (3) months of issuing the CSW credential, Applicant shall take and pass an Open Book Examination covering the Louisiana Social Work Practice Act and the Board's *Rules, Standards and Procedures* to include Chapter I, Standards of Practice. This exam is in addition to taking the ASWB Masters level examination which is required within six (6) months from the date the CSW is issued.

three (3) pre-approved continuing education hours in social work ethics in addition to the clock hours of continuing education required for renewal.

3. Within three (3) months of issuing the CSW credential, Applicant shall pay a fine of \$187.50.
4. By agreeing to the terms of this Consent Agreement and Order, Applicant waives all rights to appeal this adjudication.
5. If Applicant fails to successfully and timely complete all requirements set forth above, the Applicant's social work credential shall be **SUSPENDED** by the Board without further notice until such time as the Board receives and accepts documentation of applicant's completion of the requirements set forth above. The admissions contained herein, will be considered proven and the only issue will be failure to follow the terms of this Consent Agreement and Order.

THIS CONSENT AGREEMENT AND ORDER is a matter of public record for violation of the above referenced sections of the Louisiana Social Work Practice Act and the Rules, Standards and Procedures. The terms of this Consent Agreement and Order shall be published and reported, including but not limited to, the LABSWE Newsletter, the Board's website, the Association of Social Work Board's Public Protection Database (ASWB PPD), and the National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank (NPDB-HIPDB)

IN WITNESS HEREOF, the Louisiana State Board of Social Work Examiners has entered into this Consent Agreement and Order and has executed same through the Board's Chairperson, at

Baton Rouge, Louisiana on this 23rd day of May, 2014.

Louisiana State Board of Social Work Examiners

By: Judith Haysel, LCSW, Chairperson

IN WITNESS HEREOF, JANESA S. HADDEN, Applicant, has entered into this Consent Agreement and Order and agreed to complete the requirements set forth above executed

same at Mandeville, Louisiana on this 9 day of

April, 2014.

By: [Signature], Applicant

SWORN TO AND SUBSCRIBED BEFORE
ME THIS 9 DAY OF April, 2014

(Notarization Required by Applicant)

TRACY A. SALVAGGIO
Notary Public #84772
State of Louisiana
My Commission is issued for life.

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Michael J. Keeper Jr.

17 November 2022

To whom it may concern:

Good day. My name is Michael J. Keeper Jr. and I'm a social work major at Northwestern State University. My internship begins in January, and I'm set to graduate in May with a bachelor's degree. The recently released ASWB licensing exam pass/fail data has become a subject of debate (and controversy) in several of my classes. Your organization has addressed the issue in your Fall 2022 newsletter and encouraged the social work community to participate in the "Call to Action" on the ASWB website. I believe that publicly addressing this open secret is a step in the right direction.

I've perused the LABSWE website, searching for study resources; under the "Resources" tab I found and took a free exam offered by Social Work Examination Services. They offer study programs at a cost that may seem nominal for some, but present financial dilemmas for others—particularly graduates hobbled with student loan debt. Offering a stipend for Social Workers to purchase these resources would be a goodwill gesture, and an investment in a more diverse workforce across the State, by my estimation.

Additionally, the resignation of Marketa Walters, triggered by agency failures surrounding the deaths of Jaheri Paul and Mitchell Robinson III, presented social workers in Louisiana in a negative light. When most people hear the term "social worker," they automatically think DCFS. I've followed the investigations conducted by several local news networks, listened to interviews and grievances from both sides and found a common trend: inept leadership. There are no continuing education requirements related to leadership listed in Title 46, Part XXV, Section §317. Considering the intent of continuing education, how does "assisting the professional to expand his/her resource network," protect the public? I searched the Professional and Occupational Standards document and didn't find "leadership" anywhere. I believe this may be indicative of a problem. The board could easily address this issue by requiring social workers to participate in annual leadership training as a part of their continuing educational requirements.

Developing leaders within an organization is imperative to the sustained success of that organization. I'm not arguing from ignorance, nor am I criticizing the board. I'm assessing the information available and addressing an opportunity. I've led Army infantry and Louisiana National Guard intelligence Soldiers, developed leaders and coordinated up and down the ranks to accomplish a wide variety of objectives during several deployments. None of this would have been possible without dedicated leadership training and an institutional culture that encourages the development of leaders.

I look forward to serving the citizens of the State of Louisiana with integrity and dignity as a social worker, and inspiring my seniors, peers and subordinates as a social work leader.

REC'D NOV 30 2022

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Keeper Jr.", with a long, sweeping horizontal line extending to the right.

Michael J. Keeper Jr.

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To: Louisiana State Board of Social Work Examiners:

In 2017, I did not complete my yearly renewal for my social work license by the deadline on August 21, 2017 as required by the Louisiana Board of Social Work Examiners. I renewed my license on January 25, 2018. I was then justifiably disciplined for practicing with a lapsed credential for those months between Aug 21, 2017 and January 25, 2018. I readily owned my mistake and accepted the terms of the discipline as outlined in a Consent Agreement. To comply with the terms of the Consent Agreement, I paid a fine and completed an exam. I was then released from the Consent Agreement by the Board. Each year since this disciplinary action I have renewed my license by the required deadline. I understand the importance of this in ensuring that qualified social workers are serving our state.

Because having the marker on the Certemy site indicating the disciplinary action, I am having difficulty applying for employment. Understandably, it concerns potential employers and professional insurance providers. I made a mistake, but I am a good social worker. I am requesting that you consider removing the indicator of disciplinary action.

Thank you for your consideration,

Kathleen North, LCSW-BACS

* completed agreement
9/27/2019

LOUISIANA STATE BOARD OF
SOCIAL WORK EXAMINERS

IN THE MATTER OF

COMPLAINT NO. 2018-158

KATHLEEN NORTH

LICENSE NO. 8791

CONSENT AGREEMENT AND ORDER

WHEREAS, Kathleen North ("Ms. North") is a credentialed social worker subject to the jurisdiction and rules and regulations of the Louisiana State Board of Social Work Examiners (the "Board"); and

WHEREAS, pursuant to a complaint and an administrative investigation, Ms. North has indicated her desire to resolve this matter through a Consent Agreement and Order as provided for in Rule No. 907 of the Board's Rules, Standards and Procedures and La. R.S. 49:955(D) of the Louisiana Administrative Procedure Act; and

WHEREAS, Ms. North has admitted the following:

1. Ms. North is a Licensed Clinical Social Worker ("LCSW"), credentialed by the Board to engage in the practice of social work in the State of Louisiana pursuant to the Social Work Practice Act, La. R.S. 37:2701 *et seq.*, as evidenced by License No. 8791.
2. At the time of the facts and matters alleged herein, Ms. North was engaged in the practice of social work as Clinical Director for UNITY Welcome Home in New Orleans, Louisiana.
3. Ms. North's LCSW lapsed on August 31, 2017.
4. Ms. North's LCSW was renewed through August 31, 2018, on January 25, 2018.

Kathleen North #2018-158
Initial: KL

5. Ms. North practiced social work with a lapsed credential from September 1, 2017 to January 25, 2018.

WHEREAS, by practicing social work with a lapsed social work credential, Ms. North violated La. R.S. 37:2709.

WHEREAS, Ms. North has indicated her desire to resolve this matter through a Consent Agreement and Order;

WHEREAS, the undersigned Assistant Attorney General has confirmed the respondent's desire to resolve this matter through a Consent Agreement and Order;

IT IS HEREBY ORDERED that in consideration of the foregoing and pursuant to the authority vested in the Board by La. R.S. 49:955(D), the Board orders and Ms. North accepts the following administrative action which is a final decision pursuant to La. R.S. 49:958:

1. Ms. North shall pass the Board's Open Book Examination on the Social Work Practice Act and Rules, Standards & Procedures within ninety (90) days after the date that all parties sign this Consent Agreement and Order. This exam is available on the Board's website at www.labswe.org.
2. Ms. North shall complete a total of three (3) hours of continuing education on the subject of ethics. These hours are to be pre-approved by the Board prior to completion. This continuing education is in addition to the annual hours of continuing education required to maintain her LCSW. Ms. North shall provide the Board with evidence of attendance within ninety (90) days after all parties sign this Consent Agreement and Order.
3. Ms. North shall pay a fine in the amount of TWO HUNDRED FIFTY DOLLARS AND 00/100 (\$250.00) within ninety (90) days from the date all parties sign this Consent

Agreement and Order. The payments shall be made by credit card, certified check or money order.

4. Ms. North shall pay all legal costs associated with Complaint No. 2018-158 in the amount of TWO HUNDRED TWENTY-FIVE DOLLARS AND 00/100 (\$225.00) within one (1) year from the date all parties sign this Consent Agreement and Order. The payments shall be made on a quarterly basis with the first payment due within ninety (90) days from the date all parties sign this Consent Agreement and Order. There shall be no pre-payment penalty. The payments shall be made by credit card, certified check or money order.

5. Ms. North specifically acknowledges that failure to comply with the terms of this Consent Agreement and Order may result in a denial, revocation, or suspension of any license, certificate, or registration issued by, or applied for, in accordance with La. R.S. 37:2717.

Waiver of Rights. Licensee is aware that she has the right to consult with an attorney of her choice and understands she has the right to an administrative hearing on the facts in this case. She understands and agrees that by signing this agreement, she is waiving her rights to a hearing. Further, she understands and agrees that she is relieving the prosecutor of any burden it has of proving the facts admitted above. Licensee further understands and agrees that by signing this agreement she is voluntarily and knowingly giving up her right to present oral and documentary evidence, to present rebuttal evidence, to cross-examine witnesses against her, and to appeal the Board's decision.

Effect of Non Acceptance of Agreement. Licensee and the prosecutor agree that this

Consent Agreement and Order is subject to the approval of the Board. They agree that, if the Board rejects this agreement, it will be void, and an Administrative Complaint may be filed. If this agreement is rejected by the Board it will not constitute a waiver of licensee's right to a hearing on the matters alleged in an administrative complaint and the admissions contained herein will have no effect. Licensee agrees that, if the Board rejects this agreement, the Board may decide the matter after a hearing, and its consideration of this agreement shall not alone be grounds for claiming that the Board is biased against him/her, that it cannot fairly decide the case, or that it has received ex parte communication.

Address of Board. All payments ordered and any reports required by this Consent Agreement and Order shall be addressed to: Louisiana State Board of Social Work Examiners, 18550 Highland Road, Suite B, Baton Rouge, Louisiana 70809.

IT IS HEREBY FURTHER ORDERED that this Consent Agreement and Order shall take effect immediately upon its adoption by the Board and is a public record of the Board. The terms of this Consent Agreement and Order may be published and reported, including but not limited to, the LABSWE Newsletter, the Association of Social Work Boards (ASWB), and the National Practitioner Data Bank-Healthcare Integrity and Protection Data Bank (NPDB-HIPDB).

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The prosecutor acknowledges negotiation and preparation of this Consent Agreement and Order in order to resolve, with prejudice, all matters for which the social worker could be charged under Complaint 2018-158, and further certifies that this Consent Agreement and Order is consistent with the evidence, adequately addresses the complaint, and represents a true and correct statement of that which could be proven at a hearing of this matter.

DATED: 11/27/18

Madeline Carbonette
Madeline Carbonette
Assistant Attorney General
Prosecutor

I, Kathleen North, have read the Consent Agreement and Order, understand it, and agree to be bound by its terms and conditions. I specifically acknowledge that failure to comply with the terms of the Consent Agreement and Order may result in revocation or suspension of my license. The admissions contained herein will be considered proven and the only issue will be failure to follow the terms of the Consent Agreement and Order.

DATED: 10/23/18

Kathleen North
Kathleen North

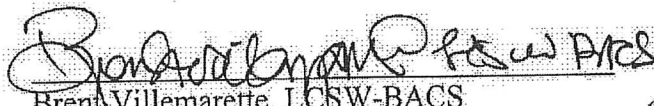
ORDER

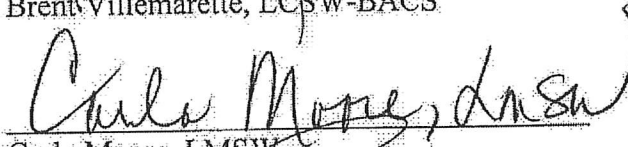
The Louisiana State Board of Social Work Examiners, having examined the Consent Agreement and Order, Case No. 2018-158, adopted the Consent Agreement and Order in this matter.

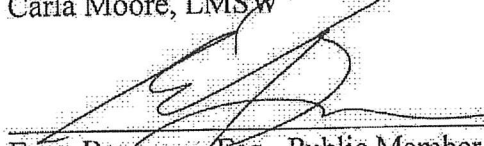
DATED this 7th day of December, 2018 in Baton Rouge, Louisiana.

LOUISIANA STATE BOARD OF SOCIAL WORK EXAMINERS


John Shalett, LCSW-BACS


Brent Villemarette, LCSW-BACS


Carla Moore, LMSW


Evan Bergeron, Esq., Public Member


Jennifer Burch, LCSW-BACS


Robert Showers, RSW


Ruth Weinzettle, LCSW-BACS

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Regina Dewitt

From: Lascott Ellis >
Sent: Monday, December 19, 2022 9:41 AM
To: Regina Dewitt
Subject: Re: Job Description

Yes, please do.

On Mon, Dec 19, 2022, 9:29 AM Regina Dewitt <rdewitt@labswe.org> wrote:

Hi LaScott,

Thank you for your email. The requirements for the position does include an MSW from a CSWE accredited program. I would prefer the board to take a look at this job description. Would you like for me to add this to the meeting agenda for January 13, 2023?

Thank you,

Regina M. DeWitt

Administrative Assistant

Louisiana State Board of

Social Work Examiners

18550 Highland Road, Suite B

Baton Rouge, LA 70809

(225)756-3470, Option 4

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From: Lascott Ellis >
Sent: Monday, December 19, 2022 8:00 AM

Job Title: Chief Operating Officer
Job Type: Exempt/Full-Time
Job Location: Boys & Girls Clubs of North Louisiana
Reports to: Chief Executive Officer

Boys & Girls Clubs of North Louisiana

MISSION

To provide youth people in the North Louisiana safe supervised environment where they can develop into positive, productive members of society.

JOB SUMMARY

Reporting to the CEO, the Chief Operating Officer (COO) is responsible for the organization's day-to-day operating activities. The COO provides leadership to the strategic planning process and implements new strategic initiatives related to areas such as Operations, Program Services, and Finance and Human Resources. The COO leads an executive management team and is also responsible for regular interactions and updates with the Board of Directors on key initiatives.

JOB DESCRIPTION

- Lead the development and implementation of organizational infrastructure, in relation to need and available resources, to facilitate achievement of operational goals.
- Evaluate overall program effectiveness based on participation and achievement of stated goals; recommend modifications to improve program performances, as appropriate; ensure outcome measurement and data analysis drives program improvement and high levels of Club and child safety.
- Support board committees, as assigned.
- Provide direction for youths who maybe diagnosed with a variety of mental health issues to ensure a safe and manageable club experience.
- Coordinate agency budget development; monitor and report variances in revenues and expenditures.
- Manage administrative and operational processes, overseeing the maintenance and repair of buildings, equipment and other facilities.
- Manage performance of assigned directors and other staff in achieving goals, providing technical assistance in program design, development, community relations and program operations.
- Oversee the process to plan and implement a staff development and training program.
- Develop collaborative partnerships with other youth serving organizations, members, parents, families and community organizations.
- Participate in activities to maintain good public relations for Club programs, services and activities; help build public trust.
- May assist in the administration of restricted programs by overseeing program operations at each location; ensure the completion of required reports in compliance with BGCA and other entities; and prepare required interagency reports.

- May be responsible for managing human resources programs and systems including recruitment, employee relations, compensation and benefits, training and development.
- Assume other duties as assigned.

RELATIONSHIPS:

Internal: Maintain close contact with assigned directors and other staff to provide technical assistance in matters of programming and operations; interacts regularly with Chief Executive Officer and as assigned with the board and its committees.

External: Maintains contact with external community groups, schools, mental health agencies and others.

SKILLS/KNOWLEDGE REQUIRED:

- Master's Degree in Social Work from a CSWE accredited college or university. Licensure preferred but not required.
- A minimum of five years operations management and supervision experience, with at least two years at the Unit Director level; or an equivalent combination of experience.
- Minimum of 3 years work experience in behavior intervention, youth development training, small group facilitation, and/or case management.
- Considerable knowledge of: the mission, objectives, policies, programs and procedures of Boys and Girls Clubs; of the principles and practices of nonprofits.
- Demonstrated ability to organize, direct and coordinate operations; in personnel supervision, ability to recruit and retain key personnel; oversee facilities management; and knowledge of budget management.
- String communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Ability to establish and maintain effective working relationships with club staff, subordinates, Board members, community groups and other related agencies

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to walk, sit and stand, talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb to climb or balance, stoop, kneel, crouch or crawl; and may be infrequently required to run. The employee must remain physically fit enough to keep children safe in an emergency.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office settings to moderate and usually loud in recreation and play settings when children are present.

All employees working directly with children at all Boys & Girls Clubs of North Louisiana locations are required to work outdoors in various types of weather conditions.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
Incumbent Date

Page Break



Social Work

From: Ogden, Kayla A <u>
Sent: Monday, October 17, 2022 3:58 PM
To: Social Work
Cc: Broussard, Crystal S
Subject: Dual Degree Student Seeking to take LMSW Exam Before Degrees Conferred

Good afternoon,

I am dual JD/MSW student at Tulane University. I will be done with my MSW requirements at the end of this semester. However, both my degrees will not be conferred until my JD requirements are complete in Spring 2024. I would like to be able to take the LMSW exam before my MSW degree is officially conferred, since there would be a year and a half gap between that happening and my completion of all MSW classes/requirements.

The Tulane School of Social Work administrators instructed me to first contact you in order to see if there are any necessary steps to make this a possibility. They also said they will provide a letter explaining my dual degree status and acknowledging my good standing.

Thank you,

Kayla Angeline Ogden
JD/MSW Candidate 2024 | Tulane Law School/Tulane School of Social Work



December 20, 2022

RE: Kayla Ogden

To LABSWE Board Members:

Please accept this letter as verification that Kayla Ogden is a dual Juris Doctor and Master of Social Work student at Tulane University. This month, on December 16, 2022, Kayla fulfilled all requirements for the completion of the Master's in Social Work portion of her dual degree (including her 900 field hours) at Tulane University School of Social Work. Kayla will now continue her Juris Doctor coursework in the Tulane School of Law for an additional four semesters with a graduation date of Spring 2024. In spring 2024, per Tulane's dual degree curriculum, both the JD and MSW degrees will be awarded. If Kayla does not complete the JD portion of her dual degrees, she will be required to return to TSSW to complete two additional social work electives (two of the law classes count towards the MSW degree for dual degree students) to receive the MSW degree. We will continue to monitor Kayla's progress towards her Juris Doctor degree to ensure that all requirements for the dual degree program are met.

Please feel free to contact me at 504-862-3497 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "CBroussard".

Crystal Broussard, PhD, LCSW
MSW Program Director and Clinical Assistant Professor
School of Social Work
Tulane University
127 Elk Place
New Orleans, LA 70112

Page
Break



BRANDY ALEXIS, LMSW

Email _____

LABSWE
18550 Highland Road, Suite B
Baton Rouge, Louisiana 70809

DEAR LOUISIANA BOARD OF SOCIAL WORK EDUCATION,

Please receive this letter as a formal request to accept **27.75 LCSW supervision hours** and **1,725 work hours** earned in 2022 for Brandy Alexis, LMSW (lic#: 14767). I began supervision on March 17, 2022, with Donna Usner, LCSW-BACS (lic#: 6087). Unfortunately, when I began the supervision process the application was transferred from paper submission to Certemy and there were also updates to the requirements, which proved to be very confusing and chaotic for me as an applicant. I submitted the Record of Supervision and was shown to be in Phase 1, which led me to believe that the process was underway. It was unclear to me that the Supervision Contract needed to be submitted (submitted in Dec 2022). The wording for submitting the work hours was misleading as well, as the site reads that you can submit these hours once you are done with supervision sessions, and I have recently learned that you must submit a form to your employer for verification at the start of supervision as well (completed in Dec 2022, waiting on employer to submit). My supervisor and I contacted LABSWE various times during 2022 for clarification regarding the updated LCSW Supervision process, and not once was I told that I was not in compliance until my most recent call December 6, 2022 (spoke with Selena, who was most helpful!). I understand that it is the responsibility of the licensee to make sure that all application requirements are met. However, I am humbly asking that you accept the **27.75 LCSW supervision hours** and **1,725 work hours** that I completed in 2022 towards my LCSW credential, due to the convoluted nature of the application process at the start of 2022. It would be absolutely devastating for me to start the credentialing process all over again and would significantly derail my career goals.

All supervision hours and session topics have been logged into Certemy and fulfill the contractual requirements. I have also enclosed a job description for my current position as a Staff Therapist at the Tulane University Counseling Center (employment start date: October 15, 2021). Upon your review, I am certain that you will find that this job meets all the requirements for the LCSW supervision requirements. Thank you for your consideration!

Best Wishes,

Brandy Alexis, LMSW



Job Description: Staff Therapist

Employee Name:	Department Name: 45210 Counseling Center
Reports To (Supervisor's Name and Title): Team Leader	Position Location /Address: Diboll Complex, Building #103
Position Shift/ Work Schedule: Position Shift/ Work Schedule: - 8:30am-7pm M-F, evenings and weekends possible. Please note, this position may require additional hours outside the standard University schedule.	Approved by: HR/Compensation Date: February 11, 2019 Career Band Level Pay Grade: P3.26 FLSA Status: Exempt 375

POSITION SUMMARY: The Counseling Center Staff Therapist is part of the Tulane University Campus Health team of committed professionals dedicated to supporting and promoting student health and wellbeing as a core institutional value through a multidisciplinary, comprehensive approach. This position resides within the Counseling Center, and reports to Assistant Director. The individual in this position is responsible for delivering clinical services and participating in outreach activities.

As a member of the Counseling Center, the Staff Therapist provides student mental health services, including urgent walk-in assessments, consultations, individual psychotherapy, group therapy and workshops. The staff therapist also participates in designing and delivering outreach programs to students, as well as developing materials and presentations on topics pertinent to various University constituencies. The staff therapist will be responsible for a specified area of coordination or advocacy or serve as a liaison to departments or groups on campus as assigned by the Counseling Center leadership. Activities such as data collection and analysis, as well as program coordination, may also be pursued at times. The staff therapist participates regularly in Campus Health, therapist team, and Counseling Center staff meetings and trainings.

Located in the unique and iconic city of New Orleans, Tulane is a highly regarded and selective independent research university, a member of the prestigious Association of American Universities (AAU), and offers undergraduate, graduate and professional degrees in the liberal arts, science and engineering, architecture, business, law, social work, medicine, and public health. Tulane University Campus Health is fully accredited by the Accreditation Association for Ambulatory Health Care (AAAHC) and serves a student body of over 14,000.

EDUCATION AND EXPERIENCE:

1. Master of Social Work degree with current LMSW or LCSW license
OR
2. Master's Degree in Counseling with current PLPC or LPC license
AND
3. One year of clinical experience

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:

1. Ability to protect confidentiality and meeting all ethical standards associated with the practice of psychology within a university counseling center context
2. Strong case formulation, assessment and treatment skills, including the ability to understand transference and countertransference in working clinically with a diversity of clients, issues and levels of impairment
3. Outstanding oral and written communication skills, able to dialogue effectively with a wide range of students, faculty and staff
4. Ability to effectively utilize an electronic medical records system
5. Ability to take the lead when appropriate, both administratively and clinically
6. Ability to collaborate collegially with a multidisciplinary staff, both within the CC and throughout the University community
7. Knowledge of developmental trends and concerns of undergraduates, as well as graduate and professional students
8. Ability to engage in an ongoing pursuit of self-knowledge and understanding of own personal factors affecting clinical work

PREFERRED QUALIFICATIONS:

1. 3 or more years of psychotherapy experience
2. Training and interest in working with multicultural issues and students with diverse identities
3. Experience delivering group interventions
4. Experience working with university students in a college counseling setting
5. Training and experience working with substance abuse issues

UNIVERSITY-WIDE ESSENTIAL FUNCTIONS:

An incumbent assigned this classification will perform some or all the following universal essential functions approximately 95 percent of his/her time:

UNIVERSAL ESSENTIAL FUNCTIONS:	Typical % Allocation
<p>Clinical Services</p> <ul style="list-style-type: none"> • Provides psychotherapy (individual, crisis, and group) to Tulane students. • Performs walk-in and consultation evaluations, conducts treatment planning and offers referrals (as needed) for Tulane students. • Manages caseload to insure timely access for new clients. • Communicates with collateral parties when appropriate and with student's consent, such as parents, faculty, and administrators. • Ensures up-to-date knowledge of clinic policies and procedures, as well as discusses situations when questions about clinical or operations issues emerge. • Demonstrates ongoing ability to quickly formulate and effectively discuss student cases. • Conducts treatment in response to the individual needs of each student and practices within professional and personal scope of competence. • Implements appropriate case disposition to internal or external services, based on student needs and resources and clinic capacity. 	<p>65% of job</p>

<ul style="list-style-type: none"> • Carries an appropriate treatment caseload, including individual therapy cases and leading and/or co-leading groups and workshops when appropriate, and takes responsibility for ongoing monitoring and management of case assignments. • Assists with complex, problematic situations, including crisis consultations and hospitalizations. • Documents timely and accurate patient records in the EHR. • Maintains professional standards of mental health care delivery, including ethical and legal issues. • Seeks consultations with colleagues and supervisors on clinical and procedural matters when questions or uncertainty arise. • Takes responsibility for professional development and effectiveness, including seeking additional supervision/training if necessary, to ensure ongoing integrity and a constructive approach in dealing with clients and colleagues. 	
Community Engagement <ul style="list-style-type: none"> • Provides consultative assistance to the Tulane community and Campus Partners regarding mental health as needed. • Collaborates with Campus Partners such as Student Health, The Well, and the Reilly Center in developing and delivering prevention and outreach programs. • Represents the CC at campus events, including weekend parent and student orientation sessions, off-hours outreach and workshop opportunities, etc. • Uses good judgment in communicating about mental health with University constituencies. • Forms positive working relationships with Campus Partners and others within Student Affairs and throughout the University Community. • Demonstrates willingness to be a CC representative and campus presence at a variety of events as needed. • Exhibits consistent follow through with consultation and outreach responsibilities commitments. 	10% of job
Protection of Patient Privacy and Health Information <ul style="list-style-type: none"> • Complies with all Tulane University Campus Health privacy and policy procedures. • Protects all Confidential Health Information in any form including spoken, written, or electronic form. It will never be given, nor confirmed to anyone who is not authorized under the TUCH policies or applicable law to receive such information. • Limits the use, disclosure, and requests of confidential health information to the minimum amount of information necessary to accomplish the purpose of the use, disclosure, or request. • Reports promptly any concern or known violation of TUCH privacy and policy procedures. • Completes all required privacy trainings by the requested deadline. 	5% of job
Leadership and Collaboration <ul style="list-style-type: none"> • Demonstrates willingness and ability to take a leadership role when appropriate. 	5% of job

<ul style="list-style-type: none"> • Employs empathy, respect and constructive engagement, and explore ways of cultivating resilience, positivity and appreciation among other staff. • Collaborates and shares information with other groups or departments across Campus Health and the University. • Embraces continuous learning and self-development. • Maintains a level of consistency in leadership practices. • Oversees specific CC functions such as coordinating or leading group, community engagement, training, or committee functions, as needed. 	
Quality Improvement and AAAHC Standards <ul style="list-style-type: none"> • Performs according to AAAHC guidelines and Campus Health/Department standards, informed by regular review of Policies & Procedures. • Maintains active licensure and credentialing, including through pursuing continuing education as outlined by licensing bodies and per discipline's best practices and peer review activities (where appropriate to role). • Contributes to Continuous Quality Improvement initiatives by providing appropriate input and data, and revising practices, as required. 	5% of job
Emergency Preparation and Response <ul style="list-style-type: none"> • Serves as a member of the department and/or divisional crisis response teams and/or the University's Essential Personnel, as needed. • Carries out activities detailed in the All Hazards Plan. • Participates/contributes in annual review of emergency processes and procedures. • Maintains departmental emergency equipment and supplies. • Assists with coordination/support of department operations during emergency. • Attends training to maintain knowledge of emergency response protocols. • Adheres to federal, state, and local regulatory requirements to maintain safety and emergency protocols. • Participates in regularly scheduled drills to maintain safety procedures according to AAAHC standards and university protocols. 	5% of job
Other <ul style="list-style-type: none"> • Performs other duties as requested or required, whether or not specifically mentioned in this job description. 	5% of job
Total Percentage Allocation for All Essential Functions	100% of job

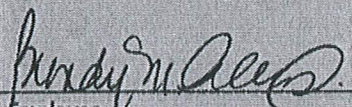
Financial Responsibility:	
Yes	
Responsibilities may include and must adhere to Tulane University policies:	
Corporate Card:	X
Travel/CE Policy:	X
Supervisor Responsibility:	
No	

Is this position at risk of exposure to blood-borne pathogens or tuberculosis? No

Is the incumbent in this position exposed to animals or animal tissues in conjunction with education or research? No

HIPAA STATEMENT: Employee provides services associated to the Tulane University Campus Health, its participating physicians and clinicians, which is a covered entity under the HIPAA rule. In the scope of performing functions, including but not limited to management, administrative, financial, legal and operational support services, I may have access to Protected Health Information (PHI), which is information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual's past, present or future physical or mental health status, condition, treatment, service, products purchased, or provision of health care and which reveals the identity of the individual, whose health care is the subject of the information, or where there is reasonable basis to believe such information could be utilized to reveal the identity of that individual. Yes

SIGNATURES: In signing below, I certify that this job description is an accurate representation of the responsibilities of this position.

 Employee	<u>10/15/2021</u> Date
 Supervisor	 Date

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.