

OLIVIA KLEITZ



Objective

Obtain a position as a clinician working with children and families.

Education

University of Louisville, Louisville KY / April 2019: Masters of Science in Social Work with a specialization in Psychosocial Oncology

University of Louisville, Louisville KY / December 2016: Bachelors of Arts in History and Psychology

Jefferson Community and Technical College, Louisville, KY / April 2014: Associates of Arts and Science

Experience


Baptist Health Cancer Center – New Albany, IN

Oncology Social Work Intern / August 2018 – Present

- Identify barriers to the patient's medical care
- Provide psychosocial distress screenings to patients
- Continuously evaluate and monitor patients and note any changes in their condition
- Refer patients and their families for services within the community
- Maintains documentation for all patient encounters
- Attends multidisciplinary Breast Health Conferences and Tumor Board Conferences

Family Ark – Jeffersonville, IN

Home Based Case Manager / February 2018 – Present

- Responsible for the provision of all case management services required by the client
 - Maintains client case records including Treatment Plans, Monthly Reports, and Case Notes
 - Participates in Agency-wide staff meetings and attends weekly staff meetings
 - Assesses environmental factors in client homes
 - Tasked with locating resources for clients suffering from abuse of drugs, stress, and family difficulties
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Layne Elementary School – Louisville, KY

Family Resource / Social Work Intern / January 2018 – April 2018

- Identify barriers to the student's education and development
- Works with students, teachers, and family to improve attendance, and decrease behavior/suspension issues
- Increase academic support
- Improve mental/physical health as well as parent relations, support, and assistance
- Provide life skills, crisis intervention, and needs assessments
- Attend legislative sessions in Frankfort, KY to advocate to students and their families

Indiana Department of Child Services – Jeffersonville, IN

Family Case Manager / April 2017 – August 2017

- Investigates reported incidents of child abuse and neglect
- Works with other agencies to coordinate referrals to provide services appropriate for the child and/or family.
- Utilizes practices of behavioral, social or related science related to the identification, prevention and treatment of child abuse, neglect, and public child welfare issues
- Assesses level of risk to the child for additional injury/harm and may recommend removal
- Develops case plans to assist families and children to become more safe and self-sufficient
- Performs needs assessments to determine treatment options for families and children

Norton Children's Hospital – Louisville, KY

Patient Care Associate/Unit Secretary / May 2013 – Present

- Communicate with physicians and other medical professionals to facilitate patient advocacy
- Provides direct patient care and assisting the nurses with required tasks
- Works with individuals with suicidal ideations, substance abuse, and history of sexual assault/abuse

Cedar Lake Residence – Louisville, KY

Residential Support Staff / July 2012 – January 2013

- Assisted residents with their activities of daily living
- Administered prescribed medications throughout assigned shift
- Assisted in budgeting the finances of the residents
- Facilitated resident outings within the community

Awards and Acknowledgements

Pi Beta Phi Fraternity for Women, KY Alpha Chapter: Louisville KY

Sisterhood Chair / 2015-2016

- Organized sisterhood events throughout the semester as well as planned sisterhood retreat
- Collaborated with sorority members and members of the Louisville community

Silver Award / Norton Children's Hospital

Patient Care Associate / 2017

-Preceptor for new nursing ancillary staff to the unit

Skills Summary

Familiar with HIPAA, healthcare policies as well as medical terminology

Proficient in Microsoft Office

Proficient in PeopleSoft and Epic software

Familiar with Mosaiq software

Certification in First Aid and CPR

Crisis Intervention

Blood Born Pathogen and Infection Control

Abuse and Neglect Training