Kimberly Steele

Academic Program Director, HST/HDFS
LDES
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Education

M.S.Ed., Community Counseling & Higher Education Student Services Administration **2005**
Youngstown State University

B.A., Psychology **1992**
Kent State University

A.A.S., Human Services Technology **1989**
Kent State University Salem Campus

Higher Education Work Experience

Academic Program Director, Human Service Technology / Human Development and Family Studies **7/2007 - present**

Kent State University Columbiana County Campuses

Direct all operational, administrative, instructional and financial, and student service activities of the Associate of Applied Science in Human Services Technology and the Bachelor of Science in Human Development and Family Studies Program at the Salem and East Liverpool Campuses. Coordinate program goals, objective and procedures with Kent and Ashtabula Campus programs. Develop and market program; oversee program budget; develop and revise program policies and procedures; identify and secure program funding and support; establish objectives and develop strategies for achieving objectives; teach program courses; recruit, monitor and evaluate adjunct professors to teach in the program; evaluate and implement changes to program; serve as liaison to various constituent groups relative to the program; serve on internal and external committees and boards; establish collaborative relationships with area social service agencies to secure internship experiences for program students; serve as primary academic advisor to all students in the programs; provide presentations to area high school youth regarding the fields of social work, human services, counseling and human development and family studies. Teach program courses as scheduled. Research and develop certificate programs to support community needs.
Represent the campus on local and state human services related community boards and committees. Train campus students and staff as requested.

Director of New Student Programs & Assistant to the Vice President for Student Development **2/2003 - 6/2007**

Geneva College

Office focused on student concerns, success and transition. Develop curriculum for freshman seminar success course including syllabi, textbook, assignments and grading system. Schedule and organize week-long intensive orientation program for 450 new students, as well as two weekend programs for prospective students and parents. Recruit, interview, hire, train, supervise and evaluate 70 upper-class students and 26 faculty/staff members to teach the freshman seminar course. Identify students at risk and refer to appropriate services. Chair/represent the department on committees, at programs, speaking engagements and leadership meetings. Develop departmental policies and procedures. Initiated a collaborative relationship to provide counseling services to students by a community agency and continue to monitor the services/satisfaction. Work with department budget, projections and expenditure. Keep and monitor confidential files. Collaborate with all departments and local community.

Learning & Transition Staff Mentor **1/2002 - 11/2002**

Geneva College

Supervised/mentored undergraduate students focusing on leadership development, presentation and conflict resolution skills. Monitored student congruency in personal, educational and leadership responsibilities. Assisted in fall/mid-year orientation and summer preview programs; resident assistant and orientation staff interviewing/selection and training; planning/advertising and supervising events; conducted tutor training; served as psychology supplemental instructor. Paid internship.

Other Professional Experience

Professional Clinical Counselor **9/2005 - present**

Mahoning County Juvenile Court

Provide diagnostic assessment; crisis intervention; individual, group & family counseling for adolescents and families involved in juvenile detention and/or probation/diversion programs for clients with emotional and/or mental, chemical dependency, trauma, sexual abuse, sexual offender status and interpersonal or behavior problems. Provide supervision/consultation to student counselors/social workers. Serve on "Bridges Out of Poverty" training team. Part-time position.

Associate **0/1999 - 0/2002**

Macy's

Customer service; inventory control; sales; stock maintenance; loss prevention control; floor displays; price/sinage compiance; address/resolve customer complaints; and served as assistant to the department manager. Part-tiime position.

Manager/Customer Relations Liaison **0/1996 - 0/1998**

Steele Originals

Organized, tracked and processed customer inquiries. Co-developed club materials. Represented company/artist at national and regional programs, shows and events. Assisted in production of handmade, fine porcelain dolls sculpted/designed by owner.

Chemical Dependency Specialist II **3/1995 - 2/2003**

Counseling Center of Columbiana County

Counseled adults, adolescents and families dealing with substance abuse, mental health, and co-dependency issues through individual, group and outreach services. Conducted diagnostic assessments, provided crisis intervention services. Revised/reformatted and facilitated Intensive Outpatient Program. Developed collaborative relationships with area probation departments and community resource providers for continuity of care. Designated counselor for Federal Parole clients. Developed/conducted prevention programs and community presentations. Supervised interns and preceptor for chemical dependency counseling licensure candidates. Presented staff and community workshops.

SAMI Case Manager/Counselor **6/1990 - 3/1995**

Counseling Center of Columbiana County

Coordinated/facilitated treatment plans, meetings and strengths assessments. Individual/family counseling for SAMI (substance abuse/mentally ill) adult clients and outreach services. Provided linkage, referral and advocacy. Facilitated chemical dependency Aftercare Group. Developed/facilitated Assertiveness Training Group. Proposed/initiated on-site HIV anonymous testing. Presented safer sex HIV/STD prevention presentations. Provided HIV pre/post test counseling. Served as county/agency representative on Ryan White Consortium. Supervised/trained case management interns.

SAMI Case Manager **3/1989 - 7/1990**

Meridian Services d.b.a. Mahoning County Chemical Dependency Programs, Inc.

Outpatient at MCCDP: coordinated/facilitated treatment plans, contracts, records, services and SMD certification. Conducted program presentations/psycho-educational group. In-patient at Woodside Receiving Hospital (state psychiatric inpatient facility): Introduced patients to program; assessed patient needs/substance abuse history and referred to programs and aftercare. Established/conducted quality assurance reporting, refined/implemented in-house referral procedure, developed coding system/statistical reporting format.

Summer Aide **4/1988 - 8/1988**

Mahoning Columbiana Training Association

Interviewed, determined eligibility/skill level and placed applicants for the Summer Youth Employment & Training Program. Served as liaison between worksite, site supervisors, participants and agency. Monitored participant progress through evaluations and site visits. Identified employment barriers. Advised/directed participants in job related issues.

Assistant Manager **0/1986 - 0/1988**

Quaker Vittle Village

Hired, trained, scheduled, evluated employees. COmputed-monitored purchaes, inventory, sales and displays. Manageed profits/depbits and payroll.

Publications

Co-authored: Geneve College Learning & Transition Resource Manual. Geneva College, Beaver Falls, PA. 160 pages. Text utilized for a graded, core curriculum credited course required for new frdeshmen, "Learning & Transition." 2003-2007 editions. 2003

Publication: *Books Authored*

Presentations

14th National Conference on Adult and Juvenile Female Offenders. Presenter. 2011

Type: *National Refereed*

Bridges Out of Poverty. 2009-present at various venues. 2009

Type: *Local Invited*

College First Year Expereince Conference, Pheonix, AZ. Co-facilitator: Comparative Approach to orientation Programs. 2006

Type: *National Refereed*

Youngstown State University: Road to Success Course. 2004

Type: *Local Invited*

Yountstown State University, Student Success Program: Mind Maping / Learning Styles. 2004
Type: *Local Invited*

Geneva College Mentor Training: 2004-2007. 2004
Type: *Local Invited*

Theil College Orientation Program: Gender Roles. 2004
Type: *Local Invited*

Counseling Center of Columbiana County: 1990-2003... numerous presentations conducted for inside and outside groups covering topics such as: safer sex, HIV/STD prevention; marijuana jeoopardy; codependency; dangers of inhalant use; dual diagnsis, substance abusing mentally ill; assertiveness training. 2000
Type: *Local Invited*

Geneva College ACCESS Office Tutor Training: Learning Styes / Mind Maping. 0
Type: *Local Invited*

Service

Regional Campus Curriculum Review Committee **2010 - present**
Type: *University*

Committee, Columbiana County Community Action Transportation Committee **2009 - 2010**
Type: *Community*

Committee, Getting Ahead in Columbiana County, Inc. **2009 - present**
Type: *Community*

Chair, Search Committee Chair, Student Services Position **2009 - 2009**
Type: *Campus*

Committee, Ohio Medical Reserve Corp **2008 - present**
Type: *Community*

Committee, Columbiana County Family and Children First Council **2008 - present**
Type: *Community*

Advisory Board, Columbiana County Adochol and Drug Abuse Prevention Team **2008 - present**
Steering Committee, Family Committee, Evaluation Committee and 18-25 year old sub-committee.
Type: *Community*

Chair, KSU Salem Campus Diversity Advisory Council **2008 - present**

Type: *Campus*

Chair, KSU Salem Campus Care Team **2008 - present**

Type: *Campus*

Committee, Leadership Columbiana County **2007 - 2008**

Type: *Community*

Advisory Board, Ohio Coalition of Associate Degree Human Service Educators **2007 - present**

Member since 2007. Treasurer since 2010.

Type: *State*

Chair, Columbiana County Department of Jobs and Family Services Steering Committee **2007 - present**

Member since 2007. Vice chair 2010-2011. Chair 2011-2012. Family Committeee 2008-present.

Type: *Community*

Advisory Board, Leetonia Band Boosters **2006 - present**

Type: *Community*

Recruiting, Chi Cigma Iota, Eta Chapter, Youngstown State University **2002 - 2005**

Member: 2002-2005. Membership Chair, 2002-2003.

Type: *Campus*

Member, Phi Kappa Phi, Chapter 1432, Youngstown State University **2002 - 2005**

Type: *University*

Advisory Board, Leetonia Area Pre-School Board **1996 - 1999**

Board charged with all admistrative decisions regarding the operation of the pre-school. President from 1997-1998. Secretary from 1998-1999. Member from 1996-1999.

Type: *Community*

Representative, Ryan White Cortium **1991 - 1995**

Served as the Columbiana County representive. The consortium made decisions as to the utilization of the Ryan White funds for HIV/AIDS infected individuals.

Type: *Community*