

# SANDRA RICHINS

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## OBJECTIVE

To serve the senior population, their needs, and provide information to assist in maintaining dignity in the community.

## SKILLS PROFILE

- Facilitates different sized groups
- Mediation skills
- Experience in diverse populations

## EMPLOYMENT HISTORY

### **Desk Counselor, Polk Co., Iowa**

1978 — 1986

#### *Community Based Corrections/ Halfway/Work Release*

- Supervised large groups of court adjudicated individuals integrating back into society
- Maintain security, confidentiality and follow-up
- Focused on basic living skills and teaching basics

### **Certified Correctional Officer**

1989-1991 — 1994-1996

#### *Iowa Correctional Institute for Women, Mitchellville, IA*

- Supervised large and small groups maintaining security and confidentiality
- Assigned to various positions with a variety of responsibilities

### **Counselor, Treatment Group Homes for Teenaged Perpetrators,**

1998-2000 2000-2003

#### *Ogden UT and Tarkio, MO*

- Supervised and facilitated Treatment Groups
- Supervised Staff and Clients.
- Reported to Court and other supervising agencies in the communities
- Initiated Treatment plans and supervised progress

### **Executive Assistant, Lutheran Mental Health Group Homes**

1996 — 1998

#### *Des Moines, IA*

- Secretarial duties
- Filed insurance claims to a variety of sources

## ACTIVITIES

- [Volunteer], Hart Park Senior Center, serving meals and other activities (Wauwatosa, WI)
- [Volunteer], Vice-Chairman, Milwaukee County Nutrition Counsel (Milwaukee County, WI)
- [Volunteer] St. Joseph Catholic Church, (Wauwatosa, WI) Usher, Eucharistic Minister
- Served in Child Protective Services, Probation Officer, and other volunteer positions (Des Moines, IA)

EDUCATION

Des Moines Area Community College, Ankeny, IA - AA Degrees, Corrections and Law Enforcement (1976-1979)

Iowa State University, Ames, IA - BS in Social Work (1986-1989)