

## **KATELYN WINTERS**

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### **PROFILE**

Soon to graduate from Rutgers University Camden with Social Work experience as a Health Department Supervisor and in the Family Court working with individual cases during my internship. Interested in collaborating with and helping to build a high performing team focused on identifying and achieving goals that will improve the well-being of our clients. Experience/Strengths include:

- Successfully managing a staff with a high level of consistent performance
- Professional counseling & coaching
- Quality writing skills
- Microsoft Tools: Excel, Word, PowerPoint

### **EDUCATION**

RUTGERS UNIVERSITY CAMDEN; Master of Social Work Degree, Expected Graduation, May 2021

RUTGERS UNIVERSITY CAMDEN; Bachelor of Social Work Degree, Graduated, May 2020

### **PROFESSIONAL EXPERIENCE**

BURLINGTON COUNTY HEALTH DEPARTMENT; Burlington, NJ, June 2020 - Current  
Supervisor, COVID-19 Contract Tracing

- Responsible for managing 15 staff members and department resources to address weekly case contacts. Review COVID-19 regulation changes and ensure team members are informed of the latest information and are able to communicate accurate information to clients regarding quarantine and isolation periods. Coach and counsel staff in contact tracing training and constructive conversations to ensure compliance with State and Local regulations.
  - Assist COVID Contact Tracing Training Sessions for new staff members.
  - Update weekly resource materials to ensure proper coverage of new rules and regulations related to COVID-19
  - Monitor Contract Tracer Staff while on client calls and provide constructive feedback to improve communication with clients.
  - Review and manage schedules, payroll, and time off requests for employees.

BURLINGTON COUNTY COURT, FAMILY DIVISION, Burlington, NJ, September 2019-April 2020  
Intern – Probation Department

- Completed restraining order intakes for domestic violence victims. Created draft orders, amended restraining orders and filed paperwork related to each case.
- Assisted those within the Burlington County area of various ages and economic classes.

MT LAUREL SCHOOL DISTRICT, Mt Laurel, NJ, December 2017-December 2019  
Substitute Teacher Aide

- Worked with a variety of students with different needs. Teachers delegated individual students to me, and I would work with the students to assist them with schoolwork and help them successfully accomplish their tasks for the day.
- Experience working with children in grades 1-8.