

TARA VÉLEZ

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EDUCATION

Master of Social Work (May 2006), The Catholic University of America, Washington, DC

Bachelor of Arts in Social Work (May 2004), Loras College, Dubuque, IA

TEACHING EXPERIENCE

June 2014 - Present
Assistant Professor of Social Work and Director of Field Education Clarke University
Dubuque, IA

- Responsible for teaching the following undergraduate and graduate courses in the Social Work Program:
 - Intro to Social Work and Social Welfare
 - Human Behavior in the Social Environment
 - Capstone Field Seminar
 - MSW Foundational-Year Field Seminar
 - MSW Advanced-Year Field Seminar
 - Social Work Internship – Faculty Sponsor
- Serve as the Director of Field Education for the undergraduate and graduate Social Work Program to:
 - Establish and maintain partnerships with local social work field agencies;
 - Develop and distribute all field policies and procedures;
 - Train new field supervisors and serving as an ongoing support;
 - Providing continued support for returning field supervisors;
 - Monitor student learning in the field;
 - Host weekly field seminars to integrate classroom content into fieldwork;
 - Provide feedback and grade all field assignments; and
 - Evaluate student practice behaviors in partnership with the student and the field supervisor.

August 2010-December 2010
Adjunct Professor Loras College
Dubuque, IA

- Taught a Master-level psychology course on Cultural Identity and Awareness.

Other Professional Experience

October 2013-May 2014
Corporate and Foundation Grants Officer Clarke University
Dubuque, IA

- Oversaw campus-wide grant proposals; Researched grant opportunities that aligned with the University's priorities; Cultivated and maintained positive relations with current and potential partners, such as corporations, government entities and family foundations; Wrote grant proposals in collaboration with faculty, staff and community partners which included: establishing and following time lines, conducting necessary research, developing budgets, and ensuring grants and reports were submitted on time; Served as a liaison between McAllister and Quinn and Clarke University; Led campus-wide grant workshops

for faculty and staff; Wrote quarterly Grants Department newsletters; and Supervised one part-time staff.

January 2012 – October 2013
Executive Director

St. Mark Youth Enrichment
Dubuque, IA

- Oversaw the general management and operations of the organization; Raised funds and managed an annual operating budget of \$600,000; Identified, wrote and assisted in writing all grants for the organization; Oversaw program and grant evaluations including a Department of Education grant for \$125,000 annually; Supervised a staff of 4 full time and 40 part time staff; Oversaw 5 before school and 3 after school programs serving over 150 students daily; Led all HR functions for the organization (payroll, insurance, retirement and tax forms); and Collaborated with over 25 community partners in various committees and collaborations.

July 2009 – December 2011
Executive Director

City of Dubuque/Multicultural Family Center
Dubuque, IA

- Oversaw the general operations of the center; Trained, scheduled and supervised 9 staff; Led fundraising and grant writing efforts, Developed and implemented programs; Oversaw marketing and Public Relations; Practiced clinical social work with clients; Assisted with after school program; and Collaborated with many community partners.

January 2008 –July 2009
Director of Programs

Community Foundation of Greater Dbq.
Dubuque, IA

- Wrote and managed grants; Facilitated committee meetings; Researched community needs and services available; Staffed the Project HOPE initiative; Collaborated with local nonprofits; Oversaw grant making cycle; Supervised AmeriCorps Promise Fellows and Assisted with daily office management.

March 2007 – August 2007
Recruitment and Retention Coordinator

Home Instead Senior Care
Chicago, IL

- Interviewed, hired, and trained home health care providers; provided care management to the clients and their families; Assisted with payroll; Maintained and monitored personnel records; Developed and implemented recruitment strategies; Assisted with daily office responsibilities; Developed an Employee Handbook; and Planned and hosted a social event for the staff.

May 2006 – August 2006
Constituent Mobilization Coordinator

Hands On Network/AmeriCorps Alums
Washington, DC

- Temporary position: Organized AmeriCorps Alums Month of Service and the annual fundraiser; Provided materials to educate members on the Federal Budget; Advocated for AmeriCorps funding; Assisted in the development of new local chapters; and Mobilized members for action.

September 2005 - May 2006
MSW Student Intern

Bread for the City
Washington, DC

- Conducted a process evaluation; Aided clients with the implementation of Medicare Part D; Organized and developed a Representative Payee networking system; and Participated in community coalitions for social justice.

PROFESSIONAL DEVELOPMENT

Conferences Attended

- May 2016, Changing Minds Conference, Dubuque, IA
- October 2015, Council on Social Work Education 61st Annual Program Meeting, Denver, CO
- May 2015, Changing Minds Conference, Dubuque, IA

Workshops Attended

- May 2016, IA NASW Implicit Bias Training, Dubuque, IA
- March 2016, Applied Ethics Training, Dubuque, IA
- March 2016, Human Trafficking Workshop, Dubuque, IA
- February 2016, Iowa PACE Legislative Day, Des Moines, IA
- February 2016, Social Policy Panel, Dubuque, IA
- June 2015, Brain Development Training, Independence, IA
- November 2014, Community Connections – People Helping People, Dubuque, IA
- August 2014, Compassion Resiliency for Trauma Informed Care, Dubuque, IA
- June 2014, Person-Centered Care Training, Dubuque, IA

Awards Received

- 2011 Diversity and Inclusion Award - Recognizing programs and services offered by the Multicultural Family Center
- 2009 Diversity and Inclusion Award - Recognizing project to improve services for youth aging out of the local foster care system
- 2005 Faces & Voices CommUNITY Award - Recognizing community organizing and the creation of the Multicultural Family Center
- 2003 Valder Social Justice Scholar

Grants Written & Received

- July 2016 – Council for Social Work Education, Policy Education Grant, \$8,000
- July 2014 - Great Lakes Community Investment Grant, Career Ready Internship Grant, \$150,000
- May 2014 – Great Lakes Community Investment Grant, College Success Grant, \$103,470
- May 2014 – Dubuque Racing Association, Fitness Equipment, \$10,000
- February 2014 – Mercy Foundation, PALS Program, \$9,090
- January 2014 – Blackhills Energy, Into the Street Grant, \$1,000
- November 2013 – City of Dubuque, Sustainability Grant, \$2,180

SERVICE

Departmental Service

- 2015 & 2016, Planned and hosted a social work summer academy for high school students
- 2014-2016, Director of Field Education
- 2014-2016, Chair of Marketing and Outreach Committee
- 2015-2016, Chair of the Implicit Curriculum Committee
- 2015-2016, Member of the Accreditation Committee
- 2014-2016, Coordinator of department service opportunities
- 2014-2015, Member of the Explicit Curriculum Committee

University Service

- 2015-2016, Clarke University Faculty Development Committee
- 2014-2016, Clarke University Sexual Violence Prevention Committee
- 2015 & 2016, Served on the Director of Campus Ministry Search Committee
- 2014 & 2015, Represent the Social Work Department at Iowa Private College Week
- 2013-2014, Clarke University Sustainability Committee Member

Community Service

- 2015-2016, Multicultural Family Center development committee member
- 2015-2016, Changing Minds planning committee member
- 2015-2016, United Way Grant Reviewer & Consultant
- 2009-2013, Faces & Voices Committee Member. Dubuque, IA
- 2009-2011, Board of Directors for the Washington Neighborhood Development Corporation. Dubuque, IA