

Toyanka M. Henry

Counsel clients individually to assist in overcoming dependencies, adjusting to life

Alexandria, LA 71302

dedicatedivaz@gmail.com; Toyanka.Henry2@la.gov

3184346247 or 3185891411

Certified CIT Approved by the LA-ADRA
American Counseling Association Member
NOAPA member
LASACT member

Willing to relocate to: Shreveport, LA - Lafayette, LA - Alexandria, LA
Authorized to work in the US for any employer

Work Experience

Crisis Counseling Specialist

Central Louisiana Human Service District
June 2020-Present

CLHSD participates with the Louisiana Spirit Crisis Counseling Program to promote resilience, empowerment, and recovery during the COVID-19 crisis. Crisis Counselors provide adult and child needs assessment and referral to additional disaster relief services or mental health or substance abuse treatment, counseling goals to assist disaster survivors in understanding their current situation and reactions, mitigate stress, review their disaster recovery options, and provide general support/information on resources and services available. Crisis Counselors encourages linkage with other individuals and agencies that may assist them in their recovery process while they strive to return to their pre-disaster level of functioning. Working collaborate with the LDH/OBH offer disaster mental health interventions, which includes outreach crisis counseling and education to disaster survivors, their families, staff of local governments, rescuers, disaster first responders, business owners, religious communities and other special populations. Free stress management services are available for employees of public, private and non-profit entities statewide. Louisiana Spirit has become an important model for response to a variety of catastrophic events. It symbolizes Louisianans' recovery and the process of moving forward in their lives from a health-based perspective.

Nutrition Educator

Central Louisiana Area Health-Alexandria, LA
October 2019-March 2020

To assist the WIC (Women, Infant and Children) professional staff by providing basic information to program participants. Duties include: provide basic information to WIC participants, use of food instruments, vendor monitoring, outreach, clerical duties, conducts blood samples in lab. Located at the Office of Public Health, WIC Program, Health Unit- Region 6

Substance Abuse Counselor Intern

Rapides Drug Court - Alexandria, LA

June 2019 to October 2019

Reports to the senior substance abuse counselor. Performs moderately complex substance abuse counseling work. Work involves planning, coordinating and implementing substance abuse counseling activities; and coordinating with other departments to ensure the maximum utilization of resources available for chemical dependency treatment and rehabilitation.

- Provides substance abuse counseling and recovery skills training; participates in offender orientation, educational and individual and process counseling groups in compliance with program standards, guidelines, policies, and procedures.
- Interviews, screens, and evaluates offenders for potential program participation.
- Provides a comprehensive evaluation from a battery of valid measurement tools to assess their recovery needs and the re-offense risk of DWI offenders.
- Participates in the Individual Treatment Plan based on the severity and characteristics of the offenders determined by the comprehensive assessment, review of collateral information, and the Clinical interview.
- Maintains offender records and other records regarding services provided to include workload statistics; and compiles data and submits reports and related documentation as appropriate.
- Provides liaison to participants of training programs, workshops, and seminars.
- Implements follow-up and after care plans for offenders that participate in the program prior to their release; and disseminates information on community resources for offender placement in follow-up treatment.
- At the conclusion of the program, an Individual Progress Summary will be developed for each offender on caseload to reflect the evaluation results together with comments about the offender's level of participation and quality of completion in the program.
- Submit copy of the Individual Progress Summary to the Parole Division to be included in the Parole Case Summary.
- Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed; provide regular feedback to staff regarding social skills procedures and intervention techniques.
- Maintain accountability of staff, offenders and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Child Placement Worker

Louisiana Methodist Foster Care -

Alexandria, LA August 2018 to May 2019

Assessing, developing and executing a plan to achieve permanence for the child in the State of Louisiana custody including return to the family, adoptions, transfer of custody, independent living, or alternative plans

Providing services to a caseload of children removed from their homes by court order, voluntary surrender, or voluntary placement agreement and placed in foster home or a

more restrictive setting Overseeing the placement to ensure the child's well being, assessing the probability of return and planning for the child's permanence

Participating in the implementing Methodist Foster Care recruitment plan for certifying perspective foster families

Preparing and conducting extensive orientation and training for potential foster and adoptive homes Examining and evaluating information gathered about families, housing and environment in relation to provider criteria and licensing regulation for certification of perspective foster homes

Completing home studies

Upon completion of written home studies recommending approval or denial of certification for perspective foster homes based on a combined evaluation and assessment process.

Having the first face to face visit with a child and foster parent within 10 calendar days of placement or following workday

Having telephone contact on a weekly basis with at least one of the foster parents

Visit the foster care parent two times a month with at least one visit being in the home Conduct a quarterly case consultation with the foster parent, DCFS worker documenting quarterly case consultations

Identifying the support needed by the foster family including respite care

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Phoenix Family Life Center -
Alexandria, LA May 2016 to May 2018

Alexandria, LA May 2016- May2018

Mental Health Professional

Maintain confidentiality of records related to clients' treatment

Encourage clients to express their feelings and discuss what is happening in their lives

Help clients develop insight into themselves and their relationships

Guide clients in the development of skills and strategies for dealing with their problems

Prepare and maintain all required treatment records and reports

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And making changes

Collect information on clients through interviews, and observation

Client advocates in order to coordinate services in crisis situation

Develop and implement treatment plans based on clinical experience and knowledge

Refer clients to community resources

Plan, organize, and structure recreational and social activities

Director

Kids Quest - Marksville, LA

July 2015 to December 2015

Manage and oversee the operation of the center

Effectively handle customer service issues

Supervise and ensure the safety and well-being of the children at all times

Guide supervisors, team mates, asst. Directors in any way possible

Develop and implement programming

Keep center rooms clean and in compliance with standards

Report maintenance issues to casino staff
Train staff on providing cash handling procedures
Plan goals for the future of the center
Perform duties of team mates and supervisors
Review, Analyze budget for business operation
Scheduling staff members to work according to child/staff ratio
Capability to hire, fire, mentor, train staff
Appointed dual role as Director of Cyber Quest Arcade & Kids Quest
Point of contact for remodeling procedures, shipment of games, installation of surveillance, inventory control, merchandise ordering
Hire staff, mentor, train staff
Manage and oversee the operation of the center
Effectively handle customer service issues
Supervise and ensure the safety and well-being of teenagers at all times
Guide supervisor, team mates
Develop and implement programming, weekly promotional activities
Keep arcade clean and in compliance with standards
Train staff on providing cash handling procedures
Plan long term profitable goals for arcade
Review, analyze budget for business operation
Scheduling staff according to child/staff ratio
Capability to hire, fire, mentor, train staff

Summer Camp Director

New Bethel Community Baptist Church - Alexandria, LA
June 2015 to July 2015

Enrollment of children into program
Supervise all staff and classrooms age range 2yr.-16yr
Plan and implement the overall program and activities
Provide educational learning experiences while engaging with community partners
Hands on activities and field trips to stimulate learning experiences

Special Education Teacher

Colfax Elementary School - Colfax, LA
February 2014 to August 2014

Maintain accurate and complete student records and prepare reports on children
Activities as required by laws, district policies and administrative regulations
Teach socially acceptable behavior employing techniques such as behavior modification
And positive reinforcement
Establish and enforce rules for behavior and policies and procedures to maintain order
Prepare materials and classrooms for class activities
Confer with parents, administrators, testing specialists, social workers, and professionals To develop individual educational plans designed to promote students educational, Physical, and social development.

Education Coordinator/Center Director

GETCAP HEAD START - Trinity, TX
July 2012 to August 2013

Supervise and support nine staff members within two buildings. One building having two classrooms and one off-site classroom with a total of forty students ages 3-4 years old.

- Implement compliance for the program procedures and policies to meet educational standards set by the State and Federal regulations resulting in meeting and exceeding the standards set forth.
- Lead and support consistent disciplinary measure of staff members while being a mentor/coach to motivate and increase teamwork. This done by observation of behavior, providing clear expectations, engage in open communication, exploring options, acknowledging others views, assess the individual ability to achieve center goals, explain the impact of behavior, and align next steps.
- Analyze data trends and identify innovative methods and materials to produce effective learning experiences that results in high ratings in performance standards and State of Texas and Federal children care regulations.
- Lead, support, and mentor staff and parents in the area of child development through use of effective community partnerships such as Early Childhood Intervention Center, Independent School District. Always encouraging dialogue between staff and parents and our community partnerships while fostering and empowering staff to be creative in their approach.
- Manage and conduct employee orientation/training, performance evaluations to establish metrics for short and long term goals with strategies resulting in 90% achievement of short term and 100% achievement of long term goals.
- Support classrooms in the absence of staff members by providing classroom assistance
- Provide educational materials and make suggestions to ensure happy and fun filled classroom environments while meeting the educational needs of students
- Ensure all safety measures are taken to the highest standards to protect children and staff members.
- Manage and process all record keeping consisting of payroll, staff files, investigations, educational resource information, audits, and center information to ensure accurate data
- Manage the budget and meeting all needs of the center at all times

Early Head Start Teacher

Cenla Community Action, Inc - Alexandria,
LA

August 2011 to January 2012

- Developed and implements appropriate multi-cultural curriculum for children
- Comply with the school readiness guidelines and adhere to the compliance of Head Start performance standards and CLASS
- Participate in team planning, developmental training in town and out of town.
- Develop individualized lesson plans that prepared to accommodate and meet the student's needs
- Perform daily observations, health checks, and anecdotal records of children.
- Referrals made to community service providers
- Promote a classroom environment that is welcoming, diverse, and comfortable for all
- Work cooperatively with parents, teacher's assistant and other staff for the successful benefit of all students

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Substitute Teacher

Rapides Parish School Board - Alexandria,
LA August 2009 to May 2010

- Follow lesson plan/curriculum daily lessons and assignments
- Maintain order in classroom and positive learning atmosphere

Teacher

Victory Assembly of God Church -
Natchitoches, LA
June 2003 to June 2005

Care Giver

- Provided supervision for infants and toddlers while their parents attended church services
- Attentive to the needs of each child that included feedings cleaning, naptime, story time, and unconditional love

Intern

Louisiana State Capitol - Baton Rouge, LA
December 2002 to June 2003

- Planned meetings for women legislators and attend sessions held within Capitol
- General office duties answered multiple phone lines, faxing, filing, and copying
- Files and contact information kept current on all legislators

Tutor/Mentor

Boys & Girls Club of America -
Natchitoches, LA
August 2000 to July 2001

Work with elementary aged children during after school hours providing assistance with homework assignments

- Provided information about drug and alcohol awareness and the pressures faced on a daily basis
- hands on activities, outdoor events, and field trips for the children

Education

Master's in Addiction Counseling

Grand Canyon University - Phoenix, AZ

October 2017 to October 2019

Master of Education in Specializations Early Childhood Education

Ashford University - Clinton,
IA August 2011 to October 2013

Bachelor of Arts in Political Science

Northwestern State University - Natchitoches, LA
December 2002 to August 2006

Master's in Associate General Studies

Northwestern State University - Natchitoches,
LA August 2000 to December 2002

Skills

- CPC
- Icd-10
- Mental Health
- Documentation
- Counseling
- Therapy
- Case Management
- Microsoft Office
- Individual / Group Counseling
- Crisis Intervention
- Addiction Counseling • Statistics
- Addiction Counseling
- Crisis Intervention
- Toddler Care
- Surveillance
- Individual / Group Counseling

Certifications and Licenses

Certified Addiction Counselor in Training

April 2019 to March 2021