

# Kimberly Wojtak

P.O. Box 763, Craig, AK 99921  
(520) 591-8691 & kawojtak@gmail.com

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November 5, 2022

Mr. Chris Reitan  
CC: Mr. Hjort, Mrs. Conatser, Mrs. Dillman  
PO Box 800/100 School Road  
Craig, AK 99921  
(907) 826-3274  
creitan@craigschools.com

Dear Mr. Reitan:  
CC: Mr. Hjort, Mrs. Conatser and Mrs. Dillman:

My name is Kimberly Wojtak. I moved to Craig in September 2020 for an opportunity at SEARHC as a behavioral health clinician. In this role, I listen empathetically, problem-solve, and collaborate with community members and organizations of Prince of Wales. I would be an asset to the Craig School District School Board.

I completed my master's in clinical mental health and school counseling in May 2020. My experience teaching mathematics from 6<sup>th</sup> to 12<sup>th</sup> grade as well as extracurricular activities and courses for 7 years gave me a personal desire to focus more on students' mental health to set them up for success in school.

I would be happy to discuss any questions you have about my experience and the opportunity to join the Craig School District School Board. Please feel free to contact me at my personal phone and email above. I look forward to the opportunity to support Craig School district to foster students' life-long learning and growth to be resilient members of their community.

I sincerely appreciate your time and consideration!

Respectfully,



Kimberly Wojtak

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## Summary

A compassionate counselor with a pending Professional Counselor license. Experienced grief support group co-facilitator that creates and nurtures emotional processing. Proficient Therapeutic Home Specialist in an adult foster care program. Knowledgeable school counseling intern and teacher with presentation and management skills. Dedicated to building relationships and safe places to foster compassion and empathy. Strong analytical, detail-oriented, interpersonal, written, and verbal communications skills.

## Education

**Masters of Arts in Counseling with specialties in Clinical Mental Health and School Counseling**  
Adams State University, Alamosa, CO

- Degree Awarded May 2020
- GPA: 4.0 with 75 credits completed

**Bachelors of Arts in Mathematics with Education specialty, Spanish minor**  
University of Arizona, Tucson, AZ

- Degree awarded May 2012
- Observed, taught, and tutored in local classrooms for 200+ hours
- Student teaching experience spring 2012: Taught four 7th grade mathematics classes including grading, classroom management, communicated with guardians, participated in conferences, attended professional development meetings, and created lesson plans

## Professional Experience

**Behavioral Health Clinician**  
September 2020 to Present  
SEARHC, Craig, AK

- Provides screening, assessment, diagnoses, treatment planning, direct therapy, and continuing care to individual clients, and conducts family therapy with clients
- Provides psychiatric emergency services within regular clinic hours and after-hours including assessing clients for risk of suicide, self-harm, homicide, and grave disability
- Maintains complete and accurate records, case notes, and statistics

**Grief Support Group Volunteer (700+ hours)**  
March 2012 to August 2021  
Tu Nidito, Tucson, AZ

- Attended to children and young adults' needs and feelings, facilitated age-appropriate grief activities, nurtured emotions surrounding grief, taught coping skills and healing, and supported the whole family
- Led a group of 8-12-year-olds in a support group for children who have a parent with a serious illness
- Facilitated a group of young adults who have experienced a significant death

**Therapeutic Home Specialist**  
August 2019 to August 2020  
Devereux Advanced Behavioral Health, Tucson, AZ

- Advocated for adults with serious mental illness in a therapeutic adult foster care program, created service plans, coordinated care, led small groups on illness management and recovery, interviewed potential members and providers, wrote incident reports, and taught adult recovery team meetings
- Clinical Mental Health Counseling 700+ hours internship in an adult therapeutic foster care setting under the supervision of Diana Iniguez-Corlew
- Hired as an employee in June 2020 following an internship

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**School Counseling Intern**

**August 2019 to May 2020**  
Tucson Unified School District, Tucson, AZ

- Counseled students; led small groups addressing anxiety, anger, and coping skills; analyzed transcripts for graduation requirements; created graduation plans; observed experienced counselors; assisted with registration; participated in Multi-Tier System of Supports (MTSS) meetings
- School counseling internship with 400+ hours in a high school setting under the supervision of Noemi Morales and 200+ hours in a K-8 school setting under the supervision of Kari Baltés

**Behavioral Health Technician**

**June 2019 to June 2020**  
Devereux Advanced Behavioral Health, Tucson, AZ

- Supported at-risk children ages 4 to 17 in a respite program, brief intervention program, and assessment and intervention center teaching valuable life, social, and coping skills
- Implemented individualized treatment plans and Positive Behavioral Interventions and Supports (PBIS)
- Demonstrated an active role model, supervised activities, and provided a safe environment

**School Counseling Intern**

**January 2019 to May 2019**  
Vail School District, Tucson, AZ

- Engaged students, co-led productivity workshops and small groups addressing anxiety, analyzed transcripts, assisted with registration, and participated in Student Study Team (SST) and 504 meetings
- School counseling 100-hour practicum in a high school setting under the supervision of Amanda Cook

**Mathematics Teacher**

**August 2012 to June 2019**  
Vail School District, Tucson, AZ  
Tucson Unified School District, Tucson, AZ  
Skyview High School, Tucson, AZ

- Created safe spaces and boosted morale by attending school events and sponsoring the math club
- Presented at professional development meetings as an Algebra II content leader
- Facilitated Girls on the Run that focusing on developing future leaders and unleashing young ladies' confidence through accomplishment in an after school program
- Participated in Love and Logic, Steve Leinwand, and Dan Meyer professional development opportunities

**Mathematics Tutor**

**Spring 2009 to June 2019**  
Tucson, AZ

- Privately tutored 5th- grade to community college students in mathematics
- Tutored mathematics in the after school program at Wakefield Middle School during the Spring of 2011

**Teachers in Industry Teacher Intern**

**Summer 2013**  
Raytheon, Tucson, AZ

- Collaborated effectively with team members and supervisor on a daily basis
- Created and managed manpower analysis and work-step instructions using Microsoft Office Suite

**Professional Certifications & Affiliations**

- Licensed Professional Counselor #201092 (In Progress)
- National Certified Counselor #1462124 (Expiration 06/30/2025)
- American Counseling Association member since May 2018
- American School Counseling Association member since May 2018
- American Heart Association Basic Life Support (CPR and AED) Program (Expiration 05/2023)