

AMANDA REECE B.A.

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EDUCATION

BA Psychology (Honors), Laurentian University • 2003-2007

- Fourth year thesis: The Effect of Active Listening: Can the Dull become Interesting?
- Acquired strong research, writing, problem solving, analytical and communication skills
- Knowledge and understanding of human development and behavior

Diploma in Family Mediation (Honors), McMaster University • 2007-2009

- Trained in issues of separation, divorce and family conflict
- Familiar with court procedures and relevant legislation (Family Law Act, Divorce Act, Child and Family Service Act)
- Completed a 40 hour practicum with Axis Family Mediation Inc. at the Family Law Information Centre (FLIC) in the Superior Court of Justice, Family Court
- Recipient of The Continuing Education Annual Prize, Social Services in recognition of achieving the highest academic performance upon graduating the Family Mediation Diploma Program (October, 2009)

ADDITIONAL TRAINING & EDUCATION

- Suicide Intervention Workshop, Mental Health Rights Coalition, 2009
- Understanding and Managing Aggressive Behaviour (UMAB), Hatts Off Inc., 2011-Present
- Supervisors Training, Hatts Off Inc., March-April, 2014
- Virtues Training, Hatts Off Inc., May 27th, 2014
- Medication Education Training, Hatts Off Inc., June 25th, 2014
- WHMIS, AiXsafety, December, 2014
- Power to Parent, Hatts Off Inc., October, 2016
- Attachment Theory, Hatts Off Inc. December, 2016
- Fire Training, Grimsby Fire Department, March, 2017

PROFESSIONAL EXPERIENCE

AXIS Family Mediation, Hamilton ON • November 2017 – Present

Secondary Information and Referral Coordinator, MIP Facilitator/Presenter

- Provide clients with information on issues as they relate to separation, divorce and child protection matters
- Assist clients to determine their needs and provide clients with referrals to available community resources
- Provide clients with essential information about the family justice system, the options available to resolve their disputes and the effect of separation on children and adults which aide them with making informed choices for their present and future situations
- Educate clients and their families about the mediation process and alternative dispute resolutions highlighting their rights and responsibilities in same

- Identify high risk cases, potential domestic abuse as well as other family dynamics which may affect clients in the areas of their identity, family and social relationships and emotional and behavioral elements.
- Assist with the completion of monthly, quarterly and annual reports
- Assist with maintaining current publication, audio-visual materials and an up-to-date list of programs and services in the community
- Works closely with mediators, family court staff, advice lawyers along with other relevant service providers
- Liaison with other agencies and community supports to facilitate client needs

Hatts Off Inc. Specialized Services, Ancaster ON • April 2014-Present

Shift Coordinator

- Organize and diligently plan out daily shifts (e.g. arrange for transportation needs, appointments, programming, staff assignments, etc.)
- Oversee the follow through of the staff with regard to assignments
- Ensure the application of individual treatment plans for each resident
- Coordinate the efforts of the team during a crisis situation including ensuring that all notifications are made
- Ensure the proper documentation required by Hatts Off and the Ministry is completed on each shift
- Meet regularly with the team to coordinate the efforts of the group
- Ensure the cost effective use of resources including a weekly balance of the petty cash allotment
- Actively involved in personnel issues by offering direction to members of the team and in discussion with the Supervisor, contribute to the process of annual staff performance evaluations of the members of the team
- Assume responsibilities that ensure that the residents' basic care needs are met including duties that ensure a clean environment and nutritious meals are provided for the residents
- Ensure the development of an individual treatment plan for residents
- Ensure that clinical binders are in order and all necessary documents are on file
- Management of behavioral issues of the residents throughout the shift in accordance with the current treatment plan.
- Oversee the supervision and evaluation of community college students completing placements

Hatts Off Inc. Specialized Services, Ancaster ON • August 2011–Present

Child and Youth Worker

- Supervise and positively interact with youth
- Research, create and facilitate therapeutic programs (e.g. conflict resolution, team building, life skills, drug and alcohol awareness, healthy relationships, cultural activities, etc.)
- Actively listen and apply counseling skills to clients who are or have been in crisis or victims of trauma (e.g. sexual, physical and emotional abuse, prostitution, gang related activities, etc.)
- Trained as a Back Up Shift Coordinator to manage FT/PT staff and ensure the smooth operation of the household (*Promoted to Shift Coordinator April, 2014*)
- Maintain the order, cleanliness and safety of the home
- Encourage and support youth struggling with mental health issues (e.g. FASD, PTSD, Conduct Disorder, Bipolar, Schizophrenia, Personality Disorder, etc.) to develop healthy lifestyles and social skills
- Effectively work with team members to apply child/youth management techniques to highly troubled children/youth who may be aggressive, suicidal, antisocial, etc.
- Write up detailed individual treatment plan's and reports on youth (e.g. case notes, incidents reports, injury reports, medical documentation, etc.)
- Participate in monthly Plan of Care sessions with youth, social worker and supervisors to help maintain an

up-to-date goal and treatment plan for the youth

- Responsible for dispensing medications and accompanying youth to dental and medical appointments
- Liaison with other agencies and community supports to facilitate client needs

Inch Hammond Professional Corporation, Hamilton ON • May 2010 – August 2011

Senior Litigation Assistant

- Understanding of Rules of Civil Procedure
- Responsible for daily correspondence, dicta-typing, drafting and filing court documents
- Assisted in the preparation and completion of various litigation documents (e.g. Motions, Pleadings, Notices, Affidavits, Affidavits of Documents, Factums, Brief of Authorities, etc.)
- Responsible for the administrative details with respect to opening and closing files, docketing, billing, etc.
- Provided general administrative support to lawyers (including faxing, photocopying, filing, etc.)
- Completed reception duties as required

Robert Kominar (AXIS Family Mediation Inc.), Waterdown ON • April 2009 – May 2010

Family Law Administrative Assistant

- Managed appointment schedules and calendars
- Maintained manual filing systems
- Provided reception and customer services

Dundurn Community Legal Services, Hamilton ON • June 2009 – February 2010

Legal Administrative Assistant

- Responsible for preparing letters, court and tribunal documents, memos, forms, and submissions
- Responsible for drafting correspondence and legal documentation
- Familiar with ODSP Act and Ontario Works Act
- Responsible for completing intakes with ODSP clients (Filed internal reviews and appeal documentation; obtained basic file opening information and elicited appropriate information from clients regarding their medical conditions)
- Determined financial eligibility based on Legal Aid Ontario's policies and procedures
- Responsible for advising clients on ODSP legal processes
- Attended clinic system training conferences
- Communicated respectfully and effectively with clients with disabilities and mental illness (e.g., depression, post-traumatic stress disorder, bipolar disorder, gender identity disorder, etc.)
- Provided general administrative support to lawyers and caseworkers (including faxing, photocopying, filing, minute taking, and responding to telephone calls)

Burlington Counselling and Family Services, Burlington ON • April 2009 – September 2011

Volunteer, Supervised Access Program

- Supervise visits and exchanges between non-custodial parents and children
- Complete factual observation notes
- Assist Family Workers in maintaining a safe, neutral and child-focused setting for access visits
- Collect fees and issue receipts