

# **ARDEN M HELLMANN, MSW**

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## **SUMMARY OF QUALIFICATIONS**

- Experienced supervisor, mentor and teacher, working with university students, university faculty, agency staff and program participants in classrooms, practicums, workshops and work settings
- Highly analytical and organized with a strong attention to detail, who can also work tirelessly, creatively and effectively through ambiguity
- Practice rooted in strengths based approach and intentionally focused on embedding diversity, equity and inclusion in all work
- Experienced and skilled community-minded connector and collaborator, who works across systems to provide services and build programs with stakeholders to reach common goals
- Experienced organizational and program development, coordination, management and quality improvement from start-up to program delivery

## **WORK EXPERIENCE**

### **University of Washington, School of Social Work, 2018 – present**

#### *Off-Site Field Instructor for the Office of Field Education*

- Assisting Office of Field Education to create Practicum Learning Activities for students in response to the University's remote learning mandate due to COVID-19 (Started Spring quarter)
- Assisting with training of Field Instructors and Task Supervisors
- Supervised over 30 master and bachelor students over 20 different agencies across the Puget Sound region. Provided supervision, mentorship, support and guidance with students weekly
- Work with students and task supervisors to develop yearlong learning contracts and write, review and approve quarterly evaluations
- Communicate with task supervisors at Practicum sites and Field Faculty at University regarding students' progress, troubleshooting concerns and supporting positive learning experience

#### *Staff for the UW HealthyGen Center a program of the Goldsen Institute, since March, 2020*

- Organizational development work, including strategic and implementation planning, systems development, including student onboarding, training, and handbook; compiling and creating organizational policies and procedures
- Program development and implementation of research based program to decrease isolation and increase engagement
- Supervision of Master of Social Work students

### **Seattle School District, Olympic View Elementary, 2008 - 2013**

#### *Volunteer Coordinator*

- Tirelessly worked to build an inclusive and engaged community, supporting the success of all students by engaging stakeholders
- Assisted with the planning, oversight and fundraising for an annual budget of \$200,000
- Coordinated, managed, trained, supported and recognized approximately 400 volunteers, including family members, school staff, seniors, neighbors, middle, high and college student volunteers for over 25 large-scale, school-wide events, classroom

volunteers and tutors, and other volunteers as requested by teachers, staff and PTA members

- Provided leadership, support, guidance and training for PTA Board members and committee leaders and supported PTA board through review of mission and restructuring
- Coordinated with UW and other Colleges to establish 1:1 and small group tutoring placements, trained and managed College volunteers seeking course credit and work study payment
- Created and managed before-school, student drop-off option for families

### **University of Washington, School of Social Work, 2002 – 2003**

#### *Lecturer*

- Legislative Advocacy, Winter 2002 and 2003
- Intergroup Dialogue, Co-Instructor, Fall 2002;
- Planned courses, developed curriculum, presented class instruction, facilitated class discussion, evaluated course work, coordinated guest speakers, supported students learning

#### *Research and Teaching Assistant, 1998-1999*

- Participated on course instructional team, assisting in course planning, curriculum development, class instruction program research and evaluation for the “Building Competencies for Intergroup Dialogue Facilitation” and “Practicum in Intergroup Dialogue Facilitation” with the Intergroup Dialogue Education & Action Project

### **School’s Out Washington, 2000 - 2001**

#### *Professional Development Coordinator and Professional Development Specialist*

- Implemented a statewide professional development system to support Out-of-School time care providers serving children ages 5 – 14
- Provided coordination and oversight of grant projects related to professional development of out-of-school time care providers.
- Administered Washington Regional Action Project, WRAP!, statewide grant contract and King County contract with accurate fiscal and communication tracking systems
- Supervised local WRAP Specialists and provided technical support for five regional partner agencies across the state
- Coordinated implementation of training workshops and provided technical assistance
- Provided leadership in out-of-school time care for city, county and statewide professional development committees

### **Washington State, Department of Social and Health Service**

#### **Office of Juvenile Justice, 1999 – 2000**

#### *Program Coordinator*

- Administered two grant programs, State and Federal prevention funds, approximately \$900,000, managing and monitoring 18 contracts with projects of local and tribal governments and with non-profit agencies across the state for compliance with contractual requirements
- Provided technical assistance to programs and assisted with cross-site program evaluation
- Served as staff to the Governor’s Juvenile Justice Advisory Committee

### **Center for Human Services, Ballard Family Center, 1997-1998**

#### *Coordinator*

- Worked from start-up phase to program delivery to provide inclusive, supportive center for all families seeking, information, resources and support
- Engaged and collaborated with community stakeholders to leverage resources to establish the Center and provide quality programs
- Performed direct service duties, including teaching parent education classes, provided information and referral services
- Performed fiscal responsibilities, including budget development through fundraising and grant writing, oversight of budget, ensured contract compliance with government and private grants, and participated on City grant recipient meetings
- Performed Administration responsibilities, coordinating with Leadership Board, supervising four staff, community and participant outreach and provided technical support for other family center

### **Seattle Cities In Schools, 1991 – 1995**

*Program Director, Program Coordinator and Program Research Assistant*

- Provided oversight of State Readiness To Learn grant program, assisting 9<sup>th</sup> grade students transition successfully into high school, ensuring grant compliance, collecting data and writing reports
- Provided direct service support to students and families including advocacy, case management, resource navigation, and consultation and troubleshooting with school teachers and staff. Supported students and families through individualized service coordination.
- Program development and delivery - assessed, developed and implemented the Cities In Schools process and program at three Seattle elementary schools from start-up to service delivery. Provided services in one middle and two high schools. Developed and coordinated school site volunteer program, including developing a volunteer manual. Organized and lead parenting workshops. Facilitated student support groups
- Networking, coordinating, securing resources – negotiated with and brokered resources with community non-profit and government based social and health services, faith based and service and volunteer organizations, business, colleges and universities and others to bring needed resources into the schools for kids and families to more easily access them

### **VOLUNTEER WORK**

#### **Treehouse, Volunteer, Since 2015**

Volunteer member of Program Committee, a Board committee that meets quarterly, and serves as a sounding board and resource to agency staff as they plan, implement and review agency programs and services. Additional volunteer and support engagement in multiple other capacities

#### **Seattle Academy, Volunteer, Since 2012**

Volunteer in many capacities, including creation of “Youth Friendly Volunteer Opportunities” resource list for students, Parent Education Committee, and many one-time events

*Parent Education Committee, Chair 2016-2019*

- Chaired monthly planning meetings and built stakeholder engagement to galvanize action
- Planned, organized and hosted or supported 30 Parent Education events, and expanded parent resource web-page, while managing \$6,500 committee budget

- Lead committee through assessment and evaluation process and partnered with school staff to improve on resources and programming provided to parent and guardian community

**National Association of Social Workers, WA State Chapter, *Volunteer*, 1998-2002**

Vice President of Social & Political Action; UW School of Social Work Student Board Member; and Legislative Action Committee member

**MEMBERSHIP**

Children's Alliance, Long time member and participant

**EDUCATION**

**University of Washington**

Master of Social Work, Certification in School Social Work  
Alumni Association's Outstanding Graduate

**University of Puget Sound**

Bachelor of Arts, Dual Majors in Comparative Sociology and Politics & Government  
Student Body President; University of Puget Sound Herman Kleiner Brotherhood Award

**HONORS & AWARDS**

Parent Trust for Washington Certificate of Appreciation; Seattle Camp Fire Boys and Girls Club Certificate of Appreciation Award; Olympic View PTA Service Recognition awards; Olympic View PTA Golden Acorn Award