

JOI L. JOHNSON, Ph.D., MA, CCC

QUALIFICATIONS

- Passionate about helping and encouraging others
- Effectively counsel people with confidence and trust
- Remarkable and extraordinary interpersonal skills
- Ability to professionally communicate with others
- Understand behavioral situations and react accordingly in an ethical manner
- Assess situations and make proper judgments
- Communicate effectively and make recommendations to various agency staff and outside professionals, groups and individuals
- Capable, skillful, and compassionate in maintaining a peaceful, calm, and steady atmosphere
- Experience in advocating specific moral values
- Excellent ability to assess mental health issues and counsel clients
- Experience in performing motivational speaking
- Excellent organizational, time management and proofreading skills
- Great leadership skills including punctuality and the responsibility to maintain the workflow of an Executive Office
- Knowledgeable of various software applications such as: Microsoft Windows XP; Microsoft Office 2007; Microsoft Access; Microsoft Excel; Microsoft Powerpoint; Microsoft Publisher

EDUCATION/CREDENTIALS

- 2021 **Doctorate in Christian Counseling**, Bethany Divinity College and Seminary School, Dothan, AL, Graduated Summa Cum Laude, 4.0 GPA
- 2017 **Board-Certified Christian Counselor**, Coventry House School of Ministry, Conroe, TX
- 2017 **Certified Christian Counseling**, Coventry House School of Ministry, Conroe, TX
- 2016 **Master of Arts in Psychology degree**, July 2017, Ashford University, San Diego, CA. GPA: 3.75
- 2012 **Graduated Magna Cum Laude**, May 2016, **Bachelor of Arts Degree in Applied Behavioral Science**, Ashford University, San Diego, CA
- 2007 **Certified Temperament Counselor**, Balm of Gilead Christian Counseling Center, Inc., Queens, NY

ACHIEVEMENTS/HONORS

- 2020 **Author** of the books: "Forgive Me, I Love You: Those Five Words of Grace" and "A Guide For Traumatized Children"
- 2017 **Golden Key International Honor Society member**
- 2017 **Tau Upsilon Alpha National Honor Society member**

VOLUNTEER SERVICES

2017 -- 2020 UNC Children's Hospital, Chapel Hill, NC

Volunteer Pediatric Cuddler

- Collaborate with nurses, parents, and other health care workers
- Observe, assess, and evaluate infants to age three to discover their physical ailment and/or disability

- Give and show love to children through holding, hugging, and singing to them during cuddling time
- Provide physical and cognitive therapy through play
- Maintain a log of what took place during the session

2015 – Present Gateway Women’s Care, Raleigh, NC

Volunteer Client Advocate (inactive)

- Assist clients in completing an intake form in preparation for a pregnancy test, sonogram and/or STD testing (males included)
- Review intake form with clients before counseling session
- Counsel women clients ages 18 and older to discuss their psychological frame; their current situation; their background and demographics; their support system, and their future
- Support women clients before and after pregnancy test and sonogram through encouragement. Duties include, but are not limited to, administrative duties such as working with the Executive Director of Gateway, the on-site Director, the Client Advocate Supervisor, answering telephones, scheduling appointments, referring clients to the appropriate organizations/people, and working with support staff such as the Nurse and fellow Client Advocates

2017 Ashford University, CHAMPS (Collaborative & Holistic Academic Mentoring for Peer Success) Mentoring Program, San Diego, CA

CHAMPS Mentor (Certified)

- Shared my experience and how I achieved academic success at Ashford University
- Inspired my mentee as he or she overcomes the adjustments of studying online
- Enhanced my own career marketability through leadership experience
- Created a stronger overall sense of connection and belonging amongst Ashford University’s online community

EXPERIENCE

1/2023 - 5/2023 Raleigh Rescue Mission, Raleigh, NC

Ministry Support Specialist

- Provide a crucial first layer of support to clients to ensure their safety, support and overall engagement day-to-day
- Serve as first line of access for the client and the entire Raleigh Rescue Mission team
- Responsible for the daily organization of client activities including a wide range of responsibilities
- Ensure client’s basic needs are met, they are where they need to be at the right time, and that any issues or problems with clients beyond their scope to handle are properly communicated to the Client Success Manager

2/2022 - 6/2022 Mosaic Pediatric Therapy and The Bridge Therapeutic Service, Henderson, NC

Behavioral Technician

- Responsible for the direct implementation of skill-acquisition and behavior-reduction plans developed by the Clinical Director
- Collect data and conduct certain types of assessments (e.g., stimulus preference assessments) under supervision
- Provide direct behavioral services to clients in individual and group sessions
- Run skill acquisition programs with clients using Applied Behavioral Analysis and Verbal Behavior Analysis
- Complete weekly program writing and maintain client’s program book
- Work with Board Certified Behavior Analysts and/or Board-Certified Assistant Behavior Analysts to implement individualized treatment plans
- Maintain respect and confidentiality for all clients

- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies
- Maintain and protect the well-being of all clients during treatment sessions and when emergency crisis situations arise
- Other job duties as assigned by the supervisor or other administrator

2019 – Present Wake Christian Academy, Raleigh, NC

Aftercare School Counselor/Substitute Teacher

- Responsible for over 50 children whose safety is protected during play.
- Respond, manage, and resolve conflicts between students through wise counsel
- Engage with the children through outdoor/indoor activities
- Develop and maintain a good rapport with parents and school staff
- Compile monthly attendance log for program director

2018 - 2020 Coventry House School of Ministry, Conroe, TX

Board-Certified Christian Counselor

- Listen to clients communicate their situation as I observe their body language, behavior and attitude
- Seek to understand and help clients deal with issues by giving them a Biblical perspective
- Assist clients into moving to personal wholeness, interpersonal competence, mental stability, and spiritual maturity
- Assign homework to the client for the next session if appropriate
- Pray with clients when appropriate

2008 - 2013 NYC Department for the Aging (DFTA), New York, NY

Principal Administrative Associate II, Legal Services Unit

- Responsibilities included, but were not limited to, providing administrative support to the Deputy Commissioner and General Counsel and six attorneys by processing and maintaining a tracking system using Microsoft Excel to keep an updated record of the agency's Memorandum of Understanding, Subpoenas, and Freedom Of Information Law requests; this entailed reviewing the documents to ensure that the information is appropriate and compliant to DFTA's guidelines;
- Utilized Microsoft Word for mail merges to more than 325 senior centers and their sponsors and programs, creating letters for signature, routing slips, and other documents for the Deputy Commissioner, General Counsel and Legal Staff.
- Interacted with senior center directors, senior center programs and clients to provide information and direction on their purpose for seeking services with DFTA.
- Monitored and screened incoming calls for the Deputy Commissioner and General Counsel [which led to the development of a good rapport with additional Offices of the Mayor];
- Provided back-up administrative support to the Office of the Commissioner by upholding any and all duties required

2007-2008 NYC Department for the Aging, New York, NY

Secretary, Office of the Commissioner

- Provided back-up support for the Office of the Commissioner which included upholding the role as supervisor, delegating work to co-workers, Title V workers, and college aides.
- Interfaced and collaborated with the Mayor's Office and high-ranking City Officials.
- Responsible for maintaining the Commissioner's calendar daily utilizing Microsoft Outlook which included arranging meetings, attaining viable information to prepare the Commissioner in advance, to name a few.
- Proofread and pre-approved documents for the Bureau's tracking system utilizing Microsoft Access.

- Attended the Monthly Executive Staff meetings to record and develop a transcription of the meeting for the Commissioner's review and distribution

2004-2007 NYC Department for the Aging, New York, NY

Secretary to the Assistant Commissioner

Assisted the Head of the Bureau of Emergency Planning, Health Promotions, Special Projects & Intergovernmental Affairs in:

- Composed letters for the Assistant Commissioner's signature.
- Partnered in developing and implementing an emergency plan for the agency and its community partners to protect and to ensure delivery of core services in the event of an emergency.
- Assisted in organizing special projects for senior citizens such as: The Age In Action Festival; the Senior Stroll; DFTA's quarterly Advisory Council Board meeting; and the Annual Mayoral Conference on Alzheimer's Disease.
- Other duties consisted of supervising a Title V employee by delegating work, providing telephone and computer training and other assistance as needed.
- Attended the Department's Advisory Council Board meetings to take the minutes and develop a transcription of it;
- Interacted with elected officials and other City and State agencies.
- Created a Bureau Calling Tree which consisted of names of staff members and their contact information utilizing Microsoft Publisher