

Curriculum Vitae
Kathryn Frances, MSW
June 2022

CONTACT INFORMATION

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EDUCATION

PhD, Social Work,
4th year student

Crown Family School of Social Work, Policy, and Practice,
University of Chicago (Chicago, IL)

MSW, Social Work,
2016

Silberman School of Social Work, Hunter College, City
University of New York (New York, NY)
Thesis: Human Trafficking Intervention Court/AP8 (Brooklyn):
An Observational Project
Concentrations: Community Organizing; Policy

BA, Child & Family Studies,
2014

Berea College (Berea, KY)

AWARDS, HONORS, RECOGNITIONS

- 2019 Center for Health Administration Studies Doctoral Research Stipend Recipient
Awarded to students who play an active role in the research of CHAS fellows, affiliates and faculty members
- 2015 Dorothy North McNeal Scholarship
Awarded to students preparing to serve in community action programs
- 2013 Kappa Omicron Nu Honors Society

PRESENTATIONS

- 2021 Frances, K., Fedock, G., Garthe, R., Malcome, M. (2021). *Intimate Partner Violence Victimization and Post-Traumatic Stress Disorder Among Incarcerated Women: The Role of Homelessness Prior to Incarceration*. Society for Social Work and Research 2020 Annual Conference. Washington, D.C. (Virtual Conference)
- 2020 Frances, K., Epperson, M., Payton, B. (2020). *Environmental Factors' Influence on Criminal Justice Involvement for People with Serious Mental Illness*. Society for Social Work and Research 2020 Annual Conference. Washington, D.C.
- 2015 Glushefski, R., **Frances, K.**, Salisu-Horadin, M. & Rosenthal Gelman, C. (2015). *Uncovering & Responding to the Training Needs of Diverse Older Adults, Their Caregivers, and Professionals Who Serve Them*. Council on Social Work Education 61st Annual Program Meeting. Denver, CO.
- 2015 Glushefski, R., **Frances, K.**, Salisu-Horadin, M. & Rosenthal Gelman, C. (2015). *Uncovering & Responding to the Training Needs of Diverse Older Adults, Their Caregivers, and Professionals Who Serve Them*. State Society on Aging of New York's 43rd Annual Conference. Brooklyn, NY.

JOURNAL REVIEW

2019 *Guest Editor* Journal of Offender Rehabilitation

RESEARCH EXPERIENCE

2019- *Research Assistant*. University of Chicago School of Social Service Administration. Chicago, IL.

2020 Mentor: Gina Fedock, PhD

- Analyzing quantitative survey data regarding access to housing and mental health among incarcerated women at Logan Correctional Center (Illinois Department of Corrections prison located in Lincoln, IL).

2019- *Qualitative Analyst*. Effects of Care Setting on Persons with Alzheimer's disease and their Spouses. Department of Public Health Sciences and Department of Medicine at University of Chicago. Chicago, IL.

Mentors: Harold Pollack, PhD & Tamara Konetzka, PhD

- Conducting qualitative interviews as part of a larger project examining the consequences of care setting of a major Medicaid policy shift (expanding home- and community-based care relative to nursing home care) based on a range of outcomes for persons with Alzheimer's Disease or other dementias and their spouses to inform the evolution of Medicaid long-term care policy.

2018- *Research Assistant*. Smart Decarceration Project at the University of Chicago School of Social Service Administration. Chicago, IL.

2019 Mentor: Matt Epperson, PhD

- *K01 Intervention Development - Advancing Intervention Science for Probationers with Serious Mental Illnesses*: Designed and co-facilitated a workshop for probation officers in the Mental Health Unit of Cook County Adult Probation Department as part of an intervention study targeting treatment adherence and criminal risk for probationers with serious mental illness. Conducted observations of probation officers to assess for feasibility of workshop intervention. Conducted brief interviews with probationers to assess for changes in the experience of mental health probation following intervention with probation officers.
- *Environmental Factors' Influence on Criminal Justice Involvement for People with Serious Mental Illness*: Analyzed transcript data from 30 interviews conducted with individuals engaged in mental health treatment who have previously experienced incarceration in jail or prison. This study's primary objective is to further understand risk of criminal justice involvement for people d individuals diagnosed with serious mental illness. Manuscript is in draft form.

2018 - *Project Coordinator (Formerly Field Coordinator)*. University of Chicago Urban Labs, Health Lab. Chicago, IL.

**Note: I am currently on retainer and do not have an active role on any current projects.*

Mentors: Harold Pollack, PhD & David Meltzer, PhD

- *Women's Supportive Release Center Pilot Study*: Designed the protocol for and facilitated 6 focus groups with women and trans women incarcerated at Cook County Jail to explore their needs immediately post-release; coordinated with Cook County Sherriff's Office personnel to plan for and execute focus groups sensitively and efficiently; transcribed 10+ hours of focus group discussions. Analyzed focus group data and compiled 20+ page report on our findings. Designed a reentry resource center in partnership with Cook County Sherriff's office for women exiting Cook County Jail. Implementation of Center expected for 2020.
- *Westside Narcotics Diversion and Treatment Initiative*: Designed and presented training materials for Chicago Police Department District 011 for the rollout of a new protocol - Narcotics Arrest Diversion Pilot Program (CPD-21.185).

**Note: I was brought in to this project externally, for a limited time, specific to the abovementioned training and did not serve as Field Coordinator or Project Coordinator on this project.*

- 2016 *Graduate Student Research Thesis*. Silberman School of Social Work, Hunter College, City University of New York. New York, NY.
Human Trafficking Intervention Court/AP8 (Brooklyn): An Observational Project
Mentor/Professor: Andrea Savage, PhD
- Conducted a mixed-methods, observation-based study for Brooklyn Defender Services (a public legal defense agency) to examine a gap - identified by the agency - concerning the relationship between the stated mission and actual function of Brooklyn's Human Trafficking Intervention Court.
- 2015 *Research Assistant*. Silberman Aging: A Hartford Center of Excellence in Diverse Aging. Silberman School of Social Work, Hunter College, City University of New York. New York, NY.
Mentor/Principal Investigators: Caroline Gelman, PhD & Nancy Giunta, PhD
- Analyzed qualitative data and used the results in submitting a community-based participatory research grant proposal to the National Institute on Minority Health and Health Disparities; presented findings at national and state conferences; supported program management.
- 2014 *Undergraduate Student Research Thesis*. Berea College, Department of Child & Family Studies. Berea, KY.
Body Image in College-Aged Homosexual Men
Mentor/Professor: Neil Mecham, PhD
- Conducted a mixed-methods study of self-identified homosexual men at Berea College to explore the relationships between the participant's self-disclosed 1) level of identification with his homosexuality, 2) level of involvement in the gay community and 3) attitudes concerning his body image.
- 2013 *Undergraduate Student Research Project*. Berea College, Department of Sociology. Berea, KY.
Sexual Deviance and Online Fetish Work
Mentor/Professor: Danielle Duckett, PhD
- Conducted a mixed-methods survey of Craigslist transactions to identify aspects of the 'moral grey zone' of online fetish work as a student in the Department of Sociology's course *Crime and Deviance*.

PROFESSIONAL EXPERIENCE

- 2022 *Executive Assistant*. Mind-Builders Creative Arts Center. Bronx, NY.
- Support the Executive Director by scheduling, setting agendas, taking minutes and ensuring follow-up for external and internal meetings.
 - Liaise with the Board of Directors by coordinating and facilitating regular Zoom meetings and preparing materials for quarterly Board meetings.
 - Anticipate needs of and establish timelines and processes for the successful completion of overlapping projects.
 - Draft and distribute reports, memos and one-pagers external partners including community stakeholders and current and potential corporate, government and private funders.
- 2021 *Teaching Assistant*. University of Chicago, Crown Family School of Social Work, Policy & Practice. Chicago, IL.
- Provided support for and co-taught with professors in two courses (Economics of Social Welfare and Research Methods for Social Work) remotely/using Zoom.
 - Prepared and presented lesson plans, graded assignments, held office hours and drafted final exam items.

- 2016-2018 *Chief Administrator/Special Assistant to the Director.* The Columbia Lighthouse Project. New York, NY
- Managed operations and work flow for project timelines to enable the team to see projects through to completion, ensuring satisfaction of partners and clients.
 - Acted as point-person for confidential, sensitive and demanding project and policy implementation by liaising with high-level constituencies including the U.S. Department of Defense, U.S. Department of Housing and Urban Development, the NRA, and international leaders in suicide prevention.
 - Provided executive support to the Director in all activities connected to the mission of improving suicide risk assessment.
- 2016 *Consultant.* Montgomery McCracken. New York, NY.
- Read 700+ pages of taped depositions and 90+ accompanying exhibits to support and inform expert analysis and testimony in a University-based court case involving the suicide of a student.
- 2016 *Caregiver.* Family in Brooklyn, NY.
- Regularly provided intensive physical, behavioral and ADL support for an eight-year-old girl who suffered from Global Developmental Delay and who currently is diagnosed with Cerebral Palsy and Autism Spectrum Disorder (and cared for her twin, who has not experienced developmental delays and who has no mental or physical diagnoses).
- 2015 *Administrative Assistant.* Association for Community Organization and Social Administration. New York, NY.
- Managed administrative communication within a campaign network of 200+ and other campaign-planning tasks.
- 2012-2014 *Teaching Assistant.* Berea College, Department of Child & Family Studies. Berea, KY.
- Provided additional assistance to students outside the classroom, which focused on discussion of reading assignments, class materials, and development/revision of essays for the courses *Fundamentals of Nutrition* and *Appalachian Foodways*.
 - Assisted the professor by providing academic feedback to students and by developing coursework resources and service-learning materials for the classroom.
 - Co-lead a service-learning project in which college students provided informational sessions at a Wellness Fair hosted by a local elementary school.
- 2011-2012 *Team Member.* Hispanic Outreach Project of Berea College. Berea, KY.
- Directed 3 college students in 1) teaching basic Spanish literary skills to 3rd grade students and 2) maintaining positive relationships with teachers/administrative staff at a local elementary school.
 - Coordinated community-building events such as dinners and workshops in an effort to bridge the gap between the Berea College community and Hispanic community of Madison County, KY.
- 2010 *Parent Engagement Coordinator.* Hispanic Center of Western Michigan. Grand Rapids, MI.
- Managed external, administrative communication with Spanish-speaking parents of at-risk and gang-involved youth enrolled in an academic summer program.
 - Kept case files up-to-date and delegated requests for missing information.

INTERNSHIPS

- 2015- *Social Work Policy Intern.* Brooklyn Defender Services. Brooklyn, NY.
- 2016
- Facilitated capacity building efforts with the Jails Action Coalition and the Campaign for Alternatives to Isolated Confinement by campaigning for the NYC Board of Correction to implement safe and community-informed policies in NYC jails and by lobbying city and state elected officials.
 - Advocated for the rights of 20+ incarcerated clients through counsel visits at Rikers Island jails
- 2014- *Mental Health Outreach Intern.* Weill Cornell Medical College & New York City Department for the Aging. New York, NY.
- Conducted and analyzed community assessments, resulting in the establishment of partnerships with 20+ community-based organizations and the development of an interdisciplinary wellness fair in Brooklyn, NY.
 - Administered biopsychosocial assessments in English & Spanish, resulting in access to aging services and referrals for older adults impacted by Hurricane Sandy.
- 2013 *Operations and Housing Specialist Intern.* Well House. Grand Rapids, MI.
- Worked within the housing-first model to provide safe, affordable housing by assisting the Director of Operations and the Housing Specialist in daily tasks.
 - Used a client-centered approach in addressing the needs of persons transitioning out of homelessness, such as providing resources for mental and physical health needs.
 - Performed administrative tasks such as screening potential applicants to determine their eligibility for housing and maintaining up-to-date documentation of volunteer orientations and workshops.
- 2012 *Foster Care Case Management Intern.* Benchmark Family Services. Berea, KY.
- Served as the student intern for 7 case managers at Benchmark Family Services, a therapeutic foster care agency, each with a caseload of roughly 12 families.
 - Accompanied case managers on home visits to help maintain updated notes concerning family needs and contributed to treatment and supervision plans of teenage foster youth.
 - Oversaw that each child's file was kept current and made efforts to request missing documents from foster parents and the Department of Community Based Services.

COMMUNITY LEADERSHIP & SERVICE

Service

- 2019- *Guide.* The Resolution Project. Chicago, IL.
- present
- Provide mentorship to a University of Chicago undergraduate student who has been selected to receive seed funding to kick start a social venture in the South Side of Chicago, IL.
- 2019 *Volunteer.* Chicago Coalition for the Homeless. Chicago, IL.
- Providing assistance to Research & Outreach Team to help produce social work and research-informed materials.
- 2019 *Mentor.* Fried Public Policy and Service Mentorship Program. Chicago, IL.
- Provided mentorship to undergraduate students who are interested in making an impact on the world through internships and beyond graduation by social and justice-minded careers or advanced degrees.

- 2012 *Guest Teacher*. Berea, KY.
- Taught basic Spanish literary skills once per week to a third grade classroom at Berea Community Elementary School.
- 2011-2012 *Tutor*. Berea, KY.
- Taught basic reading, writing, and mathematic skills twice per week to a first grader through the One-On-One Tutoring program at Berea College.
- 2010 *Caretaker/Mentor*. Copan Ruinas, Honduras
- Cared for a group of children between the ages of 1 and 10 in a local orphanage (2 months).
- 2010 *Teacher's Assistant*. Copan Ruinas, Honduras.
- Instructed a group of second and third graders in need of extra assistance with basic math and Spanish literary skills at two local public schools (2 months).

Leadership

- Community Organizer, Jails Action Coalition - New York, NY (2015 – 2016)
- Community Organizer (Lobbying; Info-graphic design), Campaign for Alternatives to Isolated Confinement (2015 – 2016)
- Appointed Lead Representative, Macro Social Work Student Network (2015-2016)
- Member, Women in Public Service Project, Woodrow Wilson International Center for Scholars (2014)

TRAININGS & CERTIFICATES

- 2018 Certified in Naloxone (Narcan) Administration
- 2016 An Introduction to American Law by University of Pennsylvania, Coursera Certificate
- 2016 Administration of the Columbia-Suicide Severity Rating Scale (C-SSRS)
- 2014 Administration of depression (PHQ-9), anxiety (GAD-7), and alcohol use (AUDIT-C) screening tools
- 2013 Qualified English as a Second Language (“ESL”) instructor

SELECTED COURSEWORK

- 2020 *The Study of Criminal Justice and Race in the United States*, University of Chicago
- 2020 *Racism, Law, and Social Sciences*, University of Chicago
- 2020 *Sociological Foundations of Community and Community Intervention*, University of Chicago
- 2020 *Coding & Analyzing Qualitative Data: Using MAXQDA*, University of Chicago
- 2019 *Involved Interviewing*, University of Chicago
- 2019 *Law & Society*, University of Chicago
- 2019 *Criminology*, University of Chicago
- 2019 *Research Methods for Social Work*, University of Chicago
- 2018 *Survey Research Overview*, University of Chicago
- Prepared a grant proposal for a qualitative study designed to explore the relationship between homelessness and incarceration with individuals currently experiencing homelessness who have had previously experienced incarceration
- 2016 *Professional Seminar*, Hunter College
- Designed a mock program “New York City Family-Oriented Restorative Justice” (NYC FOR JUSTICE) applying theories of restorative justice practice to family theory as an alternative to criminal justice involvement for family conflict
- 2016 *Political Advocacy*, Hunter College
- 2015 *Social Entrepreneurship*, Hunter College

- 2015 *Children, Youth & Families Field of Practice Platform*, Hunter College
- Presented practice and policy integration paper on visiting policies at Rikers Island and barriers to family wellbeing
- 2015 *Social Work Research*, Hunter College
- Research thesis: *Human Trafficking Intervention Court/AP8 (Brooklyn): An Observational Project*
- 2015 *Social Welfare Seminar*, Hunter College
- Presented policy alternatives and recommendations for identification & criminalization of victims of sex trafficking in New York
- 2015 *Political Economy of Social Welfare*, Hunter College
- 2014 *Social Welfare Policy & Service*, Hunter College
- 2014 *Empowering Women Through Global Leadership*, Berea College
- Women in Public Service Project speech on homelessness in the U.S. and policy recommendations
- 2013 *Entrepreneurship: The Art of Creative Business*, University of New Haven (Buenos Aires, Argentina)
- 2013 *Crime and Deviance*, Berea College
- Research project: *Sexual Deviance and Online Fetish Work*
- 2013 *Family Resource Management*, Berea College
- 2012 *Social Justice: Community Restoration*, Berea College
- 2012 *Conflict Transformation*, Berea College
- Compiled a peace research portfolio examining conflict transformation and resolution among a student group at Berea College
- 2012 *Contemporary Family Issues*, Berea College
- 2012 *Parent-Child Relations*, Berea College
- Presented analytical literature review on attachment in early childhood
- 2012 *Peace/Justice: Theory/Practice*, Berea College
- Co-led a campaign (Bereans Advocating Diversity and Student Support) aiming to increase diversity among Berea College faculty
- 2011 *Social Psychology*, Berea College
- 2009 *Principles of Sociology*, Grand Rapids Community College