

# Michael Northcutt

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**OBJECTIVE:** To secure a position where I can be directly working with the population as a Case Manager or Counselor, or Outreach Worker.

## **SUMMARY OF QUALIFICATIONS:**

- Over 16 years working with underserved communities in Social Services agencies
- Counseled and aided Homeless, Ex-Offenders on probation/parole, Homeless families, at-risk youth, substance abusers and clients at risk for HIV/STD's
- I've managed homeless shelters and coordinated for HIV/STD Health outreach
- Facilitator/Case manager in and for San Francisco County Jail inmates
- Housing Case manager
- Outreach worker at Grade School after school and mental health programs
- I have the ability to cultivate and promote positive, productive relationships with clients while maintaining healthy personal boundaries

## **SKILLS / EXPERIENCE:**

### **Skill / Experience – Case Management**

- Developed service plans with and for clients that addresses individual needs
- Responsible for maintaining client records
- Maintained linkages with community treatment providers
- Conducted client assessments to best understand individual needs
- Created comprehensive treatment plans to provide clients with best opportunity for success

### **Skill / Experience - Counselor/ Facilitator**

- Provided individual and group substance abuse counseling
- Made referrals for medical exams, drug screens and other social services
- Took detailed notes and updated files for each meeting and client one on one to document treatment progress

### **Skill / Experience – Outreach Worker**

- Ability to conduct outreach process with at-risk, underserved populations
- Facilitated outreach, contact, bring-ins with hard to reach diverse populations
- Ability to access and interface with community gatekeepers, Ex-offenders, probationers/ parolees
- Created and maintained trusting relationships with ground zero clients

## **EMPLOYMENT HISTORY**

Office Administrator	Father Alfred Center	June2013 – Dec2013
Case Manager	Harm Reduction Therapy Center	April2010 - Sept2010
Trainer	Harm Reduction Coalition	June2006 – June 2009
Counselor	Lifeline Methadone Clinic	May2005 – May 2006
Coordinador	Casa Segura	June2001 – April2005

## **EDUCATION:**

College of the Canyons	Valencia, Ca	Associates of the Arts '75
University of Southwestern Louisiana	Lafayette, La	Physical Education '75-'77
The Training Institute	Oakland, Ca	Harm Reduction Trainer '06

# peace & all good

*Peace and all good is a Franciscan greeting that we use at St. Anthony's. St. Francis used this phrase along the road to beckon his fellow travelers toward a peace-filled world where all good things are shared.*

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January 9, 2014

To Whom It May Concern:

This is to verify that Michael Norcutt volunteered with St Anthony Foundation Dining Room from 6/24/2013 to 1/9/2014, working approximately 30 hours per week.

The Dining Room is a fast-paced, high volume kitchen serving a nourishing, hot meal to homeless and low-income individuals in San Francisco's Tenderloin district. Volunteers such as Michael, work in an employee-type role, performing a variety of duties such as food preparation, unloading and putting away deliveries, dishwashing and cleaning, while maintaining safety and health standards.

During Michael's time with the Dining Room, we found him dependable, reliable and conscientious in his work. He was always on time, got along well with staff and other volunteers, and pitched in whenever extra help was needed.

Without the help of dedicated volunteers like Michael, we wouldn't be able to provide more than 2,600 meals each day to our brothers and sisters who are hungry. Michael's sensitivity and care helps to contribute to an atmosphere of warmth and compassion. We appreciate his generosity and the gift of his time.

Sincerely,



Dorothy Price

St. Anthony Dining Room  
Back Of House Asst. Manager

St Anthony Dining Room  
Job Training Coordinator

Founder  
Alfred Baudelker, OFM  
(1903-1994)

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Barry J. Stenger

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