

Katy H. Williams LSW

Education

Master of Social Work *May 2021*

Indiana University, Indianapolis
Focus: Children, Youth & Families
Honors: Outstanding Service & Leadership

Bachelor of Science *Dec 2015*

Ball State University, Muncie
Major: Advertising
Minors: Marketing, Sociology

Licensure & Certification

Licensed Social Worker (LSW) *Aug 2021 - Present*

CDP® - Certified Diversity Professional *In Progress; Spring 2025*

Professional Experience

MCCOY, Operations & Event Manager *Aug 2024 - Present*

- Collaborate with bookkeeper to manage accounts payable and receivable
- Oversee staff onboarding and offboarding processes, including HR and benefits administration for two new hires and two resignations
- Coordinate organizational events, handling venue selection, catering, material procurement, task management, and event-day support
- Manage daily office operations and resolve issues as they arise
- Develop and document company policies, including updates to the employee handbook and benefits policies
- Filled in for the Director of Marketing, applying prior experience to manage key marketing functions and ensure continuity amid a staffing transition

Brooke's Place, Clinical Manager *Nov 2023 - Mar 2024*

- Integrated new clients into operational framework by aligning contract therapists' capacities and expertise, while managing a waitlist to optimize resource allocation and satisfaction for clients and contractors
- Supported contract therapists across administrative, operational and clinical domains to ensure efficient operations and exemplary service delivery
- Tracked invoices & client balances, as well as program metrics and expenses
- Managed session invoicing and therapist payment processes
- Reviewed program policies for HIPPA compliance and areas for improvement to enhance operational effectiveness and client confidentiality

Brooke's Place, Support Group Coordinator *Nov 2021 - Oct 2023*

- Coordinated planning, management & direct oversight of families and volunteers enrolled in ongoing grief support groups
- Researched and consulted with internal and external leaders to guide the expansion of the support group program to a new area of the city
- Assisted in planning and teaching quarterly volunteer trainings, ensuring alignment with organizational goals and operational excellence
- Conducted weekly supervision with MSW and BSW student interns

Transitions Academy, Therapist

Jun - Oct 2021

- Utilized evidence-based therapeutic modalities to conduct individual, family, and group therapy with juvenile offenders
- Provided case management to youth, their families, and treatment teams
- Conducted biopsychosocial and trauma assessments to develop individualized treatment plans and goals with clients
- Wrote monthly reports for youth's comprehensive treatment team

Centerstone, Graduate Intern

Jan - May 2021

- Developed rapport with clients to build therapeutic relationships
- Completed intakes with compassion and cultural humility

Brooke's Place, Graduate Intern

Jan - Dec 2020

- Co-Facilitated ongoing support groups for grieving young people
- Led intake process with families

Freelance Marketing Consultant

Feb 2018 - Aug 2022

Burkhart Marketing, Multiple Roles

Feb 2016 - Feb 2018

Professional Achievements

Diversity, Equity & Inclusion Strategy
Beyond Training *Jul - Dec 2022*

Completed 6-month workshop that employed the Global Diversity, Equity & Inclusion Benchmarks (GDEIB) to assess the cultural landscape at Brooke's Place across various operational domains & create a DEI Strategy

Brooke's Place DEI Task Force
Secretary *Dec 2022 - Dec 2023*

Served as Secretary on internal DEI Task Force committed to integrating inclusive practices in organizational operations & standards of care