



## ALEENU MARIA JAMES

### Social Worker

As a mental health professional, my goal is to provide effective, quality, and individualized care to my clients as well as promote choice and dignity while refining my skills in the mental health field and making a significant contribution to the success of the organization.

### WORK EXPERIENCE

#### Psychiatric Social Worker

Blossom Valley Therapy Centre (An Early Intervention and Child Development Centre)

01/2022 – 12/2022

Kottayam, Kerala, India.

- Psychosocial Assessment.
- Case Assessment - special education needs and mental health issues.
- Recommendation or referral services.
- Multidisciplinary Team Monitoring.
- Maintaining Case Files and Records.
- Individualized Care Plan Development.
- Organized Review Meetings to evaluate the effectiveness of therapies.
- Worked as a liaison officer.
- Maintained Confidentiality.
- Organisational visits to create awareness about psychological disorders.
- Handled different social media platforms of the centre as a means of reaching the community effectively.
- Preparation of daily schedule and the duties for staffs.
- Parental guidance and support (psycho education).
- Collection and accounting of therapy charges.
- Arrangement of multidisciplinary team meetings and case discussions.
- Awareness and outreach programs.
- Planning and scheduling special days or events eg; Mental health day.
- Promotion activities – idea generation for posters, videos etc.
- Different types of official letter preparations.
- Discharge summary preparation.
- Purchase and stock register monitoring and updating.
- Monitoring of housekeeping staffs at the Centre.

### EDUCATION

- **Master of Social Work (MEDICAL AND PSYCHIATRY)**  
Mahatma Gandhi University, Kottayam, Kerala  
06/2019 – 05/2021
- **Bachelor of Arts in English Language and Literature**  
Mahatma Gandhi University, Kottayam, Kerala  
2016 – 2019
- **Higher Secondary**  
Department of Education – Kerala Government  
2016
- **High School**  
Department of Education – Kerala Government  
2014

### INTERNSHIP EXPERIENCES

#### Psychiatric Social Work Intern

Tiruvalla Medical Mission (TMM) Hospital (720 hours)

01/10/2021 – 31/12/2021

Thiruvalla, Kerala.

- Case study
- Individual, group and community level interventions
- Psychiatric Counselling Training sessions.
- Observational study along with the psychiatrist and the psychologist.

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### SKILLS AND COMPETENCIES

Case Assessments

Problem Solving

Time Management

Teamwork

Conflict Resolution

Decision Making

Multi-Tasking

Administrative Support

Documentation and Reporting

Counselling

Strong Communication

Work Ethic

Adaptability

Active Listening

Leadership

Empathy

### COMPUTER PROFICIENCY

- ✓ SPSS
- ✓ MS Office
- ✓ Google Forms

### LANGUAGES

English – Native or Bilingual Proficiency

Malayalam – Native or Bilingual Proficiency

Tamil – Limited Working Proficiency

### CONTACT DETAILS

Chittettukalam House  
Malakunnam P O  
Changanacherry  
Kottayam, Kerala, India  
Post Code: 686552

### INTERESTS

- Art and Craft
- Travelling

## AWARDS AND ACHIEVEMENTS

- **'Rajya Puraskar' – The Bharat Scouts & Guides**

Signed by H.R.Bhardwaj (Governor of Kerala, India) - 28<sup>th</sup> February 2013

- **Poster Presentation Competition – First Prize**

Albertian Knowledge Summit: **An International Conference on Multidisciplinary Research** - 11<sup>th</sup> January 2020

- **Paper Presentation Competition – 'A' Grade**

**17<sup>th</sup> Samanwaya International Conference** – Topic was **Preventing child abuse in home environment: Need for parental intervention** - 25<sup>th</sup> January 2020

- Completed a certificate course from **Monash University** (Online) on Introduction to Psychology: The Psychology of Personality – July 2020

## PERSONAL PROFILE

Date of Birth : 13<sup>th</sup> May 1998

Gender : Female

Religion : Christian (Syrian Catholic)

Marital Status : Single

Nationality : Indian

## PLANNING AND ORGANIZING

- **National Conference and Social Work Students meet, BERCH UMANITARIO 2020** on the theme "Social Welfare Administration and Policy Practice in Social Work" held on 31<sup>st</sup> January 2020.

- **Field action project** on 'Preventing Risk Behaviours Among Children' in five schools (community extension programme of 72 hours which include discussions, seminars, mime and street play).

- **Cancer Awareness Campaign** at St. Berchmans College in association with Caritas India.

## REFERENCE

1. Mrs. Parvathy B. S, English Faculty Sacred Heart Higher Secondary School, Changanacherry, Kerala  
Phone No: +91 9846059993  
Email: parvathybajisen@gmail.com

2. Mrs. Jesbe Alex, Quality Manager Blossom Valley Therapy Centre, Pampady, Kerala  
Phone No: +44 7454 121161  
Email: Jesbesusanalex@gmail.com

## Geriatric Social Work Intern

Travancore Foundation, Retirement Home in Karukachal (216 hours)

02/08/2021 – 16/09/2021

Kottayam, Kerala.

- Seminar on 'Managing Anger, Stress, Depression and Anxiety' for thirty independent and dependent residents.
- Conducted community intervention programme and prepared Information Education Communication (IEC) material.
- Organized a webinar on 'Happy Aging: Why retirement homes should not be a taboo anymore'.
- Mini research on 'Effectiveness of in-service training for health care workers in retirement homes: An evaluation study'.

## Psychiatric Social Work Intern

Kusumagiri Mental Health Center (KMHC), Kakkanad (162 hours)

02/01/2021 – 30/01/2021

Kochi, Kerala.

- Diagnosing disorders
- Various scales for assessment
- Case history and Mental Status Examination (MSE)
- Role of multidisciplinary team in a psychiatric setting

## Community Social Work Intern

Kurichy Panchayat, Kottayam District (162 hours)

11/06/2020 – 20/07/2020

Kerala.

- COVID-19 management activities
- Tele counselling services for Covid affected individuals under the supervision of Kerala Institute of Local Administration (KILA).
- Need assessment
- Care coordination

## Community Social Work Intern

St. Berchmans Centre for Extension Activities – SBCEA (133 hours)

12/07/2019 – 02/10/2019

Changanacherry, Kottayam, Kerala.

- Seminar – Health Awareness
- Flood relief activities
- Organized cultural program within the community
- Involved in cleaning up a canal with the support of Health Department to improve the quality of life in the local area.

## VOLUNTEER EXPERIENCES

- Handled positions like Secretary, Counsellor and Syndicate Member of Catholic Organization for youth named Yuvadeepti SMYM at Regional and Archdiocese levels.
- ALAN (Aspire Life and Nurture) T21 Welfare Trust – one of the pioneers in the state of Kerala promoting "inclusive living" of individuals with Down Syndrome.
- Survey for M.S. Swaminathan Research Foundation (MSSRF) – non-profit trust aims to accelerate use of modern science for sustainable agricultural and rural development.

## DECLARATION

I hereby declare that all above furnished information are true and correct to the best of my knowledge and belief.

  
Aleenu Maria James