

Kellye M. McIntyre
Bowling Green, Kentucky 42104
Email: kellye.mcintyre@wku.edu
(270) 991-5415

Education

Master of Social Work

May 2010

Western Kentucky University, Bowling Green, Kentucky

Bachelor of Science, Social Work

December 2003

Western Kentucky University, Bowling Green, Kentucky

Experience

LifeWorks for Autism

January 2022- Present

Bowling Green, Kentucky

- Director of Vocational Services
 - Member of the Leadership Team for program development/expansion
 - Educate and collaborate with local businesses on working with autistic young adults
 - Follow the Office of Vocational Rehabilitation (OVR) guidelines for supported employment
 - Meet with program participants individually to assist with preparing for employment, provide guidance and support once employed
 - Provide ongoing support and guidance to businesses who employ LifeWorks participants
 - Collect and maintain participant employment data for evaluation
 - Coordinate the transportation schedule for LifeWorks group activities, work transports, doctor appointments, and other needed transportation
 - Oversee the LifeWorks Job Coach, Graduate Assistant, part time drivers, and agency interns

Department of Social Work

July 2009 – December 2021

Western Kentucky University, Bowling Green, Kentucky

- Instructor, Director of Field Education
 - Directed the Department of Social Work Field Office for both the BSW and MSW programs, including regional campuses and online cohorts (approximately 300 students yearly, including students in placement and those in process)
 - Identified and vetted appropriate field practicum sites
 - Assisted and prepared students for the transition to field placement/internship
 - Created and provided training for professional social workers serving as field instructors for student field practicums
 - Facilitated correspondence, communication, and professional relationships with agencies in the community, state, region, etc.
 - Provided support and guidance to adjunct and full time BSW and MSW field liaison faculty
 - Developed, managed, and facilitated all field related policies, procedures, and correspondence-including field manuals, field syllabi, and field website content
 - Actively participated in statewide and national Social Work Field Consortiums
 - Developed and implemented program specific field forms in field software program called Sonia; trained students, field instructors, and faculty field liaisons on this new system
 - Authored the field section portion of the BSW and MSW self-studies for reaccreditation in 2017
 - Active member in all BSW and MSW program meetings, Department Administration Team Meetings, CEU committee meetings

- Instructor, Study Abroad courses
 - CCSA Winter 2016-2017- co-taught two-week abroad course on Healthcare in London and Dublin
 - CCSA Winter 2017-2018 – taught two-week abroad course on Helping Services: From Children to Aging and Everything in Between in London and Dublin
 - Both courses included development of syllabus assignments for pre and post departure along with daily oversight of student educational activities while abroad

- Adjunct Faculty **August 2012-January 2022**
 - Classes taught:
 - SWRK 101- Foundations of Human Services
 - SWRK 560- Foundation Field Practicum I
 - SWRK 561- Foundation Field Practicum II
 - SWRK 574- Enhancing Safety and Permanency (CFL course)

- Director, Training Resource Center **July 2009-August 2015**
 - Developed and monitored annual program budget
 - Supervised Training Coordinator position
 - Oversaw daily management of grant project
 - Established and maintained annual rate agreements with local hotels for lodging and additional training space
 - Created and maintained departmental Continuing Education Program
 - Collaborated with Training Resource Centers at other KY universities for special projects
 - Participated in meetings and events pertaining to BSW and MSW programs
 - Served as a substitute Instructor for CFL courses as needed
 - Co-trainer for Cultural Diversity, Kentucky Cabinet for Health and Family Services

- Field Instructor
 - Served as an external field instructor providing weekly supervision for students (BSW and MSW) each semester 2012-2015

Office of Sponsored Programs

May 2008 – July 2009

Western Kentucky University, Bowling Green, Kentucky

- Office Coordinator
 - Reconciled pro-card transactions for staff of seven
 - Maintained pending award documents log and no cost extensions
 - Documented award entries in program database
 - Ensured timely routing of each project's chart of accounts

Family Preservation Department

November 2005 – May 2008

Community Action of Southern Kentucky, Bowling Green, Kentucky

- Family Mediator
 - Scheduled meetings with Family Court Judges, attorneys, and social service workers in various counties to discuss mediation, supervised visitation, and neutral exchange services available
 - Completed initial intake sessions with all parties referred for services
 - Coordinated mediation conferences with all parties involved
 - Mediated visitation agreements between residential and non-residential parents
 - Supervised two full-time employees providing supervised visitation services for non-residential parents
 - Provided direct supervised visitation services as needed
 - Maintained various program data for multiple reporting forms

- Intensive Intervention Specialist
 - Worked with families in their home environment teaching parenting and budgeting skills
 - Assisted families who were at risk of their children being removed from their home
 - Utilized the Homebuilders Model to identify family strengths and address concerns
 - Provided support and encouragement to parents during the intervention
- Parent Educator
 - Recruited referrals from schools, social workers, and community partners
 - Utilized the Common Sense Parenting curriculum to teach a six week parenting course
 - Utilized role-plays to discuss parenting struggles
- Family Team Meeting Facilitator
 - Conducted home visits with families to prepare for Family Team Meetings
 - Facilitated Family Team Meetings (FTM) for families to assist in linking up resources, reduce conflict, and develop an action plan for each family

School-Based Mentoring Program

December 2003 – November 2005

Big Brothers Big Sisters of South Central Kentucky, Bowling Green, Kentucky

- School-Based Mentoring Coordinator
 - Responsible for training School-Based Mentoring Case Manager
 - Established a “Breakfast Club” at a local elementary school for volunteers to mentor children before regular school hours
 - Compiled statistics for the School-Based Mentoring Program
 - Presented statistics to the Board of Directors on a monthly basis
 - Maintained all responsibilities from the Case Manager position
- School-Based Mentoring Case Manager
 - Completed initial interviews for children and volunteers wanting to participate in the School-Based Mentoring Program
 - Maintained a minimum of monthly contact with volunteers and children on my caseload
 - Provided support for volunteers
 - Recruited volunteers through booths and presentations
 - Assisted in annual fundraisers including Bowl For Kids’ Sake and Spirits in the Cave

Customer Relations

January 1999 – December 2003

Tony Rhoades Agency, State Farm Insurance, Bowling Green, Kentucky

- Customer Service Representative
 - Wrote new policies for automobile, homeowners, and renters policies
 - Assisted in writing life insurance policies
 - Completed changes to existing automobile, homeowners, and life insurance policies
 - Met with clients to discuss questions concerning coverage or changes to their current policies
 - Contacted clients regarding past due bills
 - Documented policy changes and cancellations
 - Reported homeowners and automobile claims

Publications

PEER REVIEWED PUBLICATIONS IN PRINT

Mathews, I., Griffiths, A. G., Hunt, R., **McIntyre, K.**, and Simpson, D. (2017). 'I hope to find myself'. Social work students' initial encounter with practice explored in the context of professional identity'. Journal of Practice Teaching and Learning, 15(1), 24 -38.

Presentations

INVITED PRESENTATIONS

International

Sullivan, D., **McIntyre, K.**, & Griffiths, A. G. (2015, June). *Social Work's Signature Pedagogy: Field Education in a US Social Work Program*. Presentation at the Practice Educators Conference at the University of Lincoln, Lincoln, England, United Kingdom.

McIntyre, K., & Griffiths, A. G. (2015, June). *Service User Choice and Control: An Exploration*. Workshop at the Practice Educators Conference at the University of Lincoln, Lincoln, England, United Kingdom.

Griffiths, A. G., & **McIntyre, K.** (2015, June). *Public Child Welfare Worker Job Turnover in America: A National Problem*. Presentation to the Lincolnshire County Council Human Resources and Lincolnshire County Council Children's Services Family and Assessment Support Teams (FAST) Teams at the University of Lincoln, Lincoln, England, United Kingdom.

Service to WKU Department of Social Work

Co-chair, Kentucky Association of Social Work Educators (KASWE) Spring Conference	2014
Member, Scholarship Committee	2014- 2021
Member, Admissions & Retention Committee for BSW program	2015- 2021
Member, Admissions Committee for MSW program	2015- 2021
Subcommittee Chair (Field), Departmental Advisory Committee	2015- 2021
Member, Administration Team	2015- 2021
Member, Conference Proposal Review Committee- KASWE	2015- 2021
Member, CEU Subcommittee	2015- 2021
Member at Large, KASWE	2017- 2021
Chair, MSW Graduation Committee	2017- 2019
Chair, KASWE Field Education Consortium	2018- 2021

Service to WKU College of Health and Human Services

CHHS Homecoming	2017
CHHS Faculty Travel Guidelines Committee	2015- 2016

Service to the University

Board Member/Faculty Rep, Cooperative Center for Study Abroad	2019- 2021
---------------------------------------------------------------	------------

Service to Community

Member, United Way Allocations Committee	2011- 2015
Volunteer Big Sister, Big Brothers Big Sisters of South Central Kentucky	2011- 2017
Co-facilitator, MAPP (Model Approach to Partnership in Parenting) classes	2013- 2019
Facilitator, Parenting Classes at Scholar House	2011- 2020
Volunteer, LifeSkills Run for Autism	2022- 2024
Field Instructor for BSW and MSW students at LifeWorks	2022- 2024