

Arlington, MA, 02476

October 15<sup>th</sup>, 2020

Arlington Select Board  
730 Massachusetts Ave  
Arlington, MA, 02476

Dear Ms. Krepelka,

Please accept my attached resume as an application for the Arlington Housing Authority Board Member position. I bring unique experience to the Arlington Housing Authority Board, as I am a Licensed Clinical Social Worker, a Service Coordinator within Cambridge Housing Authority, a volunteer who works within the local Menotomy Manor and a lifelong Arlington resident.

My professional positions, background and current work have given me insightful knowledge of public housing. This combined with over 15 years of working with families, elderly and younger disabled population strengthens what I can offer to the board. I appreciate the balance that must occur between the rules, regulations, laws and processes of a Housing Authority; and, the complexities of humans who live within their units. It would be an honor and a privilege to serve on the Arlington Housing Authority Board.

I seek to uplift and further the Arlington Community; and advance my contribution to the public service in our town by being on the Board of Arlington's Housing Authority. I can be reached by phone:  
email: Anne.A.McInnes@gmail.com.

Thank you for your time and consideration of my candidacy.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anne McInnes', written in a cursive style.

Anne McInnes, LCSW

CC: John J. Griffin, Arlington Housing Authority Executive Director

**Anne A. McInnes, LCSW**  
Arlington MA

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**PROFESSIONAL LICENSURE and EDUCATION**

<b>Licensed Clinical Social Worker (LCSW) in the State of Massachusetts</b>	February 2020
<b>Simmons University: School of Social Work</b> <i>Master of Social Work</i>	Boston, MA 08/16-05/19
<b>Assumption College</b> <i>Bachelor of Arts Major: Psychology, Minor: Sociology</i>	Worcester, MA 08/05-05/09

**SOCIAL WORK EXPERIENCE**

<b>Cascap, Inc.</b> <i>Service Coordinator</i>	Cambridge, MA 08/19-present
<ul style="list-style-type: none"><li>• Receive referrals from Cambridge Housing Authority management</li><li>• Plan, organize, and develop skills with housing residents to meet the standards of local, state and governmental</li><li>• Conduct in-home visits as necessary to evaluate environment and functional capacity</li><li>• Collaborate with organizations to offer more comprehensive services</li><li>• Document all interactions with residents</li></ul>	
<b>The Neville Center at Fresh Pond (Landmark Health)</b> <i>Recreational Therapist</i>	Cambridge, MA 09/15-05/19
<ul style="list-style-type: none"><li>• Created programs that met residents' needs and interests, engaged residents in therapeutic activities</li><li>• Maintained a safe environment and ensured all residents, who wanted to participate in activities, attended</li><li>• Established relationships with residents, families and community members</li><li>• Performed admission intake assessments utilizing Point Click Care; analyzed and documented residents progress</li></ul>	
<b>Heading Home</b> <i>Master of Social Work Case Manager Intern</i>	Boston, MA 09/18-05/19
<ul style="list-style-type: none"><li>• Used Motivational Interviewing and a collaborative approach to best determine immediate client concerns</li><li>• Obtained resources and services as needed and/or requested to address barriers to housing such as: CORI mitigation, credit repair, and assistance with financial applications</li><li>• Ensured that all clients received explanation and assistance with housing application processes</li><li>• Developed partnerships and relationships with internal and external service providers to ensure clients receive appropriate services</li></ul>	
<b>Year Up</b> <i>Student Service Department Intern</i>	Boston, MA 09/17-05/19
<ul style="list-style-type: none"><li>• Worked with 42+ young adults ages 18-25 to close the opportunity gap</li><li>• Collaborated and communicated with program team to address key student concerns</li><li>• Provided one-to-one counseling and support to students as needed</li><li>• Assisted students in finding resources for varying needs including housing, legal, childcare, etc</li><li>• Facilitated substance abuse and parenting groups</li></ul>	

**COMMUNITY ENGAGEMENT**

<b>Highrock</b> <i>Menotomy Manor Volunteer</i>	Arlington, MA 08/19-Present
<ul style="list-style-type: none"><li>• Distribute food weekly to low income residents</li><li>• Connect, families, couples and individual to resources</li></ul>	
<b>Food Link</b> <i>Volunteer</i>	Arlington, MA 06/15-05/19
<ul style="list-style-type: none"><li>• Received and processed monetary donations at events</li><li>• Assisted in administrative work, bookkeeping and updating donor database</li><li>• Aided in event planning and completion</li></ul>	