

Blair Jordan

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Education

**Bachelors Business Administration, Entrepreneurship,
University of Washington Bothell School of Business**

June 2019

- Dean's List
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Related Experience

Officer Manager

June 2023-Current

Tolin Lawn Firm

- Provide administrative support to Attorney and Paralegal
- Maintain accurate and organized case files, improving accessibility and reducing errors.
- Performed a wide range of tasks as needed to support overall office functionality, demonstrating adaptability and a proactive approach to handling various responsibilities.

Screening and Outreach Coordinator- LEAD West Precinct

Sept. 2020-March 2022

REACH-Evergreen Treatment Services

- Track and manage program referrals from multiple sources, manage number of referrals based on capacity.
- Provide Street Outreach to engage unhoused clients referred to program.
- Crisis Intervention on site as well as through outreach in the community.
- Develop relationships and liaison with Seattle Police, King County Sheriff's and other outreach programs to coordinate needed services for clients.
- Help identify gaps and barriers in available community resources and advocate for systemic changes.
- Provide case managers with paperwork, and relevant information as well as provide assistance when needed.
- Active case management.
- Develop and Maintain Positive Relationships with all LEAD partners.

Mental Health Case Manager- HOST

Sept. 2019-Sept. 2020

Downtown Emergency Service Center (DESC)

- Provide case management to adults with severe and persistent mental illness that are both experiencing homelessness and live in supportive housing.
- Help clients meet their essential needs where they are, whether that is living in an encampment, shelter or inpatient psychiatric treatment.
- Collaborate with public social and welfare agencies to obtain and provide information to clients. Evaluate and address individual client needs and concerns.
- Document client information including plans, clinical and progress notes.
- Independently manage position responsibilities with minimal direct supervision.
- Develop and maintain effective working relationships with clinical and administrative staff.

Receptionist

University Center Chiropractic**Sept.2017-Sept. 2019**

- Organize and maintain digital documents.
- Communicate with outside providers regarding records and payments.
- Patient scheduling, billing and problem solving.
- Day to day office functions.

Internship**Attain Housing****Summer 2018**

- Gained understanding and promoted the mission of the organization.
- Assessed availability of affordable housing properties and waitlist systems.
- Studied transitional and affordable housing in King County.
- Attended King County homelessness training by All Home.

Aquatic Program Supervisor**City of Kirkland****May 2007- Sept. 2018**

- Scheduled, supervised, planned and facilitated training for over 85 staff members between four locations.
- Assisted with special event coordination, recruitment, onboarding and coaching of staff.
- Taught lifeguard, CPR, first aid classes and recertification courses.
- Responsible for de-escalation and problem solving.
- Incorporated input from others into decisions and solutions.
- Analyzed the impact of potential actions and resolved or escalated appropriately.
- Encouraged open and constructive communication among team members.
- Adapted presentation techniques and style to engage diverse audiences.
- Coached junior team members to build communication skills.

Server/ Catering Staff**March 2007 – May 2014****Lynn's Bistro**

- Special event coordination.
- Personalized experience for each guest.
- Oversight of transportation and offsite management.
- Direct interaction with all levels of the business including supporting managers and Executive Chef.

Interests & Associations

Volunteer Coordination**Scholarship Committee Founder and Secretary****Summer****2023-Current**

- Created committee to send people in my recovery community to retreats and annual conference.
- Wrote guild lines with committee
- Fundraised enough funds to send six people to Refuge Recovery Winter retreat

Facing Homelessness Community Cleanups**Winter****2019-2020**

- Recruit volunteers and participate in Facing Homelessness's Community Cleanups.

Facing Homelessness Coat Drive**Winter****2017**

- Planned and executed Coat Drive for Facing Homelessness Seattle through Angelfish Swimming LLC.

**Gold Fish Rodeo
2011**

Summer

- Planned and executed Gold Fish Rodeo Fundraiser to benefit the Lacey Family who lost their father in a DUI accident.

**Celebrate Kirkland 4th of July
2014**

Summer

- Director of the Kids Parade.