



MURIEL BOWSER
MAYOR

DEC - 5 2019

2019 DEC - 5 PM 4: 56
OFFICE OF THE
SECRETARY

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), and pursuant to section 4 of the Office on Ex-Offender Affairs and Commission on Re-Entry and Ex-Offender Affairs Establishment Act of 2006, effective March 8, 2007 (D.C. Law 16-243; D.C. Official Code § 24-1303), dated February 28, 2012, as the Commission on Re-Entry and Returning Citizen Affairs, I am pleased to nominate the following person:

Mr. Richard Jarvis
2237 16th Street NE
Washington, DC 20018
(Ward 5)


for appointment as a public voting member of the Commission on Re-Entry and Returning Citizen Affairs, replacing Tony Lewis, for a term to end August 4, 2022.

Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,


Muriel Bowser


Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

Chairman Phil Mendelson, at the request of the Mayor, introduced the following resolution,
which was referred to the Committee on _____.

To confirm the appointment of Mr. Richard Jarvis to the Commission on Re-Entry and Returning
Citizen Affairs.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this
resolution may be cited as the "Commission on Re-Entry and Returning Citizen Affairs Richard
Jarvis Confirmation Resolution of 2019".

Sec. 2. The Council of the District of Columbia confirms the appointment of:

Mr. Richard Jarvis
2237 16th Street NE
Washington, DC 20018
(Ward 5)

as a public voting member of the Commission on Re-Entry and Returning Citizen Affairs,
established by section 4 of the Office on Ex-Offender Affairs and Commission on Re-Entry and
Ex-Offender Establishment Act of 2006, effective March 8, 2007 (D.C. Law 16-243; D.C.
Official Code § 24-1303) and Mayor's Order 2012-31, dated February 28, 2012, replacing Tony
Lewis, for a term to end August 4, 2022.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution,
upon its adoption, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

RICHARD JARVIS JR

SUMMARY

Highly accomplished professional with diverse experience in social, educational and behavioral development. Extremely tech savvy with a wealth of experience in data entry. I am a fast learner and offer outstanding leadership, behavioral management, and conflict resolution skills. I am exceptionally organized and disciplined; possess well-developed interpersonal skills and the ability to motivate and direct others in a cooperative team environment.

EDUCATION AND TRAINING

2007	Bachelor of Science: Communications Broadcast Journalism Bowie State University – Bowie, MD, USA Communications Broadcast Journalism
2016	California Basic Educational Skills Test 30 Day Emergency Substitute Credential
2018	Motivational Interviewing Certificate
2019	Parent Café Host Certificate
2019	Parents As Teachers Certificate
2019	JAMF Pro Training
2019	Chicago Parenting Program Host Certificate
2019	ASQ Certified

SKILLS

- Proficient in Microsoft Office
- Data Entry
- Ability to work with various Operating Systems including Windows and Mac OSX
- Tech savvy with the ability to learn any program quickly
- Effective oral and written communication skills
- 80 WPM
- Flexible, with the ability to work in highly demanding, stressful environment.
- Detail Oriented, logical, and methodological approach to problem solving.
- Spreadsheets and analyzing data

ACTIVITIES AND HONORS

Deans List, Bowie State University-September 2004-December 2007

EXPERIENCE

12/2018 to Present	Family Engagement Specialist Martha's Table - Washington D.C. <ul style="list-style-type: none">• Provide parental support and guidance regarding milestones in babies from ages 6 weeks to 2 years old• Locate and direct families to community services as needed• Conduct initial home visits and monitor family health using Parents as Teachers system• Coordinate with community based service providers in family support for clients• Keep record of all services provided• Host Parent Café's for Community Families• Host Fatherhood Group Sessions to educate fathers on parenting and link with support resources• Grant Writing• Budget Planning
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- 06/2018 to 11/2018** **Job Coach/Life Skills Educator/Case Manager**
Center for Employment Opportunities – Los Angeles, CA
- Provided crisis intervention, guidance, and supportive counseling.
 - Advocated for and promote full inclusion of individuals with disabilities in all opportunities in the community.
 - Completed documentation and reports on a weekly basis to ensure eligibility, funding, and compliance with state and agency policy.
 - Maintained accurate documentation and prepared necessary reports for collaborating agencies.
 - Provided employment services to individuals on probation and parole.
 - Conducted on-the-job assessments to determine the work capabilities of individuals seeking employment.
 - Coached and trained individuals resulting in an increase of their work performance.
 - Assisted clients in skills necessary to live independently.
- 01/2018 to 06/2018** **Behavior Intervention Specialist**
C.H.A.M.P.S. Charter High School – Van Nuys, CA
- Managed and maintained a caseload of special education students with various needs pertaining to mental and physical health
 - Provided interventions pertaining to each students IEP needs
 - Entered data detailing each intervention
 - Interacted in IEP meetings with each family and provide recommendations for IEP.
- 09/2017 to 12/2017** **Behavioral Therapist**
Institute for Effective Behavioral Intervention – Encino, CA
- Assessed and evaluated new behavioral therapy clients with developmental disabilities.
 - Extensive data entry
 - Completed all treatment notes and chart documentation using the ABA format.
 - Provided individual therapy sessions.
 - Used cognitive behavioral therapeutic technique.
 - Helped clients recognize and confront maladaptive behavioral patterns.
 - Documented progress.
 - Maintained patient confidentiality at all times.
- 09/2015 to 09/2017** **Special Education Paraprofessional Educator/Substitute Teacher**
Learn 4 Life Public Charter – Long Beach, CA
- Assisted in the educational and social development of students under the direction and guidance of the facilitator and classroom teachers.
 - Assisted in the implementation of Individual Education Plans for the students and monitor their progress.
 - Provided support for individual students inside and outside the classroom to enable them to fully participate in activities.
 - Worked with other professionals, such as speech therapist, social worker, occupational and physical therapists.
 - Assisted classroom teachers with maintaining student records.

- Supported students with emotional or behavior concerns and assist them in developing appropriate social skills.
- Assisted in the preparation and display of student work.

01/2015 to 09/2015 Special Assignment Substitute

Manhattan Beach School District – Manhattan Beach, CA

- Carried out a program of study prescribed in the lesson plans left by the classroom teacher.
- Created a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guided the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Employed instructional methods and materials that are most appropriate for meeting lesson objectives.
- Indicated to students at beginning of class the basic expectations for behavior in the class in accordance with school policies.

05/2010 to 12/2014 Community Support Worker/Case Manager

First Home Care – Washington, DC

- Gave full interventions to a minimum of 23 clients per case load each week.
- Created and followed detailed treatment plans for each individual client.
- Set up and facilitated Family Team meetings with clients, therapists and all other team members to ensure full recovery/success for each client and family.
- Team build with therapists, social workers, probation officers, parents, teachers and all other available parties to help clients and families reach desired goals.
- Helped clients with social skills, study habits, anger management skills and various life skills to ensure a positive future.
- Entered data daily for all clients through progress notes, monthly progress notes and Calocus reports.
- Established strong, trusting relationships with clients and families, and was a positive reliable source for them.
- Developed creative therapeutic interventions and approaches to help clients reach all of their treatment goals.
- Helped clients enhance social and interpersonal skills and assisted them in becoming a more positive and successful citizen in the community.
- Monitored health and wellbeing for all clients and families.
- Maintained professionalism and tact through stressful and hostile situations.

REFERENCES

Charlotte M Cureton 301-442-2454 jarvis69@yahoo.com
Charter Board Consultant, Washington D.C.

Aaron J Childs 240-601-0019 achilds0919@gmail.com
Systems Engineer, DXC. Bethesda,MD

Jason Silveira 240-498-0345 jsilveira@nasaprs.com
Arlington, VA.

April Day 309-706-3867 alday75@gmail.com
Regional Instructor, Learn 4 Life. Los Angeles County, CA



Executive Office of the Mayor - Office of Talent and Appointments
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

Richard Jarvis



Richard Jarvis is a Family Engagement Specialist at Martha's Table.

Mr. Jarvis was born and raised in Washington, DC. His passion for work led him to Frist Home Care in which he served as a community support worker and case manager for at risk youth. This career led Mr. Jarvis to work with a diverse group of youth of all ages into their twenties. He also visited incarcerated youth weekly and provided mental health services and linked the youth to the proper resources. Mr. Jarvis later went on to work in the field of anti-recidivism as a case manager and job coach. He learned more about the criminal justice system and learned about the needs of the returning citizens. As a job coach, Mr. Jarvis built resumes, taught interviewing skills, and taught a life skills class.

A Ward 5 resident, Mr. Jarvis received a Bachelor of Science in Communications and Broadcast Journalism from Bowie State University.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

To: Gianelle Rivera, Steve Walker
From: Betsy Cavendish
Date: October 27, 2019
Subject: Legal sufficiency review of Resolution nominating Richard Jarvis as a member to the Commission on Re-Entry and Returning Citizen Affairs

This is to Certify that this office has reviewed the above-referenced legislation and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call me at 202-724-7681.

A handwritten signature in black ink that reads 'Elizabeth A. Cavendish'. The signature is written in a cursive style.

Elizabeth Cavendish