

Carly Steele

Research Outreach Specialist
School of Social Work
Wayne State University
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Education

- 2020 **Master of Social Work**
Concentrations: Policy and Community Development
Wayne State University – Detroit, MI
- 2019 **Bachelor of Social Work**
Generalist Social Work Practice
Wayne State University – Detroit, MI

Additional Training

Limited Licensed Masters Social Worker – State of Michigan

- Credential: 6851111218

Evaluation 101 Certificate – The American Evaluation Association

- Issued: 1/4/2024, no expiration

Professional Experience

October 2023 - Present

Research Outreach Specialist

Wayne State University School of Social Work

- Conduct community-based evaluation projects, including tasks such as focus groups, interviews, and survey development
- Evaluation support for faculty research at The Center for Social Work Research
- Outreach to community partners to assess organizational evaluation and training needs

March 2023 - October 2023

Quality Assurance Specialist

Black Family Development, Inc.

- Conducted internal and external case audits to ensure compliance with program & agency guidelines
- Entered and tracked data from consumer satisfaction surveys & staff satisfaction surveys to improve processes and outcomes
- Maintained incident reports and produced monthly overviews identifying themes & trends

August 2021 – March 2023

Regional Youth Coordinator

Detroit Wayne Integrated Health Network

- Planned, coordinated, and facilitated events on youth related topics
- Facilitated focus groups to identify youth needs and issues within the Wayne County System of Care
- Developed and implemented surveys to inform youth related activities

January 2021 – August 2021

Supportive Housing & Homeless Services Specialist

Wayne Metro Community Action Agency

- Provided homeless prevention services to clients at risk of eviction
- Maintained various methods of documentation, such as updating spreadsheets, creating case files, and entering data into HMIS database
- Conducted HMIS reports to identify data errors and complete corrections for program audits

August 2019 – May 2020

Special Projects Intern

The Children's Center

- Developed and led qualitative evaluation of Young Adult Self-Sufficiency program which supports youth aging out of foster care
- Analyzed qualitative data to inform reports and visuals for various projects
- Conducted database research to inform literature reviews and concept papers for special projects & funding opportunities
- Developed logic models for program accreditation