

Kimisha Sanchez

Alvarado, TX

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AREAS OF EXPERTISE

Strategic Planning and Execution | Case Management & Client Advocacy | Program Development and Management | Budget Oversight and Financial Management | Community Engagement and Partnership Building | Team Leadership and Staff Development | Crisis Intervention & Conflict Resolution | Data Analysis and Program Evaluation

PROFESSIONAL EXPERIENCE

Under 1 Roof

Director of Operations

March 2025-Present

Dallas, TX

May 2019–Present

- Assists with interviewing, hiring, and training new staff.
- Recruits and supervises volunteers for programs and activities.
- Arranges/provides and oversees on-site client services and activities
- Manages a multi-million dollar program budget and maintains data needed to efficiently operate government programs.
- Monitors and stays within government program budgets and other funding guidelines.
- Accurately writes and distributes checks to apartment complexes and other partners in a timely manner.
- Collaborates with the finance team to reconcile accounts and resolve discrepancies in a timely manner and in preparation for the agency's annual single audit.
- Spoke in Washington, DC at the National Alliance to End Homelessness (2024) on rapid rehousing practices in Dallas, TX.

Senior Director of Program Services

June 2020-March 2025

- Provided supervision of the case management office.
- Supervise all social work interns, overseeing their daily activities, casework, and professional development to ensure a meaningful and structured learning experience.
- Conducted case management, home visits, intakes, and assessments to develop goal-based service plans.
- Developed and maintained updated intake, discharge, and services policies and procedures.
- Maintained accurate and up-to-date client records in compliance with agency standards.
- Prepared reports and manages program data to support operational efficiency and accountability.
- Managed program budgets, monitors expenditures, and ensures compliance with funding guidelines.

Director of Case Management Services

May 2019-June 2020

- Conducted monthly case management meetings and home visits to assess client needs and develop goal-based service plans.
- Assisted families in accessing mental health and financial assistance to remove barriers to stable housing.
- Monitored housing conditions through regular inspections to maintain safe, supportive, and well-kept

living environments.

CitySquare TRAC

Social Work Intern

Dallas, TX

August 2018–May 2019

- Provided case management support for youth transitioning from foster care, with a focus on education, employment, and housing.
- Planned, coordinated, and led a community fall festival for youth while managing a team of 8 interns.
- Presented a topic at Dallas-Area Youth for a Brighter Tomorrow meeting for youth program participants.

Under 1 Roof

Social Work Intern

Dallas, TX

January 2018–May 2018

- Performed monthly case management and home visit sessions with families.
- Assisted with client files, FEMA records, and program audits to ensure compliance
- Supported senior case manager in connecting children and parents to essential services.

EDUCATION

The University of Texas at Arlington

Master of Social Work

Arlington, TX

May 2019

Ottawa University

Bachelor of Arts : Psychology and Sociology

Ottawa, KS

May 2016

CLASSES AND CERTIFICATIONS

- Licensed Master Social Worker, September 2019-Present
- Mental Health First Aid Certified, February 2024
- SSI/SSDI Outreach, Access, and Recovery (SOAR) Trained and Certified, November 2022