

Caleb Sueverkruapp

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University of Nebraska – Lincoln

Bachelor of Education & Human Science; Child, Youth, and Family Studies

Minor in Psychology

Graduation Date: August 2013

Furniture For Life

Recruiter/Office Manager/HR Generalist - January 2022 - Present

- Manage full recruitment process including job descriptions, postings, phone screening, and interview analysis
- Supervise and manage all processes related to office functioning (supplies, organization, technology, etc)
- Coordinate with department managers and executive team to determine staffing needs, direction, and process
- Complete Human Resources admin work as needed

People Power/Sample Supports

Training and Retention Specialist - November 2019 - December 2021

- Schedule, prepare, and execute all aspects of new hire training for all companies within People Power (Sample Supports, Samples Therapy, Crystal Joys, Sample Supports Foster Care, etc)
- Work with directors, program managers, and human resources staff to improve training processes, support staff skills and development, and increase staff retention
- Support current staff and providers with all compliance trainings and certifications (CPR, QMAP, NVCI, BBP, etc)
- Meet with current staff to review areas of need, opportunities for supportive training development, and setting up staff for long-term growth in their professions

Sample Supports

Day Program Manager - July 2016 - November 2019

- Supervise a team of professionals with providing community based services year-round for individuals in service, and oversee all aspects of the program including billing, customer service, program logistics, staff payroll, scheduling, program growth and development

Direct Care Professional - October 2015 - July 2016

- Provide services and supports for individuals with intellectual and developmental disabilities in a variety of contexts, including group and individual settings, community and residential settings, and focusing on a variety of needs including behavior, community integration, job skills, and activities of daily living

Community Alliance

Residential Rehabilitation Specialist - August 2014 - August 2015

- Develop and implement plans for consumer goal achievement, and evaluate short and long-term progress
- Plan and facilitate individual and group instruction in relevance to personal, daily, and community living skills, rehabilitation, and recovery-focused goals
- Facilitate program activities and training emphasizing maximum participation, learning, and

self-development of the individual consumer

Lutheran Family Services

Program Specialist - Family Intervention - December 2012 - August 2014

- Conduct supervised visitation for families in the child welfare system
- Support parents with court requirements related to education, substance abuse treatment, counseling, etc.
- Support foster families with resources, respite care, mentorship, and collaboration

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Related Skills

- Experience with Microsoft Office programs, including Word, Excel, PowerPoint, and Publisher, and all Google Suite equivalents
- Red Cross-certified CPR/First Aid instructor,
- Certified NVCI instructor for 4+ years

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Related Coursework

University of Nebraska – Lincoln

Psychology of Adolescence; Introduction to Human Development; Family Sciences; Families, Schools and Communities; Families in the Economy; Family Finances; Gerontology; Learning in the Classroom; Child and Family Policy; Parenting; Dating and Couple Relationships; Communication Standards; Introduction to Psychology; Abnormal Psychology; Human Sexuality; Social Psychology

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