



*Child Protection Team • Family Alliance • Family Foundation Skills*

April 8, 2005

Dear Sirs:

I am happy to be writing a letter of recommendation for Donald King. He worked for us in 2000 – 2001 in both our parenting Program, Family Foundation Skills, and in our child abuse treatment program, Family Alliance.

In the field of child abuse and child advocacy it is important to find staff members who are able to work both as a team member and independently. The caseload and paperwork can be overwhelming to some. We found Don to be very reliable and responsible, with an uncommon degree of empathy for his young clients, who liked him very much. Don carried out his duties with energy and creativity, and often employed his skills as drama educator and cultural facilitator to enhance programs and encourage dialogue among the children and teens. His paperwork was timely and correct, which is not always the case, as you no doubt know.

Don worked well both independently and with our team, and he was well-liked by his colleagues. He was always willing to accept last-minute schedule changes, location changes, and group switches when they were necessary. I found him easy to work with and easy to supervise. I can whole-heartedly recommend him to you, and I know he will perform his responsibilities to his utmost ability.

Sincerely,

A handwritten signature in black ink that reads "Phyllis Jacoby". The signature is fluid and cursive.

Phyllis Jacoby  
Director of Development and Quality Improvement

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