**EDUCATION**

SUNY PLATTSBURGH

Bachelor of Science

**WORK EXPERIENCE**

*Halo Network Inc, Amityville NY*

Day Services and Employment Program Supervisor Jan 2014 – Present

* Maintain up to date programming manuals for OPWDD Day Habilitation, OPWDD Supportive Employment, and ACCESS VR funded programs.
* Develop and review clients Staff Action Plans and work readiness plans.
* Review data collection to track client’s progress.
* Complete intakes and assessments to determine needs.
* Facilitate monthly self-advocacy meetings.
* Development of worksites, volunteer sites, and assessment sites.
* Facilitate job readiness workshops.
* Provide on/off the job coaching and support.
* Maintain up to date client records with all required documentation and assessments as required per program.
* Develop and review policies and procedures with staff to remain in compliance with program regulations and ensure client safety.
* Monitor and track staff training for compliance.
* Communicate regularly with OPWDD and ACCESS VR regarding referrals and client’s progress.
* Complete and submit monthly reports as required.
* Make referrals and or recommendations for additional support programs.
* Report and file incident reports in timely manner
* Participate in case conferences and team meetings.
* Review Annual Satisfaction reports and implement changes.
* Develop community integration activities supporting each clients person centered plan.

*Halo Network Inc, Amityville NY*

Medicaid Service Coordinator Supervisor Jan 2013 - March 2019

* Ensure completion of required training of all staff
* Ensured program meets OPWDD and Medicaid compliance and standards.
* Developed policies and procedures to outline service requirements.
* Monitored and maintained records for all clients as required by OMIG.
* Tracked and reviewed clients’ notes, life plans, and other annual required forms.
* Completed Incident reports in a timely manner.
* Communicated with clients, family members, and other service providers to ensure quality services were being provided and clients needs were being met.
* Provided supervision and support to Medicaid Service Coordinators as needed to help meet quality outcomes.

*Halo Network Inc, Amityville NY*

Medicaid Service Coordinator Jan 2012-Jan 2013

* Provided support and advocacy to clients with varying developmental disabilities.
* Linked clients to appropriate programs for services
* Kept individual case records with required documentation and notes.
* Completed annual and semi-annual Service Plans to review clients goals and progress.