EXPERIENCE

Supervising Service Coordinator

Aug. 2014-Present

Service Coordination, Inc.

- Supervision and oversight of 11 Service Coordinators in Howard County
- Responsible for training staff on and monitoring performance with Service Coordination policies and procedures
- · Facilitate work group meetings
- · Coordinate referrals and assignments
- Presenter during annual Howard County Transitioning Youth Fair and member of the Howard County Transition Team
- Coordinate and monitor status of all transitioning youth in Howard County and work collaboratively with Howard County School System regarding transitioning youth students
- . Maintain functional knowledge of DDA service system, policies and regulations

Service Coordinator

Aug. 2007- Aug. 2014

Service Coordination, Inc.

- Provide advocacy and case management services to individuals with Developmental Disabilities in the state of Maryland and specifically within Howard County.
- Specific services/supports provided include: researching and coordinating services for individuals with disabilities; providing individuals and their families with information on community resources; monitor supports and services to make sure they continually fit the individual's needs; assist individuals with identifying goals and preferences; review documentation to determine eligibility for services; schedule and lead individual planning meetings for each individual served; maintain waiver eligibility for individuals receiving services under Maryland Home and Community Based Waiver Services programs.

Community Employment Specialist

Aug. 2006 - Aug. 2007

Way Station, Inc.

- Provided job coaching and job development services to individuals diagnosed with mental illness.
- Specific services/supports provided include: helping individuals search and apply for jobs and
 develop interviewing and communication skills; provide job coaching and vocational counseling
 services as need; document and report all communication and interactions with individuals;
 conducted intake interviews and completed enrollment of new clients; helped clients set and
 maintain vocational goals and review progress on goals every six months

EDUCATION

Hood College

May 2011

Frederick, MD

Masters of Arts in Thanatology

University of Maryland, Baltimore County

December 2005

Baltimore, MD

Bachelors of Arts in Psychology