EXPERIENCE

Supervising Service Coordinator

Aug. 2014-Present

Service Coordination, Inc.

- Supervision and oversight of 7-9 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 Howard County Transitioning Youth Fair and other Transitioning Youth events as requested
- Coordinate and monitor status of 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
- Member of the Howard County Commission for Transitioning Students with Disabilities since 2016

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: helped individuals search and apply for jobs; helped individuals develop interviewing and communication skills; provided job coaching and vocational counseling services as need; documented and reported 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

Frederick,MD

Masters of Arts in Thanatology

University of Maryland, Baltimore County

Baltimore, MD

Bachelors of Arts in Psychology