

## Kamar K. Clayton

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### Objective

To obtain a challenging and rewarding career opportunity where my strengths and experience in Social Services are of mutual value to your agency and where a person with initiative and ambition can enhance their professional growth.

### Profile

I am motivated, flexible, versatile, and a personable professional with multiple degrees and a successful 10 years working in the field of Social Services. (Mental health, IDS, youth, homelessness, and HIV/Aids) Diplomatic and tactful with colleagues and clients on all levels. Accustomed to handling sensitive confidential records and demonstrates a history of producing accurate timely reports meeting stringent timelines.

### Education/ Awards and Acknowledgements

- ❖ East-West University, Chicago, I.L
- ❖ B.A. Behavioral Social Science, 2008
- ❖ Camden County College, Blackwood, N.J
- ❖ A.A.S. Criminal Justice ,2003
- ❖ I served four years in The United States Army
- ❖ Served as a P.A Department of Public Welfare Incident Management Investigator

### Experience

Jun 2013- Oct 2014

#### ISP Director/ Residential Director, Kenccid, Philadelphia, P.A

- ❖ As the ISP Director I supervised all ISP's for all individuals inside Kenccid homes. Assisted house managers alongside with supports coordinators with the development of ISP's and personal budgets. Trained all new staff hires on the importance of knowing the ISP and implementing it.
- ❖ Updated all ISP's quarterly and annually, assured that all supports were being achieved as outlined inside their plans, and resolved any barriers to the delivery of services.
- ❖ As the Residential Director I supervised and managed ten homes with 60 or more staff members including all house managers. Scheduled coverage for all ten homes, on call seven days a week, managed performances and completed staff evaluations. Assured all 6400 regulations were being followed and implemented at all ten homes by staff members, performed weekly to monthly visits to the homes, and conducted site audits. Completed monthly reports on all ten homes that outlined each individual's operational status and progress.

- ❖ Trained all new staff hires on Individual Rights. Entered all Hcsis incident reports, monitored, and reviewed all ISP's regularly.

May 2009-Aug2012

#### **Supports Coordinator, Quality Progressions, Philadelphia, P.A**

- ❖ Coordinated the provision of services, supports, and monitored the delivery of those services for the Mental Health population (consumers). Coordinated and completed annual assessments, personal budgets, and assisted in the development of ISP's for a caseload of up to thirty consumers. (with a client centered approach promoting individuality, choice, and control)
- ❖ Identified and managed community resources to assure that all consumers well-being is preserved in the home, community, and Day Programs. Managed, reviewed, and updated all ISP's in Hcsis on caseload to assure compliance with the state and county regulations. Trained families and consumers on their rights to due process and reporting abuse.
- ❖ Developed a professional working relationship with families, providers, and consumers to secure supports and resources.

Nov 2007-Apr 2009

#### **Case Manager, Thresholds (CTA Program)/ House Manager (Transitional Program), Chicago, I.L**

- ❖ Provided direct services to (homeless individuals with mental health concerns who used public transportation and shelters for housing) with case management, job support, housing, and crisis intervention. (CTA program)
- ❖ Made recommendations for treatment, identified, and researched available resources and options. Assisted with completing SSI applications.
- ❖ As a House Manager I advocated and assisted with the day to day operations at the consumer's home. (eight homes) Trained consumers on daily living skills, budgeting, meal preparation, housekeeping, shopping, money management, and personal hygiene.
- ❖ Provided direct supervision for staff an transitional program (for youth) Oversaw and maintained the physical and safety of all consumers in their apartment
- ❖ Coordinated and obtained updated current medical appointments and documentation remaining complaint with Illinois State regulations.
- ❖ Completed all required progress notes and documentation set out by agency.

**References upon request**