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**Summary**

It is my goal to work for a organization that provides a challenging opportunity. It is my goal to work for an organization that allows me to utilize existing administrative skills, mental health skills, Intellectual disability and pediatric health knowledge, which will enhance those existing skills, and offers opportunities for advancement for my future.

**Education**

Eastern University  
Graduated 12/2014  
Master of Business Administration in Health Administration

Philadelphia University  
Graduated 06/2012  
Bachelor in Science in Health Service Management

**Work Experience**

1/18-present **Northeast Treatment Center**  
**CUA Case Manager**

Philadelphia, Pa

- Maintain and manage a caseload with minimum supervision
- Conduct interviews with individuals and families with mental health issues and substance abuse
- Referral to temporary shelter and find placement for children
- Reviewing case records for profile and history
- Conducts intakes and provides assessments to determine the needs of the families
- Provides home, school and community visits to assess needs and assists in accessing resources
- Develops a comprehensive service plan
- Provides team collaboration with other components of youth and family services
- Creates and maintains client files and completes all required documentation in a timely manner
- Provides on-call services
- Provides written and/or oral reports to the Department of Human Services and Family court

11/16-1/18 **Resources for Human Development**  
**Therapeutic Support Staff**

Philadelphia, PA

- Provide 1:1 intensive behaviorally based interventions with client
- Follow all agency guidelines pertaining to timekeeping, documentation and record keeping.
- Monitor activities of assigned child with emphasis being placed on any identified problem areas
- Intervene as needed when problem behaviors are exhibited
- Implement plan in specialty areas such as behavioral plans, recreation plans, art/leisure plans as developed.
- Maintain records of service delivery noting progress and problem areas.

- Report for clinical consultation on a weekly basis and/or as necessary

2/12-1\18 **Public Health Management Corporation**

Philadelphia, PA

**Early Intervention Service Coordinator**

- Arrange for evaluations to determine if a child is eligible for early intervention services
- Created and developed an IFSP to meet the individual needs of eligible children and their families
- Coordinate and supervise early intervention supports and services needed by eligible children and their families
- Ensure support and services and facilitate reviews and changes to the IFSP
- Desire to work with patients who are in a designated medically underserved, low income and trauma effected community
- Demonstrates self-awareness and is open, flexible, and adaptable to meet the needs of the patient and family.
- Ability to handle confidential matters and materials
- Assist and support eligible children to transition at age three to pre-school early intervention and/or other community and specialized supports and services
- Excellent problem identification, problem solving skills, written and interpersonal skills
- Coach, train and mentor staff
- Complete initial and ongoing assessments of the child and family, such as the ASQ, M-CHAT, and others as required assessment/screening tools
- Coordinate and complete initial and on-going evaluations and plans (Initial and Annual MDEs/IFSPs) in compliance
- Inform the family of their procedural safeguards in EI as well as the availability of advocacy services
- Refer, with parental permission, children eligible for the at-risk tracking system if not eligible for early intervention services
- Initiate referrals for service providers the same day the need for a service is determined
- Locate, coordinate and monitor the timely delivery of early intervention services and other supports an eligible child needs
- Enter ER, IFSP, updates and transition plan information in PELICAN on the same day as the activity occurs
- Enter service notes in PELICAN the same day that the activity occurs
- Complete and process Service Coordination documents as required
- Enroll eligible children into the Infant, Toddler and Family Waiver
- Provide information and support the family in applying for benefits (MA, Social Security)
- Inform, and support families to access appropriate community activities/programs.
- Facilitate the development of a transition plan when a child leaves the infant/toddler early intervention system
- Work cooperatively and collaboratively with families, early intervention provider staff, IDS program analysts, Office of Child Development and Early Learning staff, and others working on behalf of the family
- Support and empower families to participate in the PICC and other parent support resources
- Implement and follow all State, County and ChildLink early intervention policies and procedures

6/10-2/12 **Philadelphia Mental Health Center**  
**BHRS Case Manager**

Philadelphia, PA

- Coordinating the delivery of services, gathering intake and assessment information for the client.
- Coordinate and supervise all services are being provided to maximize ability to obtain services needed.
- Monitoring the quality and integrity of admissions and evaluation services.
- Collaborating with in a team and towards a common goal of providing excellent service to their clients.
- Assisting and supporting children and adolescents with mental illnesses with case management services.
- Processed CBH and Magellen review notifications and update authorizations for Philadelphia in Credible
- Completed CBH and Magellen ITM notes
- Reviews authorizations with CBH and Magellen clinicians
- Submit clinical updates to psychologists from clinicians
- Schedule evaluations for CBH and Magellen clients
- Organize client files with updated releases and consents
- Maintain staffing list for Montgomery and Delaware counties
- Communicate daily with clinicians and families
- Demonstrated commitment to working with low income families
- Ability to work independently and to creatively solve problems
- Strong organization and communication skills

8/08-6/10 **Foundations Behavioral Health**  
**BHRS Staffing Coordinator**

Doylestown, PA

- Assists in the assignment of BHRS clinicians to clients needing BHRS services
- Provide 80 hour of billable case management services on a monthly basis
- Provide staffing needs list to Managed Care Organizations (MCO)
- Maintains updated staffing needs list
- Prepare and submit BHRS packets within authorization period
- Track receipt of packet authorizations
- Assist families with Medical Assistance applications and monitor applications for client eligibility
- Confirmed scheduled evaluations with families and psychologists
- Submit billings and paperwork to supervisor weekly
- Processed CBH and Magellen review notifications and update authorizations for Philadelphia
- Completed CBH and Magellen ITM notes
- Reviews authorizations with CBH clinicians
- Submit clinical updates to psychologists from clinicians
- Schedule evaluations for CBH and Magellen clients
- Organize client files with updated releases and consents

3/07-8/08      **American Heritage Credit Union**  
**Teller/Member Service Rep.**

Philadelphia, PA

- Processed daily member transactions and inquires including deposits and withdrawals
- Cross-sold products and services that will meet the financial needs of the member
- Maintained accurate customer records
- Handled cash amounts up to \$20,000

**Skills**

Knowledge of child welfare services issues, child and family service systems and social work values, Proficient skills in Microsoft Word and basic computer applications Excel, Credible, Power Point, Internet, Medic, Pelican, HCIS and EVS