

Tamika Woods

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Objective: Seeking a Health and Human Services position within a facility where I can utilize my experience to the benefit of my employer as well gain knowledge and professional growth. Over twelve years of experience within Human Service community with diverse populations.

Experience:

Horizon House

120 S. 30th Street

Philadelphia, Pa 19104

2018- Mental Health Specialist

Duties:

Deliver treatment and Support Services and provide clinical supervision in assessment and treatment planning.

Provide Service coordination and case management to an assigned group of participants; including but nt limited to monitoring activities of the individual treatment team.

Provide individual Supportive therapy including home based visitations and supportive problem solving, role playing and modeling behavior.

Ensure proper assertive training to increase participants social and interpersonal activities in the community settings.

Maintain agency regulations and guidelines according to the goals set for the individual assigned.

JEVS Human Services

9350 Ashton Rd

Suite #201

Philadelphia, Pa 19114

2015- 2017 Associate Director

Duties:

Supervises the staff that provides direct care to individuals with Mental Health/Intellectual Disability diagnosis in a CLA home environment.

Ensures all assigned programs meet applicable local, state and federal guidelines.

Prepares and manages Human Services budget and strategic plan. Has primary responsibility for managing the program(s) to meet contractual guidelines, under the supervision of Program Director. Oversees the completion of requirements for grants, assuring compliance to meet goals, tracking, and evaluation.

Communicates positively, professionally, and effectively with staff, professionals, community groups, clients, and families to expand and improve existing networks.

Has personnel oversight for areas such as interviewing, training, evaluating staff performance and all employee relation issues. Oversees and participates in staff development. Continually ensures adequate professional development and in-service training for all staff.

Cognitive problem solving and crisis intervention group sessions and individually experience with IDD, MH and the elderly population, and those with possible previous addictions attributed to disorders.

Participated actively in the clinical treatment planning for individuals under the direct guidance of Psychiatrist and Therapists (Behavioral).

2010-2015 Financial Advisor: Pro 2 (CLHS)

Duties:

Maintain the financial income of the consumers that reside in JEVS residential homes to ensure their monetary needs are met, and that their income stays within regulatory guidelines.

Maintain the personal records for each consumer assigned to my caseload.

Pay all bills for each consumer that is in that case load.

Have open communication with Associate Directors/Directors who oversee each home. Communication includes but not limited to those involved with the financial welfare of the consumers. IE: Medicare, Medicaid, Doctor's Offices, hospitals, MRS', Social Security, Supports Coordinators, Pharmacies and Burial companies.

Maintain regular consults with my Supervisor, the JEVS accountant, or any other Associate Directors / Directors for situations that may arise.

Reconcile the individuals monthly personal spending with Associate Directors and Program Specialists, check balances, and create new reconciliation sheets to send out electronically.

Create R&B contracts yearly, and as Social Security correspondence changes, which can be at any time; calculate R&B accordingly with the Benefit amount received.

Complete Social Security Appeals for the individuals if applicable.

2005-2010 Residential Counselor Pro A (In Home Supports)

Duties:

Participated in the normalization of a developmentally delayed/ Mental Health individuals in their private home residence.

Assisted in Personal Care when needed.

Taught individual to perform household duties to the best of their capability.

Escorted the consumer to Doctors appointments, community outings, grocery shopping, and anything else that was required to maintain the wellbeing of

the consumer.

Maintained open lines of communication with Program Director, Doctors, Nurses, Supports Coordinator, and any and all individuals involved with the daily care of the consumer.

Joined Monitoring and annual ISP meetings for the individual.

Assisted with administering medications when needed.

Kept daily progress notes to document consumer's growth.

Accomplishments:

The Philadelphia Leadership Alliance Recognition Award Nominee-
April 24, 2009

Education:

Masters of Human Services
Administration Degree (2017).

Chestnut Hill College 2016 - Bachelors of Sciences: Major Human Services;
Minor: Psychology.

Community College of Philadelphia 2011-2014- Graduate
Associates Degree in Human Services

BLS/CPR- Certification 2018

Supervision 101- Certification- JEVs Human Services- August 17, 2010

Mentoring Advocate-JEVs Human Services- 2009

Building Successful Work Teams- Certification- JEVs Human Services-
December 10, 2008

Bayada Nurses 2002
Certification in Home Care Management and Home Health Aide Services