

# Candace Culler

Philadelphia, PA 19145

[Candaceculler11@gmail.com](mailto:Candaceculler11@gmail.com)

(267) 505-3818

Authorized to work in the US for any employer

## Work Experience

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### Housing Stabilization Specialists

July 2016 to Present

#### Help Independence Rapid Rehousing

- Conducting the housing intake and housing assessment Interview for all new residents.
- Arranging forums with outside providers to provide information on topics related to securing and maintaining permanent housing.
- Providing landlord/tenant mediation services and negotiating with landlords on client behalf.
- Escorting residents to view apartments and other appointments as needed.
- Developing and conducting housing workshops and meeting with residents regularly, at least monthly.

### Eligibility Case Manager

Child Care Information Service

January 2013 to June 2016

Manages assigned cases of families determined eligible for subsidized funds.

- Assists in generating provider referrals for use by families in choosing their child care provider.
- Maintain a case database of all clients in PELICAN.
- Conduct required face-to-face meetings with families.
- Confirms child care to providers.

### Case Manager

WES Health System - Philadelphia, PA

March 2010 to September 2012

Provide holistic and comprehensive case management services to all clients including: intake assessment, benefit assessment, goal setting, long-term case plan development, weekly case plan development, progress monitoring, and individual money management.

- Maintain a caseload, meet with clients weekly or bi weekly for up to 12 months
- Connect families with needed and available community resources follow up with clients and agencies as appropriate to document use/success of referral.
- Ensure that all documents submitted on behalf of a client are valid.

## Education

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### Bachelor of Science in Hotel, Restaurant and Tourism Management

Cheyney University of Pennsylvania - Cheyney, PA

December 2012

## Additional Information

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- Productive in high volume and high stressed environment
- Strong interpersonal skills
- Extensive experience facilitating personal development of clients
- Excellent planning and organizational skills
- Proficient in Microsoft Office Products