

**Objective:** To obtain a challenging and growth oriented position in the Criminal Justice and/or Social Services fields.

**Education:** Indiana University of Pennsylvania, Indiana, PA  
Child Development & Early Childhood Education, August 1999 – May 2001

Chestnut Hill College, Chestnut Hill, PA  
Criminal Justice, August 2009 – June 2013 **Bachelor Science Criminal Justice**

#### SKILLS

- First Aid/CPR Certified
- Problem Solving
- Written & Oral Communication
- Customer Service
- Team Building Training
- Child Protective Services Law Amendments
- Post Traumatic Stress
- Conflict Abuse & Neglect

#### PROFESSIONAL EXPERIENCE

**BHSI-PMHCC,**  
**Philadelphia, Pa.** January 2017-Present  
**Senior Case Manager**

- Support individuals with Substance abuse and mental health challenges
- Handle caseload of 25-30 participants
- Demonstrate appropriate & complete documentation of treatment goals and outcome
- Participate in the Intensive Outpatient Program (IOP) as needed as a means of supporting the participant's treatment plan goals as well as communicating with the facilitators of the program regarding discharge planning
- Perform other duties as assigned by supervisor

**Fairmount Behavioral Health, Chemical Dependency, Philadelphia, Pa** January 2013- Present  
**Counselor Aide**

- Provide direct care to individuals with substance abuse or chemical dependency problems
- Assist in activities of patients daily living
- Counsel patients addicted or fear of becoming addicted to a drug
- Facilitate group therapy or educational sessions
- Document and maintain patients files
- Work under direct supervision of Charge Nurse

**Kensington Management Service, Philadelphia, PA** January 2012- March 2013  
**ABA Counselor**

- Provide direct services for children with autism
- Instruct Individuals 1:1 in their physical, emotional and social growth
- Introduce new programs individually that's appropriate to the ages and populations served
- Use reward systems to reinforce positive, learned behaviors
- Assist in biweekly treatment meeting, and document all progress

**School District of Phila, Spruance Elementary School, Philadelphia, PA** December 2008 – June 2011  
**Student Advisor**

- Review and analyze student achievement, attendance and truancy data for individual students.
- Assist with proactive strategies and interventions with school support staff.
- Make home visits as needed, and act as a liaison for SES conducting required pre and post testing.
- Assist principal with various discipline issues.
- Coordinate mentor-youth activities to help increase attendance

**Southwark ASP, Philadelphia, PA** September 2007 – January 2009  
**Group Supervisor**

- Provide daily supervision for staff with assistant from the program director.
- Monitor sign-in and sign out procedures and submit weekly attendance.
- Responsible for developing a good relationship with staff, scholars and specialist assigned to program.
- Oversee lesson planning and identifying curriculum to be used that will assure to improve academic performance.

**Devereux Children Services, Devon, PA**  
**Direct Support Professional**

December 2006-March 2008

- Assist in the implementation of residential program for assigned clients.
- Provide transportation for clients, families, for visits and/or appointments
- Monitor peer interactions & socialization
- Work on residential goals, recreation activities & personal hygiene
- Oversee Medication procedures, chores & room cleaning

**Congreso- Philadelphia, PA**  
**Case Manager**

March 2005 – August 2008

- Provided mentoring services to under privileged, at risk, truant and delinquent youth. Help build self-esteem & improve youth life's skills.
- Supported clients in truancy and delinquency cases. Handled a caseload of 15-20 clients during a six -month period.
- Assist youth with continuing education by conducting random school and home visits.
- Assisted in preventing youth from entering and re-entering the juvenile justice system by referring them to proper mental health and after school services. Conducted community outreach.
- Refer families to program with community resources.

**Brian's House Inc (Camp Joy), Schwenksville, PA**  
**Residential Counselor**

June 2003 – September 2005

- Helping children and adults (ages 4-80+) with mental retardation, autism spectrum disorders, brain injury, neurological disorders, visual and /or hearing impairment, Angel mans and down syndromes, and other developmental disabilities.
- Assist with the supervision of campers'.
- Day to day task, included communication, health care needs, feeding, dressing, showering, and toileting
- Developed affiliate marketing strategies, managing relationships with key affiliates, and producing effective communications/education materials to drive individual affiliate performance.