
Case Manager Supervisor Resume

Job Objective

To obtain Case Manager Supervisor position with an organization that has a stable environment.

Highlights of Qualifications:

- Huge experience working as a Case Manager
 - In-depth knowledge of case management principles, procedures and practices
 - Extensive knowledge of the CASSP and HSN System
 - Familiarity with social, economic, cultural and environmental factors
 - Computer Literate with proficient in Windows Office 2003 and data bases
 - Excellent oral and written communication skills
 - Exceptional ability to meet deadlines and complete several task on time
 - Immense ability to comprehend and follow oral and written directions
 - Profound ability to conduct detailed analytical evaluations and studies and prepare related reports and recommendations
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Professional Experience:

Case Manager Supervisor, August 2005 to till date
Community Resources for Justice, Hartford, CT

- Resolved problems and conflicts associated with the program.
- Recorded daily activities of Intensive Case Managers, their contacts and productivity.
- Evaluated the performance of employees, utilized the established performance criteria and guidelines.
- Prepared proper documentation and interacted with human resources, prior to discussion with the employee.
- Aided individuals and families requiring social service assistance.

Case Manager Supervisor, June 2002 to July 2005
Devereux, Hartford, CT

- Ensured that all incidents are reported in a timely fashion to supervisors via email.
 - Prepared initial and periodic revisions of independent living plans.
 - Provided weekly supervision to case management staff and interns.
 - Prepared and made use of appropriate community resources for clients.
 - Resolved client problems and made decisions in compliance with program policies, procedures and protocols.
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Education:

Bachelor's Degree in Sociology, Aquinas College, Grand Rapids, MI

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