

SOCIAL AND COMMUNITY SERVICE MANAGER RESUME

Summary:

An exceptional manager who plans, directs, coordinates, and supervises the delivery of premium healthcare; has a good understanding of the integration of healthcare delivery systems, technological innovations, an increasingly complex regulatory environment, restructuring of work, and an increased focus on preventive care; has assisted to improve efficiency in healthcare facilities and the quality of the care provided; has been a true leader by directing activities in clinical areas such as nursing, surgery, therapy, medical records, and health information; has also manage personnel, finances, facility operations, and admissions, while also providing resident care

Professional Experience:

Responsibilities:

- Worked and assisted closely individuals with developmental disabilities in a residential setting
- Supported individuals through training in learning a range of skills related to personal care, daily living, communication and travel
- Provided a full range of assistance in assisting these individuals in personal care such as bathing, grooming, shaving, dressing and feeding
- Conducted full range of household duties not limited to meal preparation, housekeeping, laundry and grocery shopping

Social WorkerMay 2004 – December 2006
Citrus Valley Health Partners, Albany, NY

Responsibilities:

- Worked closely with other members of the interdisciplinary treatment team to assist veteran residents
- Designed health programs for middle-aged to elderly clients and coordinates this program to health professionals
- Increased learning in the field of geriatrics and long-term care and promote optimal service delivery through geriatric education
- Extended education and training to staff, students, patients and community groups
- Assigned in planning, developing and coordinating programs and provided administrative support to the extended care service

Program AssistantFebruary 1999 – May 2004
Tenet Healthcare, Albany, NY

Responsibilities:

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Social WorkerMay 2004 – December 2006
Citrus Valley Health Partners, Albany, NY

Education:

Masters Degree in Social Sciences, University of Iowa, 1999
Bachelors Degree in Family and Community Services, Rockefeller University, 1994

Skills:

- Good listening skills
- Excellent time management and leadership skills
- Very good communication and writing skills
- Has very good teaching capability
- Good investigative and inquisitive skills

Awards and Affiliations:

- Association of University Programs in Health Administration, Member
- Social and Community Services and Membership Organizations, Member

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