

Substitute Teaching License State of Nevada #

I have an array of skills in personnel management, policy, Federal regulation compliance, Organizational Management and Human Resources. I have worked with contracts, grants and in agency budgeting and revenue collection. As part of my appointed duties, act as a member of the Administrative Committee for the Tribal Administrative Officer regarding policy. I have worked with State Medicaid regarding Tribal Negotiations, as well as CMS compliance. I have experience in the Elder Services as the Social Services Director for Highland Village and MDS, CMS compliances and long term care coordination of services and compliances. With Hometown Health I managed Mental Health and Substance Abuse case management services and authorizations for insurance. Manor Care Reno was focused on skilled nursing and the admission, compliance and discharging of patients within CMS guidelines. In Hospice, I worked to advocate with clients and families for services and to emotionally navigate through the death and dying process.

Special Skills:

I have worked with Microsoft Office programs, RPMS, Electronic Health Records (EHR), State Mental Health programs, Child Welfare Systems (CWS), communication systems, office fax, copy machines, 10 key, Sigma Care and private company MDS (Minimum Data Services) programs for Medicare, AVATAR, MedHok, CareStepp and other professional systems. Insurance programs and time keeping. Working with Point Care Click and Point Care Programs.

Eden Hospice 907 Mountain Street Carson City, Nevada 89706

Phone

Supervisor: Michelle Mamola- Director

Position:

Social Worker

Employment:

April 2018- January 2022

Duties:

Complete patient assessments, and mediate family issues associated with the end of life process. Work as a team with nursing and Chaplin's for a wrap-around of patients meeting needs. Participate in IDG (Team) meetings for coordination of care with the Medical Director. Work collaboratively with State and other agencies as needed. Assist with VA paperwork and linking Veterans with services. Any other duties to assist families and patients.

Manor Care Reno 3101 Plumas St Reno, NV

Phone:

Supervisor: Kathryn Smith

Position:

Social Services Coordinator/ Manager

Employment:

January 2018- April 2018 (Currently PRN/On Call)

Duties:

Manage the Social Services Department and interns. Assist with CMS/ MDS completion, Suicide assessments and risks, complete psychosocial assessments and discharge planning duties. Attend manager meetings and collaborate with community agencies. Other duties as assigned.

State of Nevada PEBP 901 Stewart St Ste 100 Carson City, NV Phone:

Supervisor: Laura Rich

Position:

Health Program Manager I

Employment:

November 2017-January 2018

Duties:

Work as assigned on the Public Employee's Benefit Insurance program. Duties were still being developed.

Hometown Health/Renown 1285 Financial Blvd Reno, NV 89502

Phone:

Supervisor: Melissa Larsen

Position: Employment:

Social Worker/ Case Manager
September 2014- November 2017

Duties:

Oversee the Mental Health and Substance Abuse In-patient and out-patient authorizations Intensive Case Management. Review medical notes and determine CMS and Milliman guidelines for services. Staff with Medical Director the cases and work with facilities and providers. Prepare State reports for PEBP and meetings as required and track PEBP and lines of business admissions/ discharges. Authorize Mental Health pre authorizations for services. Attend Quality Circle and staff meetings on new regulations and implement new requirements. Other duties as described.

Carson Nursing and Rehabilitation 2898 Highway 50 E Carson City, NV 89701 Phone: Fax:

Supervisor: Mike Ball -Administrator

Position:

Social Services Director

Employment:

August 2013- September 2014

Duties:

Oversee the Social Services Department for a 63 bed facility. This is for admissions, discharges, Case Management, Behavioral Planning, Meetings, MDS reports, Marketing as needed, interviews, interventions as necessary and work with other agencies and staff for patients. Other duties as described. Do plans of correction and meet state survey as necessary.

Highland Village of Fallon 550 N Sherman St Fallon NV 89406 Phone: Fax:

Supervisor: Stacey Brown -Administrator

Position: Social Services Director
Employment: January 2013- August 2013

Duties:

Oversee the Social Services for the 102 bed facility. This is admissions, Case Management services, Behavioral Planning, Meetings, MDS reporting, Marketing, Discharges, Matrix computer work, interviews, interventions as necessary and work collaboratively with other agencies and staff in the best interest of Residents. Other Director duties include audit compliance, plans of correction, etc. as necessary

Fallon Paiute Shoshone Tribe 1001 Rio Vista Dr. Fallon, Nevada 89406 Phone: Fax:

Supervisor: Chairman Alvin Moyle

Position: Health Clinic Director

Employment: December 2011- December 2012

Duties:

As the Health Clinic Director, my responsibilities are to oversee the operation of the Health Clinic for the Fallon Paiute Shoshone Tribe. This include management of the Medical Clinic, Optical and Dental Departments, Billing and the Revenue Enhancement Cycle, Medical Records, Diabetes Wellness Grant Program, Pharmacy, Patient Registration, Eligibility, Community Health Representatives (CHR) transportation, Support staff which includes housekeeping, maintenance, and contractors. As appointed by Tribal Council, act jointly with other Director's as the Administrative Committee pending appointment of an Administrative Officer.

- Administrative Duties to include, meetings, Council Meetings, reports etc.
- Insure compliance with directives and policies and procedures.
- Hiring, disciplinary actions and terminations as necessary.
- Complete monthly reports.
- Handle emergency situations.
- Handle community complaints.
- Internal investigations as necessary.
- Write policies and procedures and work on organizational matters as directed by Council.

State of Nevada Rural Clinics
3495 S. Highway 50 East
Silver Springs, Nevada 89429
Supervisor: Darren Anderson LCSW

Position: Mental Health Counselor I/ Social Worker MSW

Employment: March 2011- December 2011

As a Mental Health Counselor provide direct mental health services to clients. Prepare treatment/case plans, assess for risk, and complete legal 2000 holds as necessary. Link clients to community resources; comply with Department policy and insurance requirements.

- Carry a case load of 80 patients.
- Attend staff meetings and trainings as necessary.
- Complete monthly reports and staff cases with Supervisor for clinical (CSW I) licensing.

Lovelock Paiute Tribe	
PO Box 878	
Lovelock, Nevada 89419	
	Supervisor: Chairman Victor Mann

Position: Social Services Director
Employment: September 2009- March 2010

Duties:

As the Social Services Director, I was responsible for Adult and Child Welfare case investigations, report writing for the Court, Case plans, monthly quarterly and annual reports for the Tribe and Bureau of Indian Affairs as well as Child housing reports and Indian General Assistance reports. I was responsible for personnel management and referrals for services to outside agencies and other Tribal programs.

- Administrative Duties to include, meetings, Council Meetings, reports etc.
- Insure compliance with directives and policies and procedures.
- Complete monthly reports.
- Handle emergency situations.
- Handle community complaints.
- Internal investigations as necessary.
- Write policies and procedures and work on organizational matters as directed by Council.
- Mental Health Crisis assessments for children and adults.
- Home Studies and Foster Care licensing as necessary.

State of California	Phone:
Department of Rehabilitation	
721 Capitol	
Sacramento, California 95123	

Position:

Qualified Rehabilitation Professional/ Social Worker/

Rehabilitation Counselor

Employment: March 2007- May 2009

Duties:

My duties as a QRP were the same as a Vocational Rehabilitation Counselor which provided services to clients with disabilities. This included preparing case plans, assessment of services for clients with disabilities, referral to outside agencies for materials or education. To conduct assessment meetings for new clients, and functional studies.

- Administrative Duties to include, meetings, Council Meetings, reports etc.
- Insure compliance with directives and policies and procedures.
- Hiring, disciplinary actions and terminations as necessary.
- Complete monthly reports.
- Handle emergency situations.
- Handle community complaints.
- Internal investigations as necessary.
- Write policies and procedures and work on organizational matters as directed by Council.

County of Santa Clara Department of Family and Children's	Phone:
Services	
373 W. Julian Street	
San Jose, CA 95112	Supervisor: Emily Tjhyn

Position:

Dependency Intake Investigator

Employment: July 2001-December 2006

Duties:

Work with children and families doing at risk assessments and referrals for service. Do investigations, write Court Reports and make recommendations to the Court, referrals to services, compliance with agency, state and federal regulations, do placement assessments, and refer clients to supportive services.

- Write reports and attach supporting evidence.
- Testify in Court.
- Referrals to parenting classes, mental health services, substance abuse treatment.
- Meet with clients and do interviews and follow up investigations.

- Attend trainings as required.
- Collaborate with outside agencies.
- Home studies as necessary for placement of children.

Santa Clara County Family and Children's	Phone:
Services	
373 W. Julian Street	
San Jose, CA 95112	Supervisor: Cilla Shaffer

Position: Case Management/ Child Welfare Intern

Employment: August 2000-May 2001

Duties:

As a Master's level intern, work the Reunification Unit providing services to families involved in the Child Welfare system. As part of the duties, conduct home visits, referrals to community based services such as patenting classes, transportation services, mental health, and internal programs such as East Field Ming Quong, write court reports, continued risk assessments and referrals. Enter reports and notes in the CWS data base.

- Cases Management.
- Report writing.
- Court testimony.
- Assessments (ongoing) through the case.
- Evaluations of effectiveness of services.
- Collaboration with community partners.
- Home Studies as necessary.

Family Service Agency	Phone:
515 Broadway Ave.	
Seaside, CA 93955	0
	Supervisor: Family Ties Coordinator

Position: Case Management/ Counseling Intern

Employment: August 1999-May 2000

Duties:

Provide mental health counseling for children and families. Assess clients for risk, write progress notes, focus on treatment plans and referrals for clients, co- facilitate the Parent Education Groups, attend Supervision as required, home visits as necessary.

- Assess clients for H&S 5150 risk.
- Referrals.

• Collaborate with internal and external agencies.

• Attend Trainings.

Peninsula Medical Inc.	Phone:
Scotts Valley, CA	
	Supervisor: Dee Lloyd

Position: Medical Case Management Employment: June 1988-September 1988

Duties:

Case management review of patients applying for treatment and education on the services, hold support group meetings via on line or in person, write progress notes and keep plans updated, staff cases with treatment staff, attend lectures and meetings as required, work as a team for patient care.

- Carry a 50 patient case load part time.
- Communication and patient progress reports to staff.
- Give support as needed to patients.
- Coordinate a support group for clients.

Peninsula Paramedics Inc	(Company Sold to AMR Ambulance)
571 Redwood Ave.	
Sand City, CA 93955	
	Supervisor: Brian Sinnott (Owner)

Position: Case Management/ Child Welfare Intern

Employment: January 1990- December 1993

Duties:

As part of a 911 emergency treatment team, provide ALS life support in the pre hospital setting. This included writing medical case and treatment records, providing direct patient care, universal precautions, collaborative efforts with emergency room treatment staff.

- In field life sustaining measures.
- Deal with people in medical and emotional stressful situations.
- Keep accurate records.
- Supervise other EMT trainees in the field as a training officer.

US Federal Police		I
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Naval Postgraduate School Monterey ,CA 93940

Supervisor: Chief of Police

<u>Position:</u> Federal Police Sergeant- Temporary Hire

Employment: December 1989-December 2000

Duties:

As the Police Sergeant primarily assigned to the Crime Prevention Program, I kept statistics of crimes for the facility, created risk area assessments and advised for assignment of patrol officers, worked with military staff as requested, gave lectures for the Department of the Navy Drug Free Work Place Program. As a patrol Sergeant supervised patrol officers, worked assigned areas, wrote and reviewed crime reports, arrests as necessary and enforcement of all laws for the command.

- Enforcement of State traffic laws, Federal Laws, and Uniformed Code of Military Justice, and facility regulations for secret and top secret areas.
- Assist with and participate in community events such as the La Mesa Parade, in service days etc.
- Assist with law enforcement trainings.
- Computer information systems.
- Respond to calls for emergency assistance and conduct investigations.

Santa Clara County Sheriff's Department 1005 Timothy Dr. San Jose, CA 95116

Supervisor: Varied

Position: Deputy Sheriff/ Correctional Deputy/ Administrative Training Officer-

Programs

Employment: June 1985-December 1989

Duties: I worked a variety of assignments in a changing department. The department divided into a correctional and police focused division(s). In the Custody Support I worked detention in assigned areas and in the Special Programs division I was the Administrative Training Officer overseeing Deputies training new staff. I did reports, kept training records, worked with prisoner and staff in compliance with Court records and orders provides custody security and other duties as necessary. In the patrol divisions, I worked special assignments, patrolled areas wrote, reports, made arrests of law violations, worked traffic enforcement, testified in Court and have testified as a expert in narcotics in Superior Court.

- Supervised work crews of inmates.
- Supervised other officers.

- Kept records.
- Enforcement of laws.
- Prepared a training manual for the Programs Division.

Education

San Jose State University

Master's Degree

May 2001

1 Washington Square

San Jose, CA 95112

Dual Bachelor's

CSU Monterey Bay 100 Campus Drive

Community Health/ Social Work May 1999

Seaside, CA 93955

Monterey Peninsula College

Associate of Arts/ Science

May 1983

900 Del Mote Blvd. Monterey, CA. 93940 **EMT Training**

June 1990

Criminal Justice Training Center

Police Officer Standards and Training

1985-86

5100 Camden Avenue

San Jose, CA 95124

(POST)

Collaborative Efforts

- Assisted in establishing a Lymphedema Support Group with Community Hospital of the Monterey Peninsula.
- TV Interviews and Commercials with Stanford University Medical Center and Dr. Tony Reid Professor of Medicine regarding Lymphedema.
- Preparing a Community Resource Manual for the Family Service Agency.
- Preparing a Training Manual for the Santa Clara County Sheriff's Office.
- Collaborative Research Project with Stanford University and Dr. Tony Reid: "What are the Sociological Effects of Mild, Moderate, and Severe Lymphedema?"

Organizations

Carson City Composite Squadron Civil Air Patrol USAF Aux.

1st Lt. and Deputy Commander of Cadet Programs

Letters of Appreciation

1988	Letter of Appreciation for Sign Language Services Pajaro Valley School
	District.
1993	Mr. Brady-Monterey County Herald for exceptional care of his friend with HIV.
1993	Letter of Appreciation- Angela Melendez Kind words on the tragic death of her
	son.
1993	Thank You- Mr. G. Lindsay Thanks for Saving my Life.
1993	Letter of Appreciation- Mary Wurth RN- Paramedic Care Coordinator
	Appreciation of services during a Plan Crash.
1992	Letter of Appreciation- American Red Cross. For work at the Fort Ord Military
	Hospital
1991	Congressional Award form Congressman Leon Panetta- For dedicated
	services above and beyond the call of duty.
1991	State Senate Award- Senator Henry Mello-For outstanding efforts in Law
	Enforcement.
1991	Good Samaritan Award- Blue Knight Order of Fire, Police- For coming to the
	aid of a fellow man.
1991	Honor Award- Police Officer Hall of Fame. For Distinguished Achievement.
1991	Appreciation Award- Fraternal Order of Police Outstanding Dedication to
	Law Enforcement.
1990	La Mesa School- Diane L Hearing PTA. For assistance with the annual
	Halloween parade.
1990	Who's Who of American Women. For service in Law Enforcement.
1990	Outstanding Achievement- US Federal Police. For outstanding Performance.
1989	Letter of Accommodation-Santa Clara County Sheriff's Department.
	Organizing the Capture of a fugitive.
1988	Letter of Appreciation- Acting Sheriff Kelly. For outstanding undercover and
	gang work.
1988	Letter of Appreciation- Congressional Beth Am. For services rendered.
1987	Letter of Appreciation- Muscular Dystrophy Association. For Dedication of
	time and service.

Certificates of Training

1985	Alcohol Beverage and Control
1985	Police Chemical Agents.
1986	Alcohol Beverage and Control.

1986	Arrest and Control Techniques.
1986	Arrest and Control Techniques.
1985	California Police Officer Training
1988	Advanced Police Officer Standards and Training.
1988	Surviving Edged Weapons.
1988	Emergency Vehicles Operations.
1989	Domestic Violence Investigations.
1989	Accident Investigations.
1989	Drug Influence Investigations
1989	Semi Auto Weapons.
1989	Street Survival Training.
1989	Sexual Assault Investigation/ Rape Investigations and Interviewing.
1989	Firearms Training.
1990	Arrest and Control.
1990	Street Survival.
1991-95	EMT Certification.
1991	Sniper School with Department of the Army/ DOJ
1991	Role of the EMT
1991	Medical Documentation/ Hospital Contact
1992	Disaster Services School
1992	Communicable Disease
1992	Abdominal Pain Training
1992	Cardiac Dysrythmias
1993	Coronary Care and Basic Arrhythmias
1993	Emergency Vehicle Operations.
1993	New Medications/ Mass Causality Incident Training.
1999	Medical Case Management Training.
1999	Greenspan Conference. Infant and Early Childhood Development.
1999	ADHD/ ADD
1999-2000	Play Therapy Training.
2000	Art Therapy Training.
2000	Case Management Documentation FSA
2002-03	Forensic Courses- Preparing and Presenting Testimony, Juvenile Law, Collecting
	Information.
2003	Gay, Lesbian, Bisexual, Transgender Training.
2007	Post Traumatic Stress disorder
2007	Preparing Healthcare Providers for Biological Warfare. Part I, II, III
2007	Psychological Aspects of Disaster Aftermath.
2007	Early Crisis Intervention Critical Incident Stress Management Debriefing.

2007	Exploring the MacDonald Triad and other Early Signs and Symptoms of a Serial Killer.
2007	Domestic Violence Legal Update.
2007	Stalking and Risk Assessment/ Profiling.
2008	Navigating the Special Education System
2008	Diabetes Training.
2008	Case Management Training
2008	Native American Cultural Inclusion Training.
2008	Stress Management Training.
2008	Anger Management Training.
2008	"What About the Children?" Effects of Divorce on Children.
2009	Triple P Parenting
2010	Inter Tribal Council of Nevada BIA Training for Social Work.
2011	HIPPA Training
2011	Security Training for HIS
2012	ICS 100, 200
2012	ICS 700
2012	E582- Mitigation for Tribal Governments.
2012	E552- Continuity Planning.
2012	Case Management
2012	Supervisor Training
2012	Alzheimer's Training by Dr. Steven Rubin.
2012	Anti Terrorism Training.
2013	Dementia
2013	Dementia Assessment
2014	MDS (Minimum Data Set) for CMS payment
2015	FEMA
2015/16	Renown On line Academy
2016	Psychological First Aid American Red Cross
2016	UNR: Ethics and End of Life
2016	UNR Using life Review
2016	Addressing Maladaptive Behavior
2016	Engaging Clients
2016	Anxiety
2016	Managed Aging and Chronic Illness
2016	Suicide Prevention and Treatment
2018	Ethics in Social Work
2018	GBLTQ Training
2018	Dementia Training by CASAT
2018	Civil Air Patrol Command Officer School

Certificates with no expiration:

FEMA/ ICS numerous courses in Disaster Management
Incident related to Health Care ICS# 100, 200, 700, 800

References

Dr Joseph D'Angelo Ph.D



Barbara Foster-Gordon RN



Dr Charles Kennedy MD (Retired)



Catherine Thomas- Retired US Government

