

Epic Pediatric Therapy**11/12- 11/15****Department supervisor, Pediatric Occupational Therapist, COTA supervisor**

- Determined, coordinates and supervises daily staffing and patient assignments and levels.
- Provided direction, orientation, training, coaching, and mentoring to staff. Assists with performance evaluations and disciplinary actions.
- Assessed quality of services delivered and facilitates staff development programs. Ensured staff compliance with departmental and organizational policies, procedures and protocols.
- Performed staff responsibilities as needed to fulfill required service levels.
- Lead the handling and resolution of complex issues and complaints.
- Facilitated process improvement initiatives improved outcomes and increased safety in alignment with departmental goals.

Pathfinder Pediatric Home Care**06/12-09/13****Pediatric Occupational Therapist**

- Completed paperwork within appropriate time frames and ensures best therapeutic practices
- Maintained appropriate relationships with team members, department members, supervisors, staff, parents and outside agencies
- Evaluated and treated patients with disabilities considering responses as related to the patient's functional adaptation to the environment
- Worked with families to develop a plan of care
- Incorporated family into multidisciplinary team for care
- Treated children 3-21 years of age in their pre-schools, schools and homes within their designated geographic area of Manhattan
- Completed paperwork within appropriate time frames and ensure best therapeutic practices
- Provided screening and therapy services as assigned
- Maintained and making available all records and reports required by the department and agency
- Provided consultation on issues involving effective motor development to teaching staff and other appropriate personnel and programs

Centre, Inc:**05/11- 07/11****Residential Staff: Adult Chemical Dependency Unit**

- Complete of intakes on new patient admissions, orientation procedures and schedules
- Documented attendance for all groups
- Recorded inventory log of patient's personal belongings and valuables
- Interacted appropriately with patients and staff, using deescalating intervention when necessary

GSA- Multicultural Center:**08/09-01/12****Recruitment, Activities Coordinator, Tutor, Peer Mentor Coordinator, Chef for Center Events**

- Initiated new and creative program activities. Promoting and stimulating program participation.
- Identified opportunities for implementing new programs to benefit club members.
- Monitored and evaluation of program achievement against target goals, recommending modifications that respond to member needs and interests and participating in weekly staff meetings.
- Ensured a healthy and safe environment, supervising members.
- Managed facilities and ensure a productive environment, maintaining an inventory of all program equipment and supplies in good order.
- Recommended and requisition supplies needed for the assigned areas.
- Worked with the Club Director to prepare the department budget.

- Recruited, trained and managed assigned volunteers; provide ongoing feedback; identify and support development opportunities.
- Engaged parents regarding opportunities and expectations of club members, as well as general club participation.

Computer Skills: Google Suite, Microsoft (Word, Work, Excel, PowerPoint, Access), SPSS, Photoshop.
Medical EMR systems

Skills:

- Experience in the following settings:
 - Pediatric mental health,
 - Schools (public and charter)
 - Pediatric home occupational therapy,
 - Pediatric office based occupational therapy,
 - Family coaching,
 - Social groups,
 - Wheelchair assessments,
 - Writing assessments and screening.

References:

Available upon request