

Resume

Nathania W. Billups

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Objective: I am highly interested in attending an accredited graduate program to major in the specialty of Speech Pathology. I would like to have an opportunity to apply my expertise and skills gained in a period of 10 years working with individuals with developmental disabilities and to helping individuals who are diagnosed with speech impediments?

Education: B.S., 1999 – 2001. Major: Psychology.
Howard University, Washington, DC
A.A., 1996 – 1999 Major: Social Science.
Westchester Community College, Valhalla, NY

Experience:

2014-Present

Paraprofessional

New York City Board of Education

Px721 Stephen McSweeney School, 2697 Westchester Avenue Bronx,
N.Y. (District 75)

One-on-one or small group instruction as outlined by the teacher
Reinforcing behavior through the use of positive behavior support.
Teaching daily living skills such as independent feeding, dressing, and
toileting. Aiding occupational therapists, physical therapists, speech
therapists and adaptive physical education providers during instruction
Guiding and assisting students in small group instruction settings with
class routines and in transitioning from one activity to the next. Teaching
students, under direction of the teacher in the following areas; recreation,
motor, vocational, socialization and communication. Assisting students
with ambulation within the school premises and on class trips. Assisting
with lifting, feeding, toileting and diapering after receiving appropriate
training. Collecting data documenting student behavior for instructional
purposes. Writing anecdotal information concerning student behavior.

2008 - 2014

Social Worker Assistant 3

Habilitation Specialist

Office of People with Developmental Disabilities (OPWDD)

Southern Boulevard Day program,
1527 Southern Boulevard, Bronx N.Y.

-Development of Day Habilitation plans based on individual consumer valued outcomes. Documentation of Day Habilitation plans. Assists and participates in the individual's Individualized Service Plan meetings. Assist in individuals' day routines hands-on capacity. Participates in activities, which support the Day Habilitation program to provide optimum care for all individuals. Verify all Day Habilitation services are provided as prescribed by team planning process.

Medicaid Service Coordinator

Office of People with Developmental Disabilities (OPWDD)

Metro NY Developmental Disabilities Service Office,
2400 Halsey Street, Bronx N.Y.

-The incumbent will assigned to OPWDD's community services division and will provide case management services for developmentally disabled and intellectual disabled individuals. Main responsibilities are conducting mandatory monthly face-to face visits, Monitoring IRA's, community residence, nursing homes and supervised apartments operated by voluntary agencies, conducting quarterly site visits to day program; attending a minimum of four case conferences per consumer where the role of the advocate is assumed; and monitoring and investigating incident that occur in voluntary agencies, group homes and day programs.

2007 – 2008

Assistant Site Manager

F.E.G.S Health and Human Services System,
2782 Johnson Ave. Bronx N. Y.

Ensures compliance with the NYC Office for People With Developmental Disabilities (OPWDD) regulations, and also responsible for implementing other regulatory agencies policies and procedures for each in-house individual receiving services. Main responsibilities are maintaining all appropriate records of each individual. Other responsibilities include assessing, developing, writing and implementing consumer's service plan in accordance with regulation, policies and procedures. Assist in managing with providing supervision of direct in-house care staff. Reviews and approves all time sheets.

2003 – 2007

Client Coordinator

F.E.G.S Health and Human Services System,
2782 Johnson Ave. Bronx, N. Y.

- Main responsibilities developed, implemented, as appropriate and modified service plans as prescribed by the interdisciplinary team, and documented all aspects of the treatment plan.
- Other major responsibilities include ensuring progress in accordance with agency program and OPWDD operating standards and procedures.
- Also prepared reports and documents related to participants in their case load including day treatment service plans and the like in a timely and organized manner.
- Served as a liaison with families advocates and other service providers to ensure integration and coordination of each consumer services.
- Coordinated and participated in direct implementation of each person's service plan ensuring daily implementation of goals and recording of data.
- Participated in preadmission activities, planning, evaluation and discharge.
- Coordinated the interdisciplinary team process scheduling and team meetings.
- Ensured holistic assessment and evaluation of each individual is conducted in the process of developing an individualized service plan.
- Ensured that families, correspondents and day service providers are an integral part of treatment planning and that therapeutic integration across all settings are achieved.

2002 – 2003

Developmental Specialist

F.E.G.S Health and Human Services System,
2432 Grand Concourse Bronx, N. Y.

Responsible for assisting the individual in development and maintenance of life activities. Developed and directed treatment plans and curriculum activities which utilize educational, creative, manual arts, to ensure continuous active treatment and programming for all clients. Assessed client's needs and capabilities in various life activities areas. Other responsibilities included writing and implementing individualized goals in accord with the recommendations of the interdisciplinary team. Counseling and providing crisis intervention to clients.

Awards: **Certificate of Appreciation**

America Reads Program Certificate of Recognition -Personal
Development

Skills: Type 45 - 60 wpm Software: Microsoft Word. Knowledge of Basic Spanish

Reference: Available upon request