**To whom this may concern:**

I have experience as Medicaid Service Coordinator for Cerebral Palsy Association of New York. I would like to pursue a career in which I can utilize my bachelor’s degree in Human Services.

As a Medicaid service coordinator I assist individuals with developmental disabilities and their families in gaining access to services and supports appropriate to their needs. As a Direct Support professional I have had considerable experience in providing care services to people who have illnesses or disabilities, I believe that I can do justice to this job. My experience in providing round the clock care of patients by providing them with assistance with ADLs, daily house chores, personal hygiene, transportation and doctors’ visits is vast and I strive to add to this experience continuously. I am aware of the fact that in addition to physical assistance, clients have to be dealt with on an emotional and psychological level to be able to truly make a difference in their lives and I endeavor to create just such an environment for them.  
  
I am very excited at the prospect of meeting you personally and discussing more ways in how I can assist you. I will be available on my mobile number which is 3472641644 at any time.  
  
Thank you for your time and considering this job application.

**Sincerely,**

**Alicia Meyers**

**Objective:** To obtain employment with a company in which I can utilize my bachelor’s degree.

**EDUCATION**

**8/2009-6/2014 Bachelor’s Degree in Human Services, NYC College of Technology**

Human services courses - Management Concepts in Human Services, understanding vulnerable populations, case management, child welfare and family services.

**Experience:**

**02/28/2017 – Present Cerebral Palsy Association of NYS**

Utilizing a person-centered approach to service planning and delivery, develops, implements and maintaining each person’s individual service plan. Provides assistance and/ or guidance in identifying and accessing those activities, supports and services necessary for the individual to achieve his or her valued outcomes.

**08/2014-08/2015 Medicaid Service Coordinator, Person Centered Care Services**

Extensive experience in planning, development, evaluation, monitoring, and implementation of individualized service plan for people with developmental disabilities regarding Medicaid services. Prepared and completed Medicaid audit of services. Develops, reviews, monitors, and revises the Individualized Service Plans (ISPs) to reflect the changing needs, choices and preferences of the individual, minimally on a semi-annual basis and more often as requested by the individual, family and/or advocate.

**08/2013-08/2015 Direct Care Worker, Person Centered Care Services**

Job duties include Reading resident’s physician' chart and administering medications accordingly. Helping residents in daily living tasks such as brushing, bathing, dressing, etc. Preparing and feeding meals to the residents as prescribed by the nutritionist. Making sure that all the residents are receiving proper medications, meal, hygienic environment, and basic care. Reporting the daily activities to the supervisor. Supervising behavior of resident’s, transporting residents to the doctors to meet appointments. 1Lastly completing all required documents for all individuals who receive services. 44

**01/18/12- 3/12/13 Direct Care Worker, Community Resources**

Direct care worker responsible for assistin4g individuals with developmental disabilities with their daily living needs.**7/04/07- 08/01/10 Sales Manager, Burger King**

Manager responsibilities are managing shift and workers. Opening and closing the store. Managing workers and handling the customers. Provided supervision and development opportunities for hourly associates. Ensured customer service, store cleanliness and employee efficiency. Provided an accurate count of money for deposit, compliance with company policies and procedures. Communicated and exercised sound judgment and organizational practices

**SKILLS:** Knowledgeable in PowerPoint, Microsoft Word, excel, cashier, photocopying and filing.