

# Doris Fapohunda

## Care Coordinator - Institute for Community Living

Linden, NJ 07036

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More than six years in social services and mental health field, providing person-centered care to the economically disadvantaged and individuals with serious mental illness. Experienced in substance abuse and MICA settings in addition to care coordination and entitlements.

Seeking to obtain more experience in the medical field.

## Work Experience

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### Care Coordinator

Institute for Community Living

April 2016 to July 2018

- Conducts initial and ongoing assessments of assigned clients to document strengths, needs, goals and resources.
- Maintains effective communications with clients, family, primary care physicians, substance abuse and mental healthcare providers.
- Coordinates care planning with other providers of services/resources to ensure goal directed, collaborative care, including care transitions.
- Acts as a resources consultant to all team members on psychosocial, medical and/or substance abuse issues and resources.
- Acts as a linkage to community services including medical, behavioral, residential, entitlement.

### Case Manager

Project Hospitality

October 2015 to April 2016

- Provided comprehensive care and coordination for clients in detox treatment.
- Conducted intake assessments and interviews.
- Assisted with administrative filing and data entry.
- Met with clients periodically to discuss treatment progress or address any needs.
- Connected clients with needed social services or resources.

### Client Care Coordinator

Project Hospitality

June 2012 to April 2016

- Provided administrative support for clinical services including data entry, generating reports, responded to requests for clinical records entry.
- Responded to telephone and e-mail inquiries regarding clinical services.
- Monitored clients' self-administration of medications according to procedure.
- Oversaw client activities, ran socialization groups and ensured safety and security of facility.



**Intern Clinician/Therapist**

Hudson River Care and Counseling - Hoboken, NJ  
June 2014 to June 2015

Conducted intake interview with clients to obtain information concerning social history, treatment and other relevant information.

- Implemented and administered therapeutic treatment, stress management therapy, and counseled individuals or groups regarding psychological and emotional issues such as stress, substance abuse, or family situations.
- Completed and maintained group and individual progress notes.

**Counselor**

Montclair State University  
June 2012 to July 2012

- Provided one-on-one counseling to at-risk youth.
- Conducted/supervised daily camp activities.
- Educated and facilitated peer group discussion on mental health and social skills.

**Fundraiser Volunteer**

NJ CASA  
April 2011 to April 2011

- Monitored registration tables, trails and water stations.
- Distributed food to participants.
- Assisted with clean ups.

**Child Care Assistant**

Star Preschool and Daycare Center  
August 2005 to January 2006

- Attended to infants' basic needs
- Helped with cleaning and meal preparation.
- Supervised after-school tutoring and homework assistance with young children.

**Office clerk**

Stapleton Child Health Clinic  
June 2005 to August 2005

Oriented to the principles of public healthcare, physical and mental well-being of children.

- Performed duties such as data entry, filing insurance claims, confirming appointments and answering phone calls.
- Provided assistance to clinical staff.

**Homeless Shelter Volunteer**

Project Hospitality  
May 2004 to May 2004

- Organized food drive and fundraising event.
- Participated in weekly Positive Living Dinner for Staten Island's HIV community.
- Help with meal and clothing pantry in homeless drop-in center.

**Nursery Aide**

Staten Island University Hospital



June 2003 to August 2003

- Provided assistance to medical staff.
- Performed as a means of transport for the pharmacy and laboratory.
- Carried and fed babies in need of human contact.

VOLUNTEER  
SERVICES

## Education

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### **MA in Clinical Psychology**

Montclair State University

2012 to 2015

### **BA in Psychology**

Stockton University

2007 to 2009

College of Staten Island

2004 to 2007

## Skills

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TELEPHONE (3 years), CASE MANAGEMENT (Less than 1 year), COMMUNITY OUTREACH (Less than 1 year), CPR (Less than 1 year), CPR AND FIRST AID (Less than 1 year), Documentation, Outlook

## Additional Information

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### SKILLS

Computer literate in:

Microsoft Word, Excel, Outlook, SharePoint and Powerpoint

Fluent in Yoruba (Nigerian), intermediate Spanish

Operated fax, photocopier, typewriter, telephone and computer

CPR and First Aid certified

Digital Photographer

Clinical: Case management, crisis intervention, motivational interviewing, community outreach, social service, psychotherapy

Administered protocols:

Wechsler Intelligence Scale for Children, Fourth Edition (WISC-IV)

Stanford-Binet Intelligence Scales, Fifth Edition (SB5)

Bender Visual-Motor Gestalt Test, Second Edition (Bender Gestalt II)

Behavior Assessment System for Children, Second Edition (BASC-2)

Child Depression Inventory, Second Edition (CDI-2)

Beck Depression Inventory, Second Edition (BDI II)



Draw-A-Person: Screening Procedure for Emotional Disturbance (DAP: SPED)

House-Tree-Person Test

Kinetic Family Drawing



**Multiple Choice**

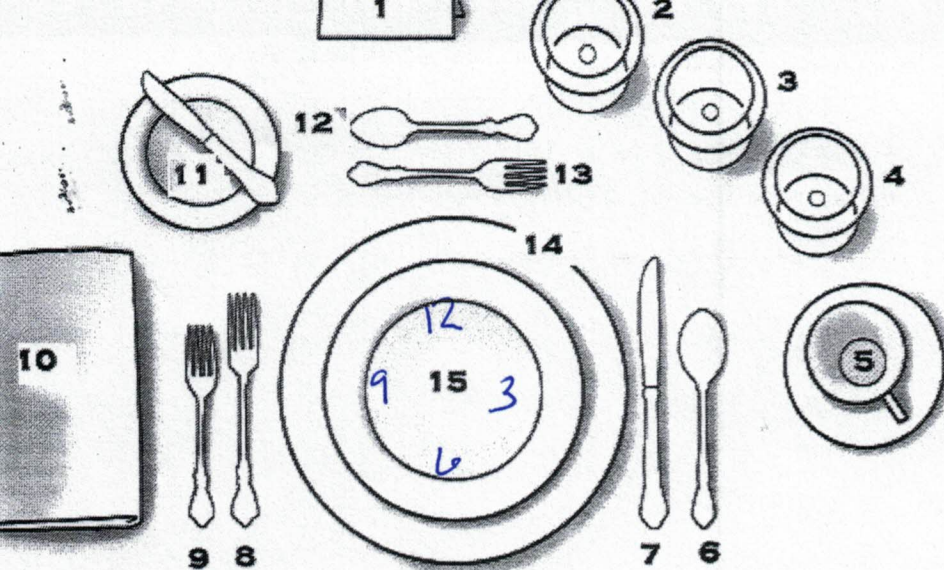
- B 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- B 2) Drinks are served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- C 3) Food and drinks are removed on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- A 4) What part of a glass should you handle at all times?  
a) The stem  
b) The widest part of the glass  
c) The top
- D 5) When you are setting a dining room how should you set up your tablecloths?  
a) Neatly and evenly across the tables  
b) The creases should all be going in the same directions  
c) The chairs should be centered and gently touching the table cloth  
d) All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?  
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
c) Try to convince the guests to eat what you brought them  
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

0570

**Match the Correct Vocabulary**

- |                                   |   |
|-----------------------------------|---|
| <u>B</u> <u>AX</u> Scullery       | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> <u>GX</u> Queen Mary     | <u>B</u> Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> <u>DX</u> Chaffing Dish  | <u>C</u> Used to hold a large tray on the dining floor  |
| <u>B</u> <u>EX</u> French Passing | <u>D</u> Area for dirty dishware and glasses  |
| <u>G</u> <u>B</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew                | <u>F</u> Used to open bottles of wine   |
| <u>C</u> Tray Jack                | <u>G</u> Style of dining in which the courses come out one at a time  |





Score / 35

**Match the Number to the Correct Vocabulary**

- 8 Dinner Fork
- 5 Tea or Coffee Cup and Saucer
- 7 Dinner Knife
- 3 ☒ Wine Glass (Red)
- 9 Salad Fork
- 14 Service Plate
- 2 ☒ Wine Glass (White)

- 10 Napkin
- 11 Bread Plate and Knife
- 1 Name Place Card
- 12 Teaspoon
- 13 Dessert Fork
- 6 Soup Spoon
- 15 Salad Plate
- 4 Water Glass

**Fill in the Blank**

1. The utensils are placed 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar, Creamer or milk
3. Synchronized service is when: Food is delivered to guests in an organized, synchronized manner
4. What is generally indicated on the name placard other than the name? See the Food selected
5. The Protein on a plate is typically served at what hour on the clock? 7
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Inform guest on available options for Gluten-free or Vegetarian  
Ask the chef.