

Mariale Dehart

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Objective

- Seeking a job as a Human Service Worker to use experience, patience, and empathy gained as a counselor to help guide at-risk/special needs youth/adults to make better choices and to be independent and successful in life.

Education

AAS | 02/2014-Current | JTCC

- Major: Human Services
- Minor: Business
- Minor: Medical Assisting
- Minor: Medical Billing & Coding

AOS | 10/2015 | Centura College

- Major: Medical Assisting

Skills & Abilities

- Proficient utilizing Microsoft Word, Excel, PowerPoint, and Outlook
- Highly organized and efficient.
- Proven communication skills.
- Streamline processes by prioritizing multiple tasks, handling administrative projects, and meeting hard deadlines.
- Diverse counseling skills applicable to developmental and physical disabilities, and substance abuse.
- CPR & First Aid certified
- Medication Aide Certified and TOVA

Leadership

- A natural leader with a proven success record and positive attitude.
- Served as first point of contact with clients, set up conference calls, scheduled meetings, and priced and ordered supplies.
- Promoted within first month to administrative assistant and call center supervisor.

Experience

Community Living Counselor | J & D Residential | 10/2015-Current

- Actively support 6-9 individuals with intellectual disabilities to live as independently as possible within our community by providing a platform for learning life skills, applying those skills and working with our individuals to provide opportunities for independent living based on person centered plans. Also, assists with activities of daily living, or ADLs, such as tooth brushing,

showering and cooking, and arranging and transporting residents to appointments. Properly chart and record services rendered in accordance with agency standards.

Medical Assistant/PCA | Care Advocates | 02/2010-10/2015

Performed direct nursing tasks including taking vital signs, assisting with ADL's, meal preparation, and hygiene needs. Also, assisted in maintaining and providing a clean, safe environment. Charted observations and activities, reporting pertinent changes in the patient's conditions daily while adhering to the Health Insurance Portability and Accountability Act (HIPPA) privacy policies and procedures. Maintain confidentiality of all information pertaining to clients, families and employees.

