

Amber Robinson
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Professional Experience

Case Manager/Supervisor

Inspire Case Management, Fairland, IN (April 2019-Present)

- To advocate for individuals with developmental disabilities.
- To oversee services provided to them through quarterly meetings, home visits, and documentation submitted.
- Assist and provide oversight to other Case Managers, ongoing training to Case Managers.
- Perform random and routine audits on Case Manager files.
- Complete Annual reviews.
- Respond and assist with conflict resolution or support within 24 hours of all Case Manager inquiries.
- Maintain HR files for all employees.
- Assist with hiring and training of new employees.
- Assist with new hire system set up within the state systems.

Behavioral Consultant

DDSI (March 2018- March 2019)

- To advocate for individuals with developmental disabilities.
- To develop positive support plans for targeted behaviors.
- To meet on regularly scheduled days to work on coping skills and replacement behaviors.
- Analyze data and write progress reports for behavioral goals.
- Work as a team with individuals IDT for person centered goals.
- Work with Mental Health professionals with needed psychotropic medications and titration plans.

Case Manager

Unity of Indiana, Greenwood, IN (May 2014- February 2018)

- To advocate for individuals with developmental disabilities.
- To oversee services provided to them through quarterly meetings, home visits, and documentation submitted.

Program Director/QDDP

The Mentor Network (February 2001- April 2014)

- Supervised CIH, FSW, and SGL placements for 5 counties.
- Advocated for individuals with disabilities.
- Created ISPs for SGL and worked directly with BDDS for quarterly meetings.
- Created Risk Plans and worked directly with the RN to train staff on individual risks.
- Hired, trained, and scheduled staff to meet individual needs.
- Orientation trainer for PIA.
- Completed annual reviews, corrective actions, and any other needed HR duties.
- Coordinated and communicated with other service providers for individuals.
- Completed billing and payroll.

- Completed the intake process for referrals.

Education

University of Phoenix

Masters of Science in Psychology (April 2008 - October 2009)

Classes were taken after master's completion that focused on Industrial/Organizational Psychology.

Ball State University Muncie, IN (January 1997-May 2005)

General Studies Degree with a Minor in Psychology of Human Development and Interpersonal Relationships

All classes were geared towards Special Education, Human Development, and Interpersonal Relationships

SOFTWARE/SYSTEM SKILLS

- Microsoft Office applications (Including Outlook, Access, Word, Excel, OneNote, and PowerPoint)
- Working knowledge of state systems, (Insite, CM Portal, Citrix, Incident Reporting Tool)
- Life Course Framework and PCISP Training
- Make decisions quickly and decisively in challenging situations.
- CPR certified.
- Detail-oriented and very well organized