

MANDY TRIMBLE

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Professional Experience

CEO

Inspire Case Management, Fairland, IN (Sept 2017-Present)

- Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Provides general oversight of all Inspire Case Management activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
- Assures a work environment that recruits, retains and supports quality staff. Assures process for selecting, development, motivating, and evaluating staff.
- Recommends staffing and financing, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
- Specifies accountabilities for management personnel and evaluates performance regularly.

Financing

- Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
- Acts as an advocate, within the public and private sectors, for issues relevant to Inspire Case Management.
- Oversees the fiscal activities of the organization including billing, budgeting, reporting and auditing.
- Initiates, develops, and maintains cooperative relationships with key constituencies.
- Facilitates the integration of Inspire Case Management into the fabric of the community by using effective marketing and communications activities.
- Works to ensure financing to support short- and long-term goals.
- Assures the availability of materials to support the mission of Inspire Case Management Community relations
- Listens to clients, volunteers, donors and the community in order to improve services and generate community involvement. Assures community awareness of Inspire Case Management's response to community needs.
- Serves as chief spokesperson for Inspire Case Management, assuring proper representation of Inspire Case Management to the community.
- Works with legislators, regulatory agencies and representatives of the not-for-profit sector to promote legislative and regulatory policies that encourage a healthy community and address the issues of Inspire Case Management's constituencies.

Case Manager/Supervisor

Connections Case Management, Indianapolis, IN (June 2016-Sept. 2017)

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

Case Manager/Supervisor

Unity of Indiana, Greenwood, IN (July 2012-Nov. 2015)

- To advocate for individuals with developmental disabilities.
- To oversee services provided to them through quarterly meetings, home visits, and documentation submitted.
- Supervised for a year and a half of employment to 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 within 24 hours of all Case Manager inquiries.

Case Manager

Indiana Professional Management Group, West Lafayette, IN (May 2009-July 2012)

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

Wellness and Discovery Manager

Tangram, Indianapolis, IN (Aug 2005-April 2009)

- Assisted individuals with intellectual disabilities achieve a healthier lifestyle.
- To encourage involvement in other recreational activities.
- Participants were served through the waiver and group home programs.

One on One Teacher's assistant

Triton Elementary School, Fairland, IN (Sept 2004-Aug.2005)

- Worked one on one with a student with autism.
- Assisted student to develop social skills and with behavior interventions in his classroom and with his peers.

Mentor

Connecting with Community, Colorado Springs, CO (Jan 2003-Aug 2004)

- Responsible for an adult with Mild Intellectual Disability.
- Assisted individual with community-based skills, home living skills, and recorded improvements monthly for state requirements.

Multiple Handicap Teacher

Falcon School District- Woodman Hills Elementary, Falcon, IN (Sept 2001-Aug 2003)

- Worked with students with multiple handicaps.
- All students were severe to profound (autism, C.P., mental retardation, Angel man syndrome).
- Responsible for student progress, parent communication, case conferences, and IEP documentation for goals and student progress.

Education

Ball State University Muncie, IN (Aug 1996-Dec 2000)

General Studies Degree

All classes were geared towards a dual major in Special Education and Elementary education, with all practicum's completed.

MEMBERSHIPS

I have been an advocate for individuals with developmental disabilities for 16 years. I have lead meetings, have given assessments and observations to conclude least restrictive environment, established a good report with the individuals that I have served, and have a knowledge of the waiver program within its many changes over the last seven years.

- Completed all necessary training in the last eleven years in Case management.

- Case Management Certification
- Certified in Person Centered Planning
- PECS (Picture Exchange Communication System)
- Advance Program Planning (for children with Autism)

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