Rebekah Lewellen

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# Education

* Indiana University Southeast, New Albany, IN

Bachelor of Arts | May 1998

Psychology

# Experience

September 2022 – present

**Director of Social Services | New Hope Services**

* Supervises Family Services and Ability Services Program Managers
* Monitor that staff are providing services, as referred from various community agencies such as Department of Child Services, Indiana State Department of Health, Indiana Family Health Council, BDS, CARF, DDRS, etc.
* Monitor program goals and objectives
* Ensure compliance of client files.
* Ensure the quantity and quality of staff to perform services
* Conduct Needs Assessments and Analyses to identify services gaps in the community and develop appropriate programs to reduce these gaps
* Responsible for Fiscal stability of multiple programs
* Monitor the operation for compliance with State and federal regulations and policies for all programs
* Monitor and implement updates within Program Service Standards per governing bodies
* Responsible for the development, maintenance, and achievement of Program Evaluation and Strategic Plan for applicable programs
* Maintain and ensure confidentiality regarding all matters of the corporation

November 2020 – November 2022

**Employment Services Manager | New Hope Services**

* Responsible for the day-to-day operations and coordinating employment services
* Supervise and train all Employment Consultants in order to provide efficient and effective services
* Coordinate meetings and conduct meetings/conferences for clients and coordinate referrals when needed for specific services
* Ensure the program operates in a fiscally responsible manner
* Build and maintain professional working relationships with Vocational Rehabilitation, Community connections and Local Employers.
* Serve as a working manager and carry caseloads as needed
* Attending Coalition meeting for the Workforce Diversity Groups

January 2019 – Present

**Direct Support Manager | New Hope Services**

* Direct responsibility for supervision of Clark and Scott County Direct Support Professionals in Habilitation entities including service delivery, hiring, training, performance monitoring and evaluation
* Supervise, guide, direct, and manage all resources of Habilitation entities
* Responsible to see that consumer files are maintained with current documentation and services rendered, according to New Hope, FSSA, CARF, DDRS, IAC and Medicaid standards
* Implement approved policies, procedures, and practices; assure that all services are in compliance with state and CARF standards
* Provide training and arrange opportunities to consumers based on their ISP goals
* Assist consumers to establish community connections, develop natural support and make referrals to community agencies.
* Coordinate and attend intake, 90 days, annual, exit conferences and others as needed
* Maintain fiscal accountability in all record-keeping, billing, budgeting, and be responsible for revenue goals

## September 2004 – Present

### **Website Data Administrator | E-ponies.com**

### Updating E-ponies websites as needed

### Customer Service for all e-ponies members and players –reviewing data entries and emails and making needed corrections

* Running Handicapping contests for hundreds of players; utilizing excel spreadsheets and results from Race Track websites.
* Social Media Outreach and Coordination

October 2012 – January 2019

**Healthy Families Supervisor | New Hope Services**

* Provide daily support, encouragement, coaching, reflective listening and motivation to Direct Service Providers in stressful work environments.
* Provide a minimum of 2 hours of individual supervision for five full-time staff weekly
* Responsible for weekly supervision documents to include documentation regarding programs, assessment tools, and home visits on each family
* Review data to ensure policy guidelines for Healthy Families Indiana are achieved
* Review caseload size for all staff and assign new families to caseload as needed
* Provide support through knowledge of infant and child development and parent child attachment to direct staff in order to offer supportive strength-based services to clients.
* Ensure that assessment rates are maintained at a level to adhere to the program goal.
* Enter all Healthy Families staff training into TTS database to ensure policy standards

## August 2009 – October 2012

### **Family Resource and Family Support Specialist | New Hope Services**

* Provided parent counseling to new parents in areas such as Shaken Baby Syndrome, Safe Sleep, Post-Partum Depression and other areas identified as needed
* Provided community referral sources with information and training on Healthy Families in order to keep referral numbers at a level so that an average of twenty assessments can be done monthly
* Provided referrals for families to other community resources as necessary
* Completed an average of twenty assessments monthly while also providing home visits to at least three families.
* Provided strength-based services to parents during home visits in areas such as: child development, parenting, stress management, crisis management, childcare, effects of child abuse and neglect

## August 2007 – August 2009

### **Teacher | Rock Creek Christian Academy**

### 2007 - 2008 School Year – Instructor for Seventh and Eighth Grade Science, and High School Integrated Physics and Chemistry

### 2008 – 2009 School Year- Computer technology Instructor for Elementary, Junior and Senior High, and High school Psychology/Sociology

# Volunteer Experience

## **Nursery Director | Restoration Christian Church**

## 2002 - Present

# Qualifications and Trainings

* Supported Employment Core Training
* Employment Specialist Certificate- IU
* Direct Support Training
* Motivational Interviewing
* Reflective Supervision
* CPR, First Aid and Blood borne Pathogens
* Advanced IPV, Interpersonal Partner Violence
* Transcript upon request (multiple trainings including; Cultural Diversity, Protective Factors, Substance abuse in Pregnancy, ACES Study, Preventing Child Abuse, Addressing Domestic Violence, Abuse and Neglect of Individuals with I/DD, Healthcare Needs for People with IDD: Common Health Problems and Interventions, Principles of Positive Behavior Support for DSPs, Person Centered Planning for Individuals with Developmental Disabilities)

# Awards & Acknowledgements

* New Hope Services 2021 Presidential Leadership Award
* New Hope Services 2016 Board of Directors Award
* Multiple Nominations for New Hope Services’ Service and President’s Leadership Award