

## **Lorraine Smith**

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765-430-7325

### **Summary:**

I am a dependable Supported Living Specialist, bringing 12 years of business operations experience and over 25 years experience supervising and providing care for individuals with various physical and/or developmental disabilities. I have an extensive work background with diverse populations and am eager to apply my unique skills and qualifications to this company.

### **TRAINING/SKILLS:**

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- |  |                                 |
|--|---------------------------------|
| • First Aid/ CPR certified                                     | • Scheduling                    |
| • Supervisory and Management Training                          | • Patient care                  |
| • HIPPA acknowledgement training                               | • Adaptive equipment operations |
| • Behavioral Intervention and Open-hand, self defense training | • Planning and development      |
| • Leadership conferences and team building                     | • Lesson planning               |
| • Medication administration                                    | • Program management            |
|  | • Records maintenance           |

### **FEILD EXPERIENCE:**

**Wabash Center Inc.,** Lafayette, IN

*2010- present*

#### *Direct Support Professional*

- Supervised adults with various physical and/or developmental disabilities
- Planned and led various stimulating fine/gross motor skill activities
- Demonstrated physical demands such as lifting individuals, operating wheel chairs, and performing self-defense techniques
- De-escalated physical/verbal behaviors and completed incident and behavior progression reports

#### *Program Manager*

- Managed 6 residential houses while leading 3 supervising managers and oversaw approximately 40 staff members
- Controlled the overall operations of nursing services and patient care, as well as financial management, quality assurance patient care , safety risk management, teammate satisfaction, quality insurance scores, and facility maintenance
- Organized staff schedules, approved times, provided performance evaluations, and directed interdisciplinary team meetings
- Trained new staff on quality control procedures and scheduled patient administrations and discharge
- Attended physician appointments, assisted in medication administration, and administered drug testings
- Collaborated with the State Board of Health on regulations and completed required reports that demonstrate the work knowledge of HIPPA privacy
- Reviewed patient files that include behavior- support, risk, and wellness plans
- Managed yearly Medicaid redeterminations of individuals and maintained financial qualifications

#### *Supported Living Specialist*

- Create and assign exams, through RELIAS, for behavior and wellness plans, and PCISP's to all Supported living employees.
- Train all incoming Supported Living Supervisors
- Training staff for DSP annual and HR Annual

**Elston Ministry Daycare,** Lafayette, IN

*2000-2010*

*Facility Director*

- In charge of budgeting, developing curriculums, recruiting families and quality staff, and hiring qualified teachers' aids
- Maintained physical facilities and provided adequate resources with the help of fundraising and community outreach
- Coordinated, organized, and operated day camps and classrooms
- Prepared meals by DFC guidelines

**REFERENCES:**

CAMEY MADRAS:  
765-237-1892

MARSHA SELZER:  
765-418-2538

KATHY MURTAUGH:  
765-714-4657