

# Sarah McDuffie

## Senior Outreach Worker - JCEO

Port Kent, NY 12975

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(518)570-8598

To gain experience & create new relationships to enhance my growth.

Authorized to work in the US for any employer

## Work Experience

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### Senior Outreach Worker

JCEO - Plattsburgh, NY

January 2017 to Present

- Assist clients in home with available services and programs in the community such as Snap, HEAP, Medicaid applications. Housing assistance, comprehensive assessments for aging services and home based services.
- Certified Case Manager
- Certified HHCAP insurance Counselor
- Proficient in entering data information into the New York State system
- Field work & office work
- Person-Centered services and listening skills

### Direct Support Professional

Advocacy and Resource Center - Peru, NY

February 2016 to December 2016

I worked with Individuals with disabilities with activities of daily living.  
I assisted individuals with integration into the community.  
Provided transportation and assisted individuals with having quality of life.  
Proficient in documentation with activities and behaviors of individuals.

### PCA Personal Care Assistant

Residential Resources, Inc. - Plattsburgh, NY

April 2013 to December 2015

Assisted clients with activities of daily living  
Provided transportation to and from locations such as doctor visits and shopping.  
Proficient in documentation with activities and behavioral changes and concerns.  
Provided clients with bathing, meals, & housekeeping.

### Certified Nursing Assistant

Clinton County Nursing Home - Plattsburgh, NY

January 2007 to April 2013

Assisted residents with activities of daily living such as bathing, light physical therapy, eating, and other essential activities.  
Proficient in the use of manual and electric hoists, and standlifts for residents mobility transfers.

Assisted residents with activities such as coffee hours, music, and other engaging and socializing events. Proficient in documentation of activities of daily living, changes in mood, behavior, and body changes.

## Education

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### **Bachelor's degree in Human Services**

Cazenovia College - Cazenovia, NY

August 2018 to May 2021

### **Associate Degree in Applied Science in Human Services in Applied Science**

Clinton Community College - Plattsburgh, NY

August 2012 to December 2015

## Skills

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- Data Entry (10+ years)
- Developmental Disabilities Experience
- Case Management
- Crisis Intervention
- Human Services (10+ years)
- Mental Health Counseling
- Medication Administration
- Autism Experience
- Individual / Group Counseling
- Customer service
- Social Work

## Languages

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- American Sign Language - Beginner

## Certifications and Licenses

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### **Certified Case Manager**

May 2017 to Present

Certificate of Professional Training in Case Management through Boston University & New York State Office for the Aging