

# KATIE SCOTT

Indiana, PA 15701



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## EXPERIENCE

### DIRECT SUPPORT PROFESSIONAL (DSP)

#### Community Living and Learning Inc

Adult Training Facility & 6400 Residential Programming| Indiana, PA | Jul 2023 - Present

- Provide Community Participation Supports (CPS) and life skills training
- Daily ISP & MAR documentation
- Behavioral Support and Crisis Intervention
- Adhere to Individualized Support Plans and 6400 Regulations
- Assist with activities of daily living, including medication administration, hygiene, and modified dietary needs
- Provide Person Centered Care
- Mandated reporting of suspected abuse and neglect

### RESIDENTIAL PROGRAM MANAGER

#### Community Options Inc. | Indiana, PA

| Dec 2022 - Jul 2023

- Supervised and managed a team of Direct Support Professionals (DSPs) across multiple residential group homes
- Provided 24/7 support (on call) and crisis intervention
- Ensured compliance with Office of Developmental Programming 6400 Regulations
- Collaborated with interdisciplinary teams to develop and update Individual Support Plans and Behavioral Support Plans
- Managed program documentation, billing records, and payroll programs
- Provided corrective action as needed

### INDIANA SOCIAL CENTER MANAGER

#### Aging Services, Inc. | Indiana, PA |

Aug 2018 - Dec 2022

- Oversaw daily operations of a non-profit community center, ensuring smooth functioning and adherence to state and federal regulations
- Managed data entry and documentation for participation, attendance, and financial records
- Supervised and directed center staff, contracted agency workers (Pathstone, Career T.R.A.C.K.), and volunteers
- Acted as a liaison between center participants and Aging Services, Inc., facilitating access to community services
- Community Outreach & Fundraising
- Provided training and disciplinary action to staff and center participants as needed

**ADMINISTRATIVE ASSISTANT HUMAN  
RESOURCES CLERK**

**St. Andrews Village (Presbyterian**

**Senior Living) | Indiana, PA | Sep 2016 - Aug 2018**

- Assisted the Human Resources Manager with administrative tasks as assigned
- Manager with administrative tasks related to recruitment and employee retention
- Conducted New Hire Orientation Training
- Screened and recommended eligible applicants to department directors
- Conducted PA Criminal Background Checks, Megan's Law Registry, and SAMS/OIG screenings, coordinating FBI fingerprinting with ARIN Intermediate Unit 28
- Record keeping of professional licenses

**COMMUNITY LIFE COORDINATOR**

**St. Andrews Village (Presbyterian**

**Senior Living) | Indiana, PA | Sep 2010 - Aug 2016**

- Planned and conducted modified activities for residents based on needs
- Provided social and recreational support
- Knowledge of all modified diets & preparation

**C E R T I F I C A T I O N S & T R A I N I N G S**

- NADSP Certification (DSP-III)
- Adult/Child CPR, AED, First Aid, Basic Life Support
- Mandatory Reporting Requirements
- Medication Administration Practicum Observer
- CPI Nonviolent Crisis Intervention Training
- IDD Relationships Training
- QPR Suicide Prevention Training
- ServSafe Manager Certification

**E D U C A T I O N**

**BACHELOR OF ARTS PSYCHOLOGY CONCENTRATION: FORENSIC PSYCHOLOGY**

**Southern New Hampshire University |**

**Manchester, NH | Anticipated Graduation: May 2026**

**HIGH SCHOOL DIPLOMA**

**Indiana Area Senior High School |**

**Indiana, PA | Graduated: Jun 2004**

**M E M B E R S H I P S & A F F I L I A T I O N S**

**MEMBER**

**National Society of Leadership and**

**Success (NSLS) | Jan 2024 - Present**

**A W A R D S**

**Indiana County Career**

**Consortium Health Care Worker of the Year 2015**