

Kathryn Krom

Service Coordinator – The Center for Disability Services

22 Forest Avenue
Albany, NY 12208
kalekro@gmail.com (518) 258-5380

Willing to relocate: Anywhere

WORK EXPERIENCE

Medicaid Service Coordinator

The Center for Disability Services
Albany, NY
April 2016 to October 31, 2017

Coordinate services for individuals with developmental disabilities.
Create and maintain individualized service plans for a high caseload of individuals.
Provide direction and support to individuals and families.
Connection and referrals to various services within the community

Care Manager I

Equinox
Albany, NY
November 2014 to March 2016

Case management of clients under OMH/DOH regulations
Create and implement individualized treatment plans
Create comprehensive assessments
Connection and referral of clientele to various providers/services

Habilitation Specialist (QIDP)

Living Resources
Schenectady, NY
July 2012 to October 2014

Create and implement individualized habilitation plans
Provide direct care and support to individuals with developmental disabilities

Day Habilitation Practitioner

New Visions
Slingerlands, NY
March 2011 to May 2012

Assist developmentally disabled clients with achieving personal goals and developing daily living skills
Teach work-related skills and job preparedness
Provide care and assistance to promote good health and positive behavioral development

Direct Care Worker

Vanderheyden Hall
Troy, NY
October 2010 to January 2011

Immediate care and support of individuals with developmental disabilities
Development of appropriate individualized behavioral goals

Legal Assistant

Girvin & Ferlazzo PC
Albany, NY

February 2010 to June 2010

Debt collections

Legal correspondence

Outgoing calls to debtors to obtain funds

Organization and output of legal documents

Data Clerk

Anderson Group

Albany, NY

May 2009 to July 2009

Data entry

Insurance claim form processing

Receptionist

Mallozzi's Restaurant & Banquets

Rotterdam, NY

February 2008 to June 2008

Set up client accounts, sales inquiries, reservations

Distributed payroll, created employee schedules

Designed menus and handbooks

Assisted General Manager with clerical duties

Customer Service Representative

Hudson Valley Community College Bookstore

Troy, NY

January 2008 to February 2008

Created and distributed textbook estimates

Assisted students with questions regarding textbooks, financial aid, scheduling, and general information regarding the college

Tax Clerk

Bank of America Tax Center

Kingston, NY

September 2004 to June 2005

Completed and adjusted faulty tax forms

Sorted, filed, assembled and organized tax forms

EDUCATION

Bachelor in Psychology

State University of New York at Albany

Albany, NY

December 2009

Associate in Science

Hudson Valley Community College

Troy, NY

May 2005

SKILLS

Medicaid Service Coordination less than one year. Case Management (1.5 years), QIDP (7 years)

CERTIFICATIONS/LICENSES

CPR and First Aid

April 2017