Audrey Billie

A guide who elevates, breeds creativity, empowerment and innovation amongst peers!

Paterson, NJ 07502 | +1 551 315 1762 | iamaudreyrenee@gmail.com

Professional summary

To join an interactive organization that offers me a constructive workplace for success and overall growth within the company

- Email- iamaudreyrenee@gmail.com
- Phone- 551-315-1762

Willing to relocate to: Passaic County, NJ

Work authorization

US work authorization

Work experience

Lead Direct Support Professional (DSP)

Penn Reach | Jersey City, NJ

October 2024 to Present

- Assist with administration and supervision of multiple group homes
- Share responsibilities with group home Coordinator
- Responsible for program and client finances
- Upholds agency and licensing regulations
- Provides staff supervision and quality care of the residents
- Accompanying individuals to doctor appointments and scheduling
- Attending special community occasions and fun activities like outdoor walks, games and social events with individuals
- Assisting individuals in achieving their personal goals and desires
- Assist residents with activities of daily living (ADLs) such as bathing, dressing, grooming, and toileting
- Administer medications according to prescribed dosages and schedules
- Monitor and document residents behaviors and report any changes or concerns to Behaviorist
- Follow all behavior protocols and de-escalation
- Assist with meal planning, preparation, and feeding as needed/ diets; monthly shopping budgeting
- Implement and follow resident care plans
- Promote resident independence and maintain their dignity and privacy
- Provide emotional support and companionship to residents
- Maintain a clean and safe environment for residents on a daily basis
- Provides weekly menus
- Keeps track of doctor appointments, scheduling and attending with clients
- Provides monthly activity schedule
- Provides training to staff and guidance through staff meetings or one on one
- Participates in IDT meetings and discuss any issues or changes with each client as well as BSP meetings for new plans or strategies
- Making sure IEE and IEP is correct and up to date; monthly fire drills
- Keeps company vehicle is good standards

Personal Caregiver

Public Partnerships/ Palco | Paterson, NJ

August 2023 to Present

- Providing in home care to elderly clients or clients who need assistance in daily living.
- Transportation: Helping clients get to appointments and help engage in social activities.
- Medication management: Making sure patients take their medication correctly, on time, and in the correct dosage; Calling in refills and documentation.

- Personal hygiene assistance: Helping clients with bathing, dressing, grooming and all hygiene needs.
- Companionship: Providing emotional support and developing a warm relationship with clients.
- Food preparation: Preparing meals, washing dishes, and feeding clients if needed.
- Housekeeping: Keeping the home clean and tidy, laundry and shopping household.
- Socialization: Encouraging clients to participate in community activities.

Life-Skills Trainer/ Sub

Rehabilitation Specialist | Hawthorne, NJ

February 2019 to December 2021

- Supports individuals with neurological disabilities in regaining or maintaining their independence and empowering them to become integrated members of their communities
- Daily checklist completed of all necessary tasks delegated from supervisor
- Held staff meetings when needed for Residential Manager and reported all documentation
- Organized in- home and community based activities/ trips for fun and creativity
- Helping individuals by providing them with safe, clean and comfortable living environments, helping them with daily tasks, and teaching them life skills
- Helping individuals with tasks like showering, toileting, shopping, running errands, feeding/drinking, laundry and exercising in residential and community settings
- Teaching clients tasks that they can ultimately learn to do for themselves like cooking, cleaning and managing money
- Assist clients in planning and carrying out all activities including social, recreational and leisure based on their individualized treatment plans
- Assist with medication administration
- Complete all daily documentation on shift and review previous staff notes
- Monitor individuals' behavior toward themselves and others, and maintain client's records of problems and progress
- Provides transportation when necessary for program pick up and log use of agency vehicle

Group Home Manager, Residential Support Lead, Residential Support Specialist

Advancing Opportunities | Parsippany-Troy Hills, NJ

August 2016 to January 2021

- Provides on-site care to adults with developmental disabilities, behaviors and mental health
- Currently following CDS, DDD and DHS health and safety protocols for COVID-19 in the residential homes
- Maintains all around care and functionality of the group home environment
- Mentors the residential support staff, provides on-site training to support staff
- Takes initiative to implement different strategies in the best interest of all individuals
- Provides direct services that supports growth, promotes independence and ensures safety of individuals
- Assists when necessary in personal care, activities of daily living skills, household management, recreation, transportation, medical appointments, community involvement and daily goals for all individuals
- Initiates, supports and ensures quality of life through empowerment, reflects good ethical and moral conduct and a therapeutic environment for all
- Monitors overall health needs, specialized diets, weekly menus, doctor appointments and any medication changes and follow ups
- Completes required daily documentation, demonstrates understanding of medication policy and auditing of medication administration.
- Documents and follows proper procedures for daily behaviors, unusual incidents, accidents and any other information that pertains to each individuals care
- Performs all duties as deemed necessary by supervisor
- Communicates closely with Supervisor, completes scheduling and coverage, very flexible when needed to work on shift
- Able to communicate effectively with individuals, families, staff, management teams and outside resources etc.
- Set examples through commitment to the job and a passionate effort to excel
- Completes all weekly and monthly reports/ paperwork, ISP's, experienced with going Fee for Service, monthly staff meetings/ manager meeting etc...
- Maintains a professional relationship with guardians and support coordinators in regards to the well being of the individuals
- Encourages an active lifestyle and follows the service plan for all individuals to provide the best quality of life

Companion/ Caregiver

Senior Helpers | Fairfield, NJ

June 2015 to December 2020

- Assists elderly clients with daily living activities and social skills
- Meal prep and daily sanitary of on-site or residential environment
- Followed care plan, company regulations, and safety practices at all times
- Dusted, cleaned bathrooms, vacuumed, and laundry when needed
- Interacted with family members and getting complete information of patient needs and daily routine
- Provided compassionate, gentle, and reliable care to residents with mental health, dementia, Alzheimer's disease and developmental disabilities

Direct Care Professional

Community Options | Elmwood Park, NJ

January 2014 to October 2015

- Assisted in daily living tasks such as brushing teeth, bathing, dressing,
- Assured that meals were prepared in accordance to each of the resident’s health plans
- Reported/ documented any incidents, behaviors and daily activities to the manager
- Able to adjust quickly to various work environments and individuals
- Encouraged residents to live life independently by engaging them in developmental activities and dialogue
- Administered prescribed medications under the written direction of physician or home care nurse
- Assisted patients with mobility in and out of beds, baths, shower chairs, wheelchairs, or vehicles
- Entertained, conversed with, or read aloud to patients to keep them mentally healthy and alert
- Accompanied clients to doctor appointments and on other trips outside the home

Teacher's Assistant /Floater

Boys & Girls Club of Hawthorne/ Positive Place Daycare | Hawthorne, NJ

February 2013 to June 2015

- Served great nurturing skills to special needs children ranging in age from infants to age 17
- Provided care and assistance to special needs students individually or in small groups
- Completed daily lesson assignments
- Prepared and served daily lunch and snack
- Monitored students in a variety of settings such as a classroom, playground or field trip outing
- Maintained classroom equipment, work area and electronic files and records
- Reported observations and incidents relating to specific students of special needs
- Documented any accidents, appropriate and/or inappropriate social behavior and/or violations of rules or safety guidelines

Teacher's Assistant

Michael's Energy Factory | Paterson, NJ

October 2011 to November 2013

- Excellent customer service and parent interaction
- Supervised children from infant to pre-k
- Experienced in working with special needs children
- Maintained order, security, and sanitation of the classrooms
- Provided first aid treatment as necessary with nurture and care
- Provided age appropriate games, indoor and outdoor activities, to build fine and gross motor skills
- Followed proper care when cleaning and changing a child's pamper or clothing garments
- Well versed in providing affection and interaction with children positively

Group Counselor/ Head Dance Instructor

YMCA of Paterson | Paterson, NJ

April 2010 to June 2011

- Maintained positive relations with parents and staff
- Supervised children in planned activities indoor and outdoor
- Maintained proper cleanliness and daily safety standards
- Attended staff meetings and trainings

- Demonstrated actions of a good role model
- Promoted proper health and hygiene to school age children and young adults
- Counseled children with homework check, understanding and completion
- Promoted to Head Dance Instructor of the dance program at all sites

Senior Corporate Account Executive
Dale and Thomas Growers | Englewood, NJ
December 2007 to February 2010
- Able to manage multiple accounts while completing transactions and maintaining a positive relationship with clientele
- Ability to provide and execute ideas
- Adapted easily to new material, database systems, and distributions Knowledge of Microsoft Office & Windows
- Assisted in management and goal oriented sessions directly for new trainees
- Developed campaigns and marketable advertising within a grouped sales team
- Demonstrated ability to build new territory and expand on existing clientele

Education

Diploma
Eastside High School | Paterson, NJ

Psychology (Associate)
Passaic County Community College | Paterson, NJ
January 2019 to April 2019

Business Management (Associate)
Berkeley College | Woodland Park, NJ
2008 to 2010

Skills

ADLs | Developmental Disabilities Experience | Personal Care | Individual / Group Counseling | Dancing | Behavioral health | Social Work | Meal Preparation | Music | Teaching | Direct Support | Medication Administration | Autism experience | Management | Dementia Care | Autism | Behavior Management | Crisis Intervention | Special Education | Disability | Case Management | Time management | Direct Care | Communication skills | Caregiving | Special Needs

Awards

Professional Service Award
January 2018
Advancing Opportunities- Awarded for displaying excellent professional service to others and leading by example.

Customer Service Award
November 2017
Advancing Opportunities- I was awarded this for my effort in demonstrating professionalism in challenging times that we face when providing a service to families, going above and beyond to make sure things stay intact, being a great leader to my staff and assuring that the clients are always first priority.

Certifications and licenses

DDD online training completed

Medication Administration
August 2015 to Present

Abuse/Neglect
August 2015 to Present

CPR/First Aid
October 2024 to October 2026

Driver's license

Publications

Audrey’s DSP of the month article
https://advopps.org/audrey-billie-sets-example-residents-staff/
December 2017

My passion and love for the work I do has been captured in the Advancing Opportunities newsletter. It’s amazing to see how far I’ve come and the journey that’s ahead of me. I’m honored to share such a great experience with everyone and my lovely individuals whom I serve and provide a nurturing bond with everyday. Please feel free to read.

Additional information

- Strong leadership and management skills
- CPR (infant, child, adult)
- Child Development Associate course and hours completed
- Crisis Prevention/ Active Shooter & Safety Training