

Marly Cadet

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SUMMARY

Mental Health Counselor with extensive administration experience whose passion is to help Individuals of diverse backgrounds have access to community services to reach and maintain their full potential.

EDUCATION

Cambridge College, Cambridge, Ma Bachelor of Arts in Psychology, May 2007

Cambridge College School of Psychology and Counseling, Cambridge, MA Masters in MHC, August 2014

SKILLS

Software

- Microsoft Word, Microsoft Excel, Microsoft PowerPoint, TIER, iServe, Type 60WPM

Languages

- English, Haitian-Creole, French

Certifications

- First Aid, CPR/AED, CPI

Trainings

- Blindness Vision Impairment
- Dementia/Alzheimer's
- Supervisory Skills Training

Community Service

- North Shore Rescue Mission Inc. (Program Coordinator 2007-20018)
- Everett Youth Commission Board Member

WORK HISTORY

The Mentor Network, Malden MA

2018-Present

Assistant Program Director

North Shore Haitian Adult Day Health

- Communicate with staffs on the day-to-day schedule and objectives of the center.
- Conduct monthly meetings with participants, staffs, and quarterly meetings with families.
- Provide Daily Telehealth Wellness Calls to participants.
- Provided Counseling to Participants and or Staff.
- Provide Notes for each Telehealth Wellness call on the status of participant and their needs.
- Conduct daily meetings with Nursing Staffs and provide medical supplies for nursing.
- Implement DPH (Department of Public Health) book regulations weekly.
- Update/add participant's information onto server and check attendance through iServe.
- Work with different vendors to ensure quality care for the participants.
- Conduct and Notate Monthly environmental rounds in the center making sure maintenance is updated and/or get things fixed.
- Review and mark attendance for accuracy for the Daily Census of the center.
- Conduct and Submit employee evaluations with Program Director.
- Submit vendor invoices.
- Review missed punches in Kronos.
- Enter daily Ratio.
- Assist marketing meeting on Tuesday and Thursdays.
- Sign iServe Weekly reports.
- Work with HR to update Employees Physical, TB and CPR.
- Work with transportation to ensure participants are getting to the program and returning to their home on schedule.

North Shore Church

Community Outreach Coordinator, Everett MA

2017-2018

- Connect with diverse community leaders in Everett and surrounding communities.
- Maintain relationships with different organizations such as food pantries, and city service programs.
- Bring Awareness to congregants and the community regarding beneficial activities and programs.
- Developed strategies to maintain an orderly office.
- Performed Day to Day Clerical Duties.
- Collect Data and submit them to the board.
- Present workshops such as Life Skills Classes, Breathing Techniques and Human Rights for physically and mentally impaired.
- Counseled youth and young adults.

Bridgewell Day Habilitation, Lynnway-Lynn, MA_

2010-2016

Assistant Program Director/Human Rights Officer

- Delegate tasks to clients and staffs.
- Organized paperwork to maintain a functional program.
- Worked with participants to achieve objectives regarding their ADL's.
- Budgeted the program's weekly food market account.
- Support Program Director on client's objectives.
- Provided Counseling to Participant's as needed.
- Communicate with social workers, clinicians, and guardians on progress of individuals.
- Present data for ISP's and Tri-monthly clinicals with Program Director and service coordinators
- Collect day-to-day data on the development of the individuals.
- Distribute monthly and quarterly reports onto TIER.
- Provide life skills and Human Rights groups.

Malden YMCA School Age Child Care Program (SACC) Malden, MA

2006-2010

Unit Leader

- Supervised staff and a range of forty-five to fifty **DCF children daily**, to maintain a successful Unit.
- Assigned responsibilities to staffs and conducted weekly unit meetings.
- Prepared quarterly reports on the progress of teens and children as well as give staff evaluations.
- Managed daily groups on stress management and artistic development.
- Taught children with Bi-polar, ADD, ADHD, Down syndrome, Autism, and Dyslexia Coping Skills.
- Communicated with Social Workers and Parents and Guardians also regarding behavioral issues, concerns or progress.
- Provided Peer Mediation for Teens.

The Children's Learning Center Saugus, MA

2004-2005

After School Teacher

- Provided Peer Mediation for Children.
- Developed an educational plan for music for the Children in the center.
- Educated children with severe learning disabilities, and taught classes on music and healthy eating.
- Provided assistance with homework.
- Taught organizational skills.
- Overseen children with eating disorders.
- Assisted Co-workers and Managers with physical and neurological disabilities