

Denise Belt

Case Manager/Supervisor

Chino Hills, CA 91709

lynbelt@gmail.com

678.544.9005

Authorized to work in the US for any employer

Work Experience

Case Manager/Supervisor

Georgia Division of Family and Children Services - Atlanta, GA

March 2010 to March 2017

30303

- Assessed level of risk by conducting face-to-face interviews with children, caretakers, other involved professionals and Reporter Source
- Obtained documentation from schools for each child
- Worked with law enforcement in physically removing at-risk children from caretakers.
- Expert witness in court proceedings
- Prepared court reports and referrals
- Resource for clients needing services
- Follow-up with families to ensure compliance with plans. • Organized interviews, uploaded all documentation for GA Shines

Social Service Tech 1 (SST010)

Pathways - Greenville, GA

January 2010 to April 2010

30222

- Monitored client progress towards treatment goals.
- Assisted in locating and utilizing community resources including legal, medical, and financial assistance services.
- Professional counselor with group homes and halfway houses • Active member of team in prerelease and release planning.
- Implemented life skills workshops and programs in behavior management, youth services, community and social services.
- Prepared intake reports and case history records.

115 Nancy Lane

Fayetteville, Georgia 30215

678.544.9005 lynbelt@gmail.com

Office Assistant

USC Pathology Reference Lab - Los Angeles, CA

April 2002 to September 2006

90033

- Coded medical services and diagnoses.
- Clarified diagnostic information with physicians
- IDX input of demographics, charges, payment
- Detailed and extensive follow-up, collections, resubmission of claims.

Insurance Examiner Portamedic

Hooper Holmes, Inc - Los Angeles, CA

January 1992 to March 2002

90010

- Certified paramedic for national health risk assessment biometric screening provider
- Examined insurance applicants for accurate information, performed required procedures
- Completed medical statements from potential clients

Education

Master in Social Work

Clark Atlanta University

2010 to 2011

Bachelor of Arts in Social Work

California State University of Los Angeles

2007 to 2009

Skills

Case Management

Additional Information

- Well organized
- Outstanding time management
- Excellent customer service
- Flexible
- Team Player
- Mentor