

Elder and Disabled Homecare Experience



Aunt Geneva Sister Fannie Mom Opal

Special Needs Homecare Manager: 2004 to The Present

Following a diagnosis of the onset of Alzheimer's Disease, my elderly mother transferred asked me to accept full legal guardianship for my sister who a person born with Downs Syndrome. In 2004, the two left their home in Georgia and moved in with me and my partner in San Jose, California. Three years later, my late father's sole surviving sibling asked if she could join us and reunite the family.

Transferable Skills: After many years of overseeing the budget and managing projects in two major university academic programs, and serving as a TV medical correspondent & a major market station bureau chief, I now draw on my knowledge and skills to anticipate, prepare for and manage the home healthcare needs for two 95 Year old women and a 53 year old disabled person. In addition to providing shelter, food, clothing and general transportation needs, I also provide the follow specialized services and personal care:

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| Medical Care Management | Identifying an appropriate local doctor and health care facility for each woman, providing transportation and close monitoring for each bi-annual appointment. Also managed prescription drug plans for each and closely supervised medication use. |
| Home Nursing Supervision | Identifying and screening trained healthcare professionals to serve as in-home, part-time nurses for duty during my work hours. Hired four women care providers, set schedules, identified responsibilities and expectations, monitored service quality and initiated a bi-weekly service payment system. |
| Business Management | Identifying and assuming sole responsibility for the payment of financial obligations for all three women, including filing timely Social Security and Internal Revenue reports, paying Georgia home property taxes, maintenance and insurance fees, and paying off and closing personal credit cards and other business expenses. |
| Job Services Supervision | Identifying appropriate state, county and local non-profit social services and skills utilization opportunities to secure employment for my sister with Downs Syndrome. I actively participate in her workplace, bi-annual job performance reviews, plus enable her entertainment and recreational opportunities. |
| Hospice Care Supervision | After a diagnosis of congestive heart failure, arranged for in-home hospice care for my mother. Hired additional homecare nursing support, and personally cared for her special needs during the last nine weeks of her life in 2008. |